# CITY OF MERCER ISLAND
# CITY COUNCIL REGULAR HYBRID MEETING
## Tuesday, September 2, 2025 at 5:00 PM

**MERCER ISLAND CITY COUNCIL**

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

**LOCATION & CONTACT**

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

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

The hybrid meeting will be live streamed on the City Council's YouTube Channel.

Individuals wishing to speak live during Appearances (public comment period) or the Public Hearing must register with the City Clerk at 206.275.7793 or cityclerk@mercerisland.gov before 4 PM on the day of the Council meeting. Each speaker will be allowed to speak for three (3) minutes. A timer will be visible to online to speakers, City Council, and meeting participants.

Written comments may be sent to the City Council at council@mercerisland.gov.

Join the meeting at 5:00 PM (Appearances will start sometime after 5:00 PM) by:

- **Telephone:** Call 253.215.8782 and enter Webinar ID 878 7413 0512 and Password 729365
- **Zoom:** Click this link (Webinar ID 878 7413 0512; Password 729365)
- **In Person:** Mercer Island Community & Event Center – Slater Room Council Chambers (8236 SE 24th Street, Mercer Island, WA 98040)

## MEETING AGENDA - REVISED

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

### PLEDGE OF ALLEGIANCE

### AGENDA APPROVAL

### SPECIAL BUSINESS

1. **AB 6759: Recognition for the MIYFS Foundation**
   **Recommended Action:** Approve Resolution No. 1681 recognizing the MIYFS Foundation's contributions to the Youth and Family Services Department and the City of Mercer Island.

### CITY MANAGER REPORT

### APPEARANCES

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

## CONSENT AGENDA

2. **City Council Regular Hybrid Meeting Minutes of July 15, 2025**
   **Recommended Action:** Approve the City Council Regular Hybrid Meeting Minutes of July 15, 2025.

3. **City Council Special Meeting Minutes of August 14, 2025**
   **Recommended Action:** Approve the City Council Special Meeting Minutes of August 14, 2025.

4. **AB 6741: July 10, 2025 Payroll Certification**
   **Recommended Action:** Approve the July 10, 2025 Payroll Certification in the amount of $987,806.70 and authorize the Mayor to sign the certification on behalf of the entire City Council.

5. **AB 6742: July 25, 2025 Payroll Certification**
   **Recommended Action:** Approve the July 25, 2025 Payroll Certification in the amount of $1,210,721.21 and authorize the Mayor to sign the certification on behalf of the entire City Council.

6. **AB 6743: August 8, 2025 Payroll Certification**
   **Recommended Action:** Approve the August 8, 2025 Payroll Certification in the amount of $1,048,370.99 and authorize the Mayor to sign the certification on behalf of the entire City Council.

7. **AB 6744: August 25, 2025 Payroll Certification**
   **Recommended Action:** Approve the August 25, 2025 Payroll Certification in the amount of $1,018,552.74 and authorize the Mayor to sign the certification on behalf of the entire City Council.

8. **AB 6745: Certification of Claims June 16-30, 2025**
   HYPERLINK "appIS662908f7f6ff4f81999e8960d30cd165"**Recommended Action:** Approve the June 16, 2025 through June 30, 2025 Accounts Payable Certification of Claims in the amount of $3,801,759.98 and authorize the Mayor to sign the certification on behalf of the entire City Council.

9. **AB 6746: Certification of Claims July 1-15, 2025**
   **Recommended Action:** Approve the July 1, 2025 through July 15, 2025 Accounts Payable Certification of Claims in the amount of $1,470,007.69 and authorize the Mayor to sign the certification on behalf of the entire City Council.

10. **AB 6747: Certification of Claims July 16-31, 2025**
    **Recommended Action:** Approve the July 16, 2025 through July 31, 2025 Accounts Payable Certification of Claims in the amount of $2,701,564.31 and authorize the Mayor to sign the certification on behalf of the entire City Council.

11. **AB 6748: Certification of Claims August 1-15, 2025**
    **Recommended Action:** Approve the August 1, 2025 through August 15, 2025 Accounts Payable Certification of Claims in the amount of $3,813,089.66 and authorize the Mayor to sign the certification on behalf of the entire City Council.

12. **AB 6749: National Recovery Month, Proclamation No. 369**
    **Recommended Action:** Approve Proclamation No. 369 proclaiming September 2025 as National Recovery Month on Mercer Island.

13. **AB 6750: Hunger Action Month, Proclamation No. 366**
    **Recommended Action:** Approve Proclamation No. 366 proclaiming September 2025 as Hunger Action Month on Mercer Island.

14. **AB 6751: Childhood Cancer Awareness Month, Proclamation No. 367**
    **Recommended Action:** Approve Proclamation No. 367 proclaiming September 2025 as Childhood Cancer Awareness Month on Mercer Island.

15. **AB 6752: National Preparedness Month Proclamation, No. 368**
    **Recommended Action:** Approve Proclamation No. 368 proclaiming September 2025 National Preparedness Month in Mercer Island.

16. **AB 6765: Reaffirming Our Commitment to Safe and Respectful Communities, Proclamation No. 370**
    **Recommended Action:** Approve Proclamation No. 370 reaffirming our commitment to safe and respectful communities.

17. **AB 6753: Ratification of Mercer Island's Comprehensive Emergency Management Plan, Resolution No. 1680**
    **Recommended Action:** Adopt Resolution No. 1680 ratifying the Mercer Island Comprehensive Emergency Management Plan.

18. **AB 6754: Interim Regulations in MICC 19.16.010 Related to Emergency Shelters and Housing, Transitional Housing, and Permanent Supportive Housing (Second Reading, Ordinance No. 25-15)**
    **Recommended Action:** Adopt Ordinance No. 25-15 establishing interim development regulations in MICC 19.16.010 related to Emergency Shelters and Housing, Transitional Housing, and Permanent Supportive Housing, with an effective date of October 2, 2025.

19. **AB 6755: Luther Burbank Park South Shoreline Restoration Project Closeout**
    **Recommended Action:** Accept the completed Luther Burbank South Shoreline Restoration Project and authorize staff to close out the project.

20. **AB 6756: Acquisition of Real Property by Eminent Domain (Second Reading of Ordinance No. 25-21)**
    **Recommended Action:** Adopt Ordinance No. 25-21 related to financing for the acquisition of real property by Eminent Domain.

21. **AB 6760: Authorization to Join Opioid Settlements**
    **Recommended Action:** Authorize the City Manager to execute and submit the necessary participation forms and allocation agreement, substantially in the form attached as Exhibits 1 and 2 to this AB, for the City of Mercer Island to join opioid related settlements with Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, Zydus, Purdue Pharma and the Sackler family.

22. **AB 6761: Ratification of Local Emergency Order Issued by the City Manager – Water Main Breaks (Proclamation No. 365)**
    **Recommended Action:** Ratify and confirm the Local Emergency Order issued by the City Manager on August 7, 2025 in Proclamation No. 365 and allow the emergency declaration to remain in effect until the East Mercer Way water main repair is completed.

23. **AB 6762: Interagency Connection Agreement with King County for the Automated Fingerprint Identification System (AFIS) Program**
    **Recommended Action:** Authorize the City Manager to sign the interagency connection agreement with King County for the Regional Automated Fingerprint Identification System (AFIS) Program.

24. **AB 6764: MIYFS Foundation Funding Acceptance Agreement**
    **Recommended Action:** Accept the increased annual donation of $580,000 from the Mercer Island Youth and Family Services Foundation for 2025 through 2028 and authorize the City Manager to sign the Funding Acceptance Agreement (2025-01) memorializing the donation, substantially as set forth in Exhibit 1 to AB 6764.

**REGULAR BUSINESS**

25. **AB 6740: Emergency Management Program**
    **Recommended Action:** Receive report. No action necessary.

26. **AB 6757: Marine Patrol Vessel Replacement Contract**
    **Recommended Action:** Appropriate an additional $60,000 from the Equipment Rental Fund reserve, and authorize the City Manager to execute a purchase agreement with Inventech Marine Solutions (LLC), DBA Life Proof Boats, substantially in the form as shown in Exhibit 2, and other related documents and agreements required for the transaction, to construct and deliver a new Marine Patrol vessel for the City of Mercer Island.

**27. AB 6763: Code Amendments Regarding E-motorcycle Regulations (Ordinance No. 25C-24, First Reading).**

**Recommended Action:** Schedule Ordinance No. 25C-24 for second reading and adoption on September 16, 2025.

**28. AB 6758: Business License Code Amendment (Ordinance. No. 25C-22, First Reading)**

**Recommended Action:** Set Ordinance No. 25C-22 for second reading and adoption at the September 16, 2025 City Council meeting.

## OTHER BUSINESS

**29. Planning Schedule**

**30. Councilmember Absences & Reports**

## EXECUTIVE SESSION – Approximately 30 Minutes

**31.** Executive Session to discuss with legal counsel pending or potential litigation pursuant to RCW 42.30.110(1)(i). No action is expected.

## ADJOURNMENT

# BUSINESS OF THE CITY COUNCIL
# CITY OF MERCER ISLAND

**AB 6759**
**September 2, 2025**
**Special Business**

## AGENDA BILL INFORMATION

| | | |
|---|---|---|
| **TITLE:** | AB 6759: Recognition for the MIYFS Foundation | ☐ Discussion Only<br>☒ Action Needed:<br>☒ Motion<br>☐ Ordinance<br>☒ Resolution |
| **RECOMMENDED ACTION:** | Recognize MIYFS Foundation's contributions to the Youth and Family Services Department and the City of Mercer Island. | |

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|---|---|
| **DEPARTMENT:** | Youth and Family Services |
| **STAFF:** | Ali Spietz, Chief of Administration<br>Derek Franklin, YFS Administrator |
| **COUNCIL LIAISON:** | n/a |
| **EXHIBITS:** | 1. Resolution No. 1681 |
| **CITY COUNCIL PRIORITY:** | n/a |

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|---|---|
| **AMOUNT OF EXPENDITURE** | $ n/a |
| **AMOUNT BUDGETED** | $ n/a |
| **APPROPRIATION REQUIRED** | $ n/a |

## EXECUTIVE SUMMARY

The Mercer Island Youth and Family Services Foundation (MIYFS Foundation) has served the Mercer Island community since 1989, raising funds through donations for the City's Department of Youth and Family Services (YFS). The MIYFS Foundation has directly, as their mission states, expanded the positive impact of YFS in the community. Resolution No. 1681 (Exhibit 1) recognizes their historical impact and recent increase in financial support for YFS that has helped enhance the provision of behavioral health and basic needs support for all Island residents, particularly the community's most vulnerable youth, families, and seniors.

## BACKGROUND

The Mercer Island Youth and Family Services Foundation (MIYFS Foundation) raises and manages private financial resources to support the mission and priorities of the City's Department of Youth and Family Services (YFS). Together, the Foundation and YFS work toward a shared vision: building a healthy community for all Mercer Island youth, adults, families, and seniors.

Since 1976, YFS has served as a City department providing comprehensive human services. These include school-based counseling, outpatient counseling, emergency assistance, senior services, and substance abuse prevention and mental health promotion.

The MIYFS Foundation is a 501(c)(3), non-governance, entity whose sole purpose is to raise funds that support the YFS Department. Since 1989, members of the Mercer Island community have volunteered to serve on the MIYFS Foundation Board to raise funds through initiatives, events, and a signature Annual Breakfast that gathers over 500 supporters.

Funding support for the YFS Department historically included an annual gift plus specific pass-through funding for YFS programs that support the basic needs of Island residents, including back-to-school supplies, holiday meals, and holiday gift giving. Currently, giving is consolidated in an annual gift of $515,000 plus additional funding to support YFS staff salary increases related to the 2024 citywide classification and compensation update. Total giving comprises over 20% of the YFS Department's annual revenue.

The relationship between the City of Mercer Island/YFS and the MIYFS Foundation is a unique public-private partnership. This relationship encompasses the vehicle by which resources from local philanthropic efforts are directed towards crucial behavioral health services and basic needs for residents of the City. The MIYFS Foundation and the City entered into a Cooperative Agreement in 2023 to formalize the terms, procedures, and general understanding of the relationship between the two entities (AB 6097).

Donations pledged to the City for YFS services include support for general YFS operations, and specifically support for school counselors, emergency assistance (including food security), and senior programming. Funds have supported YFS efforts to maintain two counselors at Islander Middle School, meet the food security and residential stability demands elevated during the Pandemic, and support the provision of basic needs for the community's most vulnerable residents.

## ISSUE/DISCUSSION

The public-private partnership between the MIYFS Foundation and the City of Mercer Island/YFS has significant impact on overall revenues for the YFS Department as well as for specific YFS programs. The 2023 funding agreement formalized the MIYFS Foundation's annual contribution to YFS at $515,000. The new funding level supported funding the second Mental Health Counselor position at Islander Middle School, elevated post-pandemic demand for rent assistance and food security programs, and provided general YFS budget support. The timing of this increase coincided with the sunsetting of one-time revenues related to the Pandemic.

Additionally, the MIYFS Foundation would like to continue supporting YFS at a higher level by increasing the annual donation to $580,000, each year in 2025, 2026, 2027, and 2028. Agenda Bill 6764, also on the September 2, 2025 Council Meeting agenda, will formalize this commitment with a new four-year funding agreement.

The MIYFS Foundation provides critical financial support, representing a significant share of the YFS Department's annual revenue. It also expands access to local resources and fundraising opportunities that lie beyond the scope of municipal government. The Island residents who volunteer their time on the Foundation Board introduce their personal and professional networks to the opportunity to donate to YFS—philanthropic giving to the City that would otherwise be difficult to access.

Members of the MIYFS Foundation and their staff also build ties between YFS, the City, and the community while lending credibility to YFS's mission and vision among donors as well as residents, businesses, and institutions. The MIYFS Foundation engages residents in the spirit of community giving by localizing its fundraising efforts. Signature events include the Annual Fundraising Breakfast, Holiday Tree Lot, and

participation in the City's Recycling Event to collect YFS donations. The Foundation also supports Shop Local days with Mercer Island businesses, and this year is introducing a new event: *Play Date with a YFS School Counselor* for incoming Kindergarten families.

It is uncommon for municipal governments to provide direct behavioral support services for their residents. The current scope of YFS services would not be possible without the generous contributions of the MIYFS Foundation. It not only provides significant resources to YFS by harnessing charitable giving in the community but is also an essential City partner in providing essential community services to Island residents in need across the lifespan. Resolution No. 1681 formalizes the recognition of this historic and generous partnership between the MIYFS Foundation, YFS, and the City of Mercer Island.

## RECOMMENDED ACTION

Approve Resolution No. 1681 recognizing the MIYFS Foundation's contributions to the Youth and Family Services Department and the City of Mercer Island.

**CITY OF MERCER ISLAND, WASHINGTON**
**RESOLUTION NO. 1681**

**A RESOLUTION OF THE CITY OF MERCER ISLAND, WASHINGTON RECOGNIZING THE MERCER ISLAND YOUTH AND FAMILY SERVICES FOUNDATION'S CONTRIBUTIONS TO THE YOUTH AND FAMILY SERVICES DEPARTMENT AND THE CITY OF MERCER ISLAND.**

WHEREAS, the Mercer Island Youth and Family Services Foundation (Foundation), a 501(C)(3) organization, was established in 1989 to increase private funding for the City of Mercer Island Department of Youth and Family Services (YFS) and is comprised of a volunteer Board of Directors from the community supported by a paid Executive Director, Amy French, and Engagement Specialist, Lisa Swanson; and

WHEREAS, the Foundation's mission is to raise funds to support YFS services so it can provide quality human services to all Islanders by harnessing the financial contributions of YFS supporters through innovative fund-raising strategies including a Back-to-School fundraisers, Holiday Tree Lot, Annual Breakfast with over 500 participants, major donor development, and many school and community-based events; and

WHEREAS, in 2023 the City entered into a new four-year funding agreement that formalized the Foundation's increased annual contribution to YFS at $515,000 gifted to the City for YFS services annually and in 2024, the City accepted additional funds to support cost increases related to City staff classification and compensation related salary increases; and

WHEREAS, the Foundation's financial giving has directly supported YFS and City efforts to maintain or expand YFS staffing for Middle School Counselors, Senior Services staff, and to help rebuild YFS staffing levels after pandemic-related reductions; and

WHEREAS, the Foundation historically has responded to emergent community needs identified by YFS and outside their regular giving with additional donations to YFS programs including the back-to-school supplies program, holiday meal and gift program, food security efforts (Food Pantry and pandemic era food card distribution program), and additional Emergency Assistance needs including preschool and daycare scholarships; and

WHEREAS, the Foundation's historic public-private partnership with the City has played a significant role in the sustainability of the YFS Department and the positive impact of the behavioral health and basic needs services it provides to Mercer Island residents across the lifespan.

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

That the City of Mercer Island recognizes the substantial financial support, both historic and current, of the Mercer Island Youth and Family Services Foundation for the City's Youth and Family Services Department and the impact that support has on the well-being of Island residents across the life span.

PASSED BY THE CITY COUNCIL OF THE CITY OF MERCER ISLAND, WASHINGTON, AT ITS MEETING ON SEPTEMBER 2, 2025.

CITY OF MERCER ISLAND

_____
Salim Nice, Mayor

ATTEST:

_____
Andrea Larson, City Clerk

# CITY COUNCIL MINUTES
# REGULAR HYBRID MEETING
# JULY 15, 2025

## CALL TO ORDER & ROLL CALL

Mayor Salim Nice called the Regular Hybrid Meeting to order at 5:00 pm in the Slater Room Council Chambers at the Mercer Island Community & Event Center, 8236 SE 24th Street, Mercer Island, Washington.

Mayor Salim Nice, Deputy Mayor Dave Rosenbaum, and Councilmembers Daniel Becker, Craig Reynolds, Wendy Weiker (arrived 5:13 pm), and Ted Weinberg attended in person. Councilmember Lisa Anderl attended via Zoom.

## PLEDGE OF ALLEGIANCE

The City Council delivered the Pledge of Allegiance.

## AGENDA APPROVAL

It was moved by Weinberg; seconded by Reynolds to:
**Approve the agenda as presented.**
PASSED: 6-0
FOR: 6 (Anderl, Becker, Nice, Reynolds, Rosenbaum, and Weinberg)

## STUDY SESSION

### AB 6731: Training on Use of Public Office or Agency Facilities in Campaigns (RCW 42.17A.555)

City Manager Jessi Bon introduced Ann Marie Soto from Madrona Law, who addressed the use of public offices or facilities during election season.

## CITY MANAGER REPORT

City Manager Jessi Bon reported on the following items:

- **Council, Boards & Commission Meetings:** City Council Meeting on September 2 at 5:00 pm. No City Council meetings or Boards and Commissions meetings in August.
- **City Service Updates:**
  - Town Center Parking
  - King County Enatai Project Update
  - Pickleball Court Updates
  - Wet Well Restoration
- **Upcoming Events:**
  - Native Plant ID Walk – July 17
  - National Night Out – Tuesday, August 5
- **Summer Celebration Recap:**
  - Parade – 37 entries plus City vehicles
  - Daytime Festivities - 70 booths, foam party, and live bands
  - Evening Festivities – Food, music, and fireworks at Luther Burbank Park
- **Good News:**
  - MIPD provided a “How to Spot Scammers” presentation at Island House Assisted Living

## APPEARANCES

Sumedhaa Kothari (Mercer Island) spoke about civil liberties.

## CONSENT AGENDA

**AB 6733: Certification for Claims Paid June 1, 2025 through June 15, 2025**
**Recommended Action:** Approve the June 1, 2025 through June 15, 2025 Accounts Payable Certification of Claims in the amount of $1,373,243.68 and authorize the Mayor to sign the certification on behalf of the entire City Council.

**City Council Regular Hybrid Meeting Minutes of July 1, 2025**
**Recommended Action:** Approve the City Council Regular Hybrid Meeting Minutes of July 1, 2025.

**AB 6728: Parks Zone Code Amendment (Ordinance No. 25C-16, Second Reading)**
**Recommended Actions:** Adopt Ordinance No. 25C-16 to establish the Parks Zone with an effective date of December 31, 2025.

**AB 6729: Parks Zone Comprehensive Plan Amendment (Ordinance No. 25-17 Second Reading)**
**Recommended Action:** Adopt Ordinance No. 25-17 to amend the Comprehensive Plan Land Use Element with an effective date of December 31, 2025.

**AB 6734: Shopping Cart Regulations (Second Reading of Ordinance No. 25C-18)**
**Recommended Action:** Adopt Ordinance No. 25C-18 related to shopping cart regulations as presented in Exhibit 1.

**AB 6730: Renewal of Right-of-Way Use Agreements for Telecommunications Facilities with New Cingular Wireless PCS, LLC**
**Recommended Action:** Authorize the City Manager to execute the renewal telecommunications agreements with New Cingular Wireless PCS, LLC substantially in the forms attached as Exhibits 2 and 3 to this Agenda Bill, including related documents and administrative amendments required to fulfill the parties' obligations thereunder.

**AB 6739: Approval of Letter of Appreciation to 41st Legislative District Delegation for Support of State Funding for Mercer Island Water Supply Pipeline**
**Recommended Action:** Authorize the Mayor to sign the letters of appreciation for the 41st Legislative District Delegation acknowledging their support of the funding request for the new Mercer Island Water Supply Pipeline.

It was moved by Rosenbaum; seconded by Reynolds to:
**Approve the Consent Agenda as presented, and the recommended actions contained therein.**
PASSED: 7-0
FOR: 7 (Anderl, Becker, Nice, Rosenbaum, Reynolds, Weiker, and Weinberg)

## REGULAR BUSINESS

**AB 6732: Public Hearing on Interim Regulations in MICC 19.16.010 Related to Emergency Shelters and Housing, Transitional Housing, and Permanent Supportive Housing (First Reading, Ordinance No. 25-15)**

Mayor Nice opened the public hearing at 5:43 pm. There being no public comment, Mayor Nice closed the public hearing.

Mayor Nice noted that the City Council would discuss the agenda item later that evening on the agenda.

**AB 6738: Budget Appropriation for the Acquisition of Real Property by Eminent Domain**

Finance Director Matt Mornick discussed the budget appropriation required to acquire 9655 SE 36th Street via

eminent domain and outlined the following in his presentation:

- Purchase Price and Estimate Closing costs ($9,080,000)
- Resources for the Purchase:
  - General Fund ($3,302,358)
  - Municipal Facility Replacement Fund ($3,362,808)
  - Capital Improvement Fund ($1,670,752)
  - Town Center Parking Facilities Fund ($744,082)

He presented Ordinance No. 25-21 for first reading which is a budget appropriate for the acquisition. Director Mornick responded to Council questions.

It was moved by Reynolds; seconded by Rosenbaum to:
**Schedule Ordinance No. 25-21 for second reading and adoption at the September 2, 2025 City Council meeting.**
PASSED: 7-0
FOR: 7 (Anderl, Becker, Nice, Rosenbaum, Reynolds, Weiker, and Weinberg)

It was moved by Weinberg; seconded by Rosenbaum to:
**Appropriate the following available budget resources to the Municipal Facility Replacement Fund for the acquisition of real property by eminent domain:**

**a. $3,302,358 from the General Fund Unassigned Fund Balance.**
**b. $1,670,752 from the Capital Improvement Fund Unassigned Fund Balance.**
**c. $744,082 from the Town Center Parking Facilities Fund.**

PASSED: 7-0
FOR: 7 (Anderl, Becker, Nice, Rosenbaum, Reynolds, Weiker, and Weinberg)

**AB 6736: Second Reading and Adoption of Ordinance No. 25-13 Related to the Public Safety and Maintenance Facility Bonds Ballot Measure**

Senior Management Analyst Robbie Cunningham Adams, Finance Director Matt Mornick, and City Manager Jessi Bon reviewed Ordinance No. 25-13 regarding the Ballot Measure for the Public Safety and Maintenance (PSM) Facility. Staff shared a presentation, addressed the following topics, and responded to Council questions:

- City Council's July 1 meeting wherein the following was accomplished:
  - First reading of Ordinance No. 25-13
  - An ad-hoc working group (Nice, Rosenbaum, and Reynolds) was formed to work with staff and legal counsel
  - Council exempted the PSM Facility from 1% for Art contribution
  - Ordinance No. 25-13 was approved for a second reading on July 15
- PSM Bond Financial Impact
- The Ad-Hoc Working Group met and finalized the recommended Ballot proposition and Explanatory Statement
- Upon approval, Ordinance No. 25-13 and the Explanatory Statement would be submitted to the King County Elections by August 5 for inclusion on the November 4, 2025 General Election ballot.

It was moved by Weinberg; seconded by Reynolds to:
**Adopt Ordinance No. 25-13, providing for the submission on the November 4, 2025 election, a ballot measure for the Public Safety and Maintenance Facility Bonds.**
PASSED: 7-0
FOR: 7 (Anderl, Becker, Nice, Rosenbaum, Reynolds, Weiker, and Weinberg)

**AB 6737: Public Safety and Maintenance Facility Bond Measure Pro and Con Committee Appointments (Res. No. 1671)**

Senior Management Analyst Robbie Cunningham Adams reviewed the process to solicit applications and appoint members to the Pro and Con Committees for the upcoming Public Safety and Maintenance Facility Bond scheduled for the November 4 General Election, noting that the applications were forwarded to City Council by close of business on July 11.

It was moved by Reynolds; seconded by Weiker to:
**Approve Resolution No. 1671 and appoint Robert Sulkin, Benson Wong, and Russell Federman to the pro committee and Mike Cero to the con committee**
PASSED: 7-0
FOR: 7 (Anderl, Becker, Nice, Rosenbaum, Reynolds, Weiker, and Weinberg)

**AB 6732: Discussion on Interim Regulations in MICC 19.16.010 Related to Emergency Shelters and Housing, Transitional Housing, and Permanent Supportive Housing (First Reading, Ordinance No. 25-15)**

CPD Director Jeff Thomas introduced Senior Planner Molly McGuire who explained the need for the public hearing held earlier in the meeting. She also discussed the renewal of interim regulations previously adopted to amend standards in Mercer Island City Code 19.16.010 related to emergency shelters and housing, transitional housing, and permanent supportive housing in response to HB 1220, which was passed by the State legislature in 2021. She went on to explain that the permanent regulations are expected to be adopted by the end of 2025

It was moved by Weiker; seconded by Reynolds to:
**Schedule Ordinance No. 25-15 for second reading on September 2, 2025.**
PASSED: 7-0
FOR: 7 (Anderl, Becker, Nice, Rosenbaum, Reynolds, Weiker, and Weinberg)

**AB 6735: Scope of Work for an Omnibus Ordinance Related to Permanent Regulations for Housing Production and Permit Streamlining**

CPD Director Jeff Thomas introduced Principal Planner Adam Zack who explained that the omnibus ordinance was intended to streamline regulations for residential development and establish permanent regulations to address several interim ordinances previously adopted by City Council. He noted that an omnibus ordinance would allow for comprehensive review of the sum-total of amendments and address several topics at once, including:

- HB 1220 - Affordable and emergency housing
- HB 6015 - Residential parking requirements
- HB 1293 - Clear and objective design standards
- SB 5290 - Permit review timelines
- HB 1998 - Co-Living Housing
- Design Commission - Remove references to Design Commission review
- Comprehensive Plan Implementation - In 2024, the City Council updated the Comprehensive Plan and amended the Town Center development code.

It was moved by Weinberg; seconded by Reynolds to:
**Approve the scope of work and direct the Planning Commission to commence legislative review.**
PASSED: 7-0
FOR: 7 (Anderl, Becker, Nice, Rosenbaum, Reynolds, Weiker, and Weinberg)

**OTHER BUSINESS**

**Planning Schedule**
City Manager Bon reported that the August meetings were canceled and briefly outlined the September 2 City Council meeting.

It was moved by Becker; seconded by Reynolds to:
**Cancel the August 5 and August 19 Regular City Council Meetings**
PASSED: 7-0
FOR: 7 (Anderl, Becker, Nice, Rosenbaum, Reynolds, Weiker, and Weinberg)

**Councilmember Absences and Reports**
Deputy Mayor Rosenbaum and Councilmembers Weiker, Weinberg, Anderl, and Becker thanked staff and acknowledged their work on Summer Celebration.

Councilmember Weinberg noted that his next open lunch would be at Homegrown on July 20.

**ADJOURNMENT**

The Regular Hybrid Council Meeting adjourned at 7:43 pm.

_____
Salim Nice, Mayor

Attest:

_____
Andrea Larson, City Clerk

# CITY COUNCIL MINUTES
# SPECIAL MEETING
# AUGUST 14, 2025

## CALL TO ORDER & ROLL CALL

Mayor Salim Nice called Special Meeting to order at 12:02 pm via Microsoft Teams.

Mayor Salim Nice and Councilmembers Lisa Anderl, Daniel Becker, Craig Reynolds, and Ted Weinberg attended via Microsoft Teams. Deputy Mayor Dave Rosenbaum and Councilmember Wendy Weiker were absent.

## EXECUTIVE SESSION

At 12:02 pm, Mayor Nice convened an Executive Session via Microsoft Teams to discuss with legal counsel pending or potential litigation pursuant to RCW 42.30.110(1)(i) for approximately one hour.

Mayor Nice adjourned the Executive Session at 1:00 pm.

## ADJOURNMENT

The Special Council Meeting adjourned at 1:00 pm.

_____
Salim Nice, Mayor

Attest:

_____
Andrea Larson, City Clerk

# BUSINESS OF THE CITY COUNCIL
# CITY OF MERCER ISLAND

**AB 6741**
**September 2, 2025**
**Consent Agenda**

## AGENDA BILL INFORMATION

| | | |
|---|---|---|
| **TITLE:** | AB 6741: July 10, 2025 Payroll Certification | ☐ Discussion Only<br>☒ Action Needed:<br>☒ Motion<br>☐ Ordinance<br>☐ Resolution |
| **RECOMMENDED ACTION:** | Approve the July 10, 2025 Payroll Certification in the amount of $987,806.70. | |

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|---|---|
| **DEPARTMENT:** | Administrative Services |
| **STAFF:** | Ali Spietz, Chief of Administration<br>Nicole Vannatter, Human Resources Manager |
| **COUNCIL LIAISON:** | n/a |
| **EXHIBITS:** | 1. July 10, 2025 Payroll Certification<br>2. FTE/LTE Counts |
| **CITY COUNCIL PRIORITY:** | n/a |

| | |
|---|---|
| **AMOUNT OF EXPENDITURE** | $ n/a |
| **AMOUNT BUDGETED** | $ n/a |
| **APPROPRIATION REQUIRED** | $ n/a |

## EXECUTIVE SUMMARY

This agenda bill is to approve the City of Mercer Island payroll certification for the period from June 16, 2025 through June 30, 2025 in the amount of $987,806.70 (see Exhibit 1).

## BACKGROUND

RCW 42.24.080 requires that all claims presented against the City by performing labor must be certified by the appropriate official to ensure that the labor was performed as described, and that the claims are just, due, and unpaid obligations against the City, before payment can be made. RCW 42.24.180 allows the payment of claims to occur prior to City Council approval to expedite processing of the payment of claims, provided, however, that review and approval of the claims' documentation occurs at the next regularly scheduled public meeting. The Payroll Certification details the total payment to employees for labor performed and benefits payments made for each payroll. The City is on a semi-monthly payroll schedule with payments on the 10th and 25th of each month.

## ISSUE/DISCUSSION

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

**Additional payments:**

| Description | Amount |
|---|---|
| Leave cash outs for current employees | $5,435.62 |
| Leave cash outs for terminated employees | $7,493.60 |
| Service and recognition awards | $1,050.00 |
| Overtime earnings (see chart for overtime hours by department). | $28,925.35 |
| **Total** | **$42,904.57** |

**Overtime hours by department:**

| Department | Hours |
|---|---|
| Administrative Services | |
| City Attorney's Office | |
| City Manager's Office | |
| Community Planning & Development | |
| Finance | 2.00 |
| Municipal Court | |
| Police | 227.00 |
| Public Works | 96.25 |
| Thrift Shop | 1.50 |
| Youth & Family Services | |
| **Total Overtime Hours** | **326.75** |

## NEXT STEPS

**FTE/LTE COUNTS**

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

Casual Labor

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

## RECOMMENDED ACTION

Approve the July 10, 2025 Payroll Certification in the amount of $987,806.70 and authorize the Mayor to sign the certification on behalf of the entire City Council.

# CITY OF MERCER ISLAND PAYROLL CERTIFICATION

| | | |
|---|---|---|
| **PAYROLL PERIOD ENDING** | | **6.30.2025** |
| **PAYROLL DATED** | | **7.10.2025** |
| Net Cash | $ | 672,832.20 |
| Net Voids/Manuals | | |
| **Net Total** | **$** | **672,832.20** |
| Federal Tax Deposit | $ | 110,187.55 |
| Social Security and Medicare Taxes | $ | 74,316.55 |
| State Tax (California & Oregon) | $ | 709.37 |
| State Tax (California) | $ | 21.54 |
| Family/Medical Leave Tax (California & Oregon) | $ | 56.93 |
| Public Employees' Retirement System (PERS Plan 2) | $ | 30,549.85 |
| Public Employees' Retirement System (PERS Plan 3) | $ | 10,076.58 |
| Public Employees' Retirement System (PERSJM) | $ | 596.69 |
| Law Enforcement Officers' & Fire Fighters' Retirement System (LEOFF Plan2) | $ | 19,953.43 |
| Regence & LEOFF Trust Medical Insurance Deductions | $ | 13,566.10 |
| Domestic Partner Medical Insurance Deductions | $ | 1,739.51 |
| Kaiser Medical Insurance Deductions | $ | 1,187.11 |
| Health Care - Flexible Spending Account Contributions | $ | 1,794.82 |
| Dependent Care - Flexible Spending Account Contributions | $ | 208.33 |
| ICMA Roth IRA Contributions | $ | 568.77 |
| ICMA 457 Deferred Compensation Contributions | $ | 43,688.41 |
| Garnishments (Chapter 13) | $ | 620.50 |
| Child Support Wage Garnishment | $ | 611.50 |
| Mercer Island Employee Association Dues | $ | 262.50 |
| AFSCME Union Dues | | |
| Police Union Dues | | |
| Standard - Supplemental Life Insurance | | |
| Unum - Long Term Care Insurance | $ | 182.00 |
| AFLAC - Supplemental Insurance Plans | $ | 238.52 |
| Transportation - Flexible Spending Account Contributions | $ | 115.00 |
| Miscellaneous | $ | 714.94 |
| Oregon Transit Tax and Oregon Benefit Tax | $ | 8.63 |
| Washington Long Term Care | $ | 2,999.37 |
| **Tax & Benefit Obligations Total** | **$** | **314,974.50** |
| **TOTAL GROSS PAYROLL** | **$** | **987,806.70** |

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

Finance Director

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

Mayor Date

# FTE AND LTE COUNTS AS OF 6/30/2025

| Full Time Equivalents (FTEs) | 2025 Budgeted | 2025 Actual |
|---|---|---|
| Administrative Services | 14.50 | 14.50 |
| City Attorney's Office | 2.00 | 2.00 |
| City Manager's Office | 3.00 | 3.00 |
| Community Planning & Development | 17.00 | 17.00 |
| Finance | 9.00 | 9.00 |
| Municipal Court | 3.10 | 3.10 |
| Police | 37.50 | 36.50 |
| Public Works | 64.00 | 62.00 |
| Recreation | 10.25 | 9.25 |
| Youth & Family Services | 11.93 | 11.10 |
| Thrift Shop | 3.00 | 3.00 |
| **Total FTEs** | **175.28** | **170.45** |

| Limited Term Equivalents (LTEs) | 2025 Budgeted | 2025 Actual |
|---|---|---|
| Administrative Services | 1.00 | 1.00 |
| City Manager's Office | 1.00 | 2.00 |
| Community Planning & Development | 2.00 | 2.00 |
| Public Works | 4.75 | 1.75 |
| Youth & Family Services | 2.83 | 1.83 |
| Thrift Shop | 6.50 | 5.90 |
| **Total LTEs** | **18.08** | **14.48** |
| | | |
| **Total FTEs & LTEs** | **193.36** | **184.93** |

**FTE Vacancies:**

| | |
|---|---|
| 1.0 | CIP Project Manager |
| 1.0 | Custodian |
| 1.0 | Police Officer |
| 1.0 | Recreation Facility Supervisor |
| 0.83 | School-Based Counselor |

# BUSINESS OF THE CITY COUNCIL
# CITY OF MERCER ISLAND

**AB 6742**
**September 2, 2025**
**Consent Agenda**

## AGENDA BILL INFORMATION

| | | |
|---|---|---|
| **TITLE:** | AB 6742: July 25, 2025 Payroll Certification | ☐ Discussion Only<br>☒ Action Needed:<br>☒ Motion<br>☐ Ordinance<br>☐ Resolution |
| **RECOMMENDED ACTION:** | Approve the July 25, 2025 Payroll Certification in the amount of $1,210,721.21. | |

| | |
|---|---|
| **DEPARTMENT:** | Administrative Services |
| **STAFF:** | Ali Spietz, Chief of Administration<br>Nicole Vannatter, Human Resources Manager |
| **COUNCIL LIAISON:** | n/a |
| **EXHIBITS:** | 1. July 25, 2025 Payroll Certification<br>2. FTE/LTE Counts |
| **CITY COUNCIL PRIORITY:** | n/a |

| | |
|---|---|
| **AMOUNT OF EXPENDITURE** | $ n/a |
| **AMOUNT BUDGETED** | $ n/a |
| **APPROPRIATION REQUIRED** | $ n/a |

## EXECUTIVE SUMMARY

This agenda bill is to approve the City of Mercer Island payroll certification for the period from July 1, 2025 through July 15, 2025 in the amount of $1,210,721.21 (see Exhibit 1).

## BACKGROUND

RCW 42.24.080 requires that all claims presented against the City by performing labor must be certified by the appropriate official to ensure that the labor was performed as described, and that the claims are just, due, and unpaid obligations against the City, before payment can be made. RCW 42.24.180 allows the payment of claims to occur prior to City Council approval to expedite processing of the payment of claims, provided, however, that review and approval of the claims' documentation occurs at the next regularly scheduled public meeting. The Payroll Certification details the total payment to employees for labor performed and benefits payments made for each payroll. The City is on a semi-monthly payroll schedule with payments on the 10th and 25th of each month.

## ISSUE/DISCUSSION

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

**Additional payments:**

| Description | Amount |
|---|---|
| Leave cash outs for current employees | $5,041.96 |
| Leave cash outs for terminated employees | $27,983.41 |
| Service and recognition awards | $600.00 |
| Overtime earnings (see chart for overtime hours by department). | $52,277.89 |
| **Total** | **$85,903.26** |

**Overtime hours by department:**

| Department | Hours |
|---|---|
| Administrative Services | 9.00 |
| City Attorney's Office | |
| City Manager's Office | |
| Community Planning & Development | 4.00 |
| Finance | 7.00 |
| Municipal Court | |
| Police | 340.75 |
| Public Works | 265.75 |
| Thrift Shop | |
| Youth & Family Services | |
| **Total Overtime Hours** | **626.50** |

## NEXT STEPS

**FTE/LTE COUNTS**

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

Casual Labor

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

## RECOMMENDED ACTION

Approve the July 25, 2025 Payroll Certification in the amount of $1,210,721.21 and authorize the Mayor to sign the certification on behalf of the entire City Council.

# CITY OF MERCER ISLAND PAYROLL CERTIFICATION

| | | |
|---|---|---|
| **PAYROLL PERIOD ENDING** | | **7.15.2025** |
| **PAYROLL DATED** | | **7.25.2025** |
| Net Cash | $ | 805,689.40 |
| Net Voids/Manuals | | |
| **Net Total** | **$** | **805,689.40** |
| Federal Tax Deposit | $ | 183,469.71 |
| Social Security and Medicare Taxes | $ | 83,231.53 |
| State Tax (California & Oregon) | $ | 682.52 |
| State Tax (California) | $ | 8.47 |
| Family/Medical Leave Tax (California & Oregon) | $ | 55.30 |
| Public Employees' Retirement System (PERS Plan 2) | $ | 30,850.44 |
| Public Employees' Retirement System (PERS Plan 3) | $ | 10,435.82 |
| Public Employees' Retirement System (PERSJM) | $ | 596.69 |
| Law Enforcement Officers' & Fire Fighters' Retirement System (LEOFF Plan2) | $ | 21,134.16 |
| Regence & LEOFF Trust Medical Insurance Deductions | $ | 14,181.02 |
| Domestic Partner Medical Insurance Deductions | $ | 1,705.48 |
| Kaiser Medical Insurance Deductions | $ | 1,192.11 |
| Health Care - Flexible Spending Account Contributions | $ | 1,759.82 |
| Dependent Care - Flexible Spending Account Contributions | $ | 208.33 |
| ICMA Roth IRA Contributions | $ | 568.77 |
| ICMA 457 Deferred Compensation Contributions | $ | 42,908.48 |
| Garnishments (Chapter 13) | $ | 620.50 |
| Child Support Wage Garnishment | $ | 611.50 |
| Mercer Island Employee Association Dues | $ | 255.00 |
| AFSCME Union Dues | $ | 3,063.60 |
| Police Union Dues | $ | 1,723.03 |
| Standard - Supplemental Life Insurance | $ | 344.95 |
| Unum - Long Term Care Insurance | $ | 182.00 |
| AFLAC - Supplemental Insurance Plans | $ | 238.52 |
| Transportation - Flexible Spending Account Contributions | $ | 115.00 |
| Miscellaneous | $ | 714.94 |
| Oregon Transit Tax and Oregon Benefit Tax | $ | 8.63 |
| Washington Long Term Care | $ | 4,165.49 |
| **Tax & Benefit Obligations Total** | **$** | **405,031.81** |
| **TOTAL GROSS PAYROLL** | **$** | **1,210,721.21** |

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

Finance Director

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

Mayor Date

# FTE AND LTE COUNTS AS OF 7/15/2025

| Full Time Equivalents (FTEs) | 2025 Budgeted | 2025 Actual |
|---|---|---|
| Administrative Services | 14.50 | 14.50 |
| City Attorney's Office | 2.00 | 2.00 |
| City Manager's Office | 3.00 | 3.00 |
| Community Planning & Development | 17.00 | 17.00 |
| Finance | 9.00 | 9.00 |
| Municipal Court | 3.10 | 3.10 |
| Police | 37.50 | 36.50 |
| Public Works | 64.00 | 63.00 |
| Recreation | 10.25 | 9.25 |
| Youth & Family Services | 11.93 | 11.10 |
| Thrift Shop | 3.00 | 3.00 |
| **Total FTEs** | **175.28** | **171.45** |

| Limited Term Equivalents (LTEs) | 2025 Budgeted | 2025 Actual |
|---|---|---|
| Administrative Services | 1.00 | 1.00 |
| City Manager's Office | 1.00 | 2.00 |
| Community Planning & Development | 2.00 | 2.00 |
| Public Works | 4.75 | 3.75 |
| Youth & Family Services | 2.83 | 1.83 |
| Thrift Shop | 6.50 | 6.70 |
| **Total LTEs** | **18.08** | **17.28** |
| | | |
| **Total FTEs & LTEs** | **193.36** | **188.73** |

**FTE Vacancies:**

| | |
|---|---|
| 1.0 | CIP Project Manager |
| 1.0 | Police Officer |
| 1.0 | Recreation Facility Supervisor |
| 0.83 | School-Based Counselor |

# BUSINESS OF THE CITY COUNCIL
# CITY OF MERCER ISLAND

**AB 6743**
**September 2, 2025**
**Consent Agenda**

## AGENDA BILL INFORMATION

| | | |
|---|---|---|
| **TITLE:** | AB 6743: August 8, 2025 Payroll Certification | ☐ Discussion Only<br>☒ Action Needed:<br>☒ Motion<br>☐ Ordinance<br>☐ Resolution |
| **RECOMMENDED ACTION:** | Approve the August 8, 2025 Payroll Certification in the amount of $1,048,370.99. | |

| | |
|---|---|
| **DEPARTMENT:** | Administrative Services |
| **STAFF:** | Ali Spietz, Chief of Administration<br>Nicole Vannatter, Human Resources Manager |
| **COUNCIL LIAISON:** | n/a |
| **EXHIBITS:** | 1. August 8, 2025 Payroll Certification<br>2. FTE/LTE Counts |
| **CITY COUNCIL PRIORITY:** | n/a |

| | |
|---|---|
| **AMOUNT OF EXPENDITURE** | $ n/a |
| **AMOUNT BUDGETED** | $ n/a |
| **APPROPRIATION REQUIRED** | $ n/a |

## EXECUTIVE SUMMARY

This agenda bill is to approve the City of Mercer Island payroll certification for the period from July 16, 2025 through July 31, 2025 in the amount of $1,048,370.99 (see Exhibit 1).

## BACKGROUND

RCW 42.24.080 requires that all claims presented against the City by performing labor must be certified by the appropriate official to ensure that the labor was performed as described, and that the claims are just, due, and unpaid obligations against the City, before payment can be made. RCW 42.24.180 allows the payment of claims to occur prior to City Council approval to expedite processing of the payment of claims, provided, however, that review and approval of the claims' documentation occurs at the next regularly scheduled public meeting. The Payroll Certification details the total payment to employees for labor performed and benefits payments made for each payroll. The City is on a semi-monthly payroll schedule with payments on the 10th and 25th of each month.

## ISSUE/DISCUSSION

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

**Additional payments:**

| Description | Amount |
|---|---|
| Leave cash outs for current employees | $0.00 |
| Leave cash outs for terminated employees | $41,842.47 |
| Service and recognition awards | $6,250.00 |
| Overtime earnings (see chart for overtime hours by department). | $51,049.02 |
| **Total** | **$99,141.49** |

**Overtime hours by department:**

| Department | Hours |
|---|---|
| Administrative Services | |
| City Attorney's Office | |
| City Manager's Office | |
| Community Planning & Development | |
| Finance | 4.00 |
| Municipal Court | |
| Police | 363.75 |
| Public Works | 199.00 |
| Thrift Shop | |
| Youth & Family Services | |
| **Total Overtime Hours** | **566.75** |

## NEXT STEPS

**FTE/LTE COUNTS**

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

Casual Labor

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

## RECOMMENDED ACTION

Approve the August 8, 2025 Payroll Certification in the amount of $1,048,370.99 and authorize the Mayor to sign the certification on behalf of the entire City Council.

# CITY OF MERCER ISLAND PAYROLL CERTIFICATION

| | | |
|---|---|---|
| **PAYROLL PERIOD ENDING** | | **7.31.2025** |
| **PAYROLL DATED** | | **8.08.2025** |
| Net Cash | $ | 710,483.23 |
| Net Voids/Manuals | | |
| **Net Total** | **$** | **710,483.23** |
| Federal Tax Deposit | $ | 127,611.28 |
| Social Security and Medicare Taxes | $ | 78,983.95 |
| State Tax (California & Oregon) | $ | 682.52 |
| State Tax (California) | $ | 12.82 |
| Family/Medical Leave Tax (California & Oregon) | $ | 56.46 |
| Public Employees Retirement System 1 (PERS 1) | $ | - |
| Public Employees' Retirement System (PERS Plan 2) | $ | 31,860.58 |
| Public Employees' Retirement System (PERS Plan 3) | $ | 10,647.26 |
| Public Employees' Retirement System (PERSJM) | $ | 596.69 |
| Public Safety Employees' Retirement System (PSERS) | | |
| Law Enforcement Officers' & Fire Fighters' Retirement System (LEOFF Plan2) | $ | 21,115.52 |
| Regence & LEOFF Trust Medical Insurance Deductions | $ | 13,172.49 |
| Domestic Partner Medical Insurance Deductions | $ | 1,705.47 |
| Kaiser Medical Insurance Deductions | $ | 1,187.11 |
| Health Care - Flexible Spending Account Contributions | $ | 1,609.82 |
| Dependent Care - Flexible Spending Account Contributions | $ | 208.33 |
| ICMA Roth IRA Contributions | $ | 568.77 |
| ICMA 457 Deferred Compensation Contributions | $ | 41,601.65 |
| ICMA 401K Deferred Compensation Contributions | $ | - |
| Garnishments (Chapter 13) | $ | 620.50 |
| Tax Wage Garnishment | $ | - |
| Child Support Wage Garnishment | $ | 847.50 |
| Mercer Island Employee Association Dues | $ | 252.50 |
| AFSCME Union Dues | | |
| Police Union Dues | | |
| Standard - Supplemental Life Insurance | | |
| Unum - Long Term Care Insurance | $ | 182.00 |
| AFLAC - Supplemental Insurance Plans | $ | 238.52 |
| Transportation - Flexible Spending Account Contributions | $ | 115.00 |
| Miscellaneous | $ | 714.94 |
| Oregon Transit Tax and Oregon Benefit Tax | $ | 8.71 |
| Washington Long Term Care | $ | 3,287.37 |
| **Tax & Benefit Obligations Total** | **$** | **337,887.76** |
| **TOTAL GROSS PAYROLL** | **$** | **1,048,370.99** |

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

Finance Director

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

Mayor Date

# FTE AND LTE COUNTS AS OF 7/31/2025

| Full Time Equivalents (FTEs) | 2025 Budgeted | 2025 Actual |
|---|---|---|
| Administrative Services | 14.50 | 14.50 |
| City Attorney's Office | 2.00 | 2.00 |
| City Manager's Office | 3.00 | 3.00 |
| Community Planning & Development | 17.00 | 17.00 |
| Finance | 9.00 | 9.00 |
| Municipal Court | 3.10 | 3.10 |
| Police | 37.50 | 35.50 |
| Public Works | 64.00 | 62.00 |
| Recreation | 10.25 | 9.25 |
| Youth & Family Services | 11.93 | 11.10 |
| Thrift Shop | 3.00 | 3.00 |
| **Total FTEs** | **175.28** | **169.45** |

| Limited Term Equivalents (LTEs) | 2025 Budgeted | 2025 Actual |
|---|---|---|
| Administrative Services | 1.00 | 1.00 |
| City Manager's Office | 1.00 | 2.00 |
| Community Planning & Development | 2.00 | 2.00 |
| Public Works | 4.75 | 3.75 |
| Youth & Family Services | 2.83 | 1.83 |
| Thrift Shop | 6.50 | 7.20 |
| **Total LTEs** | **18.08** | **17.78** |
| **Total FTEs & LTEs** | **193.36** | **187.23** |

**FTE Vacancies:**

1.0 CIP Project Manager
2.0 Police Officer
1.0 Recreation Facility Supervisor
0.83 School-Based Counselor
1.0 Utilities Engineer

# BUSINESS OF THE CITY COUNCIL
# CITY OF MERCER ISLAND

**AB 6744**
**September 2, 2025**
**Consent Agenda**

## AGENDA BILL INFORMATION

| | | |
|---|---|---|
| **TITLE:** | AB 6744: August 25, 2025 Payroll Certification | ☐ Discussion Only<br>☒ Action Needed:<br>☒ Motion<br>☐ Ordinance<br>☐ Resolution |
| **RECOMMENDED ACTION:** | Approve the August 25, 2025 Payroll Certification in the amount of $1,018,552.74. | |

| | |
|---|---|
| **DEPARTMENT:** | Administrative Services |
| **STAFF:** | Ali Spietz, Chief of Administration<br>Nicole Vannatter, Human Resources Manager |
| **COUNCIL LIAISON:** | n/a |
| **EXHIBITS:** | 1. August 25, 2025 Payroll Certification<br>2. FTE/LTE Counts |
| **CITY COUNCIL PRIORITY:** | n/a |

| | |
|---|---|
| **AMOUNT OF EXPENDITURE** | $ n/a |
| **AMOUNT BUDGETED** | $ n/a |
| **APPROPRIATION REQUIRED** | $ n/a |

## EXECUTIVE SUMMARY

This agenda bill is to approve the City of Mercer Island payroll certification for the period from August 1, 2025 through August 15, 2025 in the amount of $1,018,552.74 (see Exhibit 1).

## BACKGROUND

RCW 42.24.080 requires that all claims presented against the City by performing labor must be certified by the appropriate official to ensure that the labor was performed as described, and that the claims are just, due, and unpaid obligations against the City, before payment can be made. RCW 42.24.180 allows the payment of claims to occur prior to City Council approval to expedite processing of the payment of claims, provided, however, that review and approval of the claims' documentation occurs at the next regularly scheduled public meeting. The Payroll Certification details the total payment to employees for labor performed and benefits payments made for each payroll. The City is on a semi-monthly payroll schedule with payments on the 10th and 25th of each month.

## ISSUE/DISCUSSION

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

**Additional payments:**

| Description | Amount |
|---|---|
| Leave cash outs for current employees | $5,380.24 |
| Leave cash outs for terminated employees | $5,028.19 |
| Service and recognition awards | $5,000.00 |
| Overtime earnings (see chart for overtime hours by department). | $91,773.58 |
| **Total** | **$107,182.01** |

**Overtime hours by department:**

| Department | Hours |
|---|---|
| Administrative Services | |
| City Attorney's Office | |
| City Manager's Office | |
| Community Planning & Development | |
| Finance | 20.00 |
| Municipal Court | |
| Police | 566.50 |
| Public Works | 464.25 |
| Thrift Shop | |
| Youth & Family Services | |
| **Total Overtime Hours** | **1,050.75** |

## NEXT STEPS

**FTE/LTE COUNTS**

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

Casual Labor

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

## RECOMMENDED ACTION

Approve the August 25, 2025 Payroll Certification in the amount of $1,018,552.74 and authorize the Mayor to sign the certification on behalf of the entire City Council.

# CITY OF MERCER ISLAND PAYROLL CERTIFICATION

| | | |
|---|---|---|
| **PAYROLL PERIOD ENDING** | | **08.15.2025** |
| **PAYROLL DATED** | | **08.25.2025** |
| Net Cash | $ | 686,485.23 |
| Net Voids/Manuals | | |
| **Net Total** | **$** | **686,485.23** |
| Federal Tax Deposit | $ | 120,384.39 |
| Social Security and Medicare Taxes | $ | 76,705.00 |
| State Tax (California & Oregon) | $ | 682.52 |
| State Tax (California) | $ | 7.26 |
| Family/Medical Leave Tax (California & Oregon) | $ | 56.40 |
| Public Employees Retirement System 1 (PERS 1) | $ | - |
| Public Employees' Retirement System (PERS Plan 2) | $ | 31,180.44 |
| Public Employees' Retirement System (PERS Plan 3) | $ | 10,620.21 |
| Public Employees' Retirement System (PERSJM) | $ | 596.69 |
| Law Enforcement Officers' & Fire Fighters' Retirement System (LEOFF Plan2) | $ | 20,990.46 |
| Regence & LEOFF Trust Medical Insurance Deductions | $ | 13,144.72 |
| Domestic Partner Medical Insurance Deductions | $ | 1,382.04 |
| Kaiser Medical Insurance Deductions | $ | 1,187.11 |
| Health Care - Flexible Spending Account Contributions | $ | 1,609.82 |
| Dependent Care - Flexible Spending Account Contributions | $ | 208.33 |
| ICMA Roth IRA Contributions | $ | 568.77 |
| ICMA 457 Deferred Compensation Contributions | $ | 41,315.17 |
| Garnishments (Chapter 13) | $ | 620.50 |
| Child Support Wage Garnishment | $ | 847.50 |
| Mercer Island Employee Association Dues | $ | 252.50 |
| AFSCME Union Dues | $ | 3,396.60 |
| Police Union Dues | $ | 1,652.90 |
| Standard - Supplemental Life Insurance | $ | 344.95 |
| Unum - Long Term Care Insurance | $ | 176.90 |
| AFLAC - Supplemental Insurance Plans | $ | 238.52 |
| Transportation - Flexible Spending Account Contributions | $ | 115.00 |
| Miscellaneous | $ | 714.94 |
| Oregon Transit Tax and Oregon Benefit Tax | $ | 8.63 |
| Washington Long Term Care | $ | 3,059.24 |
| **Tax & Benefit Obligations Total** | **$** | **332,067.51** |
| **TOTAL GROSS PAYROLL** | **$** | **1,018,552.74** |

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

Finance Director

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

Mayor Date

# FTE AND LTE COUNTS AS OF 8/15/2025

| Full Time Equivalents (FTEs) | 2025 Budgeted | 2025 Actual |
|---|---|---|
| Administrative Services | 14.50 | 14.50 |
| City Attorney's Office | 2.00 | 2.00 |
| City Manager's Office | 3.00 | 3.00 |
| Community Planning & Development | 17.00 | 17.00 |
| Finance | 9.00 | 9.00 |
| Municipal Court | 3.10 | 3.10 |
| Police | 37.50 | 35.50 |
| Public Works | 64.00 | 62.00 |
| Recreation | 10.25 | 9.25 |
| Youth & Family Services | 11.93 | 11.93 |
| Thrift Shop | 3.00 | 3.00 |
| **Total FTEs** | **175.28** | **170.28** |

| Limited Term Equivalents (LTEs) | 2025 Budgeted | 2025 Actual |
|---|---|---|
| Administrative Services | 1.00 | 1.00 |
| City Manager's Office | 1.00 | 2.00 |
| Community Planning & Development | 2.00 | 2.00 |
| Public Works | 4.75 | 3.75 |
| Youth & Family Services | 2.83 | 1.83 |
| Thrift Shop | 6.50 | 7.20 |
| **Total LTEs** | **18.08** | **17.78** |
| | | |
| **Total FTEs & LTEs** | **193.36** | **188.06** |

**FTE Vacancies:**

1.0 CIP Project Manager
2.0 Police Officer
1.0 Recreation Facility Supervisor
1.0 Utilities Engineer

# BUSINESS OF THE CITY COUNCIL
# CITY OF MERCER ISLAND

**AB 6745**
**September 2, 2025**
**Consent Agenda**

## AGENDA BILL INFORMATION

| | | |
|---|---|---|
| **TITLE:** | AB 6745: Certification for Claims Paid June 16, 2025 through June 30, 2025 | ☐ Discussion Only<br>☒ Action Needed:<br>☒ Motion<br>☐ Ordinance<br>☐ Resolution |
| **RECOMMENDED ACTION:** | Approve the Accounts Payable Certification for Claims paid June 16, 2025 through June 30, 2025 in the amount of $3,801,759.98. | |

| | |
|---|---|
| **DEPARTMENT:** | Finance |
| **STAFF:** | Matt Mornick, Finance Director<br>LaJuan Tuttle, Deputy Finance Director |
| **COUNCIL LIAISON:** | n/a |
| **EXHIBITS:** | 1. Certification for Claims Paid June 16 - 30, 2025 |
| **CITY COUNCIL PRIORITY:** | n/a |

| | |
|---|---|
| **AMOUNT OF EXPENDITURE** | $ n/a |
| **AMOUNT BUDGETED** | $ n/a |
| **APPROPRIATION REQUIRED** | $ n/a |

## EXECUTIVE SUMMARY

The purpose of this agenda bill is to approve the June 16, 2025 through June 30, 2025 Accounts Payable Certification of Claims in the amount of $3,801,759.98. (see Exhibit 1)

## BACKGROUND

*Claims* refer to all external payments that are made to satisfy the obligations of the City, regardless of how payments are processed (e.g., through warrants, checks, electronic funds transfers, etc.). RCW 42.24.080 requires that all claims presented against the City must be certified by the appropriate official to ensure that the claims are just, true, and unpaid obligations against the City, before payment can be made.

RCW 42.24.180 allows the payment of claims to occur prior to City Council approval to expedite processing of the payment of claims, provided, however, that review and approval of the claims' documentation occurs at the next regularly scheduled public meeting.

## ISSUE/DISCUSSION

The Enterprise ERP claims reports (see Exhibit 1) include:

- The **Accounts Payable Report by Check Number** report that presents a simple check register listing of payments by type and check number.
- The **Accounts Payable Report by Organization** report that presents accounts payable claims by department as represented by the "ORG" code.

These reports combine printed checks and electronic payments. The disbursement method is identified by the Type code on the claim reports:

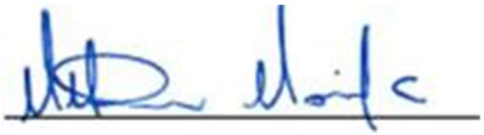
- Type **M** are direct disbursements or wire transfers. Note that "check" numbers are single digits to easily identify them as distinct from printed checks.
- Type **P** are printed accounts payable checks.
- Type **V** are voided accounts payable checks. The report will show the original check amount in the corresponding detail, but the check total is listed as $0.00.

## RECOMMENDED ACTION

Approve the June 16, 2025 through June 30, 2025 Accounts Payable Certification of Claims in the amount of $3,801,759.98 and authorize the Mayor to sign the certification on behalf of the entire City Council.

# CITY OF MERCER ISLAND
# CERTIFICATION OF CLAIMS

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



Finance Director

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

_____ _____

Mayor Date

| Report | Checks | Date | Amount |
|---|---|---|---|
| Check Register | 00223816 - 00223963 | 06/15 – 06/30/2025 | **$3,020,693.56** |
| Direct Disbursements | 104-124 | 06/15 – 06/30/2025 | **$781,066.42** |

# Accounts Payable Report by Organization

| Org | PO# | Invoice# | TP | Check # | Vendor | Description | Amount |
|---|---|---|---|---|---|---|---|
| 0010000 : General Fund-Admin | | 5539 JUNE2025 | P | 223957 | US BANK CORP PAYMENT SYS | Remit Payment for P-Card Purchases | $80,691.51 |
| | 2026565 | INV-68785 | P | 223944 | SEATTLE KING COUNTY ASSOCIATION OF REALTORS | Rental FA-9926 security deposit return | $500.00 |
| | | JUNE 2025 | M | 120 | NAVIA BENEFIT SOLUTIONS INC | JUN25 NAVIA | $3,623.92 |
| | | | | | | **Org Expense** | **$84,815.43** |
| 01101551: GIS - General Fund | | REIM 6.16.2025 | P | 223853 | RODRIGUEZ, RENE | REIM: R.Rodriguez ESRI Dev Summit lodging/per diem | $434.79 |
| | 2026529 | IN-VGNA-00008551 | P | 223860 | VERTIGIS NORTH AMERICA LTD | VertiGIS ELA 2025-2026 | $2,876.36 |
| | | REIM 6.16.2025 | P | 223853 | RODRIGUEZ, RENE | REIM: R.Rodriguez ESRI Dev Summit lodging/per diem | $368.65 |
| | | | | | | **Org Expense** | **$3,679.80** |
| 01102051: Human Resources & Payroll | | JUNE 2025 | M | 113 | ADP INC | JUN25 ADP FEES | $3,803.51 |
| | | JUNE 2025 | M | 117 | WA ST DOL | JUN25 DRIVER ABSTRACT | $135.00 |
| | | JUNE 2025 | M | 120 | NAVIA BENEFIT SOLUTIONS INC | JUN25 NAVIA | $120.40 |
| | 2026523 | 000416 | P | 223820 | BETTER IMPACT USA INC | Volunteer Management Software Annual Fee INV 00041 | $1,233.00 |
| | 2026550 | 164161 | P | 223949 | SUMMIT LAW GROUP | HR Support Professional Services INV 164161 | $205.00 |
| | 2026558 | INV-04992 | P | 223938 | RALPH ANDERSON & ASSOCIATES | Class & Comp Follow Up INV-04992 | $1,500.00 |
| | | JUNE 2025 | M | 113 | ADP INC | JUN25 ADP FEES | $6,269.78 |
| | | JUNE 2025 | M | 115 | WA ST DEPT OF REVENUE | JUN25 COMBINED EXCISE TAX | $7.34 |
| | | | | | | **Org Expense** | **$13,274.03** |
| 01150151: City Attorney | 2026518 | 909357 | P | 223846 | OGDEN MURPHY WALLACE PLLC | Contract Payment | $2,471.96 |
| | 2026519 | 13087 | M | 104 | MADRONA LAW GROUP, PPLC | Contract Payment | $224.00 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | 2026519 | 13088 | M | 105 | MADRONA LAW GROUP, PPLC | Contract Payment | $595.00 |
| | 2026519 | 13089 | M | 106 | MADRONA LAW GROUP, PPLC | Contract Payment | $64.00 |
| | 2026519 | 13090 | M | 107 | MADRONA LAW GROUP, PPLC | Contract Payment | $12,990.69 |
| | 2026519 | 13091 | M | 108 | MADRONA LAW GROUP, PPLC | Contract Payment | $64.00 |
| | 2026519 | 13092 | M | 109 | MADRONA LAW GROUP, PPLC | Contract Payment | $53,815.00 |
| | 2026519 | 13093 | M | 110 | MADRONA LAW GROUP, PPLC | Contract Payment | $160.00 |
| | 2026519 | 13094 | M | 111 | MADRONA LAW GROUP, PPLC | Contract Payment | $160.00 |
| | 2026559 | 906956 | P | 223930 | OGDEN MURPHY WALLACE PLLC | Contract Payment | $390.00 |
| | 2026560 | 439994 | P | 223910 | INSLEE BEST DOEZIE & RYDER P.S. | Contract Payment | $10,392.50 |
| | 2026561 | 44099178 | P | 223920 | MARTEN LAW | Contract Payment | $1,360.00 |
| | 2026562 | 44099179 | P | 223920 | MARTEN LAW | Contract Payment | $3,757.50 |
| | 2026564 | 6361x06132025 | P | 223875 | AT&T MOBILITY | Wireless Cell Svc 5.6.2025 - 6.5.2025 | $40.04 |
| | 2026518 | 909357 | P | 223846 | OGDEN MURPHY WALLACE PLLC | Contract Payment | $800.54 |
| | | | | | | **Org Expense** | **$87,285.23** |
| 01151551: Prosecution & | 2026563 | 1696 | P | 223914 | KIVIAT, AARON | Contract Payment | $8,400.00 |
| | | | | | | **Org Expense** | **$8,400.00** |
| 01250151: City Manager | 2026527 | 1352May2025-B | P | 223836 | HEARTLAND LLC | Property Owner Indentification INV 1352May2025-B | $1,405.00 |
| | 2026564 | 6361x06132025 | P | 223875 | AT&T MOBILITY | Wireless Cell Svc 5.6.2025 - 6.5.2025 | $20.00 |
| | | | | | | **Org Expense** | **$1,425.00** |
| 01350551: Finance Technology | 2026593 | IN678987 | P | 223922 | METROPRESORT | JUNE 2025 PRNT & MAILING OF UTILITY STATEMENTS | $100.00 |
| | | | | | | **Org Expense** | **$100.00** |
| 01400152: Fire Admin | 2026328 | 6860 | P | 223828 | EASTSIDE FIRE & RESCUE | Remit Q1 2025 MIH Fees | $91,411.79 |
| | 2026535 | 2909 | P | 223848 | PUBLIC SAFETY SELECTION PC | Post-COE Psychological Evaluations (2022) INV 2909 | $2,250.00 |
| | 2026589 | 6955 | P | 223898 | EASTSIDE FIRE & RESCUE | July 2025 Contract Fee | $701,434.83 |

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|---|---|---|---|---|---|---|---|
| | | | | | | **Org Expense** | **$795,096.62** |
| 01450151: General Government | | 242795858 | M | 116 | COMCAST | JUN25 COMCAST | $4,602.40 |
| | 2026602 | 235511 | P | 223868 | 29 ELEVEN INC | STAFF NAME BADGES | $66.67 |
| | | | | | | **Org Expense** | **$4,669.07** |
| 01450251: LEOFF 1 Retiree OPEB | | 2025 MEDICARE7 | P | 223869 | | LEOFF1 Ret. Medicare Reimb. | $170.10 |
| | | 2025 MEDICARE7 | P | 223870 | | LEOFF1 Ret. Medicare Reimb. | $185.00 |
| | | 2025 MEDICARE7 | P | 223878 | | LEOFF1 Ret. Medicare Reimb. | $185.00 |
| | | 2025 MEDICARE7 | P | 223880 | | LEOFF1 Ret. Medicare Reimb. | $170.10 |
| | | 2025 MEDICARE7 | P | 223881 | | LEOFF1 Ret. Medicare Reimb. | $259.00 |
| | | LEOFF1 June-25 | P | 223883 | | Quarterly Fire Medicare Reim. | $113.24 |
| | | 2025 MEDICARE7 | P | 223894 | | LEOFF1 Ret. Medicare Reimb. | $185.00 |
| | | 2025 MEDICARE7 | P | 223897 | | LEOFF1 Ret. Medicare Reimb. | $185.00 |
| | | 2025 MEDICARE7 | P | 223899 | | LEOFF1 Ret. Medicare Reimb. | $174.70 |
| | | 2025 MEDICARE7 | P | 223903 | | LEOFF1 Ret. Medicare Reimb. | $185.00 |
| | | 2025 MEDICARE7 | P | 223906 | | LEOFF1 Ret. Medicare Reimb. | $185.00 |
| | | 2025 MEDICARE7 | P | 223908 | | LEOFF1 Ret. Medicare Reimb. | $619.50 |
| | | 2025 MEDICARE7 | P | 223911 | | LEOFF1 Ret. Medicare Reimb. | $172.70 |
| | | 2025 MEDICARE7 | P | 223918 | | LEOFF1 Ret. Medicare Reimb. | $185.00 |
| | | 2025 MEDICARE7 | P | 223919 | | LEOFF1 Ret. Medicare Reimb. | $149.00 |
| | | 2025 MEDICARE7 | P | 223927 | | LEOFF1 Ret. Medicare Reimb. | $148.50 |
| | | 2025 MEDICARE7 | P | 223939 | | LEOFF1 Ret. Medicare Reimb. | $136.20 |
| | | 2025 MEDICARE7 | P | 223941 | | LEOFF1 Ret. Medicare Reimb. | $185.00 |
| | | 2025 MEDICARE7 | P | 223942 | | LEOFF1 Ret. Medicare Reimb. | $148.50 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | 2025 MEDICARE7 | P | 223947 | | LEOFF1 Ret. Medicare Reimb. | $259.00 |
| | | 2025 MEDICARE7 | P | 223952 | | LEOFF1 Ret. Medicare Reimb. | $170.10 |
| | | 2025 MEDICARE7 | P | 223958 | | LEOFF1 Ret. Medicare Reimb. | $185.00 |
| | | 2025 MEDICARE7 | P | 223959 | | LEOFF1 Ret. Medicare Reimb. | $259.00 |
| | | 2025 MEDICARE7 | P | 223869 | | LEOFF1 Ret. Medicare Reimb. | $69.00 |
| | | 2025 MEDICARE7 | P | 223870 | | LEOFF1 Ret. Medicare Reimb. | $37.40 |
| | | 2025 MEDICARE7 | P | 223878 | | LEOFF1 Ret. Medicare Reimb. | $7.90 |
| | | 2025 MEDICARE7 | P | 223880 | | LEOFF1 Ret. Medicare Reimb. | $101.00 |
| | | 2025 MEDICARE7 | P | 223881 | | LEOFF1 Ret. Medicare Reimb. | $49.60 |
| | | 2025 MEDICARE7 | P | 223894 | | LEOFF1 Ret. Medicare Reimb. | $83.80 |
| | | 2025 MEDICARE7 | P | 223899 | | LEOFF1 Ret. Medicare Reimb. | $45.40 |
| | | 2025 MEDICARE7 | P | 223903 | | LEOFF1 Ret. Medicare Reimb. | $102.40 |
| | | 2025 MEDICARE7 | P | 223911 | | LEOFF1 Ret. Medicare Reimb. | $39.90 |
| | | 2025 MEDICARE7 | P | 223918 | | LEOFF1 Ret. Medicare Reimb. | $22.40 |
| | | 2025 MEDICARE7 | P | 223919 | | LEOFF1 Ret. Medicare Reimb. | $133.00 |
| | | 2025 MEDICARE7 | P | 223927 | | LEOFF1 Ret. Medicare Reimb. | $31.30 |
| | | 2025 MEDICARE7 | P | 223942 | | LEOFF1 Ret. Medicare Reimb. | $92.10 |
| | | 2025 MEDICARE7 | P | 223947 | | LEOFF1 Ret. Medicare Reimb. | $80.90 |
| | | 2025 MEDICARE7 | P | 223952 | | LEOFF1 Ret. Medicare Reimb. | $75.80 |
| | | 2025 MEDICARE7 | P | 223959 | | LEOFF1 Ret. Medicare Reimb. | $13.70 |
| | | | | | | **Org Expense** | **$5,600.24** |
| 01457251: Regional | 2026526 | 52151 | P | 223819 | BELLEVUE, CITY OF | ARCH Contributions Q1 2025 | $23,814.75 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Coalitions | 2026526 | 52152 | P | 223819 | BELLEVUE, CITY OF | ARCH Contributions Q1 2025 | $23,814.75 |
| | 2026526 | 52855 | P | 223819 | BELLEVUE, CITY OF | ARCH Contributions Q1 2025 | $23,814.75 |
| | 2026526 | 52878 | P | 223819 | BELLEVUE, CITY OF | ARCH Contributions Q1 2025 | $35,000.00 |
| | | | | | | **Org Expense** | **$106,444.25** |
| 01459551: Employee Benefits-General | | JUNE 2025 | M | 123 | AWC | JUN25 AWC | $127,801.50 |
| | | JUNE 2025 | M | 123 | AWC | JUN25 AWC | $21,510.32 |
| | | EPP-20250615-0000005 | M | 118 | WA ST DEPT OF RETIREMENT SYSTEMS | JUN25 DRS PAYMENT | $35,056.88 |
| | | EPP-20250615-0000006 | M | 119 | WA ST DEPT OF RETIREMENT SYSTEMS | JUN25 DRS PAYMENT | $34,886.75 |
| | | JUNE 2025 | M | 123 | AWC | JUN25 AWC | $1,794.30 |
| | | EPP-20250615-0000005 | M | 118 | WA ST DEPT OF RETIREMENT SYSTEMS | JUN25 DRS PAYMENT | $8,384.38 |
| | | EPP-20250615-0000006 | M | 119 | WA ST DEPT OF RETIREMENT SYSTEMS | JUN25 DRS PAYMENT | $8,313.12 |
| | | JUNE 2025 | M | 123 | AWC | JUN25 AWC | $3,207.36 |
| | | | | | | **Org Expense** | **$240,954.61** |
| 01459651: Employee Benefits-Police | | EPP-20250615-0000005 | M | 118 | WA ST DEPT OF RETIREMENT SYSTEMS | JUN25 DRS PAYMENT | $10,897.55 |
| | | EPP-20250615-0000006 | M | 119 | WA ST DEPT OF RETIREMENT SYSTEMS | JUN25 DRS PAYMENT | $11,897.23 |
| | | JUNE 2025 | M | 123 | AWC | JUN25 AWC | $247.50 |
| | | JUNE 2025 | M | 123 | AWC | JUN25 AWC | $1,140.63 |
| | | | | | | **Org Expense** | **$24,182.91** |
| 01459851: Employee Benefits-Maintenance | | JUNE 2025 | M | 124 | WA ST EMPLOYMENT SECURITY DEPT | JUN25 ESD | $8,925.15 |
| | | JUNE 2025 | M | 123 | AWC | JUN25 AWC | $75,826.68 |
| | | JUNE 2025 | M | 123 | AWC | JUN25 AWC | $5,500.64 |
| | | EPP-20250615-0000005 | M | 118 | WA ST DEPT OF RETIREMENT SYSTEMS | JUN25 DRS PAYMENT | $18,780.60 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | EPP-20250615-0000006 | M | 119 | WA ST DEPT OF RETIREMENT SYSTEMS | JUN25 DRS PAYMENT | $17,898.48 |
| | | JUNE 2025 | M | 123 | AWC | JUN25 AWC | $695.55 |
| | | EPP-20250615-0000005 | M | 118 | WA ST DEPT OF RETIREMENT SYSTEMS | JUN25 DRS PAYMENT | $4,834.15 |
| | | EPP-20250615-0000006 | M | 119 | WA ST DEPT OF RETIREMENT SYSTEMS | JUN25 DRS PAYMENT | $4,954.70 |
| | | JUNE 2025 | M | 123 | AWC | JUN25 AWC | $1,242.40 |
| | | | | | | **Org Expense** | **$138,658.35** |
| 01500151: Municipal Court | | REIM 6.10.2025 | P | 223842 | LUCERO, CHERYL | REIM C.Lucero - mileage for Court mail runs | $43.23 |
| | 2026521 | 1128 | P | 223823 | CITY OF NEWCASTLE | Court Office Rent 07/25 INV 1128 | $4,217.51 |
| | 2026522 | 16-4563-182 | P | 223863 | WANG, LAI GINGER | Mandarin interp 6.10.25 | $170.77 |
| | 2026537 | 16-4633-47 | P | 223841 | LUCAS PEREZ, MARIA | Spanish interpreter 6.17.25 | $150.00 |
| | 2026538 | Bianca 6.17.25 | P | 223859 | TSE, BIANCA | Judge Pro Tem | $200.00 |
| | | | | | | **Org Expense** | **$4,781.51** |
| 01600152: Administration (PO) | 2026490 | 18081 | P | 223829 | FIRST RESPONDER OUTFITTERS, INC. | PD uniform/equipment items | $2,161.15 |
| | 2026578 | 5486x06192025 | P | 223874 | AT&T MOBILITY | Police Cellphones & Laptops 5.12.25 - 6.11.25 | $1,715.30 |
| | 2026579 | 4040x06192025 | P | 223876 | AT&T MOBILITY | A.Keverkamp's Laptop June 2025 | $14.28 |
| | 2026583 | INV-00458472 | P | 223933 | PACIFIC MOBILE STRUCTURES, INC. | Modular rental for July | $1,464.58 |
| | | JUNE 2025 | M | 115 | WA ST DEPT OF REVENUE | JUN25 COMBINED EXCISE TAX | $163.93 |
| | | | | | | **Org Expense** | **$5,519.24** |
| 01600552: Patrol Division | 2026487 | 18625 | P | 223829 | FIRST RESPONDER OUTFITTERS, INC. | PD uniform/equipment items | $176.54 |
| | 2026493 | 19243 | P | 223829 | FIRST RESPONDER OUTFITTERS, INC. | PD equipment/uniform items | $1,583.71 |
| | | | | | | **Org Expense** | **$1,760.25** |
| 01601052: Marine Patrol | 2026488 | Police MAY 2025 | P | 223924 | MI HARDWARE TRUE VALUE | MI Hardware - Patrol Supplies MAY 2025 | $204.77 |
| | | | | | | **Org Expense** | **$204.77** |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 01601552: Police SPecial Ops | 2026489 | CMIJune2025 | P | 223845 | PUBLIC HOSPITAL DISTRICT #1 OF KING COUNTY | PD Dive Physicals | $3,027.00 |
| | | | | | | **Org Expense** | **$3,027.00** |
| 01603552: Police Emergency | | JUNE 2025 | M | 115 | WA ST DEPT OF REVENUE | JUN25 COMBINED EXCISE TAX | $7.55 |
| | | | | | | **Org Expense** | **$7.55** |
| 01604052: Police Training | 2026491 | INV936192 | P | 223826 | L.N. CURTIS & SONS | Less Lethal Supplies | $1,353.02 |
| | | | | | | **Org Expense** | **$1,353.02** |
| 01701051: Facility Services | | 145091 | P | 223856 | TACOMA DIESEL | 2025 Standby Generator Annual | $944.98 |
| | | 145186 | P | 223856 | TACOMA DIESEL | 2025 Standby Generator Annual | $744.88 |
| | 2026501 | 951765 | P | 223827 | EASTSIDE EXTERMINATORS | Commercial rodent service | $236.93 |
| | 2026502 | i56919 | P | 223832 | GREEN LATRINE | City of Mercer Island - PD Rental May 23, 2025 - J | $350.00 |
| | 2026503 | i57276 | P | 223832 | GREEN LATRINE | Monthly Rental ADA | $500.00 |
| | | JUNE 2025 | M | 115 | WA ST DEPT OF REVENUE | JUN25 COMBINED EXCISE TAX | $35.70 |
| | | | | | | **Org Expense** | **$2,812.49** |
| 01702054: Roadway Maintenance | 2026524 | 318595 | P | 223840 | LAKESIDE INDUSTRIES | Asphalt | $200.15 |
| | 2026525 | ROW 05.31.25 STMT | P | 223925 | MI HARDWARE TRUE VALUE | MI True Value - 5/31/25 Stmt - ROW | $81.98 |
| | | | | | | **Org Expense** | **$282.13** |
| 01707157: Park Operations | 2026213 | 3M555280 | P | 223909 | HORIZON DISTRIBUTORS INC | Open Irrigation PO not to be closed until spent | $143.50 |
| | 2026321 | 430674 | P | 223872 | ANTHEM SPORTS, LLC | Uprights for Homestead tennis courts | $685.47 |
| | 2026506 | Parks/Rec 05.31.25 | P | 223926 | MI HARDWARE TRUE VALUE | MI True Value - 5/31/25 Stmt - Parks & Rec | $18.72 |
| | 2026508 | 4233083702 | P | 223822 | CINTAS CORPORATION | Laundry & Cleaning Services Week of 06.09.25 | $113.44 |
| | 2026574 | 4233806808 | P | 223889 | CINTAS CORPORATION | Laundry services, week of 6/16/25 | $90.15 |
| | | JUNE 2025 | M | 115 | WA ST DEPT OF REVENUE | JUN25 COMBINED EXCISE TAX | $115.00 |
| | | | | | | **Org Expense** | **$1,166.28** |

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| 01707257: Athletic Fields | 2026310 | 6037399 | P | 223847 | PRESTIGE TRUCK ACCESSORIES INC. | 2025 PJ 7x14 trailer | $3,877.55 |
| | | | | | | **Org Expense** | **$3,877.55** |
| 01707557: Luther Burbank Park | 2026475 | 0017078830 | P | 223867 | DEPT OF NATURAL RESOURCES | DNR lease | $26.75 |
| | | | | | | **Org Expense** | **$26.75** |
| 01707957: Aubrey Davis Park | 2025500 | I57751 | P | 223905 | GREEN LATRINE | Green Latrine Regular Service (year-2025) | $790.00 |
| | | JUNE 2025 | M | 112 | MERCHANT OneTime | JUN25 MERCHANT FEE | $299.98 |
| | | JUNE 2025 | M | 115 | WA ST DEPT OF REVENUE | JUN25 COMBINED EXCISE TAX | $115.00 |
| | | | | | | **Org Expense** | **$1,204.98** |
| 01750157: Recreation Admin | | JUNE 2025 | M | 112 | MERCHANT OneTime | JUN25 MERCHANT FEE | $6,814.15 |
| | 2026586 | 2599JUNE2025 | P | 223890 | COMCAST | Comcast TV Services | $440.33 |
| | | JUNE 2025 | M | 115 | WA ST DEPT OF REVENUE | JUN25 COMBINED EXCISE TAX | $64.52 |
| | | | | | | **Org Expense** | **$7,319.00** |
| 01751057: MICEC Operations | 2026591 | 193559433 | P | 223954 | ULINE | 32" Round Folding Cocktail Table | $120.69 |
| | | JUNE 2025 | M | 115 | WA ST DEPT OF REVENUE | JUN25 COMBINED EXCISE TAX | $1,775.36 |
| | | | | | | **Org Expense** | **$1,896.05** |
| 01751557: Community Events | 2026552 | 76084 | P | 223896 | DEWALT, JULIE | Juneteenth 2025 Vendor Payment | $750.00 |
| | 2026553 | 6202025 | P | 223915 | KMIH 889 THE BRIDGE | Juneteenth 2025 Vendor Payment | $1,200.00 |
| | 2026554 | 6202025 | P | 223946 | SIMON JAVAN OKELO | Band Payment for Juneteenth 2025 Special Event | $2,000.00 |
| | 2026584 | INV1484 | P | 223937 | PUT A STAGE ON IT | Mercerdale Park - Juneteenth Event | $1,589.08 |
| | 2026585 | INV1478 | P | 223937 | PUT A STAGE ON IT | SC! Stage Banner, graphics and shipping | $1,468.69 |
| | | | | | | **Org Expense** | **$7,007.77** |
| 0900924 : PERS II | | EPP-20250615·0000005 | M | 118 | WA ST DEPT OF RETIREMENT SYSTEMS | JUN25 DRS PAYMENT | $37,975.21 |
| | | EPP-20250615·0000006 | M | 119 | WA ST DEPT OF RETIREMENT SYSTEMS | JUN25 DRS PAYMENT | $37,243.66 |
| | | | | | | **Org Expense** | **$75,218.87** |

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| 0900926 : LEOFF II | | EPP-20250615-0000005 | M | 118 | WA ST DEPT OF RETIREMENT SYSTEMS | JUN25 DRS PAYMENT | $17,472.96 |
| | | EPP-20250615-0000006 | M | 119 | WA ST DEPT OF RETIREMENT SYSTEMS | JUN25 DRS PAYMENT | $19,075.82 |
| | | | | | | **Org Expense** | **$36,548.78** |
| 0900927 : PERS III | | EPP-20250615-0000005 | M | 118 | WA ST DEPT OF RETIREMENT SYSTEMS | JUN25 DRS PAYMENT | $10,239.64 |
| | | EPP-20250615-0000006 | M | 119 | WA ST DEPT OF RETIREMENT SYSTEMS | JUN25 DRS PAYMENT | $10,268.24 |
| | | | | | | **Org Expense** | **$20,507.88** |
| 0900974 : Garnishments | | PR 6.25.2025 | P | 223887 | CHAPTER 13 TRUSTEE | PR 6.25.2025 | $620.50 |
| | | | | | | **Org Expense** | **$620.50** |
| 0900975 : Mercer Island Emp | | PR 6.25.2025 | P | 223923 | MI EMPLOYEES ASSOC | PR 6.25.2025 | $262.50 |
| | | | | | | **Org Expense** | **$262.50** |
| 0900976 : City & Counties Local 21M | | PR 6.25.2025 | P | 223961 | WSCCCE AFSCME AFL-CIO | PR 6.25.2025 | $3,130.20 |
| | | | | | | **Org Expense** | **$3,130.20** |
| 0900977 : Police Association | | PR 6.25.2025 | P | 223935 | POLICE ASSOCIATION | PR 6.25.2025 | $1,723.03 |
| | | | | | | **Org Expense** | **$1,723.03** |
| 0900983 : Vol Life Ins - States West Lif | | JUNE 2025 | M | 123 | AWC | JUN25 AWC | $411.70 |
| | | | | | | **Org Expense** | **$411.70** |
| 0900986 : AFLAC Insurance | | JUNE 2025 | M | 114 | AFLAC | JUN25 AFLAC | $477.02 |
| | | | | | | **Org Expense** | **$477.02** |
| 0900988 : Long Term Care-UNUM | | JUNE 2025 | M | 121 | UNUM GROUP | JUN25 UNUM | $364.00 |
| | | | | | | **Org Expense** | **$364.00** |
| 1100000 : Street Fund-Admin Key | | 3b | P | 223963 | OMA CONSTRUCTION INC | Contract Withholding: 1124 | $5,726.45 |
| | | | | | | **Org Expense** | **$5,726.45** |
| 11702554: Transportation Planner Eng | 2026531 | INV-0005868 | P | 223837 | IDAX DATA SOLUTIONS | IDAX June 2025 Traffic Counts | $1,525.00 |
| | | | | | | **Org Expense** | **$1,525.00** |
| 11902059: CIP Street Expenditures | | 633391 | P | 223831 | GEOSYNTEC CONSULTANTS INC | Town Center Parking Project | $3,792.50 |

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|---|---|---|---|---|---|---|---|
| Expenditures | 2025407 | 8 | P | 223871 | ALWAYS ACTIVE SERVICES LLC | 80th Avenue Pedestrian Improvements | $131,241.90 |
| | 2025905 | 3 | P | 223931 | OMA CONSTRUCTION INC | Town Center Parking Facility | $108,802.28 |
| | 2026432 | INV081526 | P | 223858 | TRAFFIC SAFETY SUPPLY | Signs for Town Center Commuter Parking Facility | $222.28 |
| | 2026566 | 222488R | P | 223916 | PSOMAS | Psomas Construction Support May 2025 Invoice | $539.00 |
| | 2026570 | 1080026 | P | 223882 | BUILDERS EXCHANGE OF WA | 2025 Street Overlays Online Posting | $45.00 |
| | | | | | | **Org Expense** | **$244,642.96** |
| 14752057: Arts & Culture | 2026530 | 44208 | P | 223873 | ART WORK LOGISTICS LLC | Transport damaged public art to storage facility | $1,365.00 |
| | | | | | | **Org Expense** | **$1,365.00** |
| 16800156: Youth & Family Services | 2026542 | 114190 | P | 223864 | YAMADA, MARK | Clinical consultation | $400.00 |
| | 2026599 | 206273 | P | 223956 | UNITED REPROGRAPHICS | Seniors Newsletter printed mailing | $1,065.54 |
| | | | | | | **Org Expense** | **$1,465.54** |
| 16800556: Thrift Shop Operations | | JUNE 2025 | M | 112 | MERCHANT OneTime | JUN25 MERCHANT FEE | $17,415.11 |
| | | JUNE 2025 | M | 112 | MERCHANT OneTime | JUN25 MERCHANT FEE | $109.63 |
| | | JUNE 2025 | M | 115 | WA ST DEPT OF REVENUE | JUN25 COMBINED EXCISE TAX | $615.04 |
| | | JUNE 2025 | M | 115 | WA ST DEPT OF REVENUE | JUN25 COMBINED EXCISE TAX | $363.45 |
| | | JUNE 2025 | M | 115 | WA ST DEPT OF REVENUE | JUN25 COMBINED EXCISE TAX | $11.02 |
| | | | | | | **Org Expense** | **$18,514.25** |
| 16801056: School & Family Counseling | | REIM 6.11.2025 | P | 223834 | HARNISH, CHRIS | REIM: C.Harnish 7th Annual Public Health Summit | $215.18 |
| | | | | | | **Org Expense** | **$215.18** |
| 16802056: Emergency Assistance | 2026540 | 206085 | P | 223855 | SHOREWOOD HEIGHTS | Rent and utility assistance for EA client | $324.72 |
| | 2026541 | 206083 | P | 223854 | SHOREWOOD HEIGHTS | Rent assistance for EA client | $3,000.00 |
| | 2026540 | 206085 | P | 223855 | SHOREWOOD HEIGHTS | Rent and utility assistance for EA client | $565.00 |
| | | | | | | **Org Expense** | **$3,889.72** |

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| 18300155: CPD Administration | 2026534 | 4975x06132025 | P | 223817 | AT&T MOBILITY | Wireless Cell Svc 5.6.2025 - 6.5.2025 | $80.08 |
| | | JUNE 2025 | M | 112 | MERCHANT OneTime | JUN25 MERCHANT FEE | $55.08 |
| | | JUNE 2025 | M | 112 | MERCHANT OneTime | JUN25 MERCHANT FEE | $568.69 |
| | | JUNE 2025 | M | 112 | MERCHANT OneTime | JUN25 MERCHANT FEE | $2,663.22 |
| | | JUNE 2025 | M | 112 | MERCHANT OneTime | JUN25 MERCHANT FEE | $359.91 |
| | | | | | | **Org Expense** | **$3,726.98** |
| 3200000 : Capital Improvement-Admin Key | 2026539 | 1707 retainage | P | 223865 | APPLIED ECOLOGY | Retainage Release - contract #23-14A | $4,678.15 |
| | 2026543 | 24-19A Retainage | P | 223866 | APPLIED ECOLOGY | Retainage Release - 2024 contract #24-19A | $126.88 |
| | | | | | | **Org Expense** | **$4,805.03** |
| 32900559: CIP Government Buildings | | INV I625776-5832 | P | 223839 | KRAZAN & ASSOCIATES INC | Krazan May Invoice | $917.80 |
| | 2025406 | 206220 | P | 223885 | CASA BELLA LLC | PP#4 | $237,463.81 |
| | 2026499 | 78127104 | P | 223824 | COCHRAN, INC. | MERCER ISLAND EMERGENCY CALL UTILITY TRANSFORMER H | $1,092.96 |
| | 2026500 | 50937 | P | 223818 | AUBURN MECHANICAL | FC-01 Damper Actuator Replacement | $1,600.82 |
| | | | | | | **Org Expense** | **$241,075.39** |
| 32902559: CIP Open Space and Natural Res | 2025426 | 25-9014 | P | 223892 | D.A. HOGAN & ASSOCIATES INC | Design of LBP sport courts renovation | $2,719.25 |
| | 2026322 | 2023-773 | P | 223953 | TWO RAVENS STUDIO | Funding acknowledgement plaque for LBB1 | $358.48 |
| | 2026516 | 195137 | P | 223907 | HANSON TREE SERVICE LLC | 25-06 Hourly Rate Open Space Restoration-May2025 | $43,994.64 |
| | 2026545 | 206221 | P | 223901 | GLOFI GENERAL CONTRACTORS LLC | 25-05A Cayhill Open Space Restoration | $5,511.00 |
| | 2026546 | 206223 | P | 223902 | GLOFI GENERAL CONTRACTORS LLC | 25-05H Pioneer Park NW Open Space Restoration | $9,018.00 |
| | 2026587 | 52752 | P | 223962 | ZUMAR INDUSTRIES | Zumar signs for Aubrey Davis Trail Safety | $323.99 |
| | 2025500 | I57751 | P | 223905 | GREEN LATRINE | Green Latrine Regular Service (year-2025) | $200.00 |
| | 2026543 | 24-19A Retainage | P | 223866 | APPLIED ECOLOGY | Retainage Release - 2024 contract #24-19A | $313.03 |

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| | 2026566 | 222488R | P | 223916 | PSOMAS | Psomas Construction Support May 2025 Invoice | $390.00 |
| | | JUNE 2025 | M | 115 | WA ST DEPT OF REVENUE | JUN25 COMBINED EXCISE TAX | $69.56 |
| | | | | | | **Org Expense** | **$62,897.95** |
| 35900559: Facilities Reserve - | 2025690 | 2410-07 | P | 223929 | NORTHWEST STUDIO | PSM Schematic Design work | $118,087.01 |
| | | | | | | **Org Expense** | **$118,087.01** |
| 4100000 : Water Fund-Admin Key | 2025561 | I7035718-1 | P | 223833 | H D FOWLER | 1-1/4 service line repair parts | $274.62 |
| | 2026441 | 320146 | P | 223917 | LAKESIDE INDUSTRIES | 5/8th minus 64 yards 2"x4" Quarry Rock 32 yards | $1,776.61 |
| | 2026441 | 320147 | P | 223917 | LAKESIDE INDUSTRIES | 5/8th minus 64 yards 2"x4" Quarry Rock 32 yards | $676.76 |
| | | | | | | **Org Expense** | **$2,727.99** |
| 41101553: GIS - Water Fund | | REIM 6.16.2025 | P | 223853 | RODRIGUEZ, RENE | REIM: R.Rodriguez ESRI Dev Summit lodging/per diem | $434.79 |
| | 2026529 | IN-VGNA-00008551 | P | 223860 | VERTIGIS NORTH AMERICA LTD | VertiGIS ELA 2025-2026 | $2,876.36 |
| | | | | | | **Org Expense** | **$3,311.15** |
| 41351051: Utility Billing (Water) | 2026505 | IN678749 | P | 223843 | METROPRESORT | MAY 2025 PRNT & MAILING OF UTILITY STATEMENTS BOOK | $112.47 |
| | 2026590 | IN678878 | P | 223922 | METROPRESORT | JUNE 2025 PRNT & MAILING OF UTILITY STATEMENTS | $195.53 |
| | 2026505 | IN678749 | P | 223843 | METROPRESORT | MAY 2025 PRNT & MAILING OF UTILITY STATEMENTS BOOK | $78.30 |
| | 2026590 | IN678878 | P | 223922 | METROPRESORT | JUNE 2025 PRNT & MAILING OF UTILITY STATEMENTS | $136.07 |
| | 2026593 | IN678987 | P | 223922 | METROPRESORT | JUNE 2025 PRNT & MAILING OF UTILITY STATEMENTS | $84.62 |
| | 2026593 | IN678987 | P | 223922 | METROPRESORT | JUNE 2025 PRNT & MAILING OF UTILITY STATEMENTS | $62.29 |

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| | | JUNE 2025 | M | 112 | MERCHANT OneTime | JUN25 MERCHANT FEE | $12,033.72 |
| | | JUNE 2025 | M | 112 | MERCHANT OneTime | JUN25 MERCHANT FEE | $55.07 |
| | | JUNE 2025 | M | 112 | MERCHANT OneTime | JUN25 MERCHANT FEE | $359.90 |
| | | | | | | **Org Expense** | **$13,117.97** |
| 41700153: Water Administration | | JUNE 2025 | M | 115 | WA ST DEPT OF REVENUE | JUN25 COMBINED EXCISE TAX | $51,698.51 |
| | 2026549 | APRIL 2025 SPU | P | 223945 | SEATTLE PUBLIC UTILITIES | APRIL 2025 WATER PURCHASE | $89,360.88 |
| | | | | | | **Org Expense** | **$141,059.39** |
| 41703053: Water Service Upsizes and | 2026510 | 0083833 | P | 223900 | FERGUSON US HOLDINGS | Meters for Xinghua 2107-230/2102-018 | $7,038.29 |
| | | | | | | **Org Expense** | **$7,038.29** |
| 41703253: Water Distribution & Pumps | 2026498 | 4926x06132025 | P | 223816 | AT&T MOBILITY | Wireless Hotspots 5.6.2025 - 6.5.2025 | $40.04 |
| | 2025561 | I7035718-1 | P | 223833 | H D FOWLER | 1-1/4 service line repair parts | $141.34 |
| | | | | | | **Org Expense** | **$181.38** |
| 41703453: Water Quality | 2026568 | 110165134-00 | P | 223950 | TACOMA SCREW PRODUCTS INC | Hydrant cart build - hardware | $130.64 |
| | | JUNE 2025 | M | 115 | WA ST DEPT OF REVENUE | JUN25 COMBINED EXCISE TAX | $36.72 |
| | | | | | | **Org Expense** | **$167.36** |
| 41703653: Water Associated Costs | 2026466 | 2010018884 | P | 223960 | GCP WW HOLDCO LLC | AFSCME Clothing Allowance - Buck George | $297.76 |
| | | | | | | **Org Expense** | **$297.76** |
| 41709953: Support Services - Clearing | 2026509 | 3437x06132025 | P | 223816 | AT&T MOBILITY | Wireless Cell Svc 5.6.2025 - 6.5.2025 | $2,573.21 |
| | 2026572 | 7855x06132025 | P | 223877 | AT&T MOBILITY | Temporary Hotspot for Kyle Hawkins | $6.92 |
| | 2026577 | 14555831 060725 | P | 223891 | CRYSTAL SPRINGS | Bottled water service | $516.93 |
| | 2026508 | 4233083702 | P | 223822 | CINTAS CORPORATION | Laundry & Cleaning Services Week of 06.09.25 | $759.17 |
| | 2026574 | 4233806808 | P | 223889 | CINTAS CORPORATION | Laundry services, week of 6/16/25 | $810.92 |
| | | | | | | **Org Expense** | **$4,667.15** |
| 41900159: CIP Water Salaries | | INV2050005918 CM | P | 223960 | GCP WW HOLDCO LLC | Partial Credit for revised INV2050005918. | ($22.55) |
| | 2026320 | INV2050005918 | P | 223960 | GCP WW HOLDCO LLC | AFSCME Uniform Allowance - Suzor-Hoy | $288.00 |

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| | | | | | | **Org Expense** | **$265.45** |
| 41904059: CIP Water Utility | | 1200727304 | P | 223835 | HDR ENGINEERING INC | Modeling & Fire Flow Analysis | $2,995.65 |
| | | PP#3 | P | 223838 | KAR-VEL CONSTRUCTION INC | 2024 WSI Construction | $142,739.69 |
| | | 101842 | P | 223849 | RH2 ENGINEERING INC | Construction management & supp | $20,144.97 |
| | | 101161 | P | 223850 | RH2 ENGINEERING INC | Water Supply Line Project | $95,878.98 |
| | | 101649 | P | 223851 | RH2 ENGINEERING INC | Water Supply Line Project | $47,890.61 |
| | | 101702 | P | 223852 | RH2 ENGINEERING INC | Remaining amt RH2, PRV St Repl | $20,384.38 |
| | | PP#7 | P | 223912 | KAR-VEL CONSTRUCTION INC | 2024 AC Main construction | $103,398.24 |
| | 2025231 | 160118076-00 | P | 223950 | TACOMA SCREW PRODUCTS INC | Bolts and Nuts for South Res Hatches | $542.26 |
| | 2026513 | 8 | P | 223830 | FURY SITE WORKS INC | WU0140 Phase 1 PRV Station PP#8 to Fury Site Works | $55,584.88 |
| | 2026514 | 16-0525MIWSRAP | P | 223825 | CONFLUENCE ENGINEERING GROUP LLC | Professional Services April 1 through May 31, 2025 | $23,780.00 |
| | 2026536 | 439701 | P | 223893 | DAILY JOURNAL OF COMMERCE | DJC Advertising RFQ 25-31 | $286.20 |
| | 2026600 | FB61545 | P | 223884 | CAROLLO ENGINEERS INC | Professional Services Rendered Through 12/31/24 | $2,551.25 |
| | 2026601 | FB66448 | P | 223884 | CAROLLO ENGINEERS INC | For Professional Services Rendered Through 4/30/20 | $1,242.63 |
| | 2026422 | 14563527 | P | 223821 | BROWN AND CALDWELL CONSULTANTS | On-call SCADA work for various projects | $274.66 |
| | | JUNE 2025 | M | 115 | WA ST DEPT OF REVENUE | JUN25 COMBINED EXCISE TAX | $10.20 |
| | | JUNE 2025 | M | 115 | WA ST DEPT OF REVENUE | JUN25 COMBINED EXCISE TAX | $6.12 |
| | | | | | | **Org Expense** | **$517,710.72** |
| 42101553: GIS - Sewer Fund | | REIM 6.16.2025 | P | 223853 | RODRIGUEZ, RENE | REIM: R.Rodriguez ESRI Dev Summit lodging/per diem | $434.79 |

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| | 2026529 | IN-VGNA-00008551 | P | 223860 | VERTIGIS NORTH AMERICA LTD | VertiGIS ELA 2025-2026 | $2,876.36 |
| | | | | | | **Org Expense** | **$3,311.15** |
| 42351051: Utility Billing (Sewer) | 2026505 | IN678749 | P | 223843 | METROPRESORT | MAY 2025 PRNT & MAILING OF UTILITY STATEMENTS BOOK | $112.47 |
| | 2026590 | IN678878 | P | 223922 | METROPRESORT | JUNE 2025 PRNT & MAILING OF UTILITY STATEMENTS | $195.53 |
| | 2026505 | IN678749 | P | 223843 | METROPRESORT | MAY 2025 PRNT & MAILING OF UTILITY STATEMENTS BOOK | $78.30 |
| | 2026590 | IN678878 | P | 223922 | METROPRESORT | JUNE 2025 PRNT & MAILING OF UTILITY STATEMENTS | $136.07 |
| | 2026593 | IN678987 | P | 223922 | METROPRESORT | JUNE 2025 PRNT & MAILING OF UTILITY STATEMENTS | $84.62 |
| | 2026593 | IN678987 | P | 223922 | METROPRESORT | JUNE 2025 PRNT & MAILING OF UTILITY STATEMENTS | $62.30 |
| | | | | | | **Org Expense** | **$669.29** |
| 42700153: Sewer Administration | 2025061 | 30043147 | P | 223913 | KC FINANCE | 2025 MONTHLY SEWER CHARGES - 12 MONTHS | $503,189.52 |
| | | JUNE 2025 | M | 115 | WA ST DEPT OF REVENUE | JUN25 COMBINED EXCISE TAX | $27,568.57 |
| | | | | | | **Org Expense** | **$530,758.09** |
| 42704053: Sewer Collection | 2026286 | 2984 | P | 223932 | ONE. 7, INC. | GapVax items | $151.62 |
| | 2026287 | 2984-A | P | 223932 | ONE. 7, INC. | GapVax items | $27.54 |
| | | | | | | **Org Expense** | **$179.16** |
| 42704253: Sewer Pumps | | 145313 | P | 223856 | TACOMA DIESEL | 2025 Standby Generator Annual | $1,085.80 |
| | | 145315 | P | 223856 | TACOMA DIESEL | 2025 Standby Generator Annual | $710.10 |
| | 2026498 | 4926x06132025 | P | 223816 | AT&T MOBILITY | Wireless Hotspots 5.6.2025 - 6.5.2025 | $40.04 |
| | | | | | | **Org Expense** | **$1,835.94** |
| 42903059: CIP Sewer Utility | | 14568185 | P | 223821 | BROWN AND CALDWELL CONSULTANTS | SCADA Systems Replacement Desi | $7,869.51 |
| | | 101473 | P | 223849 | RH2 ENGINEERING INC | Sewer Pump Station 20 Replacem | $19,586.86 |

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| | | 101642 | P | 223849 | RH2 ENGINEERING INC | Sewer Pump Station 20 Replacem | $31,780.16 |
| | | 101971 | P | 223940 | RH2 ENGINEERING INC | Sewer System Generator Replace | $3,326.90 |
| | 2026271 | 120193379-00 | P | 223950 | TACOMA SCREW PRODUCTS INC | Fasteners | $54.36 |
| | 2026422 | 14563527 | P | 223821 | BROWN AND CALDWELL CONSULTANTS | On-call SCADA work for various projects | $6,011.58 |
| | | JUNE 2025 | M | 115 | WA ST DEPT OF REVENUE | JUN25 COMBINED EXCISE TAX | $201.96 |
| | | | | | | **Org Expense** | **$68,831.33** |
| 43101553: GIS - Stormwater Fund | | REIM 6.16.2025 | P | 223853 | RODRIGUEZ, RENE | REIM: R.Rodriguez ESRI Dev Summit lodging/per diem | $434.79 |
| | 2026529 | IN-VGNA-00008551 | P | 223860 | VERTIGIS NORTH AMERICA LTD | VertiGIS ELA 2025-2026 | $2,876.37 |
| | | | | | | **Org Expense** | **$3,311.16** |
| 43351051: Utility Billing (Storm) | 2026505 | IN678749 | P | 223843 | METROPRESORT | MAY 2025 PRNT & MAILING OF UTILITY STATEMENTS BOOK | $112.47 |
| | 2026590 | IN678878 | P | 223922 | METROPRESORT | JUNE 2025 PRNT & MAILING OF UTILITY STATEMENTS | $195.53 |
| | 2026505 | IN678749 | P | 223843 | METROPRESORT | MAY 2025 PRNT & MAILING OF UTILITY STATEMENTS BOOK | $78.30 |
| | 2026590 | IN678878 | P | 223922 | METROPRESORT | JUNE 2025 PRNT & MAILING OF UTILITY STATEMENTS | $136.08 |
| | 2026593 | IN678987 | P | 223922 | METROPRESORT | JUNE 2025 PRNT & MAILING OF UTILITY STATEMENTS | $84.62 |
| | 2026593 | IN678987 | P | 223922 | METROPRESORT | JUNE 2025 PRNT & MAILING OF UTILITY STATEMENTS | $62.30 |
| | | | | | | **Org Expense** | **$669.30** |
| 43700153: Storm Water Administration | | JUNE 2025 | M | 115 | WA ST DEPT OF REVENUE | JUN25 COMBINED EXCISE TAX | $5,333.98 |
| | | | | | | **Org Expense** | **$5,333.98** |
| 43700253: Support Services - Storm | 2025324 | 182872/4 | P | 223948 | SOUND SAFETY PRODUCTS | clothing allowance for Omar Chamaro | $225.38 |
| | | | | | | **Org Expense** | **$225.38** |

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|---|---|---|---|---|---|---|---|
| 43705053: Storm Drainage | 2025235 | 245580445-004 | P | 223955 | UNITED RENTALS | Excavator rental | $2,919.20 |
| | | | | | | **Org Expense** | **$2,919.20** |
| 43903559: CIP Storm Water Utility | | 33207 | P | 223844 | NW HYDRAULIC CONSULTANTS INC | SW0111 Carryover - SB 46.3a WC | $620.00 |
| | | | | | | **Org Expense** | **$620.00** |
| 51701254: Fleet Services | | 105070228 | M | 122 | WEX INC | JUN25 WEX | $14,007.17 |
| | 2026504 | 3565 | P | 223857 | TACOMA FUEL DOCK | MIPD Marine Fleet Fuel | $1,014.09 |
| | 2026555 | 961359 | P | 223928 | NAPA AUTO PARTS | Assorted vehicle parts - fleet | $60.92 |
| | 2026555 | 961492 | P | 223928 | NAPA AUTO PARTS | Assorted vehicle parts - fleet | $108.45 |
| | 2026555 | 961514 | P | 223928 | NAPA AUTO PARTS | Assorted vehicle parts - fleet | $1.69 |
| | 2026555 | 961516 | P | 223928 | NAPA AUTO PARTS | Assorted vehicle parts - fleet | $50.43 |
| | 2026555 | 961568 | P | 223928 | NAPA AUTO PARTS | Assorted vehicle parts - fleet | $97.81 |
| | 2026555 | 961821 | P | 223928 | NAPA AUTO PARTS | Assorted vehicle parts - fleet | $223.78 |
| | 2026556 | 993-20978-70573 | P | 223943 | SEATTLE BOAT CO | Marine Patrol fuel - 6/7, 6/10, 6/14 | $1,543.57 |
| | 2026556 | 993-20981-57020 | P | 223943 | SEATTLE BOAT CO | Marine Patrol fuel - 6/7, 6/10, 6/14 | $1,132.20 |
| | 2026556 | 993-20985-67614 | P | 223943 | SEATTLE BOAT CO | Marine Patrol fuel - 6/7, 6/10, 6/14 | $1,129.06 |
| | 2026571 | 961974 | P | 223928 | NAPA AUTO PARTS | Fleet repair parts - 6/17-6/20 | $122.76 |
| | 2026571 | 962219 | P | 223928 | NAPA AUTO PARTS | Fleet repair parts - 6/17-6/20 | $71.61 |
| | 2026571 | 962220 | P | 223928 | NAPA AUTO PARTS | Fleet repair parts - 6/17-6/20 | $92.14 |
| | 2026571 | 962658 | P | 223928 | NAPA AUTO PARTS | Fleet repair parts - 6/17-6/20 | $144.35 |
| | 2026573 | 160127206-00 | P | 223950 | TACOMA SCREW PRODUCTS INC | Fleet repair parts | $4.51 |
| | 2026576 | 043025 | P | 223936 | PRIORITY MARINE | Repairs to Patrol 12 & 14 | $2,012.30 |
| | 2026576 | 052825 | P | 223936 | PRIORITY MARINE | Repairs to Patrol 12 & 14 | $3,017.48 |
| | 2026580 | 3M554712 | P | 223909 | HORIZON DISTRIBUTORS INC | Flat Idler Pully | $70.30 |
| | 2026581 | 195-1173244 | P | 223904 | THE GOODYEAR TIRE & RUBBER COMPANY | Tires | $1,465.84 |
| | 2026582 | 230246 | P | 223879 | AUTO NATION | Misc Auto Parts | $595.31 |

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|---|---|---|---|---|---|---|---|
| | 2026588 | Apr-May 2025 | P | 223921 | MERCER ISLAND CHEVRON | MI Chevron Fuel Charges | $326.26 |
| | | | | | | **Org Expense** | **$27,292.03** |
| 52101553: IGS Network Admin | 2026371 | INV-19049 | P | 223951 | TECH HEADS INC. | Cisco FMCv 2 Device licenses and support | $1,800.67 |
| | 2026596 | 333540238 6.21.2025 | P | 223886 | CENTURYLINK | CenturyLink Phone Service | $70.19 |
| | 2026597 | 334045294 6.21.2025 | P | 223886 | CENTURYLINK | CenturyLink Phone Service | $73.70 |
| | 2026598 | 333790219 6.21.2025 | P | 223886 | CENTURYLINK | CenturyLink Phone Service | $73.70 |
| | | | | | | **Org Expense** | **$2,018.26** |
| 52901059: CIP Computer Replacement | 2026389 | 10820838916 | P | 223895 | DELL MARKETING L.P. | Dell Rugged Laptops | $6,605.21 |
| | 2026390 | 10820669423 | P | 223895 | DELL MARKETING L.P. | 5 Dell Laptops | $8,434.73 |
| | 2026473 | 9849 | P | 223888 | CHIP GEORGE INC | 2 Modems and Antennas for Police Boats | $4,044.34 |
| | 2026592 | 3940 | P | 223934 | PACIFIC NORTHWEST YACHTS LLC | Police Boats Antenna Replacement Labor | $864.36 |
| | | | | | | **Org Expense** | **$19,948.64** |
| 61450251: FF Pension Disbursement | | LEOFF1 EXCESS7 | P | 223880 | | LEOFF1 Excess Ret. Benefit | $2,962.20 |
| | | LEOFF1 EXCESS7 | P | 223911 | | LEOFF1 Excess Ret. Benefit | $1,776.48 |
| | | LEOFF1 EXCESS7 | P | 223939 | | LEOFF1 Excess Ret. Benefit | $914.63 |
| | | LEOFF1 EXCESS7 | P | 223942 | | LEOFF1 Excess Ret. Benefit | $1,776.48 |
| | | | | | | **Org Expense** | **$7,429.79** |
| 62000051: Custodial Disbursements | 2026532 | MAY2025 NC | P | 223862 | WA ST TREASURER'S OFFICE | Remit Newcastle Court Fines | $5,970.51 |
| | 2026533 | MAY2025 MI | P | 223861 | WA ST TREASURER'S OFFICE | Remit Mercer Island Court Fines | $11,685.90 |
| | | JUNE 2025 | M | 115 | WA ST DEPT OF REVENUE | JUN25 COMBINED EXCISE TAX | $13,319.39 |
| | | JUNE 2025 | M | 115 | WA ST DEPT OF REVENUE | JUN25 COMBINED EXCISE TAX | $854.05 |
| | | | | | | **Org Expense** | **$31,829.85** |
| **Total** | | | | | | | **$3,801,759.98** |

# Accounts Payable Report by Check Number

| Type | Check # | Vendor | Invoice # | Description | Invoice Amount |
|---|---|---|---|---|---|
| M | 104 | MADRONA LAW GROUP, PPLC | 13087 | Contract Payment | $224.00 |
| | | | | **Check Amount:** | **$224.00** |
| | 105 | MADRONA LAW GROUP, PPLC | 13088 | Contract Payment | $595.00 |
| | | | | **Check Amount:** | **$595.00** |
| | 106 | MADRONA LAW GROUP, PPLC | 13089 | Contract Payment | $64.00 |
| | | | | **Check Amount:** | **$64.00** |
| | 107 | MADRONA LAW GROUP, PPLC | 13090 | Contract Payment | $12,990.69 |
| | | | | **Check Amount:** | **$12,990.69** |
| | 108 | MADRONA LAW GROUP, PPLC | 13091 | Contract Payment | $64.00 |
| | | | | **Check Amount:** | **$64.00** |
| | 109 | MADRONA LAW GROUP, PPLC | 13092 | Contract Payment | $53,815.00 |
| | | | | **Check Amount:** | **$53,815.00** |
| | 110 | MADRONA LAW GROUP, PPLC | 13093 | Contract Payment | $160.00 |
| | | | | **Check Amount:** | **$160.00** |
| | 111 | MADRONA LAW GROUP, PPLC | 13094 | Contract Payment | $160.00 |
| | | | | **Check Amount:** | **$160.00** |
| | 112 | MERCHANT OneTime | JUNE 2025 | JUN25 MERCHANT FEE | $6,814.15 |
| | | | JUNE 2025 | JUN25 MERCHANT FEE | $299.98 |
| | | | JUNE 2025 | JUN25 MERCHANT FEE | $17,415.11 |
| | | | JUNE 2025 | JUN25 MERCHANT FEE | $109.63 |
| | | | JUNE 2025 | JUN25 MERCHANT FEE | $12,033.72 |
| | | | JUNE 2025 | JUN25 MERCHANT FEE | $55.07 |
| | | | JUNE 2025 | JUN25 MERCHANT FEE | $55.08 |
| | | | JUNE 2025 | JUN25 MERCHANT FEE | $568.69 |
| | | | JUNE 2025 | JUN25 MERCHANT FEE | $2,663.22 |
| | | | JUNE 2025 | JUN25 MERCHANT FEE | $359.91 |
| | | | JUNE 2025 | JUN25 MERCHANT FEE | $359.90 |
| | | | | **Check Amount:** | **$40,734.46** |
| | 113 | ADP INC | JUNE 2025 | JUN25 ADP FEES | $3,803.51 |
| | | | JUNE 2025 | JUN25 ADP FEES | $6,269.78 |
| | | | | **Check Amount:** | **$10,073.29** |
| | 114 | AFLAC | JUNE 2025 | JUN25 AFLAC | $477.02 |
| | | | | **Check Amount:** | **$477.02** |
| | 115 | WA ST DEPT OF REVENUE | JUNE 2025 | JUN25 COMBINED EXCISE TAX | $51,698.51 |
| | | | JUNE 2025 | JUN25 COMBINED EXCISE TAX | $27,568.57 |
| | | | JUNE 2025 | JUN25 COMBINED EXCISE TAX | $5,333.98 |

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|---|---|---|---|---|---|
| | | JUNE 2025 | JUN25 COMBINED EXCISE TAX | $13,319.39 | |
| | | JUNE 2025 | JUN25 COMBINED EXCISE TAX | $615.04 | |
| | | JUNE 2025 | JUN25 COMBINED EXCISE TAX | $854.05 | |
| | | JUNE 2025 | JUN25 COMBINED EXCISE TAX | $1,775.36 | |
| | | JUNE 2025 | JUN25 COMBINED EXCISE TAX | $64.52 | |
| | | JUNE 2025 | JUN25 COMBINED EXCISE TAX | $201.96 | |
| | | JUNE 2025 | JUN25 COMBINED EXCISE TAX | $10.20 | |
| | | JUNE 2025 | JUN25 COMBINED EXCISE TAX | $6.12 | |
| | | JUNE 2025 | JUN25 COMBINED EXCISE TAX | $69.56 | |
| | | JUNE 2025 | JUN25 COMBINED EXCISE TAX | $36.72 | |
| | | JUNE 2025 | JUN25 COMBINED EXCISE TAX | $35.70 | |
| | | JUNE 2025 | JUN25 COMBINED EXCISE TAX | $115.00 | |
| | | JUNE 2025 | JUN25 COMBINED EXCISE TAX | $115.00 | |
| | | JUNE 2025 | JUN25 COMBINED EXCISE TAX | $7.34 | |
| | | JUNE 2025 | JUN25 COMBINED EXCISE TAX | $7.55 | |
| | | JUNE 2025 | JUN25 COMBINED EXCISE TAX | $363.45 | |
| | | JUNE 2025 | JUN25 COMBINED EXCISE TAX | $163.93 | |
| | | JUNE 2025 | JUN25 COMBINED EXCISE TAX | $11.02 | |
| | | | **Check Amount:** | | **$102,372.97** |
| 116 | COMCAST | 242795858 | JUN25 COMCAST | $4,602.40 | |
| | | | **Check Amount:** | | **$4,602.40** |
| 117 | WA ST DOL | JUNE 2025 | JUN25 DRIVER ABSTRACT | $135.00 | |
| | | | **Check Amount:** | | **$135.00** |
| 118 | WA ST DEPT OF RETIREMENT SYSTEMS | EPP-20250615-0000005 | JUN25 DRS PAYMENT | $17,472.96 | |

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|---|---|---|---|---|
| | | EPP-20250615-0000005 | JUN25 DRS PAYMENT | $10,897.55 |
| | | EPP-20250615-0000005 | JUN25 DRS PAYMENT | $37,975.21 |
| | | EPP-20250615-0000005 | JUN25 DRS PAYMENT | $35,056.88 |
| | | EPP-20250615-0000005 | JUN25 DRS PAYMENT | $18,780.60 |
| | | EPP-20250615-0000005 | JUN25 DRS PAYMENT | $10,239.64 |
| | | EPP-20250615-0000005 | JUN25 DRS PAYMENT | $8,384.38 |
| | | EPP-20250615-0000005 | JUN25 DRS PAYMENT | $4,834.15 |
| | | | **Check Amount:** | **$143,641.37** |
| 119 | WA ST DEPT OF RETIREMENT SYSTEMS | EPP-20250615-0000006 | JUN25 DRS PAYMENT | $19,075.82 |
| | | EPP-20250615-0000006 | JUN25 DRS PAYMENT | $11,897.23 |
| | | EPP-20250615-0000006 | JUN25 DRS PAYMENT | $37,243.66 |
| | | EPP-20250615-0000006 | JUN25 DRS PAYMENT | $34,886.75 |
| | | EPP-20250615-0000006 | JUN25 DRS PAYMENT | $17,898.48 |
| | | EPP-20250615-0000006 | JUN25 DRS PAYMENT | $10,268.24 |
| | | EPP-20250615-0000006 | JUN25 DRS PAYMENT | $8,313.12 |
| | | EPP-20250615-0000006 | JUN25 DRS PAYMENT | $4,954.70 |
| | | | **Check Amount:** | **$144,538.00** |
| 120 | NAVIA BENEFIT SOLUTIONS INC | JUNE 2025 | JUN25 NAVIA | $120.40 |
| | | JUNE 2025 | JUN25 NAVIA | $3,623.92 |
| | | | **Check Amount:** | **$3,744.32** |
| 121 | UNUM GROUP | JUNE 2025 | JUN25 UNUM | $364.00 |
| | | | **Check Amount:** | **$364.00** |
| 122 | WEX INC | 105070228 | JUN25 WEX | $14,007.17 |
| | | | **Check Amount:** | **$14,007.17** |
| 123 | AWC | JUNE 2025 | JUN25 AWC | $127,801.50 |
| | | JUNE 2025 | JUN25 AWC | $75,826.68 |
| | | JUNE 2025 | JUN25 AWC | $21,510.32 |

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|---|---|---|---|---|---|---|
| | | | JUNE 2025 | JUN25 AWC | $5,500.64 | |
| | | | JUNE 2025 | JUN25 AWC | $1,794.30 | |
| | | | JUNE 2025 | JUN25 AWC | $695.55 | |
| | | | JUNE 2025 | JUN25 AWC | $247.50 | |
| | | | JUNE 2025 | JUN25 AWC | $3,207.36 | |
| | | | JUNE 2025 | JUN25 AWC | $1,242.40 | |
| | | | JUNE 2025 | JUN25 AWC | $1,140.63 | |
| | | | JUNE 2025 | JUN25 AWC | $411.70 | |
| | | | | **Check Amount:** | | **$239,378.58** |
| | 124 | WA ST EMPLOYMENT SECURITY DEPT | JUNE 2025 | JUN25 ESD | $8,925.15 | |
| | | | | **Check Amount:** | | **$8,925.15** |
| P | 223816 | AT&T MOBILITY | 4926x06132025 | Wireless Hotspots 5.6.2025 - 6.5.2025 | $40.04 | |
| | | | 3437x06132025 | Wireless Cell Svc 5.6.2025 - 6.5.2025 | $2,573.21 | |
| | | | 4926x06132025 | Wireless Hotspots 5.6.2025 - 6.5.2025 | $40.04 | |
| | | | | **Check Amount:** | | **$2,653.29** |
| | 223817 | AT&T MOBILITY | 4975x06132025 | Wireless Cell Svc 5.6.2025 - 6.5.2025 | $80.08 | |
| | | | | **Check Amount:** | | **$80.08** |
| | 223818 | AUBURN MECHANICAL | 50937 | FC-01 Damper Actuator Replacement | $1,600.82 | |
| | | | | **Check Amount:** | | **$1,600.82** |
| | 223819 | BELLEVUE, CITY OF | 52151 | ARCH Contributions Q1 2025 | $23,814.75 | |
| | | | 52152 | ARCH Contributions Q1 2025 | $23,814.75 | |
| | | | 52855 | ARCH Contributions Q1 2025 | $23,814.75 | |
| | | | 52878 | ARCH Contributions Q1 2025 | $35,000.00 | |
| | | | | **Check Amount:** | | **$106,444.25** |
| | 223820 | BETTER IMPACT USA INC | 000416 | Volunteer Management Software Annual Fee INV 00041 | $1,233.00 | |
| | | | | **Check Amount:** | | **$1,233.00** |
| | 223821 | BROWN AND CALDWELL CONSULTANTS | 14568185 | SCADA Systems Replacement Desi | $7,869.51 | |
| | | | 14563527 | On-call SCADA work for various projects | $6,011.58 | |
| | | | 14563527 | On-call SCADA work for various projects | $274.66 | |

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|---|---|---|---|---|---|
| | | | **Check Amount:** | | **$14,155.75** |
| 223822 | CINTAS CORPORATION | 4233083702 | Laundry & Cleaning Services Week of 06.09.25 | $113.44 | |
| | | 4233083702 | Laundry & Cleaning Services Week of 06.09.25 | $759.17 | |
| | | | **Check Amount:** | | **$872.61** |
| 223823 | CITY OF NEWCASTLE | 1128 | Court Office Rent 07/25 INV 1128 | $4,217.51 | |
| | | | **Check Amount:** | | **$4,217.51** |
| 223824 | COCHRAN, INC. | 78127104 | MERCER ISLAND EMERGENCY CALL UTILITY TRANSFORMER H | $1,092.96 | |
| | | | **Check Amount:** | | **$1,092.96** |
| 223825 | CONFLUENCE ENGINEERING GROUP LLC | 16-0525MIWSRAP | Professional Services April 1 through May 31, 2025 | $23,780.00 | |
| | | | **Check Amount:** | | **$23,780.00** |
| 223826 | L.N. CURTIS & SONS | INV936192 | Less Lethal Supplies | $1,353.02 | |
| | | | **Check Amount:** | | **$1,353.02** |
| 223827 | EASTSIDE EXTERMINATORS | 951765 | Commercial rodent service | $236.93 | |
| | | | **Check Amount:** | | **$236.93** |
| 223828 | EASTSIDE FIRE & RESCUE | 6860 | Remit Q1 2025 MIH Fees | $91,411.79 | |
| | | | **Check Amount:** | | **$91,411.79** |
| 223829 | FIRST RESPONDER OUTFITTERS, INC. | 18081 | PD uniform/equipment items | $2,161.15 | |
| | | 18625 | PD uniform/equipment items | $176.54 | |
| | | 19243 | PD equipment/uniform items | $1,583.71 | |
| | | | **Check Amount:** | | **$3,921.40** |
| 223830 | FURY SITE WORKS INC | 8 | WU0140 Phase 1 PRV Station PP#8 to Fury Site Works | $55,584.88 | |
| | | | **Check Amount:** | | **$55,584.88** |
| 223831 | GEOSYNTEC CONSULTANTS INC | 633391 | Town Center Parking Project | $3,792.50 | |
| | | | **Check Amount:** | | **$3,792.50** |
| 223832 | GREEN LATRINE | i56919 | City of Mercer Island - PD Rental May 23, 2025 - J | $350.00 | |

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|---|---|---|---|---|---|
| | | i57276 | Monthly Rental ADA | $500.00 | |
| | | | **Check Amount:** | | **$850.00** |
| 223833 | H D FOWLER | I7035718-1 | 1-1/4 service line repair parts | $274.62 | |
| | | I7035718-1 | 1-1/4 service line repair parts | $141.34 | |
| | | | **Check Amount:** | | **$415.96** |
| 223834 | HARNISH, CHRIS | REIM 6.11.2025 | REIM: C.Harnish 7th Annual Public Health Summit | $215.18 | |
| | | | **Check Amount:** | | **$215.18** |
| 223835 | HDR ENGINEERING INC | 1200727304 | Modeling & Fire Flow Analysis | $2,995.65 | |
| | | | **Check Amount:** | | **$2,995.65** |
| 223836 | HEARTLAND LLC | 1352May2025-B | Property Owner Indentification INV 1352May2025-B | $1,405.00 | |
| | | | **Check Amount:** | | **$1,405.00** |
| 223837 | IDAX DATA SOLUTIONS | INV-0005868 | IDAX June 2025 Traffic Counts | $1,525.00 | |
| | | | **Check Amount:** | | **$1,525.00** |
| 223838 | KAR-VEL CONSTRUCTION INC | PP#3 | 2024 WSI Construction | $142,739.69 | |
| | | | **Check Amount:** | | **$142,739.69** |
| 223839 | KRAZAN & ASSOCIATES INC | INV I625776-5832 | Krazan May Invoice | $917.80 | |
| | | | **Check Amount:** | | **$917.80** |
| 223840 | LAKESIDE INDUSTRIES | 318595 | Asphalt | $200.15 | |
| | | | **Check Amount:** | | **$200.15** |
| 223841 | LUCAS PEREZ, MARIA | 16-4633-47 | Spanish interpreter 6.17.25 | $150.00 | |
| | | | **Check Amount:** | | **$150.00** |
| 223842 | LUCERO, CHERYL | REIM 6.10.2025 | REIM C.Lucero - mileage for Court mail runs | $43.23 | |
| | | | **Check Amount:** | | **$43.23** |
| 223843 | METROPRESORT | IN678749 | MAY 2025 PRNT & MAILING OF UTILITY STATEMENTS BOOK | $112.47 | |
| | | IN678749 | MAY 2025 PRNT & MAILING OF UTILITY STATEMENTS BOOK | $78.30 | |
| | | IN678749 | MAY 2025 PRNT & MAILING OF UTILITY STATEMENTS BOOK | $112.47 | |

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|---|---|---|---|---|---|
| | | IN678749 | MAY 2025 PRNT & MAILING OF UTILITY STATEMENTS BOOK | $78.30 | |
| | | IN678749 | MAY 2025 PRNT & MAILING OF UTILITY STATEMENTS BOOK | $112.47 | |
| | | IN678749 | MAY 2025 PRNT & MAILING OF UTILITY STATEMENTS BOOK | $78.30 | |
| | | | **Check Amount:** | | **$572.31** |
| 223844 | NW HYDRAULIC CONSULTANTS INC | 33207 | SW0111 Carryover - SB 46.3a WC | $620.00 | |
| | | | **Check Amount:** | | **$620.00** |
| 223845 | PUBLIC HOSPITAL DISTRICT #1 OF KING COUNTY | CMIJune2025 | PD Dive Physicals | $3,027.00 | |
| | | | **Check Amount:** | | **$3,027.00** |
| 223846 | OGDEN MURPHY WALLACE PLLC | 909357 | Contract Payment | $2,471.96 | |
| | | 909357 | Contract Payment | $800.54 | |
| | | | **Check Amount:** | | **$3,272.50** |
| 223847 | PRESTIGE TRUCK ACCESSORIES INC. | 6037399 | 2025 PJ 7x14 trailer | $3,877.55 | |
| | | | **Check Amount:** | | **$3,877.55** |
| 223848 | PUBLIC SAFETY SELECTION PC | 2909 | Post-COE Psychological Evaluations (2022) INV 2909 | $2,250.00 | |
| | | | **Check Amount:** | | **$2,250.00** |
| 223849 | RH2 ENGINEERING INC | 101842 | Construction management & supp | $20,144.97 | |
| | | 101473 | Sewer Pump Station 20 Replacem | $19,586.86 | |
| | | 101642 | Sewer Pump Station 20 Replacem | $31,780.16 | |
| | | | **Check Amount:** | | **$71,511.99** |
| 223850 | RH2 ENGINEERING INC | 101161 | Water Supply Line Project | $95,878.98 | |
| | | | **Check Amount:** | | **$95,878.98** |
| 223851 | RH2 ENGINEERING INC | 101649 | Water Supply Line Project | $47,890.61 | |
| | | | **Check Amount:** | | **$47,890.61** |
| 223852 | RH2 ENGINEERING INC | 101702 | Remaining amt RH2, PRV St Repl | $20,384.38 | |
| | | | **Check Amount:** | | **$20,384.38** |

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|---|---|---|---|---|---|
| 223853 | RODRIGUEZ, RENE | REIM 6.16.2025 | REIM: R.Rodriguez ESRI Dev Summit lodging/per diem | $434.79 | |
| | | REIM 6.16.2025 | REIM: R.Rodriguez ESRI Dev Summit lodging/per diem | $434.79 | |
| | | REIM 6.16.2025 | REIM: R.Rodriguez ESRI Dev Summit lodging/per diem | $434.79 | |
| | | REIM 6.16.2025 | REIM: R.Rodriguez ESRI Dev Summit lodging/per diem | $434.79 | |
| | | REIM 6.16.2025 | REIM: R.Rodriguez ESRI Dev Summit lodging/per diem | $368.65 | |
| | | | **Check Amount:** | | **$2,107.81** |
| 223854 | SHOREWOOD HEIGHTS | 206083 | Rent assistance for EA client | $3,000.00 | |
| | | | **Check Amount:** | | **$3,000.00** |
| 223855 | SHOREWOOD HEIGHTS | 206085 | Rent and utility assistance for EA client | $324.72 | |
| | | 206085 | Rent and utility assistance for EA client | $565.00 | |
| | | | **Check Amount:** | | **$889.72** |
| 223856 | TACOMA DIESEL | 145091 | 2025 Standby Generator Annual | $989.89 | |
| | | 145186 | 2025 Standby Generator Annual | $780.29 | |
| | | 145313 | 2025 Standby Generator Annual | $1,137.41 | |
| | | 145315 | 2025 Standby Generator Annual | $743.85 | |
| | | | **Check Amount:** | | **$3,485.76** |
| 223857 | TACOMA FUEL DOCK | 3565 | MIPD Marine Fleet Fuel | $1,014.09 | |
| | | | **Check Amount:** | | **$1,014.09** |
| 223858 | TRAFFIC SAFETY SUPPLY | INV081526 | Signs for Town Center Commuter Parking Facility | $222.28 | |
| | | | **Check Amount:** | | **$222.28** |
| 223859 | TSE, BIANCA | Bianca 6.17.25 | Judge Pro Tem | $200.00 | |
| | | | **Check Amount:** | | **$200.00** |
| 223860 | VERTIGIS NORTH AMERICA LTD | IN-VGNA-00008551 | VertiGIS ELA 2025-2026 | $2,876.36 | |

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| | | IN-VGNA-00008551 | VertiGIS ELA 2025-2026 | $2,876.36 | |
| | | IN-VGNA-00008551 | VertiGIS ELA 2025-2026 | $2,876.36 | |
| | | IN-VGNA-00008551 | VertiGIS ELA 2025-2026 | $2,876.37 | |
| | | | **Check Amount:** | | **$11,505.45** |
| 223861 | WA ST TREASURER'S OFFICE | MAY2025 MI | Remit Mercer Island Court Fines | $11,685.90 | |
| | | | **Check Amount:** | | **$11,685.90** |
| 223862 | WA ST TREASURER'S OFFICE | MAY2025 NC | Remit Newcastle Court Fines | $5,970.51 | |
| | | | **Check Amount:** | | **$5,970.51** |
| 223863 | WANG, LAI GINGER | 16-4563-182 | Mandarin interp 6.10.25 | $170.77 | |
| | | | **Check Amount:** | | **$170.77** |
| 223864 | YAMADA, MARK | 114190 | Clinical consultation | $400.00 | |
| | | | **Check Amount:** | | **$400.00** |
| 223865 | APPLIED ECOLOGY | 1707 retainage | Retainage Release - contract #23-14A | $4,678.15 | |
| | | | **Check Amount:** | | **$4,678.15** |
| 223866 | APPLIED ECOLOGY | 24-19A Retainage | Retainage Release - 2024 contract #24-19A | $126.88 | |
| | | 24-19A Retainage | Retainage Release - 2024 contract #24-19A | $313.03 | |
| | | | **Check Amount:** | | **$439.91** |
| 223867 | DEPT OF NATURAL RESOURCES | 0017078830 | DNR lease | $26.75 | |
| | | | **Check Amount:** | | **$26.75** |
| 223868 | 29 ELEVEN INC | 235511 | STAFF NAME BADGES | $66.67 | |
| | | | **Check Amount:** | | **$66.67** |
| 223869 | | 2025 MEDICARE7 | LEOFF1 Ret. Medicare Reimb. | $170.10 | |
| | | 2025 MEDICARE7 | LEOFF1 Ret. Medicare Reimb. | $69.00 | |
| | | | **Check Amount:** | | **$239.10** |
| 223870 | | 2025 MEDICARE7 | LEOFF1 Ret. Medicare Reimb. | $185.00 | |
| | | 2025 MEDICARE7 | LEOFF1 Ret. Medicare Reimb. | $37.40 | |
| | | | **Check Amount:** | | **$222.40** |
| 223871 | ALWAYS ACTIVE SERVICES LLC | 8 | 80th Avenue Pedestrian Improvements | $131,241.90 | |
| | | | **Check Amount:** | | **$131,241.90** |

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| 223872 | ANTHEM SPORTS, LLC | 430674 | Uprights for Homestead tennis courts | $685.47 | |
| | | | **Check Amount:** | | **$685.47** |
| 223873 | ART WORK LOGISTICS LLC | 44208 | Transport damaged public art to storage facility | $1,365.00 | |
| | | | **Check Amount:** | | **$1,365.00** |
| 223874 | AT&T MOBILITY | 5486x06192025 | Police Cellphones & Laptops 5.12.25 - 6.11.25 | $1,715.30 | |
| | | | **Check Amount:** | | **$1,715.30** |
| 223875 | AT&T MOBILITY | 6361x06132025 | Wireless Cell Svc 5.6.2025 - 6.5.2025 | $40.04 | |
| | | 6361x06132025 | Wireless Cell Svc 5.6.2025 - 6.5.2025 | $20.00 | |
| | | | **Check Amount:** | | **$60.04** |
| 223876 | AT&T MOBILITY | 4040x06192025 | A.Keverkamp's Laptop June 2025 | $14.28 | |
| | | | **Check Amount:** | | **$14.28** |
| 223877 | AT&T MOBILITY | 7855x06132025 | Temporary Hotspot for Kyle Hawkins | $6.92 | |
| | | | **Check Amount:** | | **$6.92** |
| 223878 | | 2025 MEDICARE7 | LEOFF1 Ret. Medicare Reimb. | $185.00 | |
| | | 2025 MEDICARE7 | LEOFF1 Ret. Medicare Reimb. | $7.90 | |
| | | | **Check Amount:** | | **$192.90** |
| 223879 | AUTO NATION | 230246 | Misc Auto Parts | $595.31 | |
| | | | **Check Amount:** | | **$595.31** |
| 223880 | | 2025 MEDICARE7 | LEOFF1 Ret. Medicare Reimb. | $170.10 | |
| | | LEOFF1 EXCESS7 | LEOFF1 Excess Ret. Benefit | $2,962.20 | |
| | | 2025 MEDICARE7 | LEOFF1 Ret. Medicare Reimb. | $101.00 | |
| | | | **Check Amount:** | | **$3,233.30** |
| 223881 | | 2025 MEDICARE7 | LEOFF1 Ret. Medicare Reimb. | $259.00 | |
| | | 2025 MEDICARE7 | LEOFF1 Ret. Medicare Reimb. | $49.60 | |
| | | | **Check Amount:** | | **$308.60** |
| 223882 | BUILDERS EXCHANGE OF WA | 1080026 | 2025 Street Overlays Online Posting | $45.00 | |
| | | | **Check Amount:** | | **$45.00** |

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| 223883 | | LEOFF1 June-25 | Quarterly Fire Medicare Reim. | $113.24 | |
| | | | **Check Amount:** | | **$113.24** |
| 223884 | CAROLLO ENGINEERS INC | FB61545 | Professional Services Rendered Through 12/31/24 | $2,551.25 | |
| | | FB66448 | For Professional Services Rendered Through 4/30/20 | $1,242.63 | |
| | | | **Check Amount:** | | **$3,793.88** |
| 223885 | CASA BELLA LLC | 206220 | PP#4 | $249,961.91 | |
| | | | **Check Amount:** | | **$237,463.81** |
| 223886 | CENTURYLINK | 333540238 6.21.2025 | CenturyLink Phone Service | $70.19 | |
| | | 334045294 6.21.2025 | CenturyLink Phone Service | $73.70 | |
| | | 333790219 6.21.2025 | CenturyLink Phone Service | $73.70 | |
| | | | **Check Amount:** | | **$217.59** |
| 223887 | CHAPTER 13 TRUSTEE | PR 6.25.2025 | PR 6.25.2025 | $620.50 | |
| | | | **Check Amount:** | | **$620.50** |
| 223888 | CHIP GEORGE INC | 9849 | 2 Modems and Antennas for Police Boats | $4,044.34 | |
| | | | **Check Amount:** | | **$4,044.34** |
| 223889 | CINTAS CORPORATION | 4233806808 | Laundry services, week of 6/16/25 | $90.15 | |
| | | 4233806808 | Laundry services, week of 6/16/25 | $810.92 | |
| | | | **Check Amount:** | | **$901.07** |
| 223890 | COMCAST | 2599JUNE2025 | Comcast TV Services | $440.33 | |
| | | | **Check Amount:** | | **$440.33** |
| 223891 | CRYSTAL SPRINGS | 14555831 060725 | Bottled water service | $516.93 | |
| | | | **Check Amount:** | | **$516.93** |
| 223892 | D.A. HOGAN & ASSOCIATES INC | 25-9014 | Design of LBP sport courts renovation | $2,719.25 | |
| | | | **Check Amount:** | | **$2,719.25** |
| 223893 | DAILY JOURNAL OF COMMERCE | 439701 | DJC Advertising RFQ 25-31 | $286.20 | |
| | | | **Check Amount:** | | **$286.20** |
| 223894 | | 2025 MEDICARE7 | LEOFF1 Ret. Medicare Reimb. | $185.00 | |

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| | | 2025 MEDICARE7 | LEOFF1 Ret. Medicare Reimb. | $83.80 | |
| | | | **Check Amount:** | | **$268.80** |
| 223895 | DELL MARKETING L.P. | 10820838916 | Dell Rugged Laptops | $6,605.21 | |
| | | 10820669423 | 5 Dell Laptops | $8,434.73 | |
| | | | **Check Amount:** | | **$15,039.94** |
| 223896 | DEWALT, JULIE | 76084 | Juneteenth 2025 Vendor Payment | $750.00 | |
| | | | **Check Amount:** | | **$750.00** |
| 223897 | | 2025 MEDICARE7 | LEOFF1 Ret. Medicare Reimb. | $185.00 | |
| | | | **Check Amount:** | | **$185.00** |
| 223898 | EASTSIDE FIRE & RESCUE | 6955 | July 2025 Contract Fee | $701,434.83 | |
| | | | **Check Amount:** | | **$701,434.83** |
| 223899 | | 2025 MEDICARE7 | LEOFF1 Ret. Medicare Reimb. | $174.70 | |
| | | 2025 MEDICARE7 | LEOFF1 Ret. Medicare Reimb. | $45.40 | |
| | | | **Check Amount:** | | **$220.10** |
| 223900 | FERGUSON US HOLDINGS | 0083833 | Meters for Xinghua 2107-230/2102-018 | $7,038.29 | |
| | | | **Check Amount:** | | **$7,038.29** |
| 223901 | GLOFI GENERAL CONTRACTORS LLC | 206221 | 25-05A Cayhill Open Space Restoration | $6,061.00 | |
| | | | **Check Amount:** | | **$5,511.00** |
| 223902 | GLOFI GENERAL CONTRACTORS LLC | 206223 | 25-05H Pioneer Park NW Open Space Restoration | $9,918.00 | |
| | | | **Check Amount:** | | **$9,018.00** |
| 223903 | | 2025 MEDICARE7 | LEOFF1 Ret. Medicare Reimb. | $185.00 | |
| | | 2025 MEDICARE7 | LEOFF1 Ret. Medicare Reimb. | $102.40 | |
| | | | **Check Amount:** | | **$287.40** |
| 223904 | THE GOODYEAR TIRE & RUBBER COMPANY | 195-1173244 | Tires | $1,465.84 | |
| | | | **Check Amount:** | | **$1,465.84** |
| 223905 | GREEN LATRINE | I57751 | Green Latrine Regular Service (year-2025) | $790.00 | |
| | | I57751 | Green Latrine Regular Service (year-2025) | $200.00 | |
| | | | **Check Amount:** | | **$990.00** |

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| 223906 | | 2025 MEDICARE7 | LEOFF1 Ret. Medicare Reimb. | $185.00 | |
| | | | **Check Amount:** | | **$185.00** |
| 223907 | HANSON TREE SERVICE LLC | 195137 | 25-06 Hourly Rate Open Space Restoration· May2025 | $46,085.64 | |
| | | | **Check Amount:** | | **$43,994.64** |
| 223908 | | 2025 MEDICARE7 | LEOFF1 Ret. Medicare Reimb. | $619.50 | |
| | | | **Check Amount:** | | **$619.50** |
| 223909 | HORIZON DISTRIBUTORS INC | 3M555280 | Open Irrigation PO not to be closed until spent | $143.50 | |
| | | 3M554712 | Flat Idler Pully | $70.30 | |
| | | | **Check Amount:** | | **$213.80** |
| 223910 | INSLEE BEST DOEZIE & RYDER P.S. | 439994 | Contract Payment | $10,392.50 | |
| | | | **Check Amount:** | | **$10,392.50** |
| 223911 | | 2025 MEDICARE7 | LEOFF1 Ret. Medicare Reimb. | $172.70 | |
| | | LEOFF1 EXCESS7 | LEOFF1 Excess Ret. Benefit | $1,776.48 | |
| | | 2025 MEDICARE7 | LEOFF1 Ret. Medicare Reimb. | $39.90 | |
| | | | **Check Amount:** | | **$1,989.08** |
| 223912 | KAR-VEL CONSTRUCTION INC | PP#7 | 2024 AC Main construction | $103,398.24 | |
| | | | **Check Amount:** | | **$103,398.24** |
| 223913 | KC FINANCE | 30043147 | 2025 MONTHLY SEWER CHARGES - 12 MONTHS | $503,189.52 | |
| | | | **Check Amount:** | | **$503,189.52** |
| 223914 | KIVIAT, AARON | 1696 | Contract Payment | $8,400.00 | |
| | | | **Check Amount:** | | **$8,400.00** |
| 223915 | KMIH 889 THE BRIDGE | 6202025 | Juneteenth 2025 Vendor Payment | $1,200.00 | |
| | | | **Check Amount:** | | **$1,200.00** |
| 223916 | PSOMAS | 222488R | Psomas Construction Support May 2025 Invoice | $539.00 | |
| | | 222488R | Psomas Construction Support May 2025 Invoice | $390.00 | |
| | | | **Check Amount:** | | **$929.00** |

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| 223917 | LAKESIDE INDUSTRIES | 320147 | 5/8th minus 64 yards 2"x4" Quarry Rock 32 yards | $676.76 | |
| | | 320146 | 5/8th minus 64 yards 2"x4" Quarry Rock 32 yards | $1,776.61 | |
| | | | **Check Amount:** | | **$2,453.37** |
| 223918 | | 2025 MEDICARE7 | LEOFF1 Ret. Medicare Reimb. | $185.00 | |
| | | 2025 MEDICARE7 | LEOFF1 Ret. Medicare Reimb. | $22.40 | |
| | | | **Check Amount:** | | **$207.40** |
| 223919 | | 2025 MEDICARE7 | LEOFF1 Ret. Medicare Reimb. | $149.00 | |
| | | 2025 MEDICARE7 | LEOFF1 Ret. Medicare Reimb. | $133.00 | |
| | | | **Check Amount:** | | **$282.00** |
| 223920 | MARTEN LAW | 44099178 | Contract Payment | $1,360.00 | |
| | | 44099179 | Contract Payment | $3,757.50 | |
| | | | **Check Amount:** | | **$5,117.50** |
| 223921 | MERCER ISLAND CHEVRON | Apr-May 2025 | MI Chevron Fuel Charges | $326.26 | |
| | | | **Check Amount:** | | **$326.26** |
| 223922 | METROPRESORT | IN678987 | JUNE 2025 PRNT & MAILING OF UTILITY STATEMENTS | $100.00 | |
| | | IN678878 | JUNE 2025 PRNT & MAILING OF UTILITY STATEMENTS | $195.53 | |
| | | IN678878 | JUNE 2025 PRNT & MAILING OF UTILITY STATEMENTS | $136.07 | |
| | | IN678987 | JUNE 2025 PRNT & MAILING OF UTILITY STATEMENTS | $84.62 | |
| | | IN678987 | JUNE 2025 PRNT & MAILING OF UTILITY STATEMENTS | $62.29 | |
| | | IN678878 | JUNE 2025 PRNT & MAILING OF UTILITY STATEMENTS | $195.53 | |

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| | | IN678878 | JUNE 2025 PRNT & MAILING OF UTILITY STATEMENTS | $136.07 | |
| | | IN678987 | JUNE 2025 PRNT & MAILING OF UTILITY STATEMENTS | $84.62 | |
| | | IN678987 | JUNE 2025 PRNT & MAILING OF UTILITY STATEMENTS | $62.30 | |
| | | IN678878 | JUNE 2025 PRNT & MAILING OF UTILITY STATEMENTS | $195.53 | |
| | | IN678878 | JUNE 2025 PRNT & MAILING OF UTILITY STATEMENTS | $136.08 | |
| | | IN678987 | JUNE 2025 PRNT & MAILING OF UTILITY STATEMENTS | $84.62 | |
| | | IN678987 | JUNE 2025 PRNT & MAILING OF UTILITY STATEMENTS | $62.30 | |
| | | | **Check Amount:** | | **$1,535.56** |
| 223923 | MI EMPLOYEES ASSOC | PR 6.25.2025 | PR 6.25.2025 | $262.50 | |
| | | | **Check Amount:** | | **$262.50** |
| 223924 | MI HARDWARE TRUE VALUE | Police MAY 2025 | MI Hardware - Patrol Supplies MAY 2025 | $204.77 | |
| | | | **Check Amount:** | | **$204.77** |
| 223925 | MI HARDWARE TRUE VALUE | ROW 05.31.25 STMT | MI True Value - 5/31/25 Stmt - ROW | $81.98 | |
| | | | **Check Amount:** | | **$81.98** |
| 223926 | MI HARDWARE TRUE VALUE | Parks/Rec 05.31.25 | MI True Value - 5/31/25 Stmt - Parks & Rec | $18.72 | |
| | | | **Check Amount:** | | **$18.72** |
| 223927 | | 2025 MEDICARE7 | LEOFF1 Ret. Medicare Reimb. | $148.50 | |
| | | 2025 MEDICARE7 | LEOFF1 Ret. Medicare Reimb. | $31.30 | |
| | | | **Check Amount:** | | **$179.80** |
| 223928 | NAPA AUTO PARTS | 961821 | Assorted vehicle parts - fleet | $223.78 | |

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| | | 961568 | Assorted vehicle parts - fleet | $97.81 | |
| | | 961359 | Assorted vehicle parts - fleet | $60.92 | |
| | | 961516 | Assorted vehicle parts - fleet | $50.43 | |
| | | 961492 | Assorted vehicle parts - fleet | $108.45 | |
| | | 961514 | Assorted vehicle parts - fleet | $1.69 | |
| | | 961974 | Fleet repair parts - 6/17-6/20 | $122.76 | |
| | | 962219 | Fleet repair parts - 6/17-6/20 | $71.61 | |
| | | 962220 | Fleet repair parts - 6/17-6/20 | $92.14 | |
| | | 962658 | Fleet repair parts - 6/17-6/20 | $144.35 | |
| | | | **Check Amount:** | | **$973.94** |
| 223929 | NORTHWEST STUDIO | 2410-07 | PSM Schematic Design work | $118,087.01 | |
| | | | **Check Amount:** | | **$118,087.01** |
| 223930 | OGDEN MURPHY WALLACE PLLC | 906956 | Contract Payment | $390.00 | |
| | | | **Check Amount:** | | **$390.00** |
| 223931 | OMA CONSTRUCTION INC | 3 | Town Center Parking Facility | $114,528.73 | |
| | | | **Check Amount:** | | **$108,802.28** |
| 223932 | ONE. 7, INC. | 2984 | GapVax items | $151.62 | |
| | | 2984-A | GapVax items | $27.54 | |
| | | | **Check Amount:** | | **$179.16** |
| 223933 | PACIFIC MOBILE STRUCTURES, INC. | INV-00458472 | Modular rental for July | $1,464.58 | |
| | | | **Check Amount:** | | **$1,464.58** |
| 223934 | PACIFIC NORTHWEST YACHTS LLC | 3940 | Police Boats Antenna Replacement Labor | $864.36 | |
| | | | **Check Amount:** | | **$864.36** |
| 223935 | POLICE ASSOCIATION | PR 6.25.2025 | PR 6.25.2025 | $1,723.03 | |
| | | | **Check Amount:** | | **$1,723.03** |
| 223936 | PRIORITY MARINE | 043025 | Repairs to Patrol 12 & 14 | $2,012.30 | |
| | | 052825 | Repairs to Patrol 12 & 14 | $3,017.48 | |
| | | | **Check Amount:** | | **$5,029.78** |

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| 223937 | PUT A STAGE ON IT | INV1484 | Mercerdale Park - Juneteenth Event | $1,589.08 | |
| | | INV1478 | SC! Stage Banner, graphics and shipping | $1,468.69 | |
| | | | **Check Amount:** | | **$3,057.77** |
| 223938 | RALPH ANDERSON & ASSOCIATES | INV-04992 | Class & Comp Follow Up INV-04992 | $1,500.00 | |
| | | | **Check Amount:** | | **$1,500.00** |
| 223939 | | 2025 MEDICARE7 | LEOFF1 Ret. Medicare Reimb. | $136.20 | |
| | | LEOFF1 EXCESS7 | LEOFF1 Excess Ret. Benefit | $914.63 | |
| | | | **Check Amount:** | | **$1,050.83** |
| 223940 | RH2 ENGINEERING INC | 101971 | Sewer System Generator Replace | $3,326.90 | |
| | | | **Check Amount:** | | **$3,326.90** |
| 223941 | | 2025 MEDICARE7 | LEOFF1 Ret. Medicare Reimb. | $185.00 | |
| | | | **Check Amount:** | | **$185.00** |
| 223942 | | 2025 MEDICARE7 | LEOFF1 Ret. Medicare Reimb. | $148.50 | |
| | | LEOFF1 EXCESS7 | LEOFF1 Excess Ret. Benefit | $1,776.48 | |
| | | 2025 MEDICARE7 | LEOFF1 Ret. Medicare Reimb. | $92.10 | |
| | | | **Check Amount:** | | **$2,017.08** |
| 223943 | SEATTLE BOAT CO | 993-20978-70573 | Marine Patrol fuel - 6/7, 6/10, 6/14 | $1,543.57 | |
| | | 993-20981-57020 | Marine Patrol fuel - 6/7, 6/10, 6/14 | $1,132.20 | |
| | | 993-20985-67614 | Marine Patrol fuel - 6/7, 6/10, 6/14 | $1,129.06 | |
| | | | **Check Amount:** | | **$3,804.83** |
| 223944 | SEATTLE KING COUNTY ASSOCIATION OF REALTORS | INV-68785 | Rental FA-9926 security deposit return | $500.00 | |
| | | | **Check Amount:** | | **$500.00** |
| 223945 | SEATTLE PUBLIC UTILITIES | APRIL 2025 SPU | APRIL 2025 WATER PURCHASE | $89,360.88 | |
| | | | **Check Amount:** | | **$89,360.88** |
| 223946 | SIMON JAVAN OKELO | 6202025 | Band Payment for Juneteenth 2025 Special Event | $2,000.00 | |
| | | | **Check Amount:** | | **$2,000.00** |

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| 223947 | | 2025 MEDICARE7 | LEOFF1 Ret. Medicare Reimb. | $259.00 | |
| | | 2025 MEDICARE7 | LEOFF1 Ret. Medicare Reimb. | $80.90 | |
| | | | **Check Amount:** | | **$339.90** |
| 223948 | SOUND SAFETY PRODUCTS | 182872/4 | clothing allowance for Omar Chamaro | $225.38 | |
| | | | **Check Amount:** | | **$225.38** |
| 223949 | SUMMIT LAW GROUP | 164161 | HR Support Professional Services INV 164161 | $205.00 | |
| | | | **Check Amount:** | | **$205.00** |
| 223950 | TACOMA SCREW PRODUCTS INC | 110165134-00 | Hydrant cart build - hardware | $130.64 | |
| | | 160118076-00 | Bolts and Nuts for South Res Hatches | $542.26 | |
| | | 120193379-00 | Fasteners | $54.36 | |
| | | 160127206-00 | Fleet repair parts | $4.51 | |
| | | | **Check Amount:** | | **$731.77** |
| 223951 | TECH HEADS INC. | INV-19049 | Cisco FMCv 2 Device licenses and support | $1,800.67 | |
| | | | **Check Amount:** | | **$1,800.67** |
| 223952 | | 2025 MEDICARE7 | LEOFF1 Ret. Medicare Reimb. | $170.10 | |
| | | 2025 MEDICARE7 | LEOFF1 Ret. Medicare Reimb. | $75.80 | |
| | | | **Check Amount:** | | **$245.90** |
| 223953 | TWO RAVENS STUDIO | 2023-773 | Funding acknowledgement plaque for LBB1 | $358.48 | |
| | | | **Check Amount:** | | **$358.48** |
| 223954 | ULINE | 193559433 | 32" Round Folding Cocktail Table | $120.69 | |
| | | | **Check Amount:** | | **$120.69** |
| 223955 | UNITED RENTALS | 245580445-004 | Excavator rental | $2,919.20 | |
| | | | **Check Amount:** | | **$2,919.20** |
| 223956 | UNITED REPROGRAPHICS | 206273 | Seniors Newsletter printed mailing | $1,065.54 | |
| | | | **Check Amount:** | | **$1,065.54** |
| 223957 | US BANK CORP PAYMENT SYS | 5539 JUNE2025 | Remit Payment for P-Card Purchases | $80,691.51 | |
| | | | **Check Amount:** | | **$80,691.51** |

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| 223958 | | 2025 MEDICARE7 | LEOFF1 Ret. Medicare Reimb. | $185.00 | |
| | | | **Check Amount:** | | **$185.00** |
| 223959 | | 2025 MEDICARE7 | LEOFF1 Ret. Medicare Reimb. | $259.00 | |
| | | 2025 MEDICARE7 | LEOFF1 Ret. Medicare Reimb. | $13.70 | |
| | | | **Check Amount:** | | **$272.70** |
| 223960 | GCP WW HOLDCO LLC | 2010018884 | AFSCME Clothing Allowance - Buck George | $297.76 | |
| | | INV2050005918 | AFSCME Uniform Allowance - Suzor-Hoy | $288.00 | |
| | | INV2050005918 CM | Partial Credit for revised INV2050005918. | ($22.55) | |
| | | | **Check Amount:** | | **$563.21** |
| 223961 | WSCCCE AFSCME AFL-CIO | PR 6.25.2025 | PR 6.25.2025 | $3,130.20 | |
| | | | **Check Amount:** | | **$3,130.20** |
| 223962 | ZUMAR INDUSTRIES | 52752 | Zumar signs for Aubrey Davis Trail Safety | $323.99 | |
| | | | **Check Amount:** | | **$323.99** |
| 223963 | OMA CONSTRUCTION INC | 3b | Contract Withholding: 1124 | $5,726.45 | |
| | | | **Check Amount:** | | **$5,726.45** |
| **Total** | | | | | **$3,801,759.98** |

# BUSINESS OF THE CITY COUNCIL
# CITY OF MERCER ISLAND

**AB 6746**
**September 2, 2025**
**Consent Agenda**

## AGENDA BILL INFORMATION

| | | |
|---|---|---|
| **TITLE:** | AB 6746: Certification for Claims Paid July 1, 2025 through July 15, 2025 | ☐ Discussion Only<br>☒ Action Needed:<br>☒ Motion<br>☐ Ordinance<br>☐ Resolution |
| **RECOMMENDED ACTION:** | Approve the Accounts Payable Certification for Claims paid July 1, 2025 through July 15, 2025 in the amount of $1,470,007.69. | |

| | |
|---|---|
| **DEPARTMENT:** | Finance |
| **STAFF:** | Matt Mornick, Finance Director<br>LaJuan Tuttle, Deputy Finance Director |
| **COUNCIL LIAISON:** | n/a |
| **EXHIBITS:** | 1. Certification for Claims Paid July 1 - 15, 2025 |
| **CITY COUNCIL PRIORITY:** | n/a |

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|---|---|
| **AMOUNT OF EXPENDITURE** | $ n/a |
| **AMOUNT BUDGETED** | $ n/a |
| **APPROPRIATION REQUIRED** | $ n/a |

## EXECUTIVE SUMMARY

The purpose of this agenda bill is to approve the July 1, 2025 through July 15, 2025 Accounts Payable Certification of Claims in the amount of $1,470,007.69. (see Exhibit 1)

## BACKGROUND

*Claims* refer to all external payments that are made to satisfy the obligations of the City, regardless of how payments are processed (e.g., through warrants, checks, electronic funds transfers, etc.). RCW 42.24.080 requires that all claims presented against the City must be certified by the appropriate official to ensure that the claims are just, true, and unpaid obligations against the City, before payment can be made.

RCW 42.24.180 allows the payment of claims to occur prior to City Council approval to expedite processing of the payment of claims, provided, however, that review and approval of the claims' documentation occurs at the next regularly scheduled public meeting.

## ISSUE/DISCUSSION

The Enterprise ERP claims reports (see Exhibit 1) include:

- The **Accounts Payable Report by Check Number** report that presents a simple check register listing of payments by type and check number.
- The **Accounts Payable Report by Organization** report that presents accounts payable claims by department as represented by the "ORG" code.

These reports combine printed checks and electronic payments. The disbursement method is identified by the Type code on the claim reports:

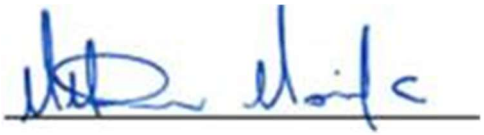
- Type **M** are direct disbursements or wire transfers. Note that "check" numbers are single digits to easily identify them as distinct from printed checks.
- Type **P** are printed accounts payable checks.
- Type **V** are voided accounts payable checks. The report will show the original check amount in the corresponding detail, but the check total is listed as $0.00.

## RECOMMENDED ACTION

Approve the July 1, 2025 through July 15, 2025 Accounts Payable Certification of Claims in the amount of $1,470,007.69 and authorize the Mayor to sign the certification on behalf of the entire City Council.

# CITY OF MERCER ISLAND
# CERTIFICATION OF CLAIMS

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



Finance Director

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

_____ _____

Mayor Date

| Report | Checks | Date | Amount |
|---|---|---|---|
| Check Register | 00223964 - 00224099 | 07/01 – 07/15/2025 | **$1,470,007.69** |
| Direct Disbursements | | 07/01 – 07/15/2025 | |

# Accounts Payable Report by Organization

| Org | PO# | Invoice# | TP | Check # | Vendor | Description | Amount |
|---|---|---|---|---|---|---|---|
| 0010000 : General Fund-Admin | | 1673b | P | 224015 | ALWAYS ACTIVE SERVICES LLC | Contract Withholding: 1073 | $2,400.00 |
| | | | | | | **Org Expense** | **$2,400.00** |
| 01100151: Administrative Services | 2026653 | 6116746543 | P | 224003 | VERIZON WIRELESS | Verizon Cell Service | $229.17 |
| | 2026696 | 11646774 | P | 224048 | LANGUAGE LINE SERVICES | Translation Services INV 11646774 | $1,467.23 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $17.68 |
| | | | | | | **Org Expense** | **$1,714.08** |
| 01101051: Communications | 2026749 | 7421 | P | 224027 | DESAUTEL COMMUNICATIONS | Communications Support INV 7421 | $13,007.75 |
| | | | | | | **Org Expense** | **$13,007.75** |
| 01102051: Human Resources & Payroll | 2026661 | SI009867 | P | 223976 | CORRECTIONAL INDUSTRIES | City Branded Clothing | $90.72 |
| | 2026672 | 141611 | P | 224066 | PROCOM LLC | Pre-Employment Drug Test | $144.00 |
| | 2026653 | 6116746543 | P | 224003 | VERIZON WIRELESS | Verizon Cell Service | $84.58 |
| | | | | | | **Org Expense** | **$319.30** |
| 01150151: City Attorney | 2026643 | 911605 | P | 223993 | OGDEN MURPHY WALLACE PLLC | Contract Payment | $129.00 |
| | 2026644 | 6116772229 | P | 224008 | VERIZON WIRELESS | Verizon Cell Service | $53.20 |
| | 2026651 | 6116738792 | P | 224005 | VERIZON WIRELESS | Verizon Cell Service | $47.29 |
| | 2026686 | 44099379 | P | 224051 | MARTEN LAW | Contract Payment | $5,784.50 |
| | 2026688 | 024641-2-25 | P | 224021 | CBRE INC | Contract Payment | $5,112.50 |
| | 2026692 | 44099378 | P | 224050 | MARTEN LAW | Contract Payment | $95.00 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $17.81 |
| | | | | | | **Org Expense** | **$11,239.30** |
| 01151551: Prosecution & Criminal Mngmnt | 2026683 | 1245 | P | 224057 | MOBERLY AND ROBERTS | Contract Payment | $8,220.87 |
| | 2026689 | 1697 | P | 224043 | KIVIAT, AARON | Contract Payment | $7,000.00 |
| | | | | | | **Org Expense** | **$15,220.87** |
| 01200151: City Council | 2026651 | 6116738792 | P | 224005 | VERIZON WIRELESS | Verizon Cell Service | $347.52 |
| | | | | | | **Org Expense** | **$347.52** |
| 01250151: City Manager | 2026651 | 6116738792 | P | 224005 | VERIZON WIRELESS | Verizon Cell Service | $298.75 |
| | | | | | | **Org Expense** | **$298.75** |
| 01350151: Finance Admin | 2026648 | 6116746542 | P | 224006 | VERIZON WIRELESS | Verizon Cell Service | $271.75 |
| | | | | | | **Org Expense** | **$271.75** |
| 01350551: Finance Technology | 2026725 | IN679114 | P | 224053 | METROPRESORT | JUNE 2025 PRNT & MAILING OF UTILITY STATEMENTS | $100.00 |
| | | | | | | **Org Expense** | **$100.00** |
| 01450151: General Government | 2026605 | 22944214 | P | 223974 | CONFIDENTIAL DATA DISPOSAL | CONFIDENTIAL SHREDDING SERVICES INV 22944214 | $250.00 |
| | 2026650 | 1352May2025-A | P | 223984 | HEARTLAND LLC | Contract Payment | $24,908.61 |
| | 2026681 | IN2013382 | P | 224041 | KELLEY CREATE | Copier Service Fees June 2025 IN2013382 | $2,042.22 |

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|---|---|---|---|---|---|---|---|
| | 2026682 | 40675432 | P | 224049 | MARLIN LEASING CORPORATION | Copier Lease Fees July 2025 INV 40675432 | $858.48 |
| | 2026682 | 40678676 | P | 224049 | MARLIN LEASING CORPORATION | Copier Lease Fees July 2025 INV 40675432 | $284.32 |
| | 2026706 | 731145063 | P | 224026 | DEPT OF ENTERPRISE SERVICES | June 2025 Envelope Orders | $263.30 |
| | 2026706 | 731145064 | P | 224026 | DEPT OF ENTERPRISE SERVICES | June 2025 Envelope Orders | $275.48 |
| | 2026706 | 731145065 | P | 224026 | DEPT OF ENTERPRISE SERVICES | June 2025 Envelope Orders | $260.44 |
| | 2026718 | 3321000957 | P | 224064 | PITNEY BOWES | Pitney Bowes 3321000957 | $551.70 |
| | 2026719 | 73139 | P | 224078 | SEATTLE TIMES COMPANY | Legal Notice for Eminent Domain (Condemnation) INV | $1,531.20 |
| | 2026743 | 7686523 | P | 224020 | BRINK'S INCORPORATED | JUNE 2025 ARMOURED TRUCK TRANSPORTATION | $349.84 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $38.23 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $38.23 |
| | | | | | | **Org Expense** | **$31,652.05** |
| 01500151: Municipal Court | 2026634 | RisaWoo 6.24.25 | P | 224014 | WOO, RISA | Risa Woo 6.24.25 | $400.00 |
| | 2026654 | 6116746544 | P | 224002 | VERIZON WIRELESS | Verizon Cell Service | $42.29 |
| | 2026655 | 043-250624 | P | 224073 | ROMERO, STACEY F. | Stacey Romero Spanish Interpreter | $150.00 |
| | 2026720 | 16-3913-81 | P | 224088 | TRINIDAD CAMILA VALENZUELA SEPULVEDA | Trinidad Valenzuela 7/1/25 | $175.46 |
| | 2026721 | 16-4514-13 | P | 224099 | ZALDIBAR, EDUARDO | Eduardo Zaldibar Spanish 7.8.25 | $150.00 |
| | 2026722 | 063007P-25 | P | 224019 | BRADLEY PUBLIC SAFETY | Bradley Public Safety court security | $1,102.50 |
| | 2026723 | 11655791 | P | 224048 | LANGUAGE LINE SERVICES | Language Line | $27.35 |
| | 2026724 | 062570111 | P | 224071 | PURIFIED WATER TO GO | Purified Water to Go - office | $8.82 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $33.31 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $44.07 |
| | | | | | | **Org Expense** | **$2,133.80** |
| 01600152: Administration (PO) | 2026155 | 10816726225 | P | 223978 | DELL MARKETING L.P. | Amanda Laptop | $2,034.16 |
| | 2026606 | 3369 | P | 223981 | GALT, JOHN E. | Hearing Examiner Services - APL25-001 | $1,902.25 |
| | 2026642 | 6116746536 | P | 224009 | VERIZON WIRELESS | Verizon Cell Service | $209.66 |
| | 2026676 | 4373 | P | 224067 | PUBLIC SAFETY SELECTION PC | Post-COE Psychological Evaluation (2024) INV 5452 | $1,800.00 |

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|---|---|---|---|---|---|---|---|
| | 2026676 | 5452 | P | 224067 | PUBLIC SAFETY SELECTION PC | Post-COE Psychological Evaluation (2024) INV 5452 | $450.00 |
| | 2026717 | 2025-516 | P | 224068 | PUBLIC SAFETY TESTING INC | Q2 2025 Subscription Fees INV 2025-516 | $528.00 |
| | 2026726 | 27733 | P | 224036 | HEALTHFORCE PARTNERS, INC. | Police Medical Exams INV 27733 | $920.00 |
| | 2026726 | 28306 | P | 224036 | HEALTHFORCE PARTNERS, INC. | Police Medical Exams INV 27733 | $450.00 |
| | 2026651 | 6116738792 | P | 224005 | VERIZON WIRELESS | Verizon Cell Service | $42.29 |
| | | | | | | **Org Expense** | **$8,336.36** |
| 01600552: Patrol Division | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $164.12 |
| | | | | | | **Org Expense** | **$164.12** |
| 01602052: Investigation Division | | REIM 7.8.2025 | P | 224028 | ERICKSON, CHASE | REIM C.Erickson parking for Force Science Training | $78.00 |
| | 2026494 | F8B77C21-0002 | P | 224045 | KODEX, INC. | MI Case # 2025-2257 - Search warrant processing fe | $245.00 |
| | | | | | | **Org Expense** | **$323.00** |
| 01603052: Police Tech & Records | 2026649 | 2231 | P | 223996 | PSERN | 2025 Q3 Public Safety Radio Service | $8,282.64 |
| | | | | | | **Org Expense** | **$8,282.64** |
| 01603552: Police Emergency Management | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $33.03 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $328.41 |
| | | | | | | **Org Expense** | **$361.44** |
| 01604052: Police Training | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $142.80 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $25.08 |
| | | | | | | **Org Expense** | **$167.88** |
| 01604552: Jail Services | 2026680 | 8425 | P | 224076 | SCORE | Jail Housing Fees January 2025 - Invoice 8425 | $12,721.31 |
| | 2026680 | 8474 | P | 224076 | SCORE | Jail Housing Fees January 2025 - Invoice 8425 | $4,689.74 |
| | | | | | | **Org Expense** | **$17,411.05** |
| 01700251: Support Svcs General | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $31.92 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $74.92 |
| | | | | | | **Org Expense** | **$106.84** |
| 01701051: Facility Services | 2026748 | 382452 | P | 224080 | SECURITY SOLUTIONS NORTHWEST LLC | PD Complex Monitoring | $61.22 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $45.37 |

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| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $252.90 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $24.19 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $31.13 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $45.45 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $12.40 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $14.32 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $25.60 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $54.30 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $56.13 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $170.78 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $76.80 |
| | | | | | | **Org Expense** | **$870.59** |
| 01701455: Sustainability | 2026511 | 1673 | P | 223966 | ALWAYS ACTIVE SERVICES LLC | May Ramp Litter Cleanups | $21,600.00 |
| | 2026663 | RE 41 JZ2138 L008 | P | 224012 | WA ST DOT | WSDOT RLCP May Sweep Approval | $44.47 |
| | 2026663 | RE 41 JZ2138 L009 | P | 224012 | WA ST DOT | WSDOT RLCP May Sweep Approval | $275.35 |
| | | | | | | **Org Expense** | **$21,919.82** |
| 01702054: Roadway Maintenance | 2026620 | 0001070 | P | 223969 | JUANA ELENA NAJAR PEREZ | ROW Landscaping Vegetation Trimming | $4,355.10 |
| | 2026621 | 0001071 | P | 223970 | JUANA ELENA NAJAR PEREZ | Vegetation PLANTING | $2,238.66 |
| | 2026632 | 142176-142176 | P | 223986 | KC FINANCE | Project# 1135622 - RSD MI0014 SGNL 77 Ave & SE 27 | $323.12 |
| | 2026667 | 9958JULY2025 | P | 223997 | PUGET SOUND ENERGY | Pedestrian Signal 3200 81ST PL SE | $50.47 |
| | 2026668 | 2453JULY2025 | P | 223997 | PUGET SOUND ENERGY | Lighting for CIP 7714 N MERCER WAY | $62.76 |
| | 2026669 | 1139JULY2025 | P | 223997 | PUGET SOUND ENERGY | Electric Svc for Radar Signs- SE 78TH & 84TH AVE S | $11.70 |
| | 2026670 | 1689JULY2025 | P | 223997 | PUGET SOUND ENERGY | Street Lights 6300 Island Crest Way | $10.89 |
| | 2026698 | 4343JUNE2025 | P | 224069 | PUGET SOUND ENERGY | Streetlights 3000 80th Ave SE | $195.32 |
| | 2026751 | RE 41 GMB1110R036 | P | 224096 | WA ST DOT | Project Costs for May 2025. JZ0481 | $212.53 |
| | | | | | | **Org Expense** | **$7,460.55** |

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|---|---|---|---|---|---|---|---|
| 01702254: Vegetation Maintenance | 2026745 | 6/30/2025 | P | 224055 | MI UTILITY BILLS | PAYMENT OF UTILITY BILLS FOR WATER SERVICE | $1,026.92 |
| | | | | | | **Org Expense** | **$1,026.92** |
| 01707057: Forest Mangement-Parks | 2026746 | 2616 | P | 224083 | STARBIRD ENVIRONMENTAL LLC | Arborist appraisal of removed trees/vegetation in | $3,780.00 |
| | | | | | | **Org Expense** | **$3,780.00** |
| 01707157: Park Operations | 2026646 | 6116746535 | P | 224007 | VERIZON WIRELESS | Verizon Cell Service | $785.11 |
| | 2026660 | 4234537214 | P | 223973 | CINTAS CORPORATION | Laundry & Cleaning Services Week of 06/23/25 | $90.15 |
| | 2026697 | 360235 | P | 224018 | BENS CLEANER SALES INC | Portable power washer service | $485.26 |
| | 2026731 | 4235387834 | P | 224024 | CINTAS CORPORATION | Laundry Service for week of 06/30/25 | $90.23 |
| | 2026732 | 4235984323 | P | 224024 | CINTAS CORPORATION | Laundry Service for the week of 07.07.25 | $91.26 |
| | 2026454 | S7110486.001 | P | 223965 | ARAMSCO, INC. | Paint for Parking Lot Striping | $406.02 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $59.56 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $102.59 |
| | | | | | | **Org Expense** | **$2,110.18** |
| 01707257: Athletic Fields | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $132.41 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $73.84 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $55.09 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $114.58 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $35.80 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $35.80 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $35.80 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $35.80 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $35.80 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $35.80 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $35.80 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $35.80 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $35.80 |

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|---|---|---|---|---|---|---|---|
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $35.80 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $36.35 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $40.77 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $18.82 |
| | | | | | | **Org Expense** | **$829.86** |
| 01707557: Luther Burbank Park | 2026454 | S7110486.001 | P | 223965 | ARAMSCO, INC. | Paint for Parking Lot Striping | $406.00 |
| | 2026631 | 250624-01 | P | 223967 | AMERICAN ROOTER | Luther Burbank Bathroom service | $1,322.40 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $543.76 |
| | | | | | | **Org Expense** | **$2,272.16** |
| 01707657: School Fields | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $35.80 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $35.80 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $35.80 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $35.80 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $35.80 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $35.80 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $35.80 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $35.80 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $35.80 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $35.80 |
| | | | | | | **Org Expense** | **$358.00** |
| 01707957: Aubrey Davis Park | 2026705 | 3M557083 | P | 224037 | HORIZON DISTRIBUTORS INC | Irrigation parts | $1,406.01 |
| | 2026454 | S7110486.001 | P | 223965 | ARAMSCO, INC. | Paint for Parking Lot Striping | $406.00 |
| | | | | | | **Org Expense** | **$1,812.01** |
| 01750157: Recreation Admin | 2026659 | 6116746539 | P | 224011 | VERIZON WIRELESS | Verizon Cell Service | $311.03 |
| | 2026707 | IN1850923 | P | 224063 | PERFECTMIND INC | Subscription Year 9 (January 16, 2025-January 15, | $37,984.50 |
| | 2026736 | 25618 | P | 224025 | DATAQUEST LLC | Background Checks INV 25618 | $79.50 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $63.90 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $15.91 |

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| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $6.48 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $231.44 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | ($176.26) |
| | | | | | | **Org Expense** | **$38,516.50** |
| 01750557: Recreation Programs | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $30.83 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $33.05 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $41.84 |
| | | | | | | **Org Expense** | **$105.72** |
| 01751057: MICEC Operations | 2026671 | MSI121977 | P | 224058 | MORGAN SOUND INC | Service call 5/29/25 for live recording plate to b | $269.99 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $46.05 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $28.80 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $44.66 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $35.97 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $31.13 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $45.45 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $12.40 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $14.32 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $25.60 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $65.76 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $25.32 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $26.38 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $74.92 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $17.38 |
| | | | | | | **Org Expense** | **$764.13** |
| 01751557: Community Events | 2026628 | 1047-M | P | 223995 | PREMIER MEDIA GROUP | 425 July/August 2025, 425 Social Media Campaign (7 | $2,195.00 |

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| | 2026629 | MSI122278 | P | 223990 | MORGAN SOUND INC | Juneteenth Event Concert Sound Equipment, Services | $3,484.58 |
| | 2026657 | 13657 | P | 224095 | VINDICO, LLC | Mostly Music In the Park (MMIP) Staff Shirts | $1,153.05 |
| | 2026658 | 13675 | P | 224095 | VINDICO, LLC | Summer Celebration Staff Shirts | $2,830.32 |
| | 2026702 | 25-7691-c | P | 224098 | WESTERN DISPLAY FIREWORKS LTD | 3rd installment for SC fireworks | $22,000.00 |
| | 2026714 | 722025 | P | 224074 | RONALD A GATTY | Summer Celebration performance | $3,500.00 |
| | 2026715 | 722025 | P | 224032 | GONCHAR, ANTHONY | Summer Celebration performance | $500.00 |
| | 2026716 | 722025 | P | 224065 | POINT OF SAIL BAND, LLC | Summer Celebration performance | $2,000.00 |
| | 2026727 | I58510 | P | 224033 | GREEN LATRINE | SC! Portable Restrooms | $4,175.00 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $122.24 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $55.09 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $156.65 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $37.43 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $77.43 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $20.92 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $26.56 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $15.86 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $25.27 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $121.56 |
| | | | | | | **Org Expense** | **$42,496.96** |
| 01752057: Arts & Culture | 2026711 | 722025 | P | 224062 | PATRICK NAPPER | 8/21 Mostly Music Performance | $3,500.00 |
| | 2026712 | 722025 | P | 224085 | THE PIONER SQUARES LLC | 8/14 Mostly Music Performance | $1,500.00 |
| | 2026713 | 772025 | P | 224074 | RONALD A GATTY | 8/7 Mostly Music Performance | $3,000.00 |
| | 2026728 | 78/2025 | P | 224086 | TIM TISCORNIA | Mostly Music Performance | $2,500.00 |
| | 2026729 | 782025 | P | 224056 | MICHAEL HOWE | Mostly Music Performance | $2,500.00 |
| | 2026730 | 782025 | P | 224031 | GLENN A HENRY III | Mostly Music Performance | $5,000.00 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $12.09 |

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| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $10.96 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $10.96 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $7.59 |
| | | | | | | **Org Expense** | **$18,041.60** |
| 0900974 : Garnishments | | PR 7.10.2025 | P | 224023 | CHAPTER 13 TRUSTEE | PR 7.10.2025 | $620.50 |
| | | | | | | **Org Expense** | **$620.50** |
| 0900975 : Mercer Island Emp Association | | PR 7.10.2025 | P | 224054 | MI EMPLOYEES ASSOC | PR 7.10.2025 | $262.50 |
| | | | | | | **Org Expense** | **$262.50** |
| 11702154: Pavement Marking | 2026528 | S7116939.001 | P | 223965 | ARAMSCO, INC. | Pavement Markings | $600.04 |
| | 2026528 | S7127409.001 | P | 223965 | ARAMSCO, INC. | Pavement Markings | $1,191.24 |
| | | | | | | **Org Expense** | **$1,791.28** |
| 11702254: Urban Forest Management (ROW) | 2026639 | 072979 | P | 224013 | WA ST NURSERY & LANDSCAPE ASSOCIATION INC. | Landscape Tree Certificates 1044,1066,1071,1074,25 | $825.00 |
| | | | | | | **Org Expense** | **$825.00** |
| 11702554: Transportation Planner Eng | 2026696 | 11646774 | P | 224048 | LANGUAGE LINE SERVICES | Translation Services INV 11646774 | $246.12 |
| | | | | | | **Org Expense** | **$246.12** |
| 11902059: CIP Street Expenditures | 2026633 | 90858398 | P | 223997 | PUGET SOUND ENERGY | ICW Crosswalks - PSE service connection | $826.00 |
| | 2026679 | 35345 | P | 224087 | TRANSPO GROUP USA INC | Transpo 76th Mid-Block & ADA Imp June 2025 Invoice | $1,277.54 |
| | 2026694 | 222737 | P | 224047 | PSOMAS | Psomas ICW Corridor Improvements May 2025 Invoice | $40,392.50 |
| | | | | | | **Org Expense** | **$42,496.04** |
| 16800156: Youth & Family Services | 2026652 | 6116746541 | P | 224004 | VERIZON WIRELESS | Verizon Cell Service | $885.95 |
| | 2026736 | 25618 | P | 224025 | DATAQUEST LLC | Background Checks INV 25618 | $192.50 |
| | 2026696 | 11646774 | P | 224048 | LANGUAGE LINE SERVICES | Translation Services INV 11646774 | $57.82 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $69.98 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $10.79 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $64.88 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $9.25 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $28.62 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $22.41 |

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| | | | | | | **Org Expense** | **$1,342.20** |
| 16800556: Thrift Shop Operations | 2026641 | 6116746545 | P | 224010 | VERIZON WIRELESS | Verizon Cell Service | $185.07 |
| | 2026736 | 25618 | P | 224025 | DATAQUEST LLC | Background Checks INV 25618 | $79.50 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $115.20 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $149.02 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $369.85 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $148.96 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $28.93 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $53.99 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $179.14 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $440.78 |
| | | | | | | **Org Expense** | **$1,750.44** |
| 16801056: School & Family Counseling | | REIM 6.18.2025 | P | 223964 | ALEF, CORINNE | REIM: C.Alef partial deposit for IFS Training | $183.99 |
| | | | | | | **Org Expense** | **$183.99** |
| 16802056: Emergency Assistance | 2026740 | 206440 | P | 224052 | DAVIS PROPERTY MANAGEMENT GROUP, LLC | Rent and utility assistance for EA client | $80.00 |
| | 2026744 | 206455 | P | 224075 | SCHARHON FAMILY ISLAND LANAI, LLC | Rent assistance for EA client | $3,000.00 |
| | 2026740 | 206440 | P | 224052 | DAVIS PROPERTY MANAGEMENT GROUP, LLC | Rent and utility assistance for EA client | $2,065.00 |
| | | | | | | **Org Expense** | **$5,145.00** |
| 16802556: BSK Grant Program | 2026741 | 206439 | P | 224044 | KMIH 889 THE BRIDGE | Prevention radio spots | $2,000.00 |
| | | | | | | **Org Expense** | **$2,000.00** |
| 18300155: CPD Administration | 2026635 | 0064134 | P | 223980 | FACET NW INC | Environmental Review (Beach Club) | $1,881.25 |
| | 2026664 | 090179001-0225 | P | 224042 | KIMLEY-HORN AND ASSOC. | HB 1110-1337 Asst | $5,530.73 |
| | 2026674 | 6116746538 | P | 224093 | VERIZON WIRELESS | Verizon Cell Service | $577.49 |
| | | | | | | **Org Expense** | **$7,989.47** |
| 18301055: Building Plan Review & Inspect | 2026666 | 8203 | P | 223972 | CEG ELECTRIC | Electrical Inspections on June 20 | $878.75 |
| | | | | | | **Org Expense** | **$878.75** |
| 32900559: CIP Government Buildings | 2026693 | 2407-08 | P | 224059 | NORTHWEST STUDIO | PUBLIC WORKS FACILITY SEISMIC RETROFIT | $5,387.88 |
| | 2026693 | 2407-09 | P | 224059 | NORTHWEST STUDIO | PUBLIC WORKS FACILITY SEISMIC RETROFIT | $3,001.91 |
| | | | | | | **Org Expense** | **$8,389.79** |
| 32902559: CIP Open Space and Natural Res | | 11MG-LTPT-KMPF.2 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $158.67 |

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| 2025304 | 558444 | P | 224046 | KPFF CONSULTING ENGINEERS | Design and engineering for LBP docks and waterfron | $25,128.83 |
| 2025405 | 300847283 | P | 224040 | KCDA PURCHASING COOPERATIVE | Construction for LBP pickleball courts | $18,772.57 |
| 2026385 | 9126450-IN | P | 224089 | UNITED REPROGRAPHICS | Luther pickleball signs | $312.30 |
| 2026516 | 195165 | P | 223983 | HANSON TREE SERVICE LLC | 25-06 Hourly Rate Open Space Restoration 2025 | $98,629.42 |
| 2026619 | 37596 | P | 223968 | BERGER PARTNERSHIP PS, THE | Parks planning and public engagement services | $6,200.19 |
| 2026619 | 37668 | P | 223968 | BERGER PARTNERSHIP PS, THE | Parks planning and public engagement services | $18,517.82 |
| 2026619 | 37780 | P | 223968 | BERGER PARTNERSHIP PS, THE | Parks planning and public engagement services | $16,552.14 |
| 2026685 | 1289 | P | 224079 | SEAWATER MARINE, LLC | Milfoil removal | $9,909.00 |
| 2026619 | 37596 | P | 223968 | BERGER PARTNERSHIP PS, THE | Parks planning and public engagement services | $1,181.25 |
| 2026619 | 37668 | P | 223968 | BERGER PARTNERSHIP PS, THE | Parks planning and public engagement services | $1,964.80 |
| 2026619 | 37780 | P | 223968 | BERGER PARTNERSHIP PS, THE | Parks planning and public engagement services | $23,396.87 |
| 2026685 | 1289 | P | 224079 | SEAWATER MARINE, LLC | Milfoil removal | $9,909.00 |
| 2026619 | 37596 | P | 223968 | BERGER PARTNERSHIP PS, THE | Parks planning and public engagement services | $1,312.50 |
| 2026619 | 37668 | P | 223968 | BERGER PARTNERSHIP PS, THE | Parks planning and public engagement services | $2,523.75 |
| 2026619 | 37780 | P | 223968 | BERGER PARTNERSHIP PS, THE | Parks planning and public engagement services | $412.50 |
| | 11MG-LTPT-KMPF.2 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $55.08 |
| 2026619 | 37780 | P | 223968 | BERGER PARTNERSHIP PS, THE | Parks planning and public engagement services | $11,187.50 |
| | 11MG-LTPT-KMPF.2 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $20.33 |
| | 11MG-LTPT-KMPF.2 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $8.80 |
| | 11MG-LTPT-KMPF.2 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $159.79 |
| | 11MG-LTPT-KMPF.2 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $159.79 |

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| | | | | | | **Org Expense** | **$246,472.90** |
| 33901559: CIP Fire Tools & Equipment | 2026617 | 153971 | P | 223979 | EXP U.S. SERVICES | Deliverable 3 Completion and 60% Deliverable 4 | $24,608.68 |
| | 2026617 | 153971 | P | 223979 | EXP U.S. SERVICES | Deliverable 3 Completion and 60% Deliverable 4 | ($4.00) |
| | | | | | | **Org Expense** | **$24,604.68** |
| 35900559: Facilities Reserve - Capital | 2026647 | 44099380 | P | 223988 | MARTEN LAW | Contract Payment | $2,243.50 |
| | 2026687 | 911141 | P | 224060 | OGDEN MURPHY WALLACE PLLC | Contract Payment | $7,200.00 |
| | | | | | | **Org Expense** | **$9,443.50** |
| 4100000 : Water Fund-Admin Key | | PP#8 RET | P | 224097 | WAFD BANK | Contract Withholding: 1027 | $662.50 |
| | 2026618 | 2502073 | P | 224001 | SUPPLY SOURCE INC, THE | JA-TIS-4200 City Works Req#1321 | $342.56 |
| | 2026630 | 9556650035 | P | 223982 | GRAINGER CARIBE INC | Warehouse Misc Items: Replacement Utility Knife Bl | $35.96 |
| | 2026665 | JUNE2025 | P | 223999 | SEATTLE PUBLIC UTILITIES | JUNE 2025 SPU RETAIL SERVICE CONNECTIONS | $3,744.00 |
| | | | | | | **Org Expense** | **$4,785.02** |
| 41351051: Utility Billing (Water) | 2026648 | 6116746542 | P | 224006 | VERIZON WIRELESS | Verizon Cell Service | $94.58 |
| | 2026725 | IN679114 | P | 224053 | METROPRESORT | JUNE 2025 PRNT & MAILING OF UTILITY STATEMENTS | $85.85 |
| | 2026725 | IN679114 | P | 224053 | METROPRESORT | JUNE 2025 PRNT & MAILING OF UTILITY STATEMENTS | $63.11 |
| | | | | | | **Org Expense** | **$243.54** |
| 41700153: Water Administration | 2026739 | MAY 2025 SPU | P | 224077 | SEATTLE PUBLIC UTILITIES | MAY 2025 WATER PURCHASE | $129,898.20 |
| | | | | | | **Org Expense** | **$129,898.20** |
| 41703053: Water Service Upsizes and New | 2026575 | I7058975 | P | 224034 | H D FOWLER | Replacement Hydrant / Water Service Parts | $2,564.90 |
| | | | | | | **Org Expense** | **$2,564.90** |
| 41703253: Water Distribution & Pumps | 2026567 | INV00747826 | P | 224090 | USABLUEBOOK | Water valve tool / Water Quality supplies | $252.31 |
| | 2026575 | I7058975 | P | 224034 | H D FOWLER | Replacement Hydrant / Water Service Parts | $4,197.59 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $52.87 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $11.00 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $509.04 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $509.04 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $43.18 |

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| | | | | | | **Org Expense** | **$5,575.03** |
| 41703453: Water Quality | 2026567 | INV00747826 | P | 224090 | USABLUEBOOK | Water valve tool / Water Quality supplies | $25.83 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $135.41 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $88.15 |
| | | | | | | **Org Expense** | **$249.39** |
| 41703653: Water Associated Costs | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $31.85 |
| | | | | | | **Org Expense** | **$31.85** |
| 41709953: Support Services - Clearing | 2026615 | 64963803 | P | 223998 | ROBERT HALF | Temp Staff - R. Seal, week ending 5/9/25 | $2,100.00 |
| | 2026684 | 6116746537 | P | 224092 | VERIZON WIRELESS | Verizon Cell Service | $4,302.22 |
| | 2026733 | 5060186 | P | 224091 | UTILITIES UNDERGROUND LOCATION | Excavation Notifications for the month of June: 22 | $302.40 |
| | 2026660 | 4234537214 | P | 223973 | CINTAS CORPORATION | Laundry & Cleaning Services Week of 06/23/25 | $810.92 |
| | 2026731 | 4235387834 | P | 224024 | CINTAS CORPORATION | Laundry Service for week of 06/30/25 | $810.84 |
| | 2026732 | 4235984323 | P | 224024 | CINTAS CORPORATION | Laundry Service for the week of 07.07.25 | $792.75 |
| | 2026736 | 25618 | P | 224025 | DATAQUEST LLC | Background Checks INV 25618 | $200.50 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $88.15 |
| | | | | | | **Org Expense** | **$9,407.78** |
| 41904059: CIP Water Utility | | W242107WA.00 - 7 | P | 223975 | CONSOR NORTH AMERICA INC | Remaining funds w/ Consor for | $49,634.70 |
| | | W242576WA.00 - 3 | P | 223975 | CONSOR NORTH AMERICA INC | 2024 AC Main ESDC Services | $1,100.00 |
| | | PP #23 (June 2025) | P | 224061 | PASO ROBLES TANK INC | Replace interior/exterior reservoir | $526,838.54 |
| | 2026609 | FB64630 | P | 223971 | CAROLLO ENGINEERS INC | For Professional Services Rendered Through 3/31/20 | $5,043.13 |
| | 2026610 | FB63786 | P | 223971 | CAROLLO ENGINEERS INC | For Professional Services Rendered Through 2/28/20 | $14,807.49 |
| | 2026677 | RE 41 JZ2467 L004 | P | 224096 | WA ST DOT | Project Costs for May, 2025. | $142.38 |
| | 2026678 | 220037960576 06/2025 | P | 224070 | PUGET SOUND ENERGY | Electric Svc for Water Cabinet | $19.48 |
| | 2026701 | 1200729047 | P | 224035 | HDR ENGINEERING INC | Professional Services: From: May 4, 2025 To: May 3 | $7,224.22 |
| | | | | | | **Org Expense** | **$604,809.94** |

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| 42351051: Utility Billing (Sewer) | 2026725 | IN679114 | P | 224053 | METROPRESORT | JUNE 2025 PRNT & MAILING OF UTILITY STATEMENTS | $85.86 |
| | 2026725 | IN679114 | P | 224053 | METROPRESORT | JUNE 2025 PRNT & MAILING OF UTILITY STATEMENTS | $63.11 |
| | | | | | | **Org Expense** | **$148.97** |
| 42700553: CRT Sewer | | REIM 6.15.2025 | P | 223989 | MARTIN, ERIC | REIM: E.Martin Mileage for SR#15300 | $14.98 |
| | | | | | | **Org Expense** | **$14.98** |
| 42704053: Sewer Collection | 2026051 | W6970TAC | P | 224082 | SOLID WASTE SYSTEMS INC | Ibak camera service/tune | $2,609.80 |
| | | | | | | **Org Expense** | **$2,609.80** |
| 42704253: Sewer Pumps | | REIM 6.14.2025 | P | 223989 | MARTIN, ERIC | REIM: E.Martin Mileage for SR#15295 | $14.98 |
| | 2026569 | 160126804-00 | P | 224084 | TACOMA SCREW PRODUCTS INC | WW Key parts | $138.35 |
| | 2026735 | 907063574 | P | 224030 | EWT HOLDINGS III CORP | Bioxide delivery | $7,833.84 |
| | | | | | | **Org Expense** | **$7,987.17** |
| 42903059: CIP Sewer Utility | | 11MG-LTPT-KMPF.2 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $125.41 |
| | | 11MG-LTPT-KMPF.2 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $226.62 |
| | | | | | | **Org Expense** | **$352.03** |
| 43351051: Utility Billing (Storm) | 2026725 | IN679114 | P | 224053 | METROPRESORT | JUNE 2025 PRNT & MAILING OF UTILITY STATEMENTS | $85.86 |
| | 2026725 | IN679114 | P | 224053 | METROPRESORT | JUNE 2025 PRNT & MAILING OF UTILITY STATEMENTS | $63.12 |
| | | | | | | **Org Expense** | **$148.98** |
| 43705053: Storm Drainage | | REIM 7.2.2025 | P | 224017 | BARNETT, JASON | REIM J.Barnett mileage for on-call emergency | $67.76 |
| | 2026656 | 141997 | P | 223987 | KC FINANCE | KC DNRP First Trimester Installment | $4,910.66 |
| | | | | | | **Org Expense** | **$4,978.42** |
| 51701254: Fleet Services | 2026468 | 321659/3 | P | 224000 | SOUND SAFETY PRODUCTS | AFSCME Clothing Allowance - Christian Martin | $223.65 |
| | 2026607 | 0893998-IN | P | 223992 | NELSON PETROLEUM | Clear Diesel | $2,391.11 |
| | 2026638 | 963727 | P | 223991 | NAPA AUTO PARTS | Bosch TPMS Sensor - '09 Chevrolet Suburban 2500 | $99.53 |
| | 2026645 | 3M556062 | P | 223985 | HORIZON DISTRIBUTORS INC | PTO SEALED SWITCH | $123.62 |
| | 2026699 | 880044-1 | P | 224038 | INDUSTRIAL BOLT & SUPPLY INCORPORATED | Misc Fleet Shop | $1,455.15 |
| | 2026747 | 5217061 | P | 224029 | CAM CLARK EVERGREEN FORD LINCOLN LLC | Misc Fleet Parts - '22 Explorer | $1,104.14 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $86.94 |

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|---|---|---|---|---|---|---|---|
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $39.74 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $18.75 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $29.78 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $510.41 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $19.40 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $18.75 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $63.62 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $22.02 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $92.86 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $381.22 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $29.70 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $25.06 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $286.56 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $45.09 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $8.69 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $40.20 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $11.99 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $219.43 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $155.90 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $34.15 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $338.18 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $182.14 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $10.18 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $10.18 |
| | | | | | | **Org Expense** | **$8,078.14** |
| 51901559: Fleet Replacements | 2025516 | S936548SNO | P | 223994 | PACIFIC GOLF & TURF LLC | SmithCo Ballfield rake | $36,373.06 |

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|---|---|---|---|---|---|---|---|
| | | | | | | **Org Expense** | **$36,373.06** |
| 52101553: IGS Network Admin | | IN309843 | P | 224072 | RINGSQUARED TELECOM LLC | Long Distance Charges | $70.55 |
| | 2025262 | 11016027 | P | 224039 | KC FINANCE | I-NET MONTHLY SERVICES 1/1/2025-12/31/2025 | $1,492.00 |
| | 2026626 | DTGBR01_10031508 | P | 223977 | DARKTRACE HOLDINGS LIMITED | Darktrace Annual Renewal and Support | $34,138.86 |
| | 2026673 | 6116746540 | P | 224094 | VERIZON WIRELESS | Verizon Cell Service | $276.47 |
| | 2026700 | INV-278986 | P | 224081 | SMARSH INC | Text Messsage Archive INV-278986 | $142.37 |
| | 2026709 | 3336223847.2.2025 | P | 224022 | CENTURYLINK | CenturyLink Phone Service | $258.43 |
| | 2026710 | 3335385977.2.2025 | P | 224022 | CENTURYLINK | CenturyLink Phone Service | $197.91 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $55.05 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $82.62 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $13.60 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $77.97 |
| | | 11MG-LTPT-KMPF.1 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $151.97 |
| | | | | | | **Org Expense** | **$36,957.80** |
| 52901059: CIP Computer Replacement | 2026233 | 10816726583 | P | 223978 | DELL MARKETING L.P. | Dell Laptop For Lisa | $1,829.39 |
| | | 11MG-LTPT-KMPF.2 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $1,646.31 |
| | | 11MG-LTPT-KMPF.2 | P | 224016 | AMAZON CAPITAL SERVICES INC | JUNE2025 AMAZON | $651.33 |
| | | | | | | **Org Expense** | **$4,127.03** |
| **Total** | | | | | | | **$1,470,007.69** |

# Accounts Payable Report by Check Number

| Type | Check # | Vendor | Invoice # | Description | Invoice |
|---|---|---|---|---|---|
| P | 223964 | ALEF, CORINNE | REIM 6.18.2025 | REIM: C.Alef partial deposit for IFS Training | $183.99 |
| | | | | **Check Amount:** | **$183.99** |
| | 223965 | ARAMSCO, INC. | S7110486.001 | Paint for Parking Lot Striping | $406.00 |
| | | | S7116939.001 | Pavement Markings | $600.04 |
| | | | S7127409.001 | Pavement Markings | $1,191.24 |
| | | | S7110486.001 | Paint for Parking Lot Striping | $406.02 |
| | | | S7110486.001 | Paint for Parking Lot Striping | $406.00 |
| | | | | **Check Amount:** | **$3,009.30** |
| | 223966 | ALWAYS ACTIVE SERVICES LLC | 1673 | May Ramp Litter Cleanups | $24,000.00 |
| | | | | **Check Amount:** | **$21,600.00** |
| | 223967 | AMERICAN ROOTER | 250624-01 | Luther Burbank Bathroom service | $1,322.40 |
| | | | | **Check Amount:** | **$1,322.40** |
| | 223968 | BERGER PARTNERSHIP PS, THE | 37596 | Parks planning and public engagement services | $6,200.19 |
| | | | 37668 | Parks planning and public engagement services | $18,517.82 |
| | | | 37780 | Parks planning and public engagement services | $16,552.14 |
| | | | 37596 | Parks planning and public engagement services | $1,181.25 |
| | | | 37668 | Parks planning and public engagement services | $1,964.80 |
| | | | 37780 | Parks planning and public engagement services | $23,396.87 |
| | | | 37596 | Parks planning and public engagement services | $1,312.50 |
| | | | 37668 | Parks planning and public engagement services | $2,523.75 |
| | | | 37780 | Parks planning and public engagement services | $412.50 |
| | | | 37780 | Parks planning and public engagement services | $11,187.50 |
| | | | | **Check Amount:** | **$83,249.32** |
| | 223969 | JUANA ELENA NAJAR PEREZ | 0001070 | ROW Landscaping Vegetation Trimming | $4,355.10 |
| | | | | **Check Amount:** | **$4,355.10** |
| | 223970 | JUANA ELENA NAJAR PEREZ | 0001071 | Vegetation PLANTING | $2,345.06 |
| | | | | **Check Amount:** | **$2,238.66** |

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|---|---|---|---|---|
| 223971 | CAROLLO ENGINEERS INC | FB63786 | For Professional Services Rendered Through 2/28/20 | $14,807.49 |
| | | FB64630 | For Professional Services Rendered Through 3/31/20 | $5,043.13 |
| | | | **Check Amount:** | **$19,850.62** |
| 223972 | CEG ELECTRIC | 8203 | Electrical Inspections on June 20 | $878.75 |
| | | | **Check Amount:** | **$878.75** |
| 223973 | CINTAS CORPORATION | 4234537214 | Laundry & Cleaning Services Week of 06/23/25 | $90.15 |
| | | 4234537214 | Laundry & Cleaning Services Week of 06/23/25 | $810.92 |
| | | | **Check Amount:** | **$901.07** |
| 223974 | CONFIDENTIAL DATA DISPOSAL | 22944214 | CONFIDENTIAL SHREDDING SERVICES INV 22944214 | $250.00 |
| | | | **Check Amount:** | **$250.00** |
| 223975 | CONSOR NORTH AMERICA INC | W242107WA.00 - 7 | Remaining funds w/ Consor for | $49,634.70 |
| | | W242576WA.00 - 3 | 2024 AC Main ESDC Services | $1,100.00 |
| | | | **Check Amount:** | **$50,734.70** |
| 223976 | CORRECTIONAL INDUSTRIES | SI009867 | City Branded Clothing | $90.72 |
| | | | **Check Amount:** | **$90.72** |
| 223977 | DARKTRACE HOLDINGS LIMITED | DTGBR01_10031508 | Darktrace Annual Renewal and Support | $34,138.86 |
| | | | **Check Amount:** | **$34,138.86** |
| 223978 | DELL MARKETING L.P. | 10816726225 | Amanda Laptop | $2,034.16 |
| | | 10816726583 | Dell Laptop For Lisa | $1,829.39 |
| | | | **Check Amount:** | **$3,863.55** |
| 223979 | EXP U.S. SERVICES | 153971 | Deliverable 3 Completion and 60% Deliverable 4 | $24,608.68 |
| | | 153971 | Deliverable 3 Completion and 60% Deliverable 4 | ($4.00) |
| | | | **Check Amount:** | **$24,604.68** |
| 223980 | FACET NW INC | 0064134 | Environmental Review (Beach Club) | $1,881.25 |
| | | | **Check Amount:** | **$1,881.25** |
| 223981 | GALT, JOHN E. | 3369 | Hearing Examiner Services - APL25-001 | $1,902.25 |
| | | | **Check Amount:** | **$1,902.25** |
| 223982 | GRAINGER CARIBE INC | 9556650035 | Warehouse Misc Items: Replacement Utility Knife Bl | $35.96 |
| | | | **Check Amount:** | **$35.96** |
| 223983 | HANSON TREE SERVICE LLC | 195165 | 25-06 Hourly Rate Open Space Restoration 2025 | $103,317.13 |
| | | | **Check Amount:** | **$98,629.42** |
| 223984 | HEARTLAND LLC | 1352May2025-A | Contract Payment | $24,908.61 |
| | | | **Check Amount:** | **$24,908.61** |

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|---|---|---|---|---|
| 223985 | HORIZON DISTRIBUTORS INC | 3M556062 | PTO SEALED SWITCH | $123.62 |
| | | | **Check Amount:** | **$123.62** |
| 223986 | KC FINANCE | 142176-142176 | Project# 1135622 - RSD MI0014 SGNL 77 Ave & SE 27 | $323.12 |
| | | | **Check Amount:** | **$323.12** |
| 223987 | KC FINANCE | 141997 | KC DNRP First Trimester Installment | $4,910.66 |
| | | | **Check Amount:** | **$4,910.66** |
| 223988 | MARTEN LAW | 44099380 | Contract Payment | $2,243.50 |
| | | | **Check Amount:** | **$2,243.50** |
| 223989 | MARTIN, ERIC | REIM 6.15.2025 | REIM: E.Martin Mileage for SR#15300 | $14.98 |
| | | REIM 6.14.2025 | REIM: E.Martin Mileage for SR#15295 | $14.98 |
| | | | **Check Amount:** | **$29.96** |
| 223990 | MORGAN SOUND INC | MSI122278 | Juneteenth Event Concert Sound Equipment, Services | $3,484.58 |
| | | | **Check Amount:** | **$3,484.58** |
| 223991 | NAPA AUTO PARTS | 963727 | Bosch TPMS Sensor - '09 Chevrolet Suburban 2500 | $99.53 |
| | | | **Check Amount:** | **$99.53** |
| 223992 | NELSON PETROLEUM | 0893998-IN | Clear Diesel | $2,391.11 |
| | | | **Check Amount:** | **$2,391.11** |
| 223993 | OGDEN MURPHY WALLACE PLLC | 911605 | Contract Payment | $129.00 |
| | | | **Check Amount:** | **$129.00** |
| 223994 | PACIFIC GOLF & TURF LLC | S936548SNO | SmithCo Ballfield rake | $36,373.06 |
| | | | **Check Amount:** | **$36,373.06** |
| 223995 | PREMIER MEDIA GROUP | 1047-M | 425 July/August 2025, 425 Social Media Campaign (7 | $2,195.00 |
| | | | **Check Amount:** | **$2,195.00** |
| 223996 | PSERN | 2231 | 2025 Q3 Public Safety Radio Service | $8,282.64 |
| | | | **Check Amount:** | **$8,282.64** |
| 223997 | PUGET SOUND ENERGY | 1689JULY2025 | Street Lights 6300 Island Crest Way | $10.89 |
| | | 1139JULY2025 | Electric Svc for Radar Signs- SE 78TH & 84TH AVE S | $11.70 |
| | | 2453JULY2025 | Lighting for CIP 7714 N MERCER WAY | $62.76 |
| | | 9958JULY2025 | Pedestrian Signal 3200 81ST PL SE | $50.47 |
| | | 90858398 | ICW Crosswalks - PSE service connection | $826.00 |
| | | | **Check Amount:** | **$961.82** |
| 223998 | ROBERT HALF | 64963803 | Temp Staff - R. Seal, week ending 5/9/25 | $2,100.00 |
| | | | **Check Amount:** | **$2,100.00** |
| 223999 | SEATTLE PUBLIC UTILITIES | JUNE2025 | JUNE 2025 SPU RETAIL SERVICE CONNECTIONS | $3,744.00 |
| | | | **Check Amount:** | **$3,744.00** |

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|---|---|---|---|---|
| 224000 | SOUND SAFETY PRODUCTS | 321659/3 | AFSCME Clothing Allowance - Christian Martin | $223.65 |
| | | | **Check Amount:** | **$223.65** |
| 224001 | SUPPLY SOURCE INC, THE | 2502073 | JA-TIS-4200 City Works Req#1321 | $342.56 |
| | | | **Check Amount:** | **$342.56** |
| 224002 | VERIZON WIRELESS | 6116746544 | Verizon Cell Service | $42.29 |
| | | | **Check Amount:** | **$42.29** |
| 224003 | VERIZON WIRELESS | 6116746543 | Verizon Cell Service | $229.17 |
| | | 6116746543 | Verizon Cell Service | $84.58 |
| | | | **Check Amount:** | **$313.75** |
| 224004 | VERIZON WIRELESS | 6116746541 | Verizon Cell Service | $885.95 |
| | | | **Check Amount:** | **$885.95** |
| 224005 | VERIZON WIRELESS | 6116738792 | Verizon Cell Service | $47.29 |
| | | 6116738792 | Verizon Cell Service | $347.52 |
| | | 6116738792 | Verizon Cell Service | $298.75 |
| | | 6116738792 | Verizon Cell Service | $42.29 |
| | | | **Check Amount:** | **$735.85** |
| 224006 | VERIZON WIRELESS | 6116746542 | Verizon Cell Service | $271.75 |
| | | 6116746542 | Verizon Cell Service | $94.58 |
| | | | **Check Amount:** | **$366.33** |
| 224007 | VERIZON WIRELESS | 6116746535 | Verizon Cell Service | $785.11 |
| | | | **Check Amount:** | **$785.11** |
| 224008 | VERIZON WIRELESS | 6116772229 | Verizon Cell Service | $53.20 |
| | | | **Check Amount:** | **$53.20** |
| 224009 | VERIZON WIRELESS | 6116746536 | Verizon Cell Service | $209.66 |
| | | | **Check Amount:** | **$209.66** |
| 224010 | VERIZON WIRELESS | 6116746545 | Verizon Cell Service | $185.07 |
| | | | **Check Amount:** | **$185.07** |
| 224011 | VERIZON WIRELESS | 6116746539 | Verizon Cell Service | $311.03 |
| | | | **Check Amount:** | **$311.03** |
| 224012 | WA ST DOT | RE 41 JZ2138 L009 | WSDOT RLCP May Sweep Approval | $275.35 |
| | | RE 41 JZ2138 L008 | WSDOT RLCP May Sweep Approval | $44.47 |
| | | | **Check Amount:** | **$319.82** |
| 224013 | WA ST NURSERY & LANDSCAPE ASSOCIATION INC. | 072979 | Landscape Tree Certificates 1044,1066,1071,1074,25 | $825.00 |
| | | | **Check Amount:** | **$825.00** |
| 224014 | WOO, RISA | RisaWoo 6.24.25 | Risa Woo 6.24.25 | $400.00 |
| | | | **Check Amount:** | **$400.00** |
| 224015 | ALWAYS ACTIVE SERVICES LLC | 1673b | Contract Withholding: 1073 | $2,400.00 |
| | | | **Check Amount:** | **$2,400.00** |
| 224016 | AMAZON CAPITAL SERVICES INC | 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $142.80 |

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|---|---|---|
| 11MG-LTPT-KMPF.2 | JUNE2025 AMAZON | $158.67 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $25.08 |
| 11MG-LTPT-KMPF.2 | JUNE2025 AMAZON | $125.41 |
| 11MG-LTPT-KMPF.2 | JUNE2025 AMAZON | $226.62 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $86.94 |
| 11MG-LTPT-KMPF.2 | JUNE2025 AMAZON | $55.08 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $52.87 |
| 11MG-LTPT-KMPF.2 | JUNE2025 AMAZON | $20.33 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $11.00 |
| 11MG-LTPT-KMPF.2 | JUNE2025 AMAZON | $8.80 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $31.85 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $30.83 |
| 11MG-LTPT-KMPF.2 | JUNE2025 AMAZON | $1,646.31 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $33.05 |
| 11MG-LTPT-KMPF.2 | JUNE2025 AMAZON | $651.33 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $122.24 |
| 11MG-LTPT-KMPF.2 | JUNE2025 AMAZON | $159.79 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $55.09 |
| 11MG-LTPT-KMPF.2 | JUNE2025 AMAZON | $159.79 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $17.68 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $156.65 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $41.84 |

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|---|---|---|
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $37.43 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $77.43 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $45.37 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $132.41 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $73.84 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $55.09 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $114.58 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $115.20 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $20.92 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $12.09 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $10.96 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $39.74 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $252.90 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $18.75 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $29.78 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $510.41 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $38.23 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $38.23 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $19.40 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $18.75 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $10.96 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $7.59 |

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| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $33.31 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $509.04 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $509.04 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $63.62 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $43.18 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $22.02 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $92.86 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $381.22 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $46.05 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $31.92 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $63.90 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $35.80 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $35.80 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $35.80 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $35.80 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $35.80 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $35.80 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $35.80 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $35.80 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $35.80 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $35.80 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $35.80 |

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| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $35.80 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $35.80 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $35.80 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $35.80 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $35.80 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $35.80 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $35.80 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $28.80 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $35.80 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $35.80 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $24.19 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $26.56 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $15.86 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $44.66 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $88.15 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $35.97 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $15.91 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $55.05 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $25.27 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $44.07 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $74.92 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $82.62 |

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| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $69.98 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $149.02 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $10.79 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $64.88 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $31.13 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $31.13 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $29.70 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $25.06 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $286.56 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $45.09 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $369.85 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $148.96 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $45.45 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $45.45 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $8.69 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $40.20 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $12.40 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $12.40 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $14.32 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $14.32 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $11.99 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $25.60 |

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| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $25.60 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $54.30 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $135.41 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $56.13 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $65.76 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $6.48 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $219.43 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $155.90 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $88.15 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $34.15 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $33.03 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $338.18 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $328.41 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $25.32 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $9.25 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $28.62 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $182.14 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $170.78 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $22.41 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $28.93 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $76.80 |
| 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $17.81 |

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| | | 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $53.99 |
| | | 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $26.38 |
| | | 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $13.60 |
| | | 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $179.14 |
| | | 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $231.44 |
| | | 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $543.76 |
| | | 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $77.97 |
| | | 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $10.18 |
| | | 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $440.78 |
| | | 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $10.18 |
| | | 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $59.56 |
| | | 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $74.92 |
| | | 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $36.35 |
| | | 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $151.97 |
| | | 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $121.56 |
| | | 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $102.59 |
| | | 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $164.12 |
| | | 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $40.77 |
| | | 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $17.38 |
| | | 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | $18.82 |
| | | 11MG-LTPT-KMPF.1 | JUNE2025 AMAZON | ($176.26) |
| | | | **Check Amount:** | **$14,569.46** |
| 224017 | BARNETT, JASON | REIM 7.2.2025 | REIM J.Barnett mileage for on-call emergency | $67.76 |

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| | | | **Check Amount:** | **$67.76** |
| 224018 | BENS CLEANER SALES INC | 360235 | Portable power washer service | $485.26 |
| | | | **Check Amount:** | **$485.26** |
| 224019 | BRADLEY PUBLIC SAFETY | 063007P-25 | Bradley Public Safety court security | $1,102.50 |
| | | | **Check Amount:** | **$1,102.50** |
| 224020 | BRINK'S INCORPORATED | 7686523 | JUNE 2025 ARMOURED TRUCK TRANSPORTATION | $349.84 |
| | | | **Check Amount:** | **$349.84** |
| 224021 | CBRE INC | 024641-2-25 | Contract Payment | $5,112.50 |
| | | | **Check Amount:** | **$5,112.50** |
| 224022 | CENTURYLINK | 333538597 7.2.2025 | CenturyLink Phone Service | $197.91 |
| | | 333622384 7.2.2025 | CenturyLink Phone Service | $258.43 |
| | | | **Check Amount:** | **$456.34** |
| 224023 | CHAPTER 13 TRUSTEE | PR 7.10.2025 | PR 7.10.2025 | $620.50 |
| | | | **Check Amount:** | **$620.50** |
| 224024 | CINTAS CORPORATION | 4235387834 | Laundry Service for week of 06/30/25 | $90.23 |
| | | 4235984323 | Laundry Service for the week of 07.07.25 | $91.26 |
| | | 4235387834 | Laundry Service for week of 06/30/25 | $810.84 |
| | | 4235984323 | Laundry Service for the week of 07.07.25 | $792.75 |
| | | | **Check Amount:** | **$1,785.08** |
| 224025 | DATAQUEST LLC | 25618 | Background Checks INV 25618 | $79.50 |
| | | 25618 | Background Checks INV 25618 | $192.50 |
| | | 25618 | Background Checks INV 25618 | $79.50 |
| | | 25618 | Background Checks INV 25618 | $200.50 |
| | | | **Check Amount:** | **$552.00** |
| 224026 | DEPT OF ENTERPRISE SERVICES | 731145063 | June 2025 Envelope Orders | $263.30 |
| | | 731145064 | June 2025 Envelope Orders | $275.48 |
| | | 731145065 | June 2025 Envelope Orders | $260.44 |
| | | | **Check Amount:** | **$799.22** |
| 224027 | DESAUTEL COMMUNICATIONS | 7421 | Communications Support INV 7421 | $13,007.75 |
| | | | **Check Amount:** | **$13,007.75** |
| 224028 | ERICKSON, CHASE | REIM 7.8.2025 | REIM C.Erickson parking for Force Science Training | $78.00 |
| | | | **Check Amount:** | **$78.00** |
| 224029 | CAM CLARK EVERGREEN FORD LINCOLN LLC | 5217061 | Misc Fleet Parts - '22 Explorer | $1,104.14 |
| | | | **Check Amount:** | **$1,104.14** |
| 224030 | EWT HOLDINGS III CORP | 907063574 | Bioxide delivery | $7,833.84 |
| | | | **Check Amount:** | **$7,833.84** |
| 224031 | GLENN A HENRY III | 782025 | Mostly Music Performance | $5,000.00 |

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| | | | **Check Amount:** | **$5,000.00** |
| 224032 | GONCHAR, ANTHONY | 722025 | Summer Celebration performance | $500.00 |
| | | | **Check Amount:** | **$500.00** |
| 224033 | GREEN LATRINE | I58510 | SC! Portable Restrooms | $4,175.00 |
| | | | **Check Amount:** | **$4,175.00** |
| 224034 | H D FOWLER | I7058975 | Replacement Hydrant / Water Service Parts | $2,564.90 |
| | | I7058975 | Replacement Hydrant / Water Service Parts | $4,197.59 |
| | | | **Check Amount:** | **$6,762.49** |
| 224035 | HDR ENGINEERING INC | 1200729047 | Professional Services: From: May 4, 2025 To: May 3 | $7,224.22 |
| | | | **Check Amount:** | **$7,224.22** |
| 224036 | HEALTHFORCE PARTNERS, INC. | 27733 | Police Medical Exams INV 27733 | $920.00 |
| | | 28306 | Police Medical Exams INV 27733 | $450.00 |
| | | | **Check Amount:** | **$1,370.00** |
| 224037 | HORIZON DISTRIBUTORS INC | 3M557083 | Irrigation parts | $1,406.01 |
| | | | **Check Amount:** | **$1,406.01** |
| 224038 | INDUSTRIAL BOLT & SUPPLY INCORPORATED | 880044-1 | Misc Fleet Shop | $1,455.15 |
| | | | **Check Amount:** | **$1,455.15** |
| 224039 | KC FINANCE | 11016027 | I-NET MONTHLY SERVICES 1/1/2025-12/31/2025 | $1,492.00 |
| | | | **Check Amount:** | **$1,492.00** |
| 224040 | KCDA PURCHASING COOPERATIVE | 300847283 | Construction for LBP pickleball courts | $18,772.57 |
| | | | **Check Amount:** | **$18,772.57** |
| 224041 | KELLEY CREATE | IN2013382 | Copier Service Fees June 2025 IN2013382 | $2,042.22 |
| | | | **Check Amount:** | **$2,042.22** |
| 224042 | KIMLEY-HORN AND ASSOC. | 090179001-0225 | HB 1110-1337 Asst | $5,530.73 |
| | | | **Check Amount:** | **$5,530.73** |
| 224043 | KIVIAT, AARON | 1697 | Contract Payment | $7,000.00 |
| | | | **Check Amount:** | **$7,000.00** |
| 224044 | KMIH 889 THE BRIDGE | 206439 | Prevention radio spots | $2,000.00 |
| | | | **Check Amount:** | **$2,000.00** |
| 224045 | KODEX, INC. | F8B77C21-0002 | MI Case # 2025-2257 - Search warrant processing fe | $245.00 |
| | | | **Check Amount:** | **$245.00** |
| 224046 | KPFF CONSULTING ENGINEERS | 558444 | Design and engineering for LBP docks and waterfron | $25,128.83 |
| | | | **Check Amount:** | **$25,128.83** |

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| 224047 | PSOMAS | 222737 | Psomas ICW Corridor Improvements May 2025 Invoice | $40,392.50 |
| | | | **Check Amount:** | **$40,392.50** |
| 224048 | LANGUAGE LINE SERVICES | 11646774 | Translation Services INV 11646774 | $1,467.23 |
| | | 11655791 | Language Line | $27.35 |
| | | 11646774 | Translation Services INV 11646774 | $246.12 |
| | | 11646774 | Translation Services INV 11646774 | $57.82 |
| | | | **Check Amount:** | **$1,798.52** |
| 224049 | MARLIN LEASING CORPORATION | 40675432 | Copier Lease Fees July 2025 INV 40675432 | $858.48 |
| | | 40678676 | Copier Lease Fees July 2025 INV 40675432 | $284.32 |
| | | | **Check Amount:** | **$1,142.80** |
| 224050 | MARTEN LAW | 44099378 | Contract Payment | $95.00 |
| | | | **Check Amount:** | **$95.00** |
| 224051 | MARTEN LAW | 44099379 | Contract Payment | $5,784.50 |
| | | | **Check Amount:** | **$5,784.50** |
| 224052 | DAVIS PROPERTY MANAGEMENT GROUP, LLC | 206440 | Rent and utility assistance for EA client | $80.00 |
| | | 206440 | Rent and utility assistance for EA client | $2,065.00 |
| | | | **Check Amount:** | **$2,145.00** |
| 224053 | METROPRESORT | IN679114 | JUNE 2025 PRNT & MAILING OF UTILITY STATEMENTS | $100.00 |
| | | IN679114 | JUNE 2025 PRNT & MAILING OF UTILITY STATEMENTS | $85.85 |
| | | IN679114 | JUNE 2025 PRNT & MAILING OF UTILITY STATEMENTS | $63.11 |
| | | IN679114 | JUNE 2025 PRNT & MAILING OF UTILITY STATEMENTS | $85.86 |
| | | IN679114 | JUNE 2025 PRNT & MAILING OF UTILITY STATEMENTS | $63.11 |
| | | IN679114 | JUNE 2025 PRNT & MAILING OF UTILITY STATEMENTS | $85.86 |
| | | IN679114 | JUNE 2025 PRNT & MAILING OF UTILITY STATEMENTS | $63.12 |
| | | | **Check Amount:** | **$546.91** |
| 224054 | MI EMPLOYEES ASSOC | PR 7.10.2025 | PR 7.10.2025 | $262.50 |
| | | | **Check Amount:** | **$262.50** |
| 224055 | MI UTILITY BILLS | 6/30/2025 | PAYMENT OF UTILITY BILLS FOR WATER SERVICE | $1,026.92 |
| | | | **Check Amount:** | **$1,026.92** |
| 224056 | MICHAEL HOWE | 782025 | Mostly Music Performance | $2,500.00 |
| | | | **Check Amount:** | **$2,500.00** |
| 224057 | MOBERLY AND ROBERTS | 1245 | Contract Payment | $8,220.87 |

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| | | | **Check Amount:** | **$8,220.87** |
| 224058 | MORGAN SOUND INC | MSI121977 | Service call 5/29/25 for live recording plate to b | $269.99 |
| | | | **Check Amount:** | **$269.99** |
| 224059 | NORTHWEST STUDIO | 2407-08 | PUBLIC WORKS FACILITY SEISMIC RETROFIT | $5,387.88 |
| | | 2407-09 | PUBLIC WORKS FACILITY SEISMIC RETROFIT | $3,001.91 |
| | | | **Check Amount:** | **$8,389.79** |
| 224060 | OGDEN MURPHY WALLACE PLLC | 911141 | Contract Payment | $7,200.00 |
| | | | **Check Amount:** | **$7,200.00** |
| 224061 | PASO ROBLES TANK INC | PP #23 (June 2025) | Replace interior/exterior reservoir | $526,838.54 |
| | | | **Check Amount:** | **$526,838.54** |
| 224062 | PATRICK NAPPER | 722025 | 8/21 Mostly Music Performance | $3,500.00 |
| | | | **Check Amount:** | **$3,500.00** |
| 224063 | PERFECTMIND INC | IN1850923 | Subscription Year 9 (January 16, 2025-January 15, | $37,984.50 |
| | | | **Check Amount:** | **$37,984.50** |
| 224064 | PITNEY BOWES | 3321000957 | Pitney Bowes 3321000957 | $551.70 |
| | | | **Check Amount:** | **$551.70** |
| 224065 | POINT OF SAIL BAND, LLC | 722025 | Summer Celebration performance | $2,000.00 |
| | | | **Check Amount:** | **$2,000.00** |
| 224066 | PROCOM LLC | 141611 | Pre-Employment Drug Test | $144.00 |
| | | | **Check Amount:** | **$144.00** |
| 224067 | PUBLIC SAFETY SELECTION PC | 5452 | Post-COE Psychological Evaluation (2024) INV 5452 | $450.00 |
| | | 4373 | Post-COE Psychological Evaluation (2024) INV 5452 | $1,800.00 |
| | | | **Check Amount:** | **$2,250.00** |
| 224068 | PUBLIC SAFETY TESTING INC | 2025-516 | Q2 2025 Subscription Fees INV 2025-516 | $528.00 |
| | | | **Check Amount:** | **$528.00** |
| 224069 | PUGET SOUND ENERGY | 4343JUNE2025 | Streetlights 3000 80th Ave SE | $195.32 |
| | | | **Check Amount:** | **$195.32** |
| 224070 | PUGET SOUND ENERGY | 220037960576 06/2025 | Electric Svc for Water Cabinet | $19.48 |
| | | | **Check Amount:** | **$19.48** |
| 224071 | PURIFIED WATER TO GO | 062570111 | Purified Water to Go - office | $8.82 |
| | | | **Check Amount:** | **$8.82** |
| 224072 | RINGSQUARED TELECOM LLC | IN309843 | Long Distance Charges | $70.55 |
| | | | **Check Amount:** | **$70.55** |

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| 224073 | ROMERO, STACEY F. | 043-250624 | Stacey Romero Spanish Interpreter | $150.00 |
| | | | **Check Amount:** | **$150.00** |
| 224074 | RONALD A GATTY | 722025 | Summer Celebration performance | $3,500.00 |
| | | 772025 | 8/7 Mostly Music Performance | $3,000.00 |
| | | | **Check Amount:** | **$6,500.00** |
| 224075 | SCHARHON FAMILY ISLAND LANAI, LLC | 206455 | Rent assistance for EA client | $3,000.00 |
| | | | **Check Amount:** | **$3,000.00** |
| 224076 | SCORE | 8425 | Jail Housing Fees January 2025 - Invoice 8425 | $12,721.31 |
| | | 8474 | Jail Housing Fees January 2025 - Invoice 8425 | $4,689.74 |
| | | | **Check Amount:** | **$17,411.05** |
| 224077 | SEATTLE PUBLIC UTILITIES | MAY 2025 SPU | MAY 2025 WATER PURCHASE | $129,898.20 |
| | | | **Check Amount:** | **$129,898.20** |
| 224078 | SEATTLE TIMES COMPANY | 73139 | Legal Notice for Eminent Domain (Condemnation) INV | $1,531.20 |
| | | | **Check Amount:** | **$1,531.20** |
| 224079 | SEAWATER MARINE, LLC | 1289 | Milfoil removal | $9,909.00 |
| | | 1289 | Milfoil removal | $9,909.00 |
| | | | **Check Amount:** | **$19,818.00** |
| 224080 | SECURITY SOLUTIONS NORTHWEST LLC | 382452 | PD Complex Monitoring | $61.22 |
| | | | **Check Amount:** | **$61.22** |
| 224081 | SMARSH INC | INV-278986 | Text Messsage Archive INV-278986 | $142.37 |
| | | | **Check Amount:** | **$142.37** |
| 224082 | SOLID WASTE SYSTEMS INC | W6970TAC | Ibak camera service/tune | $2,609.80 |
| | | | **Check Amount:** | **$2,609.80** |
| 224083 | STARBIRD ENVIRONMENTAL LLC | 2616 | Arborist appraisal of removed trees/vegetation in | $3,780.00 |
| | | | **Check Amount:** | **$3,780.00** |
| 224084 | TACOMA SCREW PRODUCTS INC | 160126804-00 | WW Key parts | $138.35 |
| | | | **Check Amount:** | **$138.35** |
| 224085 | THE PIONER SQUARES LLC | 722025 | 8/14 Mostly Music Performance | $1,500.00 |
| | | | **Check Amount:** | **$1,500.00** |
| 224086 | TIM TISCORNIA | 78/2025 | Mostly Music Performance | $2,500.00 |
| | | | **Check Amount:** | **$2,500.00** |
| 224087 | TRANSPO GROUP USA INC | 35345 | Transpo 76th Mid-Block & ADA Imp June 2025 Invoice | $1,277.54 |
| | | | **Check Amount:** | **$1,277.54** |

| | | | | | |
|---|---|---|---|---|---|
| 224088 | TRINIDAD CAMILA VALENZUELA SEPULVEDA | 16-3913-81 | Trinidad Valenzuela 7/1/25 | $175.46 | |
| | | | **Check Amount:** | | **$175.46** |
| 224089 | UNITED REPROGRAPHICS | 9126450-IN | Luther pickleball signs | $312.30 | |
| | | | **Check Amount:** | | **$312.30** |
| 224090 | USABLUEBOOK | INV00747826 | Water valve tool / Water Quality supplies | $252.31 | |
| | | INV00747826 | Water valve tool / Water Quality supplies | $25.83 | |
| | | | **Check Amount:** | | **$278.14** |
| 224091 | UTILITIES UNDERGROUND LOCATION | 5060186 | Excavation Notifications for the month of June: 22 | $302.40 | |
| | | | **Check Amount:** | | **$302.40** |
| 224092 | VERIZON WIRELESS | 6116746537 | Verizon Cell Service | $4,302.22 | |
| | | | **Check Amount:** | | **$4,302.22** |
| 224093 | VERIZON WIRELESS | 6116746538 | Verizon Cell Service | $577.49 | |
| | | | **Check Amount:** | | **$577.49** |
| 224094 | VERIZON WIRELESS | 6116746540 | Verizon Cell Service | $276.47 | |
| | | | **Check Amount:** | | **$276.47** |
| 224095 | VINDICO, LLC | 13657 | Mostly Music In the Park (MMIP) Staff Shirts | $1,153.05 | |
| | | 13675 | Summer Celebration Staff Shirts | $2,830.32 | |
| | | | **Check Amount:** | | **$3,983.37** |
| 224096 | WA ST DOT | RE 41 GMB1110R036 | Project Costs for May 2025. JZ0481 | $212.53 | |
| | | RE 41 JZ2467 L004 | Project Costs for May, 2025. | $142.38 | |
| | | | **Check Amount:** | | **$354.91** |
| 224097 | WAFD BANK | PP#8 RET | Contract Withholding: 1027 | $662.50 | |
| | | | **Check Amount:** | | **$662.50** |
| 224098 | WESTERN DISPLAY FIREWORKS LTD | 25-7691-c | 3rd installment for SC fireworks | $22,000.00 | |
| | | | **Check Amount:** | | **$22,000.00** |
| 224099 | ZALDIBAR, EDUARDO | 16-4514-13 | Eduardo Zaldibar Spanish 7.8.25 | $150.00 | |
| | | | **Check Amount:** | | **$150.00** |
| **Total** | | | | | **$1,470,007.69** |

# BUSINESS OF THE CITY COUNCIL
# CITY OF MERCER ISLAND

**AB 6747**
**September 2, 2025**
**Consent Agenda**

## AGENDA BILL INFORMATION

| | | |
|---|---|---|
| **TITLE:** | AB 6747: Certification for Claims Paid July 16, 2025 through July 31, 2025 | ☐ Discussion Only<br>☒ Action Needed:<br>☒ Motion<br>☐ Ordinance<br>☐ Resolution |
| **RECOMMENDED ACTION:** | Approve the Accounts Payable Certification for Claims paid July 16, 2025 through July 31, 2025 in the amount of $2,701,564.31. | |

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|---|---|
| **DEPARTMENT:** | Finance |
| **STAFF:** | Matt Mornick, Finance Director<br>LaJuan Tuttle, Deputy Finance Director |
| **COUNCIL LIAISON:** | n/a |
| **EXHIBITS:** | 1. Certification for Claims Paid July 16 - 31, 2025 |
| **CITY COUNCIL PRIORITY:** | n/a |

| | |
|---|---|
| **AMOUNT OF EXPENDITURE** | $ n/a |
| **AMOUNT BUDGETED** | $ n/a |
| **APPROPRIATION REQUIRED** | $ n/a |

## EXECUTIVE SUMMARY

The purpose of this agenda bill is to approve the July 16, 2025 through July 31, 2025 Accounts Payable Certification of Claims in the amount of $2,701,564.31. (see Exhibit 1)

## BACKGROUND

*Claims* refer to all external payments that are made to satisfy the obligations of the City, regardless of how payments are processed (e.g., through warrants, checks, electronic funds transfers, etc.). RCW 42.24.080 requires that all claims presented against the City must be certified by the appropriate official to ensure that the claims are just, true, and unpaid obligations against the City, before payment can be made.

RCW 42.24.180 allows the payment of claims to occur prior to City Council approval to expedite processing of the payment of claims, provided, however, that review and approval of the claims' documentation occurs at the next regularly scheduled public meeting.

## ISSUE/DISCUSSION

The Enterprise ERP claims reports (see Exhibit 1) include:

- The **Accounts Payable Report by Check Number** report that presents a simple check register listing of payments by type and check number.
- The **Accounts Payable Report by Organization** report that presents accounts payable claims by department as represented by the "ORG" code.

These reports combine printed checks and electronic payments. The disbursement method is identified by the Type code on the claim reports:

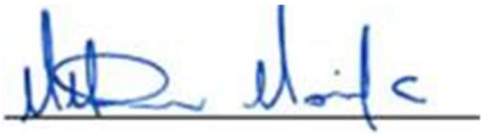
- Type **M** are direct disbursements or wire transfers. Note that "check" numbers are single digits to easily identify them as distinct from printed checks.
- Type **P** are printed accounts payable checks.
- Type **V** are voided accounts payable checks. The report will show the original check amount in the corresponding detail, but the check total is listed as $0.00.

## RECOMMENDED ACTION

Approve the July 16, 2025 through July 31, 2025 Accounts Payable Certification of Claims in the amount of $2,701,564.31 and authorize the Mayor to sign the certification on behalf of the entire City Council.

# CITY OF MERCER ISLAND
# CERTIFICATION OF CLAIMS

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



Finance Director

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

_____ _____

Mayor Date

| Report | Checks | Date | Amount |
|---|---|---|---|
| Check Register | 00224100 - 00224272 | 07/15 – 07/31/2025 | **$1,854,822.82** |
| Direct Disbursements | 125-137 | 07/15 – 07/31/2025 | **$846,741.49** |

# Accounts Payable Report by Organization

| Org | PO# | Invoice# | TP | Check # | Vendor | Description | Amount |
|---|---|---|---|---|---|---|---|
| 0010000 : General Fund-Admin | | 5539 JULY2025 | P | 224272 | US BANK CORP PAYMENT SYS | Remit Payment for P-Card Purchases | $66,249.13 |
| | 2026916 | INV-69526 | P | 224195 | BELLEVUE WOLVERINE BOOSTERS | Remaining account credit returned | $662.00 |
| | | JULY 2025 | M | 130 | NAVIA BENEFIT SOLUTIONS INC | JUL25 NAVIA | $1,990.56 |
| | | | | | | **Org Expense** | **$68,901.69** |
| 0016000 : Police-Revenue | 2026778 | 6/6/2025 - 7/9/2025 | P | 224180 | WA ST DOL | CONCEALED PISTOL LICENSES ISSUED | $180.00 |
| | | | | | | **Org Expense** | **$180.00** |
| 01100151: Administrative Services | 2026930 | 100979856 | P | 224265 | US SPECIALTY INSURANCE CO | Spietz Notary Bond | $40.00 |
| | | | | | | **Org Expense** | **$40.00** |
| 01100551: City Clerk | 2026783 | 8171918 | P | 224169 | SOUND PUBLISHING INC | June Legal Notices | $467.65 |
| | 2026784 | 8169231 | P | 224169 | SOUND PUBLISHING INC | May Legal Notices and Ads | $444.53 |
| | | | | | | **Org Expense** | **$912.18** |
| 01101051: Communications | 2026886 | 343599 | P | 224261 | TOWN CENTER PUBLICATIONS LLC | Chamber Publication Ad INV 343599 | $795.00 |
| | | | | | | **Org Expense** | **$795.00** |
| 01102051: Human Resources & Payroll | | JULY 2025 | M | 125 | ADP INC | JUL25 ADP FEES | $1,928.26 |
| | | JULY 2025 | M | 127 | WA ST DOL | JUL25 DRIVER ABSTRACT | $15.00 |
| | | JULY 2025 | M | 130 | NAVIA BENEFIT SOLUTIONS INC | JUL25 NAVIA | $120.40 |
| | 2026828 | 87387057 | P | 224155 | OCCUPATIONAL HEALTH CTRS OF WA | Employee HEP B Vaccination | $171.00 |
| | 2026862 | 164911 | P | 224257 | SUMMIT LAW GROUP | HR Support Professional Services | $225.00 |
| | | JULY 2025 | M | 125 | ADP INC | JUL25 ADP FEES | $6,285.52 |
| | | | | | | **Org Expense** | **$8,745.18** |
| 01150151: City Attorney | 2026518 | 909976 | P | 224156 | OGDEN MURPHY WALLACE PLLC | Contract Payment | $10,105.00 |
| | 2026752 | 910995 | P | 224156 | OGDEN MURPHY WALLACE PLLC | Contract Payment | $4,165.00 |
| | 2026762 | June 2025 | P | 224136 | HUTCHISON LAW LLC | Conflict Public Defense Services June 2025 | $1,100.00 |
| | 2026833 | 6361x07132025 | P | 224108 | AT&T MOBILITY | Wireless Cell Svc 6.6.2025 - 7.5.2025 | $40.04 |
| | 2026895 | 44099580 | P | 224222 | MARTEN LAW | Contract Payment | $6,694.00 |
| | | | | | | **Org Expense** | **$22,104.04** |
| 01200151: City Council | | REIM 7.10.2025 | P | 224184 | WEINBERG, TED | Reimburse T.Weinberg - per diem & travel ACW Conf. | $139.00 |
| | | REIM 7.10.2025 | P | 224184 | WEINBERG, TED | Reimburse T.Weinberg - per diem & travel ACW Conf. | $303.80 |
| | | | | | | **Org Expense** | **$442.80** |
| 01450151: General | | 245313573 | M | 126 | COMCAST | JUL25 COMCAST | $4,592.04 |

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|---|---|---|---|---|---|---|---|
| Government | 2026809 | 22944578 | P | 224120 | CONFIDENTIAL DATA DISPOSAL | Document Shredding Service INV 22944578 | $250.00 |
| | 2026810 | 40710721 | P | 224143 | MARLIN LEASING CORPORATION | Copier Lease Fees July 2025 INV 40710721 | $1,032.58 |
| | 2026849 | 3321039759 | P | 224231 | PITNEY BOWES | POSTAGE MACHINE LEASE 6/3/25-9/2/25 | $1,349.17 |
| | | | | | | **Org Expense** | **$7,223.79** |
| 01450251: LEOFF 1 Retiree OPEB | 2026859 | LEOFF I Expense July | P | 224206 | | LEOFF I Retiree Expenses | $76.82 |
| | 2026860 | LEOFF 1 Expense July | P | 224202 | | LEOFF I Retiree Expenses | $171.00 |
| | 2026861 | LEOFF I Expense | P | 224205 | | LEOFF I Retiree Expenses | $113.46 |
| | 2026863 | LEOFF I Expense | P | 224269 | | LEOFF I Retiree Expense | $311.45 |
| | 2026864 | L1 Expenses | P | 224233 | | LEOFF I Retiree Expense | $2,144.83 |
| | | | | | | **Org Expense** | **$2,817.56** |
| 01451151: Alcoholism | 2026900 | 2167604 | P | 224216 | KC FINANCE | Remit Q1 Liquor Excise Tax | $1,842.70 |
| | | | | | | **Org Expense** | **$1,842.70** |
| 01457051: MW Pool Operation Subsidy | 2025052 | JULY 2025 | P | 224224 | MI SCHOOL DISTRICT #400 | 2025 MARY WAYTE POOL SUBSIDY | $15,141.52 |
| | | | | | | **Org Expense** | **$15,141.52** |
| 01457551: Chamber of Commerce | 2026753 | 1768 | P | 224146 | MI CHAMBER OF COMMERCE | Q2 Chamber Services Agreement | $3,600.00 |
| | | | | | | **Org Expense** | **$3,600.00** |
| 01459551: Employee Benefits-General | | JULY 2025 | M | 128 | VEBA | JUL25 VEBA CONTRIBUTION | $71,361.80 |
| | | JULY 2025 | M | 134 | AWC | JUL25 AWC | $127,702.83 |
| | | JULY 2025 | M | 134 | AWC | JUL25 AWC | $22,419.26 |
| | | JULY 2025 06.10.25 | M | 135 | WA ST DEPT OF RETIREMENT SYSTEMS | JUL25 DRS PAYMENT 6.10.25 | $33,220.94 |
| | | JULY 2025 06.25.25 | M | 136 | WA ST DEPT OF RETIREMENT SYSTEMS | JUL25 DRS PAYMENT 6.25.25 | $32,772.96 |
| | | JULY 2025 | M | 134 | AWC | JUL25 AWC | $1,794.30 |
| | | JULY 2025 06.10.25 | M | 135 | WA ST DEPT OF RETIREMENT SYSTEMS | JUL25 DRS PAYMENT 6.10.25 | $8,377.21 |
| | | JULY 2025 06.25.25 | M | 136 | WA ST DEPT OF RETIREMENT SYSTEMS | JUL25 DRS PAYMENT 6.25.25 | $8,214.91 |
| | | JULY 2025 | M | 134 | AWC | JUL25 AWC | $3,207.36 |
| | | | | | | **Org Expense** | **$309,071.57** |
| 01459651: Employee Benefits-Police | | JULY 2025 | M | 128 | VEBA | JUL25 VEBA CONTRIBUTION | $37,761.82 |
| | | JULY 2025 06.10.25 | M | 135 | WA ST DEPT OF RETIREMENT SYSTEMS | JUL25 DRS PAYMENT 6.10.25 | $12,346.27 |
| | | JULY 2025 06.25.25 | M | 136 | WA ST DEPT OF RETIREMENT SYSTEMS | JUL25 DRS PAYMENT 6.25.25 | $12,525.40 |
| | | JULY 2025 | M | 134 | AWC | JUL25 AWC | $247.50 |
| | | JULY 2025 | M | 134 | AWC | JUL25 AWC | $1,140.63 |
| | | | | | | **Org Expense** | **$64,021.62** |
| 01459851: Employee Benefits-Maintenance | | JULY 2025 | M | 134 | AWC | JUL25 AWC | $84,828.40 |
| | | JULY 2025 | M | 128 | VEBA | JUL25 VEBA CONTRIBUTION | $40,477.47 |
| | | JULY 2025 | M | 134 | AWC | JUL25 AWC | $5,500.64 |
| | | JULY 2025 06.10.25 | M | 135 | WA ST DEPT OF RETIREMENT SYSTEMS | JUL25 DRS PAYMENT 6.10.25 | $18,844.24 |

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| | | JULY 2025 06.25.25 | M | 136 | WA ST DEPT OF RETIREMENT SYSTEMS | JUL25 DRS PAYMENT 6.25.25 | $17,805.12 |
| | | JULY 2025 | M | 134 | AWC | JUL25 AWC | $695.55 |
| | | JULY 2025 06.10.25 | M | 135 | WA ST DEPT OF RETIREMENT SYSTEMS | JUL25 DRS PAYMENT 6.10.25 | $4,767.02 |
| | | JULY 2025 06.25.25 | M | 136 | WA ST DEPT OF RETIREMENT SYSTEMS | JUL25 DRS PAYMENT 6.25.25 | $4,563.45 |
| | | JULY 2025 | M | 134 | AWC | JUL25 AWC | $1,242.40 |
| | | | | | | **Org Expense** | **$178,724.29** |
| 01500151: Municipal Court | 2026126 | Avedisyan 2.24.25 | P | 224193 | AVEDISYAN, RUBEN | Russian interpreter | $150.00 |
| | 2026774 | 16-4107-182 | P | 224182 | WANG, LAI GINGER | Mandarin interp 7.01.25 | $170.77 |
| | 2026776 | 16-4698-19 | P | 224168 | SONESSA, MERGIA Y | Amharic interpreter 7.1.25 | $154.76 |
| | 2026777 | 16-2899-182 | P | 224182 | WANG, LAI GINGER | Mandarin interp 7.14.25 | $170.77 |
| | 2026785 | Moli-Mercer-0725-01 | P | 224138 | JUVVAL TECH LLC | Moli July subscription | $200.00 |
| | 2026813 | 1134 | P | 224119 | CITY OF NEWCASTLE | Court Office Rent 8/25 INV 1134 | $4,217.51 |
| | 2026872 | 16-4604-193 | P | 224197 | BERHANE, ASSEFA | Tigrinya interpreter 7.15.25 | $136.90 |
| | 2026873 | 16-4675-218 | P | 224189 | AMADO-PITTLE, MARIA CECILIA | Spanish interpreter 7.15.25 | $167.42 |
| | 2026888 | 16-4816-31 | P | 224221 | LINN, AUTUMN | Spanish interp 7.22.25 | $150.00 |
| | 2026889 | 16-4653-36 | P | 224232 | PLITMAN, VLADISLAV | Russian interp 7.22.25 | $164.74 |
| | | | | | | **Org Expense** | **$5,682.87** |
| 01600152: Administration (PO) | 2026794 | 484017 | P | 224111 | ATCO | Project: PNW2023-102 G.2 Lease | $10,175.73 |
| | 2026838 | 4040x07192025 | P | 224110 | AT&T MOBILITY | A.Keverkamp's Laptop July 2025 | $30.66 |
| | 2026845 | 2025-671 | P | 224162 | PUBLIC SAFETY TESTING INC | Q2 2025 Candidate List INV 2025-671 | $2,366.00 |
| | 2026865 | 5486x07192025 | P | 224192 | AT&T MOBILITY | Police Cellphones & Laptops 6.12.25 - 7.11.25 | $1,713.01 |
| | 2026905 | INV-00465240 | P | 224228 | PACIFIC MOBILE STRUCTURES, INC. | Rental 8x30 Office | $1,464.58 |
| | | | | | | **Org Expense** | **$15,749.98** |
| 01603052: Police Tech & Records | 2026919 | I2507023 | P | 224266 | WA ST PATROL | WSP CPL background fees | $72.00 |
| | | | | | | **Org Expense** | **$72.00** |
| 01603552: Police Emergency Management | | REIM 7.14.2025 | P | 224137 | JIRA, ROBERT | Reimburse Bobby Jira - supplies for events | $343.78 |
| | 2026885 | 00132865 | P | 224246 | REMOTE SATELLITE SYSTEMS INT'L INC | EMAC Satellite Phone Service | $79.00 |
| | | | | | | **Org Expense** | **$422.78** |
| 01604052: Police Training | 2026337 | INVLEX112527722 | P | 224141 | LEXIPOL LLC | Lexipol FTO Program | $2,136.67 |
| | 2026742 | 70387 | P | 224204 | DOOLEY ENTERPRISES INC | Ammunition Order Quote # 027320 | $10,439.15 |
| | 2026906 | 25-126991 | P | 224220 | LIFELINE TRAINING | Police Training | $1,644.94 |
| | | | | | | **Org Expense** | **$14,220.76** |
| 01604552: Jail Services | 2026918 | 8737 | P | 224252 | SCORE | Jail Housing - SCORE | $4,580.52 |
| | 2026920 | 8385 | P | 224252 | SCORE | Jail Housing - SCORE | $2,709.02 |
| | | | | | | **Org Expense** | **$7,289.54** |
| 01700251: Support Svcs General | 2026704 | 9126937-IN | P | 224264 | UNITED REPROGRAPHICS | Summer Celebration Project Boards | $186.24 |

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|---|---|---|---|---|---|---|---|
| | 2026708 | 9126946-IN | P | 224264 | UNITED REPROGRAPHICS | Summer Celebration Photo Booth Signs | $79.34 |
| | | | | | | **Org Expense** | **$265.58** |
| 01701051: Facility Services | 2026756 | 963469 | P | 224129 | EASTSIDE EXTERMINATORS | Commercial Rodent Service | $236.93 |
| | 2026757 | I58025 | P | 224134 | GREEN LATRINE | Long-Term Rental - Jun 20, 2025 - Jul 17, 2025 | $350.00 |
| | 2026772 | 12524208 | P | 224100 | AAA FIRE & SAFETY INC | ANNUAL FIRE EXTINGUISHER INSPECTION | $411.43 |
| | 2026797 | I58427 | P | 224134 | GREEN LATRINE | Monthly Rental ADA Jul 1, 2025 - Jul 28, 2025 | $500.00 |
| | 2026799 | 5275234502 | P | 224117 | CINTAS CORPORATION | PW Medical Cabinets Updated | $957.58 |
| | 2026800 | 2419983 | P | 224113 | BLUEBEAM INC. | Bluebeam Subscription REenewal | $484.88 |
| | 2026802 | 959926 | P | 224129 | EASTSIDE EXTERMINATORS | City Hall Bi-Monthly Service | $312.03 |
| | 2026868 | INV-412202 | P | 224203 | DEPT OF L&I-ELEVATOR PROGRAM | Annual Operating Certificate Renewal Fee | $174.30 |
| | | | | | | **Org Expense** | **$3,427.15** |
| 01702054: Roadway Maintenance | | REIM 7.10.2025 | P | 224112 | BARNETT, JASON | Reimburse Jason Barnett - steel toe boots | $100.00 |
| | 2026429 | INV082193 | P | 224177 | TRAFFIC SAFETY SUPPLY | Type III barricades | $11,151.69 |
| | 2026750 | 2-O1142625-01 | P | 224159 | PACIFIC TOPSOIL INC. | 50 yards Dark Black Mulch | $797.58 |
| | 2026758 | 29165193 | P | 224128 | DTG ENTERPRISES INC | Asphalt & Concrete Re-Cycling | $4,605.06 |
| | 2026839 | ROW June 2025 | P | 224151 | MI HARDWARE TRUE VALUE | MI True Value 06.30.25 Statement - ROW | $37.46 |
| | 2026881 | 06.13.25 Statement | P | 224212 | HOME DEPOT | 06.13.25 Statement | $186.27 |
| | | | | | | **Org Expense** | **$16,878.06** |
| 01707057: Forest Mangement-Parks | 2026831 | 11732 | P | 224166 | RON'S STUMP REMOVAL | Pruning and removal of trees in various City Park, | $14,675.40 |
| | | | | | | **Org Expense** | **$14,675.40** |
| 01707157: Park Operations | | REIM 6.23.2025 | P | 224144 | MCALEESE, DANIEL | Reimburse D.McAleese - work boots | $223.16 |
| | 2026782 | 6/30/2025-252116 | P | 224152 | MI UTILITY BILLS | 6/30/2025 PAYMENT OF UTILITY BILLS FOR WATER SERVI | $19,874.88 |
| | 2026804 | 4236731497 | P | 224118 | CINTAS CORPORATION | Laundry Service for the Week of 7/14/25 | $91.26 |
| | 2026832 | Park Maint June 2025 | P | 224147 | MI HARDWARE TRUE VALUE | MI True Value 06.30.25 Statement - Park Maint. | $153.41 |
| | 2026891 | 4237538804 | P | 224199 | CINTAS CORPORATION | Laundry Service for week of 7.21.2025 | $91.26 |
| | 2026931 | 666804 | P | 224194 | BACKFLOWS NORTHWEST INC | Backflow testing | $219.00 |
| | 2026750 | 2-O1142625-01 | P | 224159 | PACIFIC TOPSOIL INC. | 50 yards Dark Black Mulch | $797.57 |
| | 2026799 | 5275234502 | P | 224117 | CINTAS CORPORATION | PW Medical Cabinets Updated | $486.14 |
| | 2026881 | 06.13.25 Statement | P | 224212 | HOME DEPOT | 06.13.25 Statement | $789.64 |
| | 2026881 | 06.13.25 Statement | P | 224212 | HOME DEPOT | 06.13.25 Statement | $747.03 |

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|---|---|---|---|---|---|---|---|
| | | | | | | **Org Expense** | **$23,473.35** |
| 01707257: Athletic Fields | 2026782 | 6/30/2025-252116 | P | 224152 | MI UTILITY BILLS | 6/30/2025 PAYMENT OF UTILITY BILLS FOR WATER SERVI | $14,331.38 |
| | | | | | | **Org Expense** | **$14,331.38** |
| 01707557: Luther Burbank Park | 2026798 | 5275234501 | P | 224117 | CINTAS CORPORATION | Parks & Rec Medical Cabinet Updated | $668.01 |
| | 2026805 | 101667 | P | 224133 | FIRE PROTECTION INC | Fee Alarm Monitoring Quarterly Fee | $1,818.30 |
| | 2026772 | 12524208 | P | 224100 | AAA FIRE & SAFETY INC | ANNUAL FIRE EXTINGUISHER INSPECTION | $411.43 |
| | 2026832 | Park Maint June 2025 | P | 224147 | MI HARDWARE TRUE VALUE | MI True Value 06.30.25 Statement - Park Maint. | $25.95 |
| | 2026782 | 6/30/2025-252116 | P | 224152 | MI UTILITY BILLS | 6/30/2025 PAYMENT OF UTILITY BILLS FOR WATER SERVI | $7,276.89 |
| | | | | | | **Org Expense** | **$10,200.58** |
| 01707957: Aubrey Davis Park | 2025500 | I58313,I58899 | P | 224134 | GREEN LATRINE | Green Latrine Regular Service (year-2025) | $849.85 |
| | 2025500 | I59087 | P | 224211 | GREEN LATRINE | Green Latrine Regular Service (year-2025) | $45.00 |
| | | JULY 2025 | M | 137 | MERCHANT OneTime | JUL25 MERCHANT FEE | $408.58 |
| | 2026832 | Park Maint June 2025 | P | 224147 | MI HARDWARE TRUE VALUE | MI True Value 06.30.25 Statement - Park Maint. | $508.11 |
| | 2026782 | 6/30/2025-252116 | P | 224152 | MI UTILITY BILLS | 6/30/2025 PAYMENT OF UTILITY BILLS FOR WATER SERVI | $75,895.09 |
| | | | | | | **Org Expense** | **$77,706.63** |
| 01750157: Recreation Admin | | JULY 2025 | M | 137 | MERCHANT OneTime | JUL25 MERCHANT FEE | $6,542.68 |
| | 2026825 | Parks & Rec Jun 2025 | P | 224148 | MI HARDWARE TRUE VALUE | MI True Value 06.30.25 STMT - Parks & Rec | $42.99 |
| | 2026911 | 236648 | P | 224186 | 29 ELEVEN INC | Name Badges for Jeremy B & Sol S | $38.02 |
| | | JULY 2025 | M | 133 | WA ST DEPT OF REVENUE | JUL25 COMBINED EXCISE TAX | $105.86 |
| | | | | | | **Org Expense** | **$6,729.55** |
| 01751057: MICEC Operations | 2026754 | INV120949 | P | 224175 | THE PART WORKS, INC | Bathroom Fixtures & Parts | $588.52 |
| | 2026755 | 1066535 | P | 224181 | WALTER E NELSON CO | Vac & Pump Motors | $1,009.32 |
| | 2026763 | 5128x07132025 | P | 224106 | AT&T MOBILITY | Wireless Cell Svc 6.6.2025 - 7.5.2025 | $120.12 |
| | 2026786 | 5279626907 | P | 224117 | CINTAS CORPORATION | COMMUNITY CENTER AT MERCERVIEW Medical Cabinets Up | $214.82 |
| | 2026787 | 5274949304 | P | 224117 | CINTAS CORPORATION | Community Center Medical Cabinet Updated | $620.73 |
| | 2026807 | 12566 | P | 224130 | EMPYREAN ELEVATOR LLC | MC-0681 Elevator maintenance service for 07/01/202 | $788.87 |
| | 2026808 | 916559 | P | 224129 | EASTSIDE EXTERMINATORS | Commercial Pest service recurring | $301.51 |
| | 2026842 | Bldg Serv June 2025 | P | 224150 | MI HARDWARE TRUE VALUE | MI True Value 06.30.25 Statement - Building Servic | $65.55 |

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| | 2026868 | INV-412202 | P | 224203 | DEPT OF L&I-ELEVATOR PROGRAM | Annual Operating Certificate Renewal Fee | $174.30 | |
| | 2026772 | 12524208 | P | 224100 | AAA FIRE & SAFETY INC | ANNUAL FIRE EXTINGUISHER INSPECTION | $411.43 | |
| | | JULY 2025 | M | 133 | WA ST DEPT OF REVENUE | JUL25 COMBINED EXCISE TAX | $1,636.10 | |
| | | | | | | **Org Expense** | | **$5,931.27** |
| 01751557: Community Events | | REIM 7.16.2025 | P | 224153 | NEWTON, TONY | Reimburse T.Newton SC! Coffee & Donuts | $61.69 | |
| | 2026703 | F-01122 | P | 224102 | AT PRODUCTIONS, LLC | Summer Celebration electrical equipment | $5,913.47 | |
| | 2026734 | 38280999 | P | 224171 | TUNG, BILLY | Summer Celebration Bubbles Foam Party at Mercerdal | $7,107.90 | |
| | 2026806 | INV1515 | P | 224163 | PUT A STAGE ON IT | Summer Celebration! Mercerdale Park Stage | $1,954.12 | |
| | 2026820 | Vuelta2025 | P | 224179 | VUELTA LA LUNA CIRCUS LLC | Summer Celebration Circus Entertainment | $9,800.00 | |
| | 2026821 | 190420-1 | P | 224122 | CORT PARTY RENTAL | Summer Celebration Furniture & Equipment Rental | $12,399.34 | |
| | 2026824 | 137003 | P | 224135 | HOLLYWOOD LIGHTS INC | Generator & Power for Stage and Lights | $4,176.58 | |
| | 2026848 | MSI122474 | P | 224225 | MORGAN SOUND INC | SC! Sound Services | $3,590.54 | |
| | 2026899 | 250253174-001 | P | 224263 | UNITED RENTALS | Cart Rental for Summer Celebration | $784.56 | |
| | 2026899 | 250253174-002 | P | 224263 | UNITED RENTALS | Cart Rental for Summer Celebration | $266.68 | |
| | 2026915 | 20253174-001 | P | 224263 | UNITED RENTALS | 11349874 Industrial Electric Cart 4 Wheeled | $784.56 | |
| | | JULY 2025 | M | 133 | WA ST DEPT OF REVENUE | JUL25 COMBINED EXCISE TAX | $122.40 | |
| | | | | | | **Org Expense** | | **$46,961.84** |
| 0900924 : PERS II | | JULY 2025 06.10.25 | M | 135 | WA ST DEPT OF RETIREMENT SYSTEMS | JUL25 DRS PAYMENT 6.10.25 | $36,735.13 | |
| | | JULY 2025 06.25.25 | M | 136 | WA ST DEPT OF RETIREMENT SYSTEMS | JUL25 DRS PAYMENT 6.25.25 | $35,697.82 | |
| | | | | | | **Org Expense** | | **$72,432.95** |
| 0900926 : LEOFF II | | JULY 2025 06.10.25 | M | 135 | WA ST DEPT OF RETIREMENT SYSTEMS | JUL25 DRS PAYMENT 6.10.25 | $19,795.80 | |
| | | JULY 2025 06.25.25 | M | 136 | WA ST DEPT OF RETIREMENT SYSTEMS | JUL25 DRS PAYMENT 6.25.25 | $20,083.02 | |
| | | | | | | **Org Expense** | | **$39,878.82** |
| 0900927 : PERS III | | JULY 2025 06.10.25 | M | 135 | WA ST DEPT OF RETIREMENT SYSTEMS | JUL25 DRS PAYMENT 6.10.25 | $10,271.51 | |
| | | JULY 2025 06.25.25 | M | 136 | WA ST DEPT OF RETIREMENT SYSTEMS | JUL25 DRS PAYMENT 6.25.25 | $9,987.48 | |
| | | | | | | **Org Expense** | | **$20,258.99** |
| 0900983 : Vol Life Ins - States West | | JULY 2025 | M | 134 | AWC | JUL25 AWC | $411.70 | |
| | | | | | | **Org Expense** | | **$411.70** |
| 0900986 : AFLAC Insurance | | JULY 2025 | M | 132 | AFLAC | JUL25 AFLAC | $477.02 | |
| | | | | | | **Org Expense** | | **$477.02** |
| 0900988 : Long Term Care-UNUM | | JULY 2025 | M | 131 | UNUM GROUP | JUL25 UNUM | $364.00 | |
| | | | | | | **Org Expense** | | **$364.00** |

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| 1100000 : Street Fund-Admin Key | | 4b | P | 224185 | OMA CONSTRUCTION INC | Contract Withholding: 1124 | $5,083.11 |
| | | | | | | **Org Expense** | **$5,083.11** |
| 11702254: Urban Forest Management (ROW) | | 11731 | P | 224251 | RON'S STUMP REMOVAL | Mercer Island Spring 2025 Tree | $28,062.10 |
| | 2026831 | 11732 | P | 224166 | RON'S STUMP REMOVAL | Pruning and removal of trees in various City Park, | $9,757.30 |
| | | | | | | **Org Expense** | **$37,819.40** |
| 11702554: Transportation Planner Eng | 2026839 | ROW June 2025 | P | 224151 | MI HARDWARE TRUE VALUE | MI True Value 06.30.25 Statement - ROW | $13.87 |
| | | | | | | **Org Expense** | **$13.87** |
| 11900159: CIP Streets Salaries | 2026800 | 2419983 | P | 224113 | BLUEBEAM INC. | Bluebeam Subscription REenewal | $484.88 |
| | | | | | | **Org Expense** | **$484.88** |
| 11902059: CIP Street Expenditures | 2025905 | 4 | P | 224157 | OMA CONSTRUCTION INC | Town Center Parking Facility | $96,579.38 |
| | 2026224 | INV I625817-5832 | P | 224140 | KRAZAN & ASSOCIATES INC | Town Center Parking Facility Materials Testing | $2,322.50 |
| | 2026312 | INV082242 | P | 224177 | TRAFFIC SAFETY SUPPLY | Signs for Town Center's new parking regulations | $3,370.72 |
| | 2026766 | Progress Payment #4 | P | 224139 | KAMINS CONSTRUCTION INC | 4004 ICW | $1,250.00 |
| | 2026811 | 9126803-IN | P | 224178 | UNITED REPROGRAPHICS | Landscape Signs for Town Center Parking Lot | $158.69 |
| | 2026844 | 223578 | P | 224219 | PSOMAS | Psomas ICW Corridor Improvements June 2025 Invoice | $51,036.97 |
| | 2026908 | 223994 | P | 224219 | PSOMAS | Psomas Construction Support June 2025 Invoice | $151.23 |
| | | | | | | **Org Expense** | **$154,869.49** |
| 14752057: Arts & Culture | 2026892 | 206847 | P | 224188 | ALLOY ART SERVICES LLC | Restoration of Totem by Bernard Hosey | $8,333.33 |
| | | | | | | **Org Expense** | **$8,333.33** |
| 16800156: Youth & Family Services | 2026837 | 731145499 | P | 224127 | DEPT OF ENTERPRISE SERVICES | YFS business cards for Lauren and Joy | $92.52 |
| | | | | | | **Org Expense** | **$92.52** |
| 16800556: Thrift Shop Operations | 2026764 | 10360614 | P | 224172 | STERLING VOLUNTEERS | Background Checks INV 10360614 | $216.00 |
| | 2026866 | 12567 | P | 224207 | EMPYREAN ELEVATOR LLC | Mercer Island Thrift Store MC-0680 Elevator mainte | $788.87 |
| | | JULY 2025 | M | 137 | MERCHANT OneTime | JUL25 MERCHANT FEE | $17,824.56 |
| | 2026868 | INV-412202 | P | 224203 | DEPT OF L&I-ELEVATOR PROGRAM | Annual Operating Certificate Renewal Fee | $174.30 |
| | | JULY 2025 | M | 137 | MERCHANT OneTime | JUL25 MERCHANT FEE | $108.78 |
| | 2026772 | 12524208 | P | 224100 | AAA FIRE & SAFETY INC | ANNUAL FIRE EXTINGUISHER INSPECTION | $137.15 |
| | | JULY 2025 | M | 133 | WA ST DEPT OF REVENUE | JUL25 COMBINED EXCISE TAX | $621.46 |
| | | JULY 2025 | M | 133 | WA ST DEPT OF REVENUE | JUL25 COMBINED EXCISE TAX | $7.34 |
| | | | | | | **Org Expense** | **$19,878.46** |
| 16802056: | 2026835 | 206693 | P | 224123 | CREST APARTMENT LLC | Rent assistance for EA client | $3,000.00 |

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|---|---|---|---|---|---|---|---|---|
| Emergency Assistance | 2026836 | 206692 | P | 224161 | THE PEBBLE PRESCHOOL AT MI PRESBYTERIAN CHURCH | Campership for EA client | $600.00 | |
| | 2026917 | 206891 | P | 224201 | COUNTRY VILLAGE DAY SCHOOL | Campership assistance for EA client | $300.00 | |
| | | | | | | **Org Expense** | | **$3,900.00** |
| 1800000 : CPD Fund-Admin | | REFUND P#2502-102 | P | 224238 | REFUNDS OneTime | REFUND Permit #2502-102 work canceled | $167.20 | |
| | | REFUND P#2506-242 | P | 224240 | REFUNDS OneTime | REFUND Permit #2506-242 permit not required | $167.20 | |
| | | REFUND P#2505-045 | P | 224241 | REFUNDS OneTime | REFUND Permit #2505-045 permit no longer needed | $167.20 | |
| | | REFUND P#2505-120 | P | 224243 | REFUNDS OneTime | REFUND Permit #2505-120 work coverd on diff permit | $167.20 | |
| | | REFUND P#2505-098 | P | 224245 | REFUNDS OneTime | REFUND Permit #2505-098 work canceled | $167.20 | |
| | | | | | | **Org Expense** | | **$836.00** |
| 18300155: CPD Administration | 2026788 | 20250610 | P | 224176 | THOMPSON, DANIEL P | 2025-06-10 PC Meeting | $500.00 | |
| | 2026789 | 20250610 | P | 224230 | PEREZ, ANTHONY L | 2025-06-10 PC Meeting | $500.00 | |
| | 2026791 | 20250610 | P | 224209 | GIBSON, JOHN BROOKS | 2025-06-10 PC Meeting | $500.00 | |
| | 2026792 | 20250610 | P | 224187 | AKYUZ, KATHERINE A | 2025-06-10 PC Meeting | $500.00 | |
| | 2026793 | 4975x07132025 | P | 224107 | AT&T MOBILITY | Wireless Cell Svc 6.6.2025 - 7.5.2025 | $80.08 | |
| | 2026829 | B-125941 | P | 224132 | SR VENTURES INC. | Land Use Sign Supplies | $3,250.90 | |
| | 2026894 | 53078 | P | 224196 | BELLEVUE, CITY OF | Q2 2025 MBP Subscription | $13,445.69 | |
| | | JULY 2025 | M | 137 | MERCHANT OneTime | JUL25 MERCHANT FEE | $56.02 | |
| | | JULY 2025 | M | 137 | MERCHANT OneTime | JUL25 MERCHANT FEE | $398.38 | |
| | | JULY 2025 | M | 137 | MERCHANT OneTime | JUL25 MERCHANT FEE | $883.00 | |
| | | JULY 2025 | M | 137 | MERCHANT OneTime | JUL25 MERCHANT FEE | $3,021.75 | |
| | | | | | | **Org Expense** | | **$23,135.82** |
| 18302055: CPD-Development Engineering | 2026800 | 2419983 | P | 224113 | BLUEBEAM INC. | Bluebeam Subscription REenewal | $121.22 | |
| | | | | | | **Org Expense** | | **$121.22** |
| 32900559: CIP Government Buildings | 2026816 | 25140 | P | 224183 | WAVE ELECTRICAL LLC | LBP CARETAKER HOUSE TRANSFER SWITCH INSTALL | $2,060.74 | |
| | 2026822 | 25136 | P | 224183 | WAVE ELECTRICAL LLC | LBP CARETAKER HOUSE SERVER CIRCUIT | $1,708.10 | |
| | | | | | | **Org Expense** | | **$3,768.84** |
| 32902559: CIP Open Space and Natural Res | 2025304 | 569703 | P | 224218 | KPFF CONSULTING ENGINEERS | Design and engineering for LBP docks and waterfron | $93,979.82 | |
| | 2026551 | 2303.001.P2A | P | 224250 | ROLLINGER, MARSHA | Design services for LBB1 historic plaques | $1,266.00 | |
| | 2026625 | 2052 | P | 224101 | APPLIED ECOLOGY | 25-05J SE 53rd Open Space Restoration | $4,408.80 | |
| | 2026625 | 2053 | P | 224101 | APPLIED ECOLOGY | 25-05J SE 53rd Open Space Restoration | $551.10 | |
| | 2026625 | 2054 | P | 224101 | APPLIED ECOLOGY | 25-05J SE 53rd Open Space Restoration | $7,164.30 | |
| | 2026761 | INVTRE33014 | P | 224262 | TREETOP PRODUCTS, LLC | Umbrella for Luther Burbank picnic tables | $2,150.33 | |
| | 2026819 | 21131 RETAINAGE | P | 224164 | RAINIER ASPHALT SEALING, LLC | Retainage Release - Aubrey Davis Asphalt Work | $3,536.59 | |

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| | 2026871 | 247032.74 | P | 224217 | KCDA PURCHASING COOPERATIVE | Construction of Roanoke Park Playground Renovation | $247,032.74 |
| | 2026884 | 53082 | P | 224270 | ZUMAR INDUSTRIES | Powder coated post cap for ADTI (90.25.0048) | $59.45 |
| | 2026893 | 11675 | P | 224260 | TRAVIS FITZMAURICE WARTELLE BALANGUE ENGINEERS INC | Engineering services for LBB1 electrical upsizing | $5,625.00 |
| | 2025500 | I58313,I58899 | P | 224134 | GREEN LATRINE | Green Latrine Regular Service (year-2025) | $215.15 |
| | 2026831 | 11732 | P | 224166 | RON'S STUMP REMOVAL | Pruning and removal of trees in various City Park, | $6,233.10 |
| | | | | | | **Org Expense** | **$372,222.38** |
| 35900559: Facilities Reserve - Capital | 2026803 | 0056752 | P | 224131 | FARALLON CONSULTING LLC | Project 01292-005.001 Evergreen Building Property | $3,147.60 |
| | 2026877 | 44099581 | P | 224222 | MARTEN LAW | Contract Payment | $1,166.50 |
| | | | | | | **Org Expense** | **$4,314.10** |
| 4100000 : Water Fund-Admin Key | | REFUND P#2304-038 | P | 224234 | REFUNDS OneTime | REFUND Permit #2304-038 canceled wtr svc | $4,659.00 |
| | | REFUND 41522901 | P | 224235 | REFUNDS OneTime | REFUND escrow overpayment acct41522901 | $25.69 |
| | | REFUND 5171090 | P | 224236 | REFUNDS OneTime | REFUND escrow overpayment acct5171090 | $437.84 |
| | | REFUND 626716002 | P | 224237 | REFUNDS OneTime | REFUND escrow overpayment acct626716002 | $490.70 |
| | | REFUND 737223202 | P | 224242 | REFUNDS OneTime | REFUND escrow overpayment acct737223202 | $999.86 |
| | | REFUND 416132101 | P | 224244 | REFUNDS OneTime | REFUND escrow overpayment acct416132101 | $223.87 |
| | | PP#9 RET | P | 224271 | WAFD BANK | Contract Withholding: 1027 | $4,206.99 |
| | 2026817 | 2502245 | P | 224173 | SUPPLY SOURCE INC, THE | Various janitorial supplies: (Liners, Tissue, Clea | $1,560.91 |
| | 2026867 | 1071810 | P | 224268 | WALTER E NELSON CO | Janitorial Services Supplies | $164.09 |
| | 2026875 | 2502319 | P | 224258 | SUPPLY SOURCE INC, THE | Misc Janitorial Services Supplies | $1,352.82 |
| | 2026876 | 9581568202 | P | 224210 | GRAINGER CARIBE INC | Misc Tools & Supplies | $720.38 |
| | | REFUND P#2304-038 | P | 224234 | REFUNDS OneTime | REFUND Permit #2304-038 canceled wtr svc | $3,000.00 |
| | | REFUND P#2304-038 | P | 224234 | REFUNDS OneTime | REFUND Permit #2304-038 canceled wtr svc | $3,744.00 |
| | | | | | | **Org Expense** | **$21,586.15** |
| 41351051: Utility Billing (Water) | 2026765 | IN679285 | P | 224145 | METROPRESORT | JUNE 2025 PRNT & MAILING UTILITY STATEMENTS BOOK 1 | $87.61 |
| | 2026869 | IN679409 | P | 224223 | METROPRESORT | JULY 2025 PRNT & MAILING OF UTILITY STATEMENTS BOO | $88.93 |
| | 2026765 | IN679285 | P | 224145 | METROPRESORT | JUNE 2025 PRNT & MAILING UTILITY STATEMENTS BOOK 1 | $60.76 |
| | 2026869 | IN679409 | P | 224223 | METROPRESORT | JULY 2025 PRNT & MAILING OF UTILITY STATEMENTS BOO | $61.61 |
| | | JULY 2025 | M | 137 | MERCHANT OneTime | JUL25 MERCHANT FEE | $11,253.12 |
| | | JULY 2025 | M | 137 | MERCHANT OneTime | JUL25 MERCHANT FEE | $56.03 |

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| | | JULY 2025 | M | 137 | MERCHANT OneTime | JUL25 MERCHANT FEE | $398.39 |
| | | | | | | **Org Expense** | **$12,006.45** |
| 41700153: Water Administration | | JULY 2025 | M | 133 | WA ST DEPT OF REVENUE | JUL25 COMBINED EXCISE TAX | $52,896.71 |
| | 2026870 | JUNE-2025 | P | 224254 | SEATTLE PUBLIC UTILITIES | JUNE 2025 WATER PURCHASE | $262,647.59 |
| | | | | | | **Org Expense** | **$315,544.30** |
| 41703253: Water Distribution & Pumps | 2026771 | 4926x07132025 | P | 224104 | AT&T MOBILITY | Wireless Hotspots 6.6.2025 - 7.5.2025 | $40.04 |
| | | | | | | **Org Expense** | **$40.04** |
| 41703453: Water Quality | 2025235 | 245580445-005 | P | 224263 | UNITED RENTALS | Excavator rental | $56.20 |
| | 2026843 | Utility Dept Jun2025 | P | 224149 | MI HARDWARE TRUE VALUE | MI True Value 06.30.25 Statement - Utility Dept | $5.94 |
| | 2026852 | 114143 | P | 224191 | AQUATIC INFORMATICS INC | Tokay WebTest Report - Test entered June 2025 | $1,300.36 |
| | | JULY 2025 | M | 133 | WA ST DEPT OF REVENUE | JUL25 COMBINED EXCISE TAX | $36.72 |
| | | JULY 2025 | M | 133 | WA ST DEPT OF REVENUE | JUL25 COMBINED EXCISE TAX | $6.12 |
| | | JULY 2025 | M | 133 | WA ST DEPT OF REVENUE | JUL25 COMBINED EXCISE TAX | $4.08 |
| | | | | | | **Org Expense** | **$1,409.42** |
| 41703653: Water Associated Costs | 2026801 | 2398 | P | 224174 | SYBIS | Cyberlock Annual Subscription - Access Control | $1,011.64 |
| | | | | | | **Org Expense** | **$1,011.64** |
| 41709953: Support Services - Clearing | 2026770 | 3437x07132025 | P | 224105 | AT&T MOBILITY | Wireless Cell Svc 6.6.2025 - 7.5.2025 | $2,627.17 |
| | 2026773 | 7855x07132025 | P | 224103 | AT&T MOBILITY | Hotspot for Kyle Hawkins | $40.04 |
| | 2026841 | 14555831 070525 | P | 224124 | CRYSTAL SPRINGS | Water Service | $593.00 |
| | 2026804 | 4236731497 | P | 224118 | CINTAS CORPORATION | Laundry Service for the Week of 7/14/25 | $792.75 |
| | 2026891 | 4237538804 | P | 224199 | CINTAS CORPORATION | Laundry Service for week of 7.21.2025 | $792.75 |
| | | | | | | **Org Expense** | **$4,845.71** |
| 41900159: CIP Water Salaries | 2026800 | 2419983 | P | 224113 | BLUEBEAM INC. | Bluebeam Subscription REenewal | $1,090.98 |
| | | | | | | **Org Expense** | **$1,090.98** |
| 41904059: CIP Water Utility | | W192659WA.01 - 20 | P | 224121 | CONSOR NORTH AMERICA INC | Reservoir Stand by Gen Repl Co | $2,940.14 |
| | | 593174 | P | 224126 | DAVID EVANS & ASSOC INC | First Hill Generator Repl Desi | $481.00 |
| | | 151362R | P | 224154 | OAC SERVICES INC | Advisory Services for GC/CM De | $1,975.10 |
| | | 151553 | P | 224154 | OAC SERVICES INC | Advisory Services for GC/CM De | $988.50 |
| | | Progress Payment #1 | P | 224165 | REAPER CONSTRUCTION INC | Street Related Storm and Water | $11,176.76 |
| | | W192659WA.01 | P | 224200 | CONSOR NORTH AMERICA INC | Reservoir Stand by Gen Repl Co | $4,188.00 |
| | | W242107WA.00-08 | P | 224200 | CONSOR NORTH AMERICA INC | Remaining funds w/ Consor for | $36,268.68 |
| | | PP #4 | P | 224214 | KAR-VEL CONSTRUCTION INC | 2024 WSI Construction | $270,306.42 |

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| | | 102234 | P | 224247 | RH2 ENGINEERING INC | Remaining amt RH2, PRV St Repl | $14,441.62 |
| | | 102406 | P | 224247 | RH2 ENGINEERING INC | Construction management & supp | $6,800.46 |
| | | PP No.9 | P | 224256 | STRIDER CONSTRUCTION CO INC | Reservoir Booster Pump Station | $88,514.99 |
| | 2026795 | 9926 | P | 224116 | CHIP GEORGE INC | AMI Antenna Exchange and Upgrade | $186.25 |
| | 2026796 | FB69048 | P | 224115 | CAROLLO ENGINEERS INC | Services for Emergency Water Supply Strategy Profe | $1,949.38 |
| | 2026907 | 38263 | P | 224213 | HWA GEOSCIENCES INC | 40th Street Waterline Repair [2024-164-21] May/Jun | $2,414.40 |
| | 2026695 | 14568189 | P | 224114 | BROWN AND CALDWELL CONSULTANTS | On-call SCADA work for various projects | $1,615.62 |
| | 2026695 | 14568189 | P | 224114 | BROWN AND CALDWELL CONSULTANTS | On-call SCADA work for various projects | $7,348.23 |
| | 2026695 | 14568189 | P | 224114 | BROWN AND CALDWELL CONSULTANTS | On-call SCADA work for various projects | $1,022.40 |
| | 2026695 | 14568189 | P | 224114 | BROWN AND CALDWELL CONSULTANTS | On-call SCADA work for various projects | $7,597.35 |
| | | | | | | **Org Expense** | **$460,215.30** |
| 4200000 : Sewer Fund-Admin Key | | REFUND P#2505-175 | P | 224239 | REFUNDS OneTime | REFUND Permit #2505-175 permit pulled in error | $267.20 |
| | | | | | | **Org Expense** | **$267.20** |
| 42351051: Utility Billing (Sewer) | 2026765 | IN679285 | P | 224145 | METROPRESORT | JUNE 2025 PRNT & MAILING UTILITY STATEMENTS BOOK 1 | $87.61 |
| | 2026869 | IN679409 | P | 224223 | METROPRESORT | JULY 2025 PRNT & MAILING OF UTILITY STATEMENTS BOO | $88.93 |
| | 2026765 | IN679285 | P | 224145 | METROPRESORT | JUNE 2025 PRNT & MAILING UTILITY STATEMENTS BOOK 1 | $60.76 |
| | 2026869 | IN679409 | P | 224223 | METROPRESORT | JULY 2025 PRNT & MAILING OF UTILITY STATEMENTS BOO | $61.61 |
| | | | | | | **Org Expense** | **$298.91** |
| 42700153: Sewer Administration | | JULY 2025 | M | 133 | WA ST DEPT OF REVENUE | JUL25 COMBINED EXCISE TAX | $17,568.00 |
| | | | | | | **Org Expense** | **$17,568.00** |
| 42704053: Sewer Collection | 2026826 | P2527TAC | P | 224167 | SOLID WASTE SYSTEMS INC | Fiber Optic Cable Connector | $342.96 |
| | 2026827 | P7003TAC | P | 224167 | SOLID WASTE SYSTEMS INC | Labor Charge | $225.19 |
| | | | | | | **Org Expense** | **$568.15** |
| 42704253: Sewer Pumps | | 145558 | P | 224259 | TACOMA DIESEL | 2025 Standby Generator Annual | $946.80 |
| | 2026771 | 4926x07132025 | P | 224104 | AT&T MOBILITY | Wireless Hotspots 6.6.2025 - 7.5.2025 | $40.04 |
| | | | | | | **Org Expense** | **$986.84** |
| 42704453: Sewer Associated Costs | 2025781 | CP-005457 | P | 224226 | NASSCO INC | Nassco Recertification course D. Baker & E. Martin | $1,550.00 |
| | 2026801 | 2398 | P | 224174 | SYBIS | Cyberlock Annual Subscription - Access Control | $1,011.63 |
| | | | | | | **Org Expense** | **$2,561.63** |

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|---|---|---|---|---|---|---|---|
| 42900159: CIP Sewer Salaries | 2026800 | 2419983 | P | 224113 | BLUEBEAM INC. | Bluebeam Subscription REenewal | $121.22 |
| | | | | | | **Org Expense** | **$121.22** |
| 42903059: CIP Sewer Utility | | 14571449 | P | 224198 | BROWN AND CALDWELL CONSULTANTS | SCADA Systems Replacement Desi | $4,129.25 |
| | | 102440 | P | 224247 | RH2 ENGINEERING INC | Sewer System Generator Replace | $1,662.82 |
| | 2026695 | 14568189 | P | 224114 | BROWN AND CALDWELL CONSULTANTS | On-call SCADA work for various projects | $2,212.06 |
| | | | | | | **Org Expense** | **$8,004.13** |
| 43351051: Utility Billing (Storm) | 2026765 | IN679285 | P | 224145 | METROPRESORT | JUNE 2025 PRNT & MAILING UTILITY STATEMENTS BOOK 1 | $87.61 |
| | 2026869 | IN679409 | P | 224223 | METROPRESORT | JULY 2025 PRNT & MAILING OF UTILITY STATEMENTS BOO | $88.94 |
| | 2026765 | IN679285 | P | 224145 | METROPRESORT | JUNE 2025 PRNT & MAILING UTILITY STATEMENTS BOOK 1 | $60.77 |
| | 2026869 | IN679409 | P | 224223 | METROPRESORT | JULY 2025 PRNT & MAILING OF UTILITY STATEMENTS BOO | $61.62 |
| | | | | | | **Org Expense** | **$298.94** |
| 43700153: Storm Water Administration | | JULY 2025 | M | 133 | WA ST DEPT OF REVENUE | JUL25 COMBINED EXCISE TAX | $3,502.95 |
| | | | | | | **Org Expense** | **$3,502.95** |
| 43700253: Support Services - Storm | 2025324 | 183511/4 | P | 224170 | SOUND SAFETY PRODUCTS | clothing allowance for Omar Chamaro | $176.76 |
| | | | | | | **Org Expense** | **$176.76** |
| 43705053: Storm Drainage | 2026840 | 5224x07132025 | P | 224109 | AT&T MOBILITY | Wireless Cell Svc 6.10.2025 - 7.5.2025 | $35.14 |
| | 2025235 | 245580445-005 | P | 224263 | UNITED RENTALS | Excavator rental | $2,806.80 |
| | | JULY 2025 | M | 133 | WA ST DEPT OF REVENUE | JUL25 COMBINED EXCISE TAX | $12.75 |
| | | | | | | **Org Expense** | **$2,854.69** |
| 43900159: CIP Storm Drainage Salaries | 2026800 | 2419983 | P | 224113 | BLUEBEAM INC. | Bluebeam Subscription REenewal | $121.22 |
| | | | | | | **Org Expense** | **$121.22** |
| 43903559: CIP Storm Water Utility | | 2025-491 | P | 224227 | NATURAL SYSTEMS DESIGN | Carryover SW0114 - WC 29.3 Des | $5,972.50 |
| | | 2025-608 | P | 224227 | NATURAL SYSTEMS DESIGN | Carryover SW0114 - WC 29.3 Des | $6,439.20 |
| | | Progress Payment #1 | P | 224165 | REAPER CONSTRUCTION INC | Street Related Storm and Water | $21,588.30 |
| | 2025235 | 245580445-005 | P | 224263 | UNITED RENTALS | Excavator rental | $56.20 |
| | | | | | | **Org Expense** | **$34,056.20** |
| 51701254: Fleet Services | | 105701747 | M | 129 | WEX INC | JUL25 WEX | $14,466.13 |
| | 2026823 | 2361571 | P | 224160 | PAPE MACHINERY INC | John Deere Tractor Repair | $19,684.97 |
| | 2026846 | 3938 | P | 224229 | PACIFIC NORTHWEST YACHTS LLC | Troubleshoot Patrol 14 Electronics INV 3938 | $800.04 |
| | 2026903 | 3179584389 | P | 224190 | AMERIGAS-1400 | Propane | $1,586.38 |
| | 2026934 | 6.22 - 7.22.2025 | P | 224253 | SEATTLE BOAT CO | Maring Patrol Fuel | $9,633.16 |
| | 2026842 | Bldg Serv June 2025 | P | 224150 | MI HARDWARE TRUE VALUE | MI True Value 06.30.25 Statement - Building Servic | $2.93 |
| | | | | | | **Org Expense** | **$46,173.61** |

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|---|---|---|---|---|---|---|---|---|
| 51900559: CIP Government Buildings | 2026904 | 0056552 | P | 224208 | FARALLON CONSULTING LLC | Disposal of kerosene at Fire Station 92 | $2,572.85 | |
| | | | | | | **Org Expense** | | **$2,572.85** |
| 51901559: Fleet Replacements | 2026847 | 3944 | P | 224229 | PACIFIC NORTHWEST YACHTS LLC | Troubleshoot Patrol 14 Electronics INV 3944 | $4,624.56 | |
| | 2026922 | 10195 | P | 224248 | ACE OF SPRAYS LLC | Bed Liners for New Fleet Trucks | $816.22 | |
| | 2026922 | 10196 | P | 224248 | ACE OF SPRAYS LLC | Bed Liners for New Fleet Trucks | $816.22 | |
| | 2026922 | 10197 | P | 224248 | ACE OF SPRAYS LLC | Bed Liners for New Fleet Trucks | $772.10 | |
| | | | | | | **Org Expense** | | **$7,029.10** |
| 52101553: IGS Network Admin | 2026910 | 251379 | P | 224249 | ROCKETSEED USA INC | Email Signature Software Fee INV 251379 | $2,412.00 | |
| | | | | | | **Org Expense** | | **$2,412.00** |
| 52901059: CIP Computer Replacement | | REIM 7.15.2025 | P | 224142 | LORILLA, MICHELE | Reimburse M.Lorilla shipping to return old laptop | $37.95 | |
| | 2026815 | 3965 | P | 224158 | PACIFIC NORTHWEST YACHTS LLC | Patrol 11 Antenna Replacement Labor INV 3965 | $1,053.13 | |
| | | | | | | **Org Expense** | | **$1,091.08** |
| 62000051: Custodial Disbursements | 2026897 | MI JUNE 2025 | P | 224267 | WA ST TREASURER'S OFFICE | Remit Mercer Island Court Fines | $10,356.14 | |
| | 2026898 | NC June 2025 | P | 224267 | WA ST TREASURER'S OFFICE | Remit Newcastle Court Fines | $9,960.70 | |
| | 2026901 | MI 6.2025 | P | 224215 | KC FINANCE | Remit KC Crime Victims | $1,321.60 | |
| | | JULY 2025 | M | 133 | WA ST DEPT OF REVENUE | JUL25 COMBINED EXCISE TAX | $13,458.43 | |
| | | JULY 2025 | M | 133 | WA ST DEPT OF REVENUE | JUL25 COMBINED EXCISE TAX | $772.41 | |
| | | | | | | **Org Expense** | | **$35,869.28** |
| **Total** | | | | | | | | **$2,701,564.31** |

# Accounts Payable Report by Check Number

| Type | Check # | Vendor | Invoice # | Description | Invoice Amount |
|---|---|---|---|---|---|
| M | 125 | ADP INC | JULY 2025 | JUL25 ADP FEES | $1,928.26 |
| | | | JULY 2025 | JUL25 ADP FEES | $6,285.52 |
| | | | | **Check Amount:** | **$8,213.78** |
| | 126 | COMCAST | 245313573 | JUL25 COMCAST | $4,592.04 |
| | | | | **Check Amount:** | **$4,592.04** |
| | 127 | WA ST DOL | JULY 2025 | JUL25 DRIVER ABSTRACT | $15.00 |
| | | | | **Check Amount:** | **$15.00** |
| | 128 | VEBA | JULY 2025 | JUL25 VEBA CONTRIBUTION | $71,361.80 |
| | | | JULY 2025 | JUL25 VEBA CONTRIBUTION | $37,761.82 |
| | | | JULY 2025 | JUL25 VEBA CONTRIBUTION | $40,477.47 |
| | | | | **Check Amount:** | **$149,601.09** |
| | 129 | WEX INC | 105701747 | JUL25 WEX | $14,466.13 |
| | | | | **Check Amount:** | **$14,466.13** |
| | 130 | NAVIA BENEFIT SOLUTIONS INC | JULY 2025 | JUL25 NAVIA | $120.40 |
| | | | JULY 2025 | JUL25 NAVIA | $1,990.56 |
| | | | | **Check Amount:** | **$2,110.96** |
| | 131 | UNUM GROUP | JULY 2025 | JUL25 UNUM | $364.00 |
| | | | | **Check Amount:** | **$364.00** |
| | 132 | AFLAC | JULY 2025 | JUL25 AFLAC | $477.02 |
| | | | | **Check Amount:** | **$477.02** |
| | 133 | WA ST DEPT OF REVENUE | JULY 2025 | JUL25 COMBINED EXCISE TAX | $52,896.71 |
| | | | JULY 2025 | JUL25 COMBINED EXCISE TAX | $17,568.00 |
| | | | JULY 2025 | JUL25 COMBINED EXCISE TAX | $3,502.95 |
| | | | JULY 2025 | JUL25 COMBINED EXCISE TAX | $13,458.43 |
| | | | JULY 2025 | JUL25 COMBINED EXCISE TAX | $621.46 |
| | | | JULY 2025 | JUL25 COMBINED EXCISE TAX | $772.41 |
| | | | JULY 2025 | JUL25 COMBINED EXCISE TAX | $1,636.10 |
| | | | JULY 2025 | JUL25 COMBINED EXCISE TAX | $105.86 |
| | | | JULY 2025 | JUL25 COMBINED EXCISE TAX | $36.72 |
| | | | JULY 2025 | JUL25 COMBINED EXCISE TAX | $12.75 |
| | | | JULY 2025 | JUL25 COMBINED EXCISE TAX | $6.12 |
| | | | JULY 2025 | JUL25 COMBINED EXCISE TAX | $4.08 |
| | | | JULY 2025 | JUL25 COMBINED EXCISE TAX | $7.34 |
| | | | JULY 2025 | JUL25 COMBINED EXCISE TAX | $122.40 |
| | | | | **Check Amount:** | **$90,751.33** |
| | 134 | AWC | JULY 2025 | JUL25 AWC | $127,702.83 |
| | | | JULY 2025 | JUL25 AWC | $84,828.40 |
| | | | JULY 2025 | JUL25 AWC | $22,419.26 |

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|---|---|---|---|---|
| | | JULY 2025 | JUL25 AWC | $5,500.64 |
| | | JULY 2025 | JUL25 AWC | $1,794.30 |
| | | JULY 2025 | JUL25 AWC | $695.55 |
| | | JULY 2025 | JUL25 AWC | $247.50 |
| | | JULY 2025 | JUL25 AWC | $3,207.36 |
| | | JULY 2025 | JUL25 AWC | $1,242.40 |
| | | JULY 2025 | JUL25 AWC | $1,140.63 |
| | | JULY 2025 | JUL25 AWC | $411.70 |
| | | | **Check Amount:** | **$249,190.57** |
| 135 | WA ST DEPT OF RETIREMENT SYSTEMS | JULY 2025 06.10.25 | JUL25 DRS PAYMENT 6.10.25 | $19,795.80 |
| | | JULY 2025 06.10.25 | JUL25 DRS PAYMENT 6.10.25 | $12,346.27 |
| | | JULY 2025 06.10.25 | JUL25 DRS PAYMENT 6.10.25 | $36,735.13 |
| | | JULY 2025 06.10.25 | JUL25 DRS PAYMENT 6.10.25 | $33,220.94 |
| | | JULY 2025 06.10.25 | JUL25 DRS PAYMENT 6.10.25 | $18,844.24 |
| | | JULY 2025 06.10.25 | JUL25 DRS PAYMENT 6.10.25 | $10,271.51 |
| | | JULY 2025 06.10.25 | JUL25 DRS PAYMENT 6.10.25 | $8,377.21 |
| | | JULY 2025 06.10.25 | JUL25 DRS PAYMENT 6.10.25 | $4,767.02 |
| | | | **Check Amount:** | **$144,358.12** |
| 136 | WA ST DEPT OF RETIREMENT SYSTEMS | JULY 2025 06.25.25 | JUL25 DRS PAYMENT 6.25.25 | $20,083.02 |
| | | JULY 2025 06.25.25 | JUL25 DRS PAYMENT 6.25.25 | $12,525.40 |
| | | JULY 2025 06.25.25 | JUL25 DRS PAYMENT 6.25.25 | $35,697.82 |
| | | JULY 2025 06.25.25 | JUL25 DRS PAYMENT 6.25.25 | $32,772.96 |
| | | JULY 2025 06.25.25 | JUL25 DRS PAYMENT 6.25.25 | $17,805.12 |
| | | JULY 2025 06.25.25 | JUL25 DRS PAYMENT 6.25.25 | $9,987.48 |
| | | JULY 2025 06.25.25 | JUL25 DRS PAYMENT 6.25.25 | $8,214.91 |
| | | JULY 2025 06.25.25 | JUL25 DRS PAYMENT 6.25.25 | $4,563.45 |
| | | | **Check Amount:** | **$141,650.16** |
| 137 | MERCHANT OneTime | JULY 2025 | JUL25 MERCHANT FEE | $6,542.68 |
| | | JULY 2025 | JUL25 MERCHANT FEE | $408.58 |

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|---|---|---|---|---|---|---|
| | | | JULY 2025 | JUL25 MERCHANT FEE | $17,824.56 | |
| | | | JULY 2025 | JUL25 MERCHANT FEE | $108.78 | |
| | | | JULY 2025 | JUL25 MERCHANT FEE | $11,253.12 | |
| | | | JULY 2025 | JUL25 MERCHANT FEE | $56.03 | |
| | | | JULY 2025 | JUL25 MERCHANT FEE | $56.02 | |
| | | | JULY 2025 | JUL25 MERCHANT FEE | $398.39 | |
| | | | JULY 2025 | JUL25 MERCHANT FEE | $398.38 | |
| | | | JULY 2025 | JUL25 MERCHANT FEE | $883.00 | |
| | | | JULY 2025 | JUL25 MERCHANT FEE | $3,021.75 | |
| | | | | **Check Amount:** | | **$40,951.29** |
| P | 224100 | AAA FIRE & SAFETY INC | 12524208 | ANNUAL FIRE EXTINGUISHER INSPECTION | $411.43 | |
| | | | 12524208 | ANNUAL FIRE EXTINGUISHER INSPECTION | $411.43 | |
| | | | 12524208 | ANNUAL FIRE EXTINGUISHER INSPECTION | $411.43 | |
| | | | 12524208 | ANNUAL FIRE EXTINGUISHER INSPECTION | $137.15 | |
| | | | | **Check Amount:** | | **$1,371.44** |
| | 224101 | APPLIED ECOLOGY | 2054 | 25-05J SE 53rd Open Space Restoration | $7,879.30 | |
| | | | 2053 | 25-05J SE 53rd Open Space Restoration | $606.10 | |
| | | | 2052 | 25-05J SE 53rd Open Space Restoration | $4,848.80 | |
| | | | | **Check Amount:** | | **$12,124.20** |
| | 224102 | AT PRODUCTIONS, LLC | F-01122 | Summer Celebration electrical equipment | $5,913.47 | |
| | | | | **Check Amount:** | | **$5,913.47** |
| | 224103 | AT&T MOBILITY | 7855x07132025 | Hotspot for Kyle Hawkins | $40.04 | |
| | | | | **Check Amount:** | | **$40.04** |
| | 224104 | AT&T MOBILITY | 4926x07132025 | Wireless Hotspots 6.6.2025 - 7.5.2025 | $40.04 | |
| | | | 4926x07132025 | Wireless Hotspots 6.6.2025 - 7.5.2025 | $40.04 | |
| | | | | **Check Amount:** | | **$80.08** |
| | 224105 | AT&T MOBILITY | 3437x07132025 | Wireless Cell Svc 6.6.2025 - 7.5.2025 | $2,627.17 | |
| | | | | **Check Amount:** | | **$2,627.17** |
| | 224106 | AT&T MOBILITY | 5128x07132025 | Wireless Cell Svc 6.6.2025 - 7.5.2025 | $120.12 | |
| | | | | **Check Amount:** | | **$120.12** |
| | 224107 | AT&T MOBILITY | 4975x07132025 | Wireless Cell Svc 6.6.2025 - 7.5.2025 | $80.08 | |

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|---|---|---|---|---|---|
| | | | **Check Amount:** | | **$80.08** |
| 224108 | AT&T MOBILITY | 6361x07132025 | Wireless Cell Svc 6.6.2025 - 7.5.2025 | $40.04 | |
| | | | **Check Amount:** | | **$40.04** |
| 224109 | AT&T MOBILITY | 5224x07132025 | Wireless Cell Svc 6.10.2025 - 7.5.2025 | $35.14 | |
| | | | **Check Amount:** | | **$35.14** |
| 224110 | AT&T MOBILITY | 4040x07192025 | A.Keverkamp's Laptop July 2025 | $30.66 | |
| | | | **Check Amount:** | | **$30.66** |
| 224111 | ATCO | 484017 | Project: PNW2023-102 G.2 Lease | $10,175.73 | |
| | | | **Check Amount:** | | **$10,175.73** |
| 224112 | BARNETT, JASON | REIM 7.10.2025 | Reimburse Jason Barnett - steel toe boots | $100.00 | |
| | | | **Check Amount:** | | **$100.00** |
| 224113 | BLUEBEAM INC. | 2419983 | Bluebeam Subscription REenewal | $484.88 | |
| | | 2419983 | Bluebeam Subscription REenewal | $484.88 | |
| | | 2419983 | Bluebeam Subscription REenewal | $121.22 | |
| | | 2419983 | Bluebeam Subscription REenewal | $1,090.98 | |
| | | 2419983 | Bluebeam Subscription REenewal | $121.22 | |
| | | 2419983 | Bluebeam Subscription REenewal | $121.22 | |
| | | | **Check Amount:** | | **$2,424.40** |
| 224114 | BROWN AND CALDWELL CONSULTANTS | 14568189 | On-call SCADA work for various projects | $2,212.06 | |
| | | 14568189 | On-call SCADA work for various projects | $1,615.62 | |
| | | 14568189 | On-call SCADA work for various projects | $7,348.23 | |
| | | 14568189 | On-call SCADA work for various projects | $1,022.40 | |
| | | 14568189 | On-call SCADA work for various projects | $7,597.35 | |
| | | | **Check Amount:** | | **$19,795.66** |
| 224115 | CAROLLO ENGINEERS INC | FB69048 | Services for Emergency Water Supply Strategy Profe | $1,949.38 | |
| | | | **Check Amount:** | | **$1,949.38** |
| 224116 | CHIP GEORGE INC | 9926 | AMI Antenna Exchange and Upgrade | $186.25 | |

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|---|---|---|---|---|---|
| | | | **Check Amount:** | | **$186.25** |
| 224117 | CINTAS CORPORATION | 5275234502 | PW Medical Cabinets Updated | $957.58 | |
| | | 5275234501 | Parks & Rec Medical Cabinet Updated | $668.01 | |
| | | 5274949304 | Community Center Medical Cabinet Updated | $620.73 | |
| | | 5279626907 | COMMUNITY CENTER AT MERCERVIEW Medical Cabinets Up | $214.82 | |
| | | 5275234502 | PW Medical Cabinets Updated | $486.14 | |
| | | | **Check Amount:** | | **$2,947.28** |
| 224118 | CINTAS CORPORATION | 4236731497 | Laundry Service for the Week of 7/14/25 | $91.26 | |
| | | 4236731497 | Laundry Service for the Week of 7/14/25 | $792.75 | |
| | | | **Check Amount:** | | **$884.01** |
| 224119 | CITY OF NEWCASTLE | 1134 | Court Office Rent 8/25 INV 1134 | $4,217.51 | |
| | | | **Check Amount:** | | **$4,217.51** |
| 224120 | CONFIDENTIAL DATA DISPOSAL | 22944578 | Document Shredding Service INV 22944578 | $250.00 | |
| | | | **Check Amount:** | | **$250.00** |
| 224121 | CONSOR NORTH AMERICA INC | W192659WA.01 - 20 | Reservoir Stand by Gen Repl Co | $2,940.14 | |
| | | | **Check Amount:** | | **$2,940.14** |
| 224122 | CORT PARTY RENTAL | 190420-1 | Summer Celebration Furniture & Equipment Rental | $12,399.34 | |
| | | | **Check Amount:** | | **$12,399.34** |
| 224123 | CREST APARTMENT LLC | 206693 | Rent assistance for EA client | $3,000.00 | |
| | | | **Check Amount:** | | **$3,000.00** |
| 224124 | CRYSTAL SPRINGS | 14555831 070525 | Water Service | $593.00 | |
| | | | **Check Amount:** | | **$593.00** |
| 224126 | DAVID EVANS & ASSOC INC | 593174 | First Hill Generator Repl Desi | $481.00 | |
| | | | **Check Amount:** | | **$481.00** |
| 224127 | DEPT OF ENTERPRISE SERVICES | 731145499 | YFS business cards for Lauren and Joy | $92.52 | |
| | | | **Check Amount:** | | **$92.52** |
| 224128 | DTG ENTERPRISES INC | 29165193 | Asphalt & Concrete Re-Cycling | $4,605.06 | |
| | | | **Check Amount:** | | **$4,605.06** |
| 224129 | EASTSIDE EXTERMINATORS | 963469 | Commercial Rodent Service | $236.93 | |
| | | 959926 | City Hall Bi-Monthly Service | $312.03 | |

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|---|---|---|---|---|---|
| | | 916559 | Commercial Pest service recurring | $301.51 | |
| | | | **Check Amount:** | | **$850.47** |
| 224130 | EMPYREAN ELEVATOR LLC | 12566 | MC-0681 Elevator maintenance service for 07/01/202 | $788.87 | |
| | | | **Check Amount:** | | **$788.87** |
| 224131 | FARALLON CONSULTING LLC | 0056752 | Project 01292-005.001 Evergreen Building Property | $3,147.60 | |
| | | | **Check Amount:** | | **$3,147.60** |
| 224132 | SR VENTURES INC. | B-125941 | Land Use Sign Supplies | $3,250.90 | |
| | | | **Check Amount:** | | **$3,250.90** |
| 224133 | FIRE PROTECTION INC | 101667 | Fee Alarm Monitoring Quarterly Fee | $1,818.30 | |
| | | | **Check Amount:** | | **$1,818.30** |
| 224134 | GREEN LATRINE | I58025 | Long-Term Rental - Jun 20, 2025 - Jul 17, 2025 | $350.00 | |
| | | I58427 | Monthly Rental ADA Jul 1, 2025 - Jul 28, 2025 | $500.00 | |
| | | I58313,I58899 | Green Latrine Regular Service (year-2025) | $849.85 | |
| | | I58313,I58899 | Green Latrine Regular Service (year-2025) | $215.15 | |
| | | | **Check Amount:** | | **$1,915.00** |
| 224135 | HOLLYWOOD LIGHTS INC | 137003 | Generator & Power for Stage and Lights | $4,176.58 | |
| | | | **Check Amount:** | | **$4,176.58** |
| 224136 | HUTCHISON LAW LLC | June 2025 | Conflict Public Defense Services June 2025 | $1,100.00 | |
| | | | **Check Amount:** | | **$1,100.00** |
| 224137 | JIRA, ROBERT | REIM 7.14.2025 | Reimburse Bobby Jira - supplies for events | $343.78 | |
| | | | **Check Amount:** | | **$343.78** |
| 224138 | JUVVAL TECH LLC | Moli-Mercer-0725-01 | Moli July subscription | $200.00 | |
| | | | **Check Amount:** | | **$200.00** |
| 224139 | KAMINS CONSTRUCTION INC | Progress Payment #4 | 4004 ICW | $1,250.00 | |
| | | | **Check Amount:** | | **$1,250.00** |
| 224140 | KRAZAN & ASSOCIATES INC | INV I625817-5832 | Town Center Parking Facility Materials Testing | $2,322.50 | |
| | | | **Check Amount:** | | **$2,322.50** |
| 224141 | LEXIPOL LLC | INVLEX1125277 2 | Lexipol FTO Program | $2,136.67 | |
| | | | **Check Amount:** | | **$2,136.67** |

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|---|---|---|---|---|---|
| 224142 | LORILLA, MICHELE | REIM 7.15.2025 | Reimburse M.Lorilla shipping to return old laptop | $37.95 | |
| | | | **Check Amount:** | | **$37.95** |
| 224143 | MARLIN LEASING CORPORATION | 40710721 | Copier Lease Fees July 2025 INV 40710721 | $1,032.58 | |
| | | | **Check Amount:** | | **$1,032.58** |
| 224144 | MCALEESE, DANIEL | REIM 6.23.2025 | Reimburse D.McAleese - work boots | $223.16 | |
| | | | **Check Amount:** | | **$223.16** |
| 224145 | METROPRESORT | IN679285 | JUNE 2025 PRNT & MAILING UTILITY STATEMENTS BOOK 1 | $87.61 | |
| | | IN679285 | JUNE 2025 PRNT & MAILING UTILITY STATEMENTS BOOK 1 | $60.76 | |
| | | IN679285 | JUNE 2025 PRNT & MAILING UTILITY STATEMENTS BOOK 1 | $87.61 | |
| | | IN679285 | JUNE 2025 PRNT & MAILING UTILITY STATEMENTS BOOK 1 | $60.76 | |
| | | IN679285 | JUNE 2025 PRNT & MAILING UTILITY STATEMENTS BOOK 1 | $87.61 | |
| | | IN679285 | JUNE 2025 PRNT & MAILING UTILITY STATEMENTS BOOK 1 | $60.77 | |
| | | | **Check Amount:** | | **$445.12** |
| 224146 | MI CHAMBER OF COMMERCE | 1768 | Q2 Chamber Services Agreement | $3,600.00 | |
| | | | **Check Amount:** | | **$3,600.00** |
| 224147 | MI HARDWARE TRUE VALUE | Park Maint June 2025 | MI True Value 06.30.25 Statement - Park Maint. | $153.41 | |
| | | Park Maint June 2025 | MI True Value 06.30.25 Statement - Park Maint. | $25.95 | |
| | | Park Maint June 2025 | MI True Value 06.30.25 Statement - Park Maint. | $508.11 | |
| | | | **Check Amount:** | | **$687.47** |
| 224148 | MI HARDWARE TRUE VALUE | Parks & Rec Jun 2025 | MI True Value 06.30.25 STMT - Parks & Rec | $42.99 | |
| | | | **Check Amount:** | | **$42.99** |
| 224149 | MI HARDWARE TRUE VALUE | Utility Dept Jun2025 | MI True Value 06.30.25 Statement - Utility Dept | $5.94 | |
| | | | **Check Amount:** | | **$5.94** |
| 224150 | MI HARDWARE TRUE VALUE | Bldg Serv June 2025 | MI True Value 06.30.25 Statement - Building Servic | $65.55 | |
| | | Bldg Serv June 2025 | MI True Value 06.30.25 Statement - Building Servic | $2.93 | |
| | | | **Check Amount:** | | **$68.48** |

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| 224151 | MI HARDWARE TRUE VALUE | ROW June 2025 | MI True Value 06.30.25 Statement - ROW | $37.46 | |
| | | ROW June 2025 | MI True Value 06.30.25 Statement - ROW | $13.87 | |
| | | | **Check Amount:** | | **$51.33** |
| 224152 | MI UTILITY BILLS | 6/30/2025-252116 | 6/30/2025 PAYMENT OF UTILITY BILLS FOR WATER SERVI | $19,874.88 | |
| | | 6/30/2025-252116 | 6/30/2025 PAYMENT OF UTILITY BILLS FOR WATER SERVI | $14,331.38 | |
| | | 6/30/2025-252116 | 6/30/2025 PAYMENT OF UTILITY BILLS FOR WATER SERVI | $7,276.89 | |
| | | 6/30/2025-252116 | 6/30/2025 PAYMENT OF UTILITY BILLS FOR WATER SERVI | $75,895.09 | |
| | | | **Check Amount:** | | **$117,378.24** |
| 224153 | NEWTON, TONY | REIM 7.16.2025 | Reimburse T.Newton SC! Coffee & Donuts | $61.69 | |
| | | | **Check Amount:** | | **$61.69** |
| 224154 | OAC SERVICES INC | 151362R | Advisory Services for GC/CM De | $1,975.10 | |
| | | 151553 | Advisory Services for GC/CM De | $988.50 | |
| | | | **Check Amount:** | | **$2,963.60** |
| 224155 | OCCUPATIONAL HEALTH CTRS OF WA | 87387057 | Employee HEP B Vaccination | $171.00 | |
| | | | **Check Amount:** | | **$171.00** |
| 224156 | OGDEN MURPHY WALLACE PLLC | 910995 | Contract Payment | $4,165.00 | |
| | | 909976 | Contract Payment | $10,105.00 | |
| | | | **Check Amount:** | | **$14,270.00** |
| 224157 | OMA CONSTRUCTION INC | 4 | Town Center Parking Facility | $101,662.49 | |
| | | | **Check Amount:** | | **$96,579.38** |
| 224158 | PACIFIC NORTHWEST YACHTS LLC | 3965 | Patrol 11 Antenna Replacement Labor INV 3965 | $1,053.13 | |
| | | | **Check Amount:** | | **$1,053.13** |
| 224159 | PACIFIC TOPSOIL INC. | 2-O1142625-01 | 50 yards Dark Black Mulch | $797.58 | |
| | | 2-O1142625-01 | 50 yards Dark Black Mulch | $797.57 | |
| | | | **Check Amount:** | | **$1,595.15** |
| 224160 | PAPE MACHINERY INC | 2361571 | John Deere Tractor Repair | $19,684.97 | |
| | | | **Check Amount:** | | **$19,684.97** |
| 224161 | THE PEBBLE PRESCHOOL AT MI PRESBYTERIAN CHURCH | 206692 | Campership for EA client | $600.00 | |
| | | | **Check Amount:** | | **$600.00** |
| 224162 | PUBLIC SAFETY TESTING INC | 2025-671 | Q2 2025 Candidate List INV 2025-671 | $2,366.00 | |

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|---|---|---|---|---|---|
| | | | **Check Amount:** | | **$2,366.00** |
| 224163 | PUT A STAGE ON IT | INV1515 | Summer Celebration! Mercerdale Park Stage | $1,954.12 | |
| | | | **Check Amount:** | | **$1,954.12** |
| 224164 | RAINIER ASPHALT SEALING, LLC | 21131 RETAINAGE | Retainage Release - Aubrey Davis Asphalt Work | $3,536.59 | |
| | | | **Check Amount:** | | **$3,536.59** |
| 224165 | REAPER CONSTRUCTION INC | Progress Payment #1 | Street Related Storm and Water | $12,292.21 | |
| | | Progress Payment #1 | Street Related Storm and Water | $23,987.00 | |
| | | | **Check Amount:** | | **$32,765.06** |
| 224166 | RON'S STUMP REMOVAL | 11732 | Pruning and removal of trees in various City Park, | $15,372.90 | |
| | | 11732 | Pruning and removal of trees in various City Park, | $10,221.05 | |
| | | 11732 | Pruning and removal of trees in various City Park, | $6,529.35 | |
| | | | **Check Amount:** | | **$30,665.80** |
| 224167 | SOLID WASTE SYSTEMS INC | P7003TAC | Labor Charge | $225.19 | |
| | | P2527TAC | Fiber Optic Cable Connector | $342.96 | |
| | | | **Check Amount:** | | **$568.15** |
| 224168 | SONESSA, MERGIA Y | 16-4698-19 | Amharic interpreter 7.1.25 | $154.76 | |
| | | | **Check Amount:** | | **$154.76** |
| 224169 | SOUND PUBLISHING INC | 8171918 | June Legal Notices | $467.65 | |
| | | 8169231 | May Legal Notices and Ads | $444.53 | |
| | | | **Check Amount:** | | **$912.18** |
| 224170 | SOUND SAFETY PRODUCTS | 183511/4 | clothing allowance for Omar Chamaro | $176.76 | |
| | | | **Check Amount:** | | **$176.76** |
| 224171 | TUNG, BILLY | 38280999 | Summer Celebration Bubbles Foam Party at Mercerdal | $7,107.90 | |
| | | | **Check Amount:** | | **$7,107.90** |
| 224172 | STERLING VOLUNTEERS | 10360614 | Background Checks INV 10360614 | $216.00 | |
| | | | **Check Amount:** | | **$216.00** |
| 224173 | SUPPLY SOURCE INC, THE | 2502245 | Various janitorial supplies: (Liners, Tissue, Clea | $1,560.91 | |
| | | | **Check Amount:** | | **$1,560.91** |
| 224174 | SYBIS | 2398 | Cyberlock Annual Subscription - Access Control | $1,011.64 | |
| | | 2398 | Cyberlock Annual Subscription - Access Control | $1,011.63 | |
| | | | **Check Amount:** | | **$2,023.27** |
| 224175 | THE PART WORKS, INC | INV120949 | Bathroom Fixtures & Parts | $588.52 | |

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| | | | **Check Amount:** | | **$588.52** |
| 224176 | THOMPSON, DANIEL P | 20250610 | 2025-06-10 PC Meeting | $500.00 | |
| | | | **Check Amount:** | | **$500.00** |
| 224177 | TRAFFIC SAFETY SUPPLY | INV082193 | Type III barricades | $11,151.69 | |
| | | INV082242 | Signs for Town Center's new parking regulations | $3,370.72 | |
| | | | **Check Amount:** | | **$14,522.41** |
| 224178 | UNITED REPROGRAPHICS | 9126803-IN | Landscape Signs for Town Center Parking Lot | $158.69 | |
| | | | **Check Amount:** | | **$158.69** |
| 224179 | VUELTA LA LUNA CIRCUS LLC | Vuelta2025 | Summer Celebration Circus Entertainment | $9,800.00 | |
| | | | **Check Amount:** | | **$9,800.00** |
| 224180 | WA ST DOL | 6/6/2025 - 7/9/2025 | CONCEALED PISTOL LICENSES ISSUED | $180.00 | |
| | | | **Check Amount:** | | **$180.00** |
| 224181 | WALTER E NELSON CO | 1066535 | Vac & Pump Motors | $1,009.32 | |
| | | | **Check Amount:** | | **$1,009.32** |
| 224182 | WANG, LAI GINGER | 16-2899-182 | Mandarin interp 7.14.25 | $170.77 | |
| | | 16-4107-182 | Mandarin interp 7.01.25 | $170.77 | |
| | | | **Check Amount:** | | **$341.54** |
| 224183 | WAVE ELECTRICAL LLC | 25136 | LBP CARETAKER HOUSE SERVER CIRCUIT | $1,708.10 | |
| | | 25140 | LBP CARETAKER HOUSE TRANSFER SWITCH INSTALL | $2,060.74 | |
| | | | **Check Amount:** | | **$3,768.84** |
| 224184 | WEINBERG, TED | REIM 7.10.2025 | Reimburse T.Weinberg - per diem & travel ACW Conf. | $139.00 | |
| | | REIM 7.10.2025 | Reimburse T.Weinberg - per diem & travel ACW Conf. | $303.80 | |
| | | | **Check Amount:** | | **$442.80** |
| 224185 | OMA CONSTRUCTION INC | 4b | Contract Withholding: 1124 | $5,083.11 | |
| | | | **Check Amount:** | | **$5,083.11** |
| 224186 | 29 ELEVEN INC | 236648 | Name Badges for Jeremy B & Sol S | $38.02 | |
| | | | **Check Amount:** | | **$38.02** |
| 224187 | AKYUZ, KATHERINE A | 20250610 | 2025-06-10 PC Meeting | $500.00 | |
| | | | **Check Amount:** | | **$500.00** |
| 224188 | ALLOY ART SERVICES LLC | 206847 | Restoration of Totem by Bernard Hosey | $8,333.33 | |
| | | | **Check Amount:** | | **$8,333.33** |
| 224189 | AMADO-PITTLE, MARIA CECILIA | 16-4675-218 | Spanish interpreter 7.15.25 | $167.42 | |
| | | | **Check Amount:** | | **$167.42** |
| 224190 | AMERIGAS-1400 | 3179584389 | Propane | $1,586.38 | |
| | | | **Check Amount:** | | **$1,586.38** |

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| 224191 | AQUATIC INFORMATICS INC | 114143 | Tokay WebTest Report - Test entered June 2025 | $1,300.36 | |
| | | | **Check Amount:** | | **$1,300.36** |
| 224192 | AT&T MOBILITY | 5486x07192025 | Police Cellphones & Laptops 6.12.25 - 7.11.25 | $1,713.01 | |
| | | | **Check Amount:** | | **$1,713.01** |
| 224193 | AVEDISYAN, RUBEN | Avedisyan 2.24.25 | Russian interpreter | $150.00 | |
| | | | **Check Amount:** | | **$150.00** |
| 224194 | BACKFLOWS NORTHWEST INC | 666804 | Backflow testing | $219.00 | |
| | | | **Check Amount:** | | **$219.00** |
| 224195 | BELLEVUE WOLVERINE BOOSTERS | INV-69526 | Remaining account credit returned | $662.00 | |
| | | | **Check Amount:** | | **$662.00** |
| 224196 | BELLEVUE, CITY OF | 53078 | Q2 2025 MBP Subscription | $13,445.69 | |
| | | | **Check Amount:** | | **$13,445.69** |
| 224197 | BERHANE, ASSEFA | 16-4604-193 | Tigrinya interpreter 7.15.25 | $136.90 | |
| | | | **Check Amount:** | | **$136.90** |
| 224198 | BROWN AND CALDWELL CONSULTANTS | 14571449 | SCADA Systems Replacement Desi | $4,129.25 | |
| | | | **Check Amount:** | | **$4,129.25** |
| 224199 | CINTAS CORPORATION | 4237538804 | Laundry Service for week of 7.21.2025 | $91.26 | |
| | | 4237538804 | Laundry Service for week of 7.21.2025 | $792.75 | |
| | | | **Check Amount:** | | **$884.01** |
| 224200 | CONSOR NORTH AMERICA INC | W192659WA.01 | Reservoir Stand by Gen Repl Co | $4,188.00 | |
| | | W242107WA.00-08 | Remaining funds w/ Consor for | $36,268.68 | |
| | | | **Check Amount:** | | **$40,456.68** |
| 224201 | COUNTRY VILLAGE DAY SCHOOL | 206891 | Campership assistance for EA client | $300.00 | |
| | | | **Check Amount:** | | **$300.00** |
| 224202 | | LEOFF 1 Expense July | LEOFF I Retiree Expenses | $171.00 | |
| | | | **Check Amount:** | | **$171.00** |
| 224203 | DEPT OF L&I-ELEVATOR PROGRAM | INV-412202 | Annual Operating Certificate Renewal Fee | $174.30 | |
| | | INV-412202 | Annual Operating Certificate Renewal Fee | $174.30 | |
| | | INV-412202 | Annual Operating Certificate Renewal Fee | $174.30 | |
| | | | **Check Amount:** | | **$522.90** |

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| 224204 | DOOLEY ENTERPRISES INC | 70387 | Ammunition Order Quote # 027320 | $10,439.15 | |
| | | | **Check Amount:** | | **$10,439.15** |
| 224205 | | LEOFF I Expense | LEOFF I Retiree Expenses | $113.46 | |
| | | | **Check Amount:** | | **$113.46** |
| 224206 | | LEOFF I Expense July | LEOFF I Retiree Expenses | $76.82 | |
| | | | **Check Amount:** | | **$76.82** |
| 224207 | EMPYREAN ELEVATOR LLC | 12567 | Mercer Island Thrift Store MC-0680 Elevator mainte | $788.87 | |
| | | | **Check Amount:** | | **$788.87** |
| 224208 | FARALLON CONSULTING LLC | 0056552 | Disposal of kerosene at Fire Station 92 | $2,572.85 | |
| | | | **Check Amount:** | | **$2,572.85** |
| 224209 | GIBSON, JOHN BROOKS | 20250610 | 2025-06-10 PC Meeting | $500.00 | |
| | | | **Check Amount:** | | **$500.00** |
| 224210 | GRAINGER CARIBE INC | 9581568202 | Misc Tools & Supplies | $720.38 | |
| | | | **Check Amount:** | | **$720.38** |
| 224211 | GREEN LATRINE | I59087 | Green Latrine Regular Service (year-2025) | $45.00 | |
| | | | **Check Amount:** | | **$45.00** |
| 224212 | HOME DEPOT | 06.13.25 Statement | 06.13.25 Statement | $186.27 | |
| | | 06.13.25 Statement | 06.13.25 Statement | $789.64 | |
| | | 06.13.25 Statement | 06.13.25 Statement | $747.03 | |
| | | | **Check Amount:** | | **$1,722.94** |
| 224213 | HWA GEOSCIENCES INC | 38263 | 40th Street Waterline Repair [2024-164-21] May/Jun | $2,414.40 | |
| | | | **Check Amount:** | | **$2,414.40** |
| 224214 | KAR-VEL CONSTRUCTION INC | PP #4 | 2024 WSI Construction | $270,306.42 | |
| | | | **Check Amount:** | | **$270,306.42** |
| 224215 | KC FINANCE | MI 6.2025 | Remit KC Crime Victims | $1,321.60 | |
| | | | **Check Amount:** | | **$1,321.60** |
| 224216 | KC FINANCE | 2167604 | Remit Q1 Liquor Excise Tax | $1,842.70 | |
| | | | **Check Amount:** | | **$1,842.70** |
| 224217 | KCDA PURCHASING COOPERATIVE | 247032.74 | Construction of Roanoke Park Playground Renovation | $247,032.74 | |
| | | | **Check Amount:** | | **$247,032.74** |
| 224218 | KPFF CONSULTING ENGINEERS | 569703 | Design and engineering for LBP docks and waterfron | $93,979.82 | |
| | | | **Check Amount:** | | **$93,979.82** |

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| 224219 | PSOMAS | 223578 | Psomas ICW Corridor Improvements June 2025 Invoice | $51,036.97 | |
| | | 223994 | Psomas Construction Support June 2025 Invoice | $151.23 | |
| | | | **Check Amount:** | | **$51,188.20** |
| 224220 | LIFELINE TRAINING | 25-126991 | Police Training | $1,644.94 | |
| | | | **Check Amount:** | | **$1,644.94** |
| 224221 | LINN, AUTUMN | 16-4816-31 | Spanish interp 7.22.25 | $150.00 | |
| | | | **Check Amount:** | | **$150.00** |
| 224222 | MARTEN LAW | 44099580 | Contract Payment | $6,694.00 | |
| | | 44099581 | Contract Payment | $1,166.50 | |
| | | | **Check Amount:** | | **$7,860.50** |
| 224223 | METROPRESORT | IN679409 | JULY 2025 PRNT & MAILING OF UTILITY STATEMENTS BOO | $88.93 | |
| | | IN679409 | JULY 2025 PRNT & MAILING OF UTILITY STATEMENTS BOO | $61.61 | |
| | | IN679409 | JULY 2025 PRNT & MAILING OF UTILITY STATEMENTS BOO | $88.93 | |
| | | IN679409 | JULY 2025 PRNT & MAILING OF UTILITY STATEMENTS BOO | $61.61 | |
| | | IN679409 | JULY 2025 PRNT & MAILING OF UTILITY STATEMENTS BOO | $88.94 | |
| | | IN679409 | JULY 2025 PRNT & MAILING OF UTILITY STATEMENTS BOO | $61.62 | |
| | | | **Check Amount:** | | **$451.64** |
| 224224 | MI SCHOOL DISTRICT #400 | JULY 2025 | 2025 MARY WAYTE POOL SUBSIDY | $15,141.52 | |
| | | | **Check Amount:** | | **$15,141.52** |
| 224225 | MORGAN SOUND INC | MSI122474 | SC! Sound Services | $3,590.54 | |
| | | | **Check Amount:** | | **$3,590.54** |
| 224226 | NASSCO INC | CP-005457 | Nassco Recertification course D. Baker & E. Martin | $1,550.00 | |
| | | | **Check Amount:** | | **$1,550.00** |
| 224227 | NATURAL SYSTEMS DESIGN | 2025-491 | Carryover SW0114 - WC 29.3 Des | $5,972.50 | |
| | | 2025-608 | Carryover SW0114 - WC 29.3 Des | $6,439.20 | |
| | | | **Check Amount:** | | **$12,411.70** |
| 224228 | PACIFIC MOBILE STRUCTURES, INC. | INV-00465240 | Rental 8x30 Office | $1,464.58 | |
| | | | **Check Amount:** | | **$1,464.58** |
| 224229 | PACIFIC NORTHWEST YACHTS LLC | 3938 | Troubleshoot Patrol 14 Electronics INV 3938 | $800.04 | |

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| | | 3944 | Troubleshoot Patrol 14 Electronics INV 3944 | $4,624.56 | |
| | | | **Check Amount:** | | **$5,424.60** |
| 224230 | PEREZ, ANTHONY L | 20250610 | 2025-06-10 PC Meeting | $500.00 | |
| | | | **Check Amount:** | | **$500.00** |
| 224231 | PITNEY BOWES | 3321039759 | POSTAGE MACHINE LEASE 6/3/25-9/2/25 | $1,349.17 | |
| | | | **Check Amount:** | | **$1,349.17** |
| 224232 | PLITMAN, VLADISLAV | 16-4653-36 | Russian interp 7.22.25 | $164.74 | |
| | | | **Check Amount:** | | **$164.74** |
| 224233 | | L1 Expenses | LEOFF I Retiree Expense | $2,144.83 | |
| | | | **Check Amount:** | | **$2,144.83** |
| 224234 | REFUNDS OneTime | REFUND P#2304-038 | REFUND Permit #2304-038 canceled wtr svc | $4,659.00 | |
| | | REFUND P#2304-038 | REFUND Permit #2304-038 canceled wtr svc | $3,000.00 | |
| | | REFUND P#2304-038 | REFUND Permit #2304-038 canceled wtr svc | $3,744.00 | |
| | | | **Check Amount:** | | **$11,403.00** |
| 224235 | REFUNDS OneTime | REFUND 41522901 | REFUND escrow overpayment acct41522901 | $25.69 | |
| | | | **Check Amount:** | | **$25.69** |
| 224236 | REFUNDS OneTime | REFUND 5171090 | REFUND escrow overpayment acct5171090 | $437.84 | |
| | | | **Check Amount:** | | **$437.84** |
| 224237 | REFUNDS OneTime | REFUND 626716002 | REFUND escrow overpayment acct626716002 | $490.70 | |
| | | | **Check Amount:** | | **$490.70** |
| 224238 | REFUNDS OneTime | REFUND P#2502-102 | REFUND Permit #2502-102 work canceled | $167.20 | |
| | | | **Check Amount:** | | **$167.20** |
| 224239 | REFUNDS OneTime | REFUND P#2505-175 | REFUND Permit #2505-175 permit pulled in error | $267.20 | |
| | | | **Check Amount:** | | **$267.20** |
| 224240 | REFUNDS OneTime | REFUND P#2506-242 | REFUND Permit #2506-242 permit not required | $167.20 | |
| | | | **Check Amount:** | | **$167.20** |
| 224241 | REFUNDS OneTime | REFUND P#2505-045 | REFUND Permit #2505-045 permit no longer needed | $167.20 | |
| | | | **Check Amount:** | | **$167.20** |
| 224242 | REFUNDS OneTime | REFUND 737223202 | REFUND escrow overpayment acct737223202 | $999.86 | |
| | | | **Check Amount:** | | **$999.86** |
| 224243 | REFUNDS OneTime | REFUND P#2505-120 | REFUND Permit #2505-120 work coverd on diff permit | $167.20 | |

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| | | | **Check Amount:** | | **$167.20** |
| 224244 | REFUNDS OneTime | REFUND 416132101 | REFUND escrow overpayment acct416132101 | $223.87 | |
| | | | **Check Amount:** | | **$223.87** |
| 224245 | REFUNDS OneTime | REFUND P#2505-098 | REFUND Permit #2505-098 work canceled | $167.20 | |
| | | | **Check Amount:** | | **$167.20** |
| 224246 | REMOTE SATELLITE SYSTEMS INT'L INC | 00132865 | EMAC Satellite Phone Service | $79.00 | |
| | | | **Check Amount:** | | **$79.00** |
| 224247 | RH2 ENGINEERING INC | 102234 | Remaining amt RH2, PRV St Repl | $14,441.62 | |
| | | 102406 | Construction management & supp | $6,800.46 | |
| | | 102440 | Sewer System Generator Replace | $1,662.82 | |
| | | | **Check Amount:** | | **$22,904.90** |
| 224248 | ACE OF SPRAYS LLC | 10195 | Bed Liners for New Fleet Trucks | $816.22 | |
| | | 10196 | Bed Liners for New Fleet Trucks | $816.22 | |
| | | 10197 | Bed Liners for New Fleet Trucks | $772.10 | |
| | | | **Check Amount:** | | **$2,404.54** |
| 224249 | ROCKETSEED USA INC | 251379 | Email Signature Software Fee INV 251379 | $2,412.00 | |
| | | | **Check Amount:** | | **$2,412.00** |
| 224250 | ROLLINGER, MARSHA | 2303.001.P2A | Design services for LBB1 historic plaques | $1,266.00 | |
| | | | **Check Amount:** | | **$1,266.00** |
| 224251 | RON'S STUMP REMOVAL | 11731 | Mercer Island Spring 2025 Tree | $29,395.85 | |
| | | | **Check Amount:** | | **$28,062.10** |
| 224252 | SCORE | 8737 | Jail Housing - SCORE | $4,580.52 | |
| | | 8385 | Jail Housing - SCORE | $2,709.02 | |
| | | | **Check Amount:** | | **$7,289.54** |
| 224253 | SEATTLE BOAT CO | 6.22 - 7.22.2025 | Maring Patrol Fuel | $9,633.16 | |
| | | | **Check Amount:** | | **$9,633.16** |
| 224254 | SEATTLE PUBLIC UTILITIES | JUNE-2025 | JUNE 2025 WATER PURCHASE | $262,647.59 | |
| | | | **Check Amount:** | | **$262,647.59** |
| 224256 | STRIDER CONSTRUCTION CO INC | PP No.9 | Reservoir Booster Pump Station | $92,721.98 | |
| | | | **Check Amount:** | | **$88,514.99** |
| 224257 | SUMMIT LAW GROUP | 164911 | HR Support Professional Services | $225.00 | |

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| | | | **Check Amount:** | | **$225.00** |
| 224258 | SUPPLY SOURCE INC, THE | 2502319 | Misc Janitorial Services Supplies | $1,352.82 | |
| | | | **Check Amount:** | | **$1,352.82** |
| 224259 | TACOMA DIESEL | 145558 | 2025 Standby Generator Annual | $991.80 | |
| | | | **Check Amount:** | | **$946.80** |
| 224260 | TRAVIS FITZMAURICE WARTELLE BALANGUE ENGINEERS INC | 11675 | Engineering services for LBB1 electrical upsizing | $5,625.00 | |
| | | | **Check Amount:** | | **$5,625.00** |
| 224261 | TOWN CENTER PUBLICATIONS LLC | 343599 | Chamber Publication Ad INV 343599 | $795.00 | |
| | | | **Check Amount:** | | **$795.00** |
| 224262 | TREETOP PRODUCTS, LLC | INVTRE33014 | Umbrella for Luther Burbank picnic tables | $2,150.33 | |
| | | | **Check Amount:** | | **$2,150.33** |
| 224263 | UNITED RENTALS | 250253174-001 | Cart Rental for Summer Celebration | $784.56 | |
| | | 250253174-002 | Cart Rental for Summer Celebration | $266.68 | |
| | | 20253174-001 | 11349874 Industrial Electric Cart 4 Wheeled | $784.56 | |
| | | 245580445-005 | Excavator rental | $56.20 | |
| | | 245580445-005 | Excavator rental | $2,806.80 | |
| | | 245580445-005 | Excavator rental | $56.20 | |
| | | | **Check Amount:** | | **$4,755.00** |
| 224264 | UNITED REPROGRAPHICS | 9126946-IN | Summer Celebration Photo Booth Signs | $79.34 | |
| | | 9126937-IN | Summer Celebration Project Boards | $186.24 | |
| | | | **Check Amount:** | | **$265.58** |
| 224265 | US SPECIALTY INSURANCE CO | 100979856 | Spietz Notary Bond | $40.00 | |
| | | | **Check Amount:** | | **$40.00** |
| 224266 | WA ST PATROL | I2507023 | WSP CPL background fees | $72.00 | |
| | | | **Check Amount:** | | **$72.00** |
| 224267 | WA ST TREASURER'S OFFICE | MI JUNE 2025 | Remit Mercer Island Court Fines | $10,356.14 | |
| | | NC June 2025 | Remit Newcastle Court Fines | $9,960.70 | |
| | | | **Check Amount:** | | **$20,316.84** |
| 224268 | WALTER E NELSON CO | 1071810 | Janitorial Services Supplies | $164.09 | |
| | | | **Check Amount:** | | **$164.09** |
| 224269 | | LEOFF I Expense | LEOFF I Retiree Expense | $311.45 | |
| | | | **Check Amount:** | | **$311.45** |

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|---|---|---|---|---|---|---|
| | 224270 | ZUMAR INDUSTRIES | 53082 | Powder coated post cap for ADTI (90.25.0048) | $59.45 | |
| | | | | **Check Amount:** | | **$59.45** |
| | 224271 | WAFD BANK | PP#9 RET | Contract Withholding: 1027 | $4,206.99 | |
| | | | | **Check Amount:** | | **$4,206.99** |
| | 224272 | US BANK CORP PAYMENT SYS | 5539 JULY2025 | Remit Payment for P-Card Purchases | $66,249.13 | |
| | | | | **Check Amount:** | | **$66,249.13** |
| V | 224125 | DAILY JOURNAL OF COMMERCE | | | $286.20 | |
| | | | | **Check Amount:** | | **$0.00** |
| | 224255 | BIONA US LLC | | | $654.59 | |
| | | | | **Check Amount:** | | **$0.00** |
| | **Total** | | | | | **$2,701,564.31** |

# BUSINESS OF THE CITY COUNCIL
# CITY OF MERCER ISLAND

**AB 6748**
**September 2, 2025**
**Consent Agenda**

## AGENDA BILL INFORMATION

| | | |
|---|---|---|
| **TITLE:** | AB 6748: Certification for Claims Paid August 1, 2025 through August 15, 2025 | ☐ Discussion Only<br>☒ Action Needed:<br>☒ Motion<br>☐ Ordinance<br>☐ Resolution |
| **RECOMMENDED ACTION:** | Approve the Accounts Payable Certification for Claims paid August 1, 2025 through August 15, 2025 in the amount of $3,813,089.66. | |

| | |
|---|---|
| **DEPARTMENT:** | Finance |
| **STAFF:** | Matt Mornick, Finance Director<br>LaJuan Tuttle, Deputy Finance Director |
| **COUNCIL LIAISON:** | n/a |
| **EXHIBITS:** | 1. Certification for Claims Paid August 1 - 15, 2025 |
| **CITY COUNCIL PRIORITY:** | n/a |

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|---|---|
| **AMOUNT OF EXPENDITURE** | $ n/a |
| **AMOUNT BUDGETED** | $ n/a |
| **APPROPRIATION REQUIRED** | $ n/a |

## EXECUTIVE SUMMARY

The purpose of this agenda bill is to approve the August 1, 2025 through August 15, 2025 Accounts Payable Certification of Claims in the amount of $3,813,089.66. (see Exhibit 1)

## BACKGROUND

*Claims* refer to all external payments that are made to satisfy the obligations of the City, regardless of how payments are processed (e.g., through warrants, checks, electronic funds transfers, etc.). RCW 42.24.080 requires that all claims presented against the City must be certified by the appropriate official to ensure that the claims are just, true, and unpaid obligations against the City, before payment can be made.

RCW 42.24.180 allows the payment of claims to occur prior to City Council approval to expedite processing of the payment of claims, provided, however, that review and approval of the claims' documentation occurs at the next regularly scheduled public meeting.

## ISSUE/DISCUSSION

The Enterprise ERP claims reports (see Exhibit 1) include:

- The **Accounts Payable Report by Check Number** report that presents a simple check register listing of payments by type and check number.
- The **Accounts Payable Report by Organization** report that presents accounts payable claims by department as represented by the "ORG" code.

These reports combine printed checks and electronic payments. The disbursement method is identified by the Type code on the claim reports:

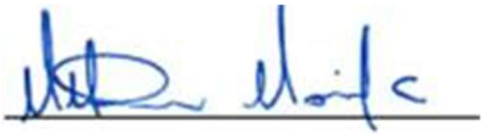
- Type **M** are direct disbursements or wire transfers. Note that "check" numbers are single digits to easily identify them as distinct from printed checks.
- Type **P** are printed accounts payable checks.
- Type **T** are electronic funds transfers. "Check" numbers started at 5000 for this payment type.
- Type **V** are voided accounts payable checks. The report will show the original check amount in the corresponding detail, but the check total is listed as $0.00.

## RECOMMENDED ACTION

Approve the August 1, 2025 through August 15, 2025 Accounts Payable Certification of Claims in the amount of $3,813,089.66 and authorize the Mayor to sign the certification on behalf of the entire City Council.

# CITY OF MERCER ISLAND
# CERTIFICATION OF CLAIMS

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



Finance Director

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

_____ _____

Mayor Date

| Report | Checks | Date | Amount |
|---|---|---|---|
| Check Register | 224273 - 224511 | 08/1 – 8/15/2025 | **$3,764,389.55** |
| Direct Disbursements | 138 - 147 | 08/1 – 8/15/2025 | **$48,103.00** |
| Electronic Funds Transfers | 5000 | 08/1 – 8/15/2025 | **$597.11** |

# Accounts Payable Report by Organization

| Org | PO# | Invoice# | TP | Check # | Vendor | Description | Amount |
|---|---|---|---|---|---|---|---|
| 0016000 : Police-Revenue | 2027134 | 7/10/2025-8/14/2025 | P | 224509 | WA ST DOL | CONCEALED PISTOL LICENSES ISSUED | $270.00 |
| | | | | | | **Org Expense** | **$270.00** |
| 01100151: Administrative Services | 2027000 | 6119263033 | P | 224415 | VERIZON WIRELESS | Verizon Cell Service | $188.41 |
| | | | | | | **Org Expense** | **$188.41** |
| 01101051: Communications | 2027059 | 007536 | P | 224447 | DESAUTEL COMMUNICATIONS | Communications Support INV 7536 | $1,458.00 |
| | 2027098 | 731146109 | P | 224446 | DEPT OF ENTERPRISE SERVICES | Business Cards - Comms Mgr | $38.51 |
| | | | | | | **Org Expense** | **$1,496.51** |
| 01102051: Human Resources & Payroll | 2026960 | 9016 | P | 224314 | MERIT EMERGENCY EDUCATION & TRAINING INC. | First Aid/CPR/AED Employee Training | $1,600.00 |
| | 2027037 | 87624051 | P | 224389 | OCCUPATIONAL HEALTH CTRS OF WA | Employee HEP B Vaccine Series | $171.00 |
| | 2027000 | 6119263033 | P | 224415 | VERIZON WIRELESS | Verizon Cell Service | $76.86 |
| | | | | | | **Org Expense** | **$1,847.86** |
| 01150151: City Attorney | 2026896 | 13074 | M | 147 | MADRONA LAW GROUP, PPLC | Contract Payment | $760.00 |
| | 2026945 | 912795 | P | 224476 | OGDEN MURPHY WALLACE PLLC | Contract Payment | $5,355.00 |
| | 2026946 | 13118 | M | 138 | MADRONA LAW GROUP, PPLC | Contract Payment | $1,344.00 |
| | 2026946 | 13121 | M | 139 | MADRONA LAW GROUP, PPLC | Contract Payment | $64.00 |
| | 2026946 | 13119 | M | 140 | MADRONA LAW GROUP, PPLC | Contract Payment | $2,802.00 |
| | 2026946 | 13120 | M | 141 | MADRONA LAW GROUP, PPLC | Contract Payment | $21,419.00 |
| | 2026946 | 13124 | M | 142 | MADRONA LAW GROUP, PPLC | Contract Payment | $384.00 |
| | 2026946 | 13122 | M | 143 | MADRONA LAW GROUP, PPLC | Contract Payment | $20,370.00 |
| | 2026946 | 13123 | M | 144 | MADRONA LAW GROUP, PPLC | Contract Payment | $224.00 |
| | 2026946 | 13125 | M | 145 | MADRONA LAW GROUP, PPLC | Contract Payment | $64.00 |
| | 2026946 | 13117 | M | 146 | MADRONA LAW GROUP, PPLC | Contract Payment | $672.00 |
| | 2027049 | 6119255249 | P | 224504 | VERIZON WIRELESS | Verizon Cell Service | $16.29 |

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|---|---|---|---|---|---|---|---|
| | 2027050 | 6119288696 | P | 224503 | VERIZON WIRELESS | Verizon Cell Service | $35.52 |
| | 2027061 | 441551 | P | 224461 | INSLEE BEST DOEZIE & RYDER P.S. | Contract Payment | $1,682.50 |
| | 2027084 | 6361x081320205 | P | 224429 | AT&T MOBILITY | Wireless Cell Svc 7.6.2025 - 8.5.2025 | $40.04 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $72.82 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $142.35 |
| | | | | | | **Org Expense** | **$55,447.52** |
| 01151551: Prosecution & Criminal | 2027062 | 1251 | P | 224473 | MOBERLY AND ROBERTS | Contract Payment | $8,220.87 |
| | 2027069 | 1699 | P | 224465 | KIVIAT, AARON | Contract Payment | $11,000.00 |
| | | | | | | **Org Expense** | **$19,220.87** |
| 01200151: City Council | 2027096 | 6119293524 | P | 224505 | VERIZON WIRELESS | Verizon Cell Service | $338.70 |
| | | | | | | **Org Expense** | **$338.70** |
| 01250151: City Manager | 2027127 | CM 132 | P | 224452 | FEDERICI, NICK | Legislative Services Jan 2025 INV CMI 131 | $2,500.00 |
| | 2027127 | CMI 131 | P | 224452 | FEDERICI, NICK | Legislative Services Jan 2025 INV CMI 131 | $2,500.00 |
| | 2027127 | CMI 133 | P | 224452 | FEDERICI, NICK | Legislative Services Jan 2025 INV CMI 131 | $2,500.00 |
| | 2027127 | CMI 134 | P | 224452 | FEDERICI, NICK | Legislative Services Jan 2025 INV CMI 131 | $2,500.00 |
| | 2027127 | CMI 135 | P | 224452 | FEDERICI, NICK | Legislative Services Jan 2025 INV CMI 131 | $2,500.00 |
| | 2027127 | CMI 136 | P | 224452 | FEDERICI, NICK | Legislative Services Jan 2025 INV CMI 131 | $2,500.00 |
| | 2027127 | CMI 137 | P | 224452 | FEDERICI, NICK | Legislative Services Jan 2025 INV CMI 131 | $2,500.00 |
| | 2027127 | Mercer 158 | P | 224452 | FEDERICI, NICK | Legislative Services Jan 2025 INV CMI 131 | $2,500.00 |
| | 2027049 | 6119255249 | P | 224504 | VERIZON WIRELESS | Verizon Cell Service | $56.84 |
| | 2027000 | 6119263033 | P | 224415 | VERIZON WIRELESS | Verizon Cell Service | $69.63 |
| | | | | | | **Org Expense** | **$20,126.47** |
| 01350151: Finance Admin | 2026993 | 7838151 | P | 224409 | US BANK CORP PAYMENT SYS | LTGO Debt Safekeeping | $350.00 |
| | 2026994 | 7838152 | P | 224409 | US BANK CORP PAYMENT SYS | LTGO Debt Safekeeping | $576.30 |
| | 2026999 | 6119263032 | P | 224416 | VERIZON WIRELESS | Verizon Cell Service | $226.64 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $80.15 |
| | | | | | | **Org Expense** | **$1,233.09** |

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|---|---|---|---|---|---|---|---|
| 01350551: Finance Technology | 2027094 | IN679796 | P | 224471 | METROPRESORT | JULY 2025 PRNT & MAILING OF UTILITY STATEMENTS BK4 | $100.00 |
| | 2027094 | IN679796 | P | 224471 | METROPRESORT | JULY 2025 PRNT & MAILING OF UTILITY STATEMENTS BK4 | $168.98 |
| | 2027094 | IN679796 | P | 224471 | METROPRESORT | JULY 2025 PRNT & MAILING OF UTILITY STATEMENTS BK4 | $304.68 |
| | | | | | | **Org Expense** | **$573.66** |
| 01400152: Fire Admin | 2026780 | 7013 | P | 224366 | EASTSIDE FIRE & RESCUE | August 2025 Contract Fee | $701,434.83 |
| | 2026781 | 6982 | P | 224366 | EASTSIDE FIRE & RESCUE | Remit Q2 2025 MIH Reimbursement | $91,411.80 |
| | | | | | | **Org Expense** | **$792,846.63** |
| 01450151: General Government | 2026959 | 2355922-0 | P | 224287 | COMPLETE OFFICE | June 2025 Complete Office Orders | $190.95 |
| | 2026959 | 2356082-0 | P | 224287 | COMPLETE OFFICE | June 2025 Complete Office Orders | $242.03 |
| | 2026959 | 2356082-1 | P | 224287 | COMPLETE OFFICE | June 2025 Complete Office Orders | $9.17 |
| | 2026959 | 2359711-0 | P | 224287 | COMPLETE OFFICE | June 2025 Complete Office Orders | $194.61 |
| | 2026998 | 22944851 | P | 224364 | CONFIDENTIAL DATA DISPOSAL | Document Shredding Service | $250.00 |
| | 2026998 | 22944857 | P | 224364 | CONFIDENTIAL DATA DISPOSAL | Document Shredding Service | $250.00 |
| | 2027057 | 22944580 | P | 224442 | CONFIDENTIAL DATA DISPOSAL | Document Shredding Service | $250.00 |
| | 2027057 | 229689 | P | 224442 | CONFIDENTIAL DATA DISPOSAL | Document Shredding Service | $125.00 |
| | 2027065 | IN2044965 | P | 224464 | KELLEY CREATE | Copier Support Fees 7/2025 IN2044965 | $1,769.96 |
| | 2027066 | 40781593 | P | 224469 | MARLIN LEASING CORPORATION | Copier Lease Fees 8/2025 INV 407848829 | $858.47 |
| | 2027066 | 40784829 | P | 224469 | MARLIN LEASING CORPORATION | Copier Lease Fees 8/2025 INV 407848829 | $284.31 |
| | 2027093 | AUG2025 | P | 224483 | RESERVE ACCOUNT | POSTAGE REFILL AUG 2025 | $5,000.00 |
| | 2027099 | 40816551 | P | 224469 | MARLIN LEASING CORPORATION | Copier Lease Fees 8/2025 INV 40816551 | $1,032.58 |
| | 2027103 | 2361622-0 | P | 224441 | COMPLETE OFFICE | July Complete Office | $7.07 |
| | 2027103 | 2362374-0 | P | 224441 | COMPLETE OFFICE | July Complete Office | $192.57 |
| | 2027103 | 2363825-0 | P | 224441 | COMPLETE OFFICE | July Complete Office | $166.73 |
| | 2027103 | 2365577-0 | P | 224441 | COMPLETE OFFICE | July Complete Office | $11.01 |
| | 2027103 | 2365622-0 | P | 224441 | COMPLETE OFFICE | July Complete Office | $111.63 |
| | 2027124 | IN2051587 | P | 224464 | KELLEY CREATE | Plotter Printing Supplies IN2051587 | $742.20 |

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| | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $38.75 |
| | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $17.22 |
| | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $14.87 |
| | | | | | **Org Expense** | **$11,759.13** |
| 01450251: LEOFF 1 Retiree OPEB | 2025 MEDICARE8 | P | 224273 | | LEOFF1 Ret. Medicare Reimb. | $170.10 |
| | 2025 MEDICARE8 | P | 224274 | | LEOFF1 Ret. Medicare Reimb. | $185.00 |
| | 2025 MEDICARE8 | P | 224277 | | LEOFF1 Ret. Medicare Reimb. | $185.00 |
| | 2025 MEDICARE8 | P | 224278 | | LEOFF1 Ret. Medicare Reimb. | $170.10 |
| | 2025 MEDICARE8 | P | 224279 | | LEOFF1 Ret. Medicare Reimb. | $259.00 |
| | LEOFF1 August-25 | P | 224281 | | Quarterly Fire Medicare Reim. | $59.78 |
| | 2025 MEDICARE8 | P | 224289 | | LEOFF1 Ret. Medicare Reimb. | $185.00 |
| | 2025 MEDICARE8 | P | 224290 | | LEOFF1 Ret. Medicare Reimb. | $185.00 |
| | 2025 MEDICARE8 | P | 224291 | | LEOFF1 Ret. Medicare Reimb. | $174.70 |
| | 2025 MEDICARE8 | P | 224299 | | LEOFF1 Ret. Medicare Reimb. | $185.00 |
| | 2025 MEDICARE8 | P | 224301 | | LEOFF1 Ret. Medicare Reimb. | $185.00 |
| | 2025 MEDICARE8 | P | 224304 | | LEOFF1 Ret. Medicare Reimb. | $619.50 |
| | 2025 MEDICARE8 | P | 224306 | | LEOFF1 Ret. Medicare Reimb. | $172.70 |
| | 2025 MEDICARE8 | P | 224311 | | LEOFF1 Ret. Medicare Reimb. | $185.00 |
| | 2025 MEDICARE8 | P | 224312 | | LEOFF1 Ret. Medicare Reimb. | $149.00 |
| | 2025 MEDICARE8 | P | 224317 | | LEOFF1 Ret. Medicare Reimb. | $148.50 |
| | 2025 MEDICARE8 | P | 224329 | | LEOFF1 Ret. Medicare Reimb. | $136.20 |

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| | 2025 MEDICARE8 | P | 224337 | LEOFF1 Ret. Medicare Reimb. | $185.00 |
| | 2025 MEDICARE8 | P | 224338 | LEOFF1 Ret. Medicare Reimb. | $148.50 |
| | 2025 MEDICARE8 | P | 224342 | LEOFF1 Ret. Medicare Reimb. | $259.00 |
| | 2025 MEDICARE8 | P | 224346 | LEOFF1 Ret. Medicare Reimb. | $170.10 |
| | 2025 MEDICARE8 | P | 224351 | LEOFF1 Ret. Medicare Reimb. | $185.00 |
| | 2025 MEDICARE8 | P | 224353 | LEOFF1 Ret. Medicare Reimb. | $259.00 |
| 2027132 | LEOFF 1 Expenses Aug | P | 224486 | LEOFF I Retiree Expenses | $441.76 |
| | 2025 MEDICARE8 | P | 224273 | LEOFF1 Ret. Medicare Reimb. | $69.00 |
| | 2025 MEDICARE8 | P | 224274 | LEOFF1 Ret. Medicare Reimb. | $37.40 |
| | 2025 MEDICARE8 | P | 224277 | LEOFF1 Ret. Medicare Reimb. | $7.90 |
| | 2025 MEDICARE8 | P | 224278 | LEOFF1 Ret. Medicare Reimb. | $101.00 |
| | 2025 MEDICARE8 | P | 224279 | LEOFF1 Ret. Medicare Reimb. | $49.60 |
| | 2025 MEDICARE8 | P | 224289 | LEOFF1 Ret. Medicare Reimb. | $83.80 |
| | 2025 MEDICARE8 | P | 224291 | LEOFF1 Ret. Medicare Reimb. | $45.40 |
| | 2025 MEDICARE8 | P | 224299 | LEOFF1 Ret. Medicare Reimb. | $102.40 |
| | 2025 MEDICARE8 | P | 224306 | LEOFF1 Ret. Medicare Reimb. | $39.90 |
| | 2025 MEDICARE8 | P | 224311 | LEOFF1 Ret. Medicare Reimb. | $22.40 |
| | 2025 MEDICARE8 | P | 224312 | LEOFF1 Ret. Medicare Reimb. | $133.00 |
| | 2025 MEDICARE8 | P | 224317 | LEOFF1 Ret. Medicare Reimb. | $31.30 |
| | 2025 MEDICARE8 | P | 224338 | LEOFF1 Ret. Medicare Reimb. | $92.10 |
| | 2025 MEDICARE8 | P | 224342 | LEOFF1 Ret. Medicare Reimb. | $80.90 |
| | 2025 MEDICARE8 | P | 224346 | LEOFF1 Ret. Medicare Reimb. | $75.80 |

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| | | 2025 MEDICARE8 | P | 224353 | | LEOFF1 Ret. Medicare Reimb. | $13.70 |
| | | AUG2025 | P | 224309 | LEOFF HEALTH & WELFARE TRUST | LEOFF Health & Welfare Trust AUG2025 | $9,186.22 |
| | | JULY2025 | P | 224309 | LEOFF HEALTH & WELFARE TRUST | LEOFF Health & Welfare Trust JULY2025 | $9,186.22 |
| | | | | | | **Org Expense** | **$24,360.98** |
| 01459551: Employee Benefits- | 2027060 | August 2025 | P | 224432 | AWC | Employer Paid Cobra Coverage | $2,662.67 |
| | | | | | | **Org Expense** | **$2,662.67** |
| 01459651: Employee Benefits-Police | | AUG2025 | P | 224309 | LEOFF HEALTH & WELFARE TRUST | LEOFF Health & Welfare Trust AUG2025 | $49,563.00 |
| | | JULY2025 | P | 224309 | LEOFF HEALTH & WELFARE TRUST | LEOFF Health & Welfare Trust JULY2025 | $48,288.09 |
| | | AUG2025 | P | 224309 | LEOFF HEALTH & WELFARE TRUST | LEOFF Health & Welfare Trust AUG2025 | $2,884.14 |
| | | JULY2025 | P | 224309 | LEOFF HEALTH & WELFARE TRUST | LEOFF Health & Welfare Trust JULY2025 | $2,884.14 |
| | | | | | | **Org Expense** | **$103,619.37** |
| 01500151: Municipal Court | 2026959 | 2360219-0 | P | 224287 | COMPLETE OFFICE | June 2025 Complete Office Orders | $36.10 |
| | 2027014 | 6119263034 | P | 224413 | VERIZON WIRELESS | Verizon Cell Service | $38.43 |
| | 2027015 | 182 | P | 224392 | PETROS, YOSEPH | Amharic interp 7.22.25 | $140.00 |
| | 2027017 | 073105P-25 | P | 224361 | BRADLEY PUBLIC SAFETY | BPSG court security | $1,215.00 |
| | 2027018 | 072570695 | P | 224395 | PURIFIED WATER TO GO | Purified Water to Go - office | $8.82 |
| | 2027019 | 2025 Fall Judicial | P | 224356 | WA ST ADMINISTRATIVE OFFICE OF THE COURTS | 66th Annual Judicial Conference | $125.00 |
| | 2027030 | 16-4133-218 | P | 224428 | AMADO-PITTLE, MARIA CECILIA | Spanish interpreter 8/5/25 | $242.42 |
| | 2027031 | 16-4603-88 | P | 224434 | BARGER, KENNETH | French interp 8/5/25 | $169.83 |
| | 2027100 | Tse 08.12.25 | P | 224499 | TSE, BIANCA | Pro Tem Bianca Tse 8.12.25 | $400.00 |
| | 2027101 | Tse 08.11.25 | P | 224499 | TSE, BIANCA | Pro Tem Bianca Tse 8.11.25 | $100.00 |
| | 2027102 | Bartels 8.11.25 | P | 224435 | BARTELS, JEREMY | Jeremy Bartels pro tem 8.11.25 | $250.00 |
| | 2027103 | 2363673-0 | P | 224441 | COMPLETE OFFICE | July Complete Office | $50.55 |
| | 2027104 | Moli-Mercer-0825-01 | P | 224462 | JUVVAL TECH LLC | Moli August subscription | $200.00 |
| | 2027118 | 206 | P | 224443 | CRUZ, OTTO DELMAR MATIAS | Otto Matias Cruz - Mam | $150.00 |
| | 2027119 | 16-5268-87 | P | 224496 | TEKLEMARIAM, YOSEPH | Yoseph Teklemariam | $154.83 |

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| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $28.07 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $54.98 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $4.69 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | ($44.07) |
| | | | | | | **Org Expense** | **$3,324.65** |
| 01600152: Administration (PO) | | 76263 | P | 224350 | WASHINGTON AWARDS, INC. | Awards for PD banquet/open house | $137.75 |
| | | 76264 | P | 224350 | WASHINGTON AWARDS, INC. | PD awards for banquet/open house | $677.73 |
| | 2026989 | 6119263026 | P | 224418 | VERIZON WIRELESS | Verizon Cell Service | $266.59 |
| | 2027035 | 491113 | P | 224357 | ATCO | Jul 01, 2025- Jul 31, 2025 | $9,721.62 |
| | 2027036 | 480175 | P | 224357 | ATCO | Jun 01, 2025- Jun 30, 2025 | $9,721.62 |
| | 2027048 | 496105 | P | 224357 | ATCO | Jul 14, 2025- Aug 13, 2025 | $10,175.73 |
| | | | | | | **Org Expense** | **$30,701.04** |
| 01600552: Patrol Division | 2026544 | 25-02-61781 | P | 224382 | MAC TOWING, INC. | Towing bill | $491.39 |
| | 2026965 | 1-18735 | P | 224343 | BIONA US LLC | Impounds | $327.29 |
| | 2026981 | 9893 | P | 224360 | BIO MANAGEMENT NORTHWEST INC. | Biological Cleaning Services | $503.06 |
| | | | | | | **Org Expense** | **$1,321.74** |
| 01601052: Marine Patrol | | 8719 | P | 224352 | MARINE ONE HOLDCO, LLC | Credit Memo for Diving Equip. | ($182.70) |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $50.66 |
| | 2026818 | IN98981106 | P | 224326 | PERFORMANCE HEALTH HOLDINGS, INC. | Buoy Supplier | $1,623.94 |
| | 2026955 | 5961 | P | 224352 | MARINE ONE HOLDCO, LLC | Marine Patrol Supplies | $340.12 |
| | 2026957 | 3065459 | P | 224352 | MARINE ONE HOLDCO, LLC | Marine Patrol Supplies | $1,434.80 |
| | 2026966 | 7323747 | P | 224296 | FISHERIES SUPPLY | Marine Patrol Supplies | $20.00 |
| | 2027055 | 1-T115302 | P | 224489 | SECURITY SAFE & LOCK | Replacement Keys for MP Storage Container | $44.08 |
| | 2027068 | 12527165 | P | 224425 | AAA FIRE & SAFETY INC | Fire Extinguisher | $186.49 |
| | | | | | | **Org Expense** | **$3,517.39** |
| 01601552: Police SPecial Ops | | REIM 7.25.2025 | P | 224307 | JOHNSON, SHANNON | REIM S.Johnson - Dive Team Supplies | $121.05 |
| | 2026923 | 20029785 | P | 224347 | UNDERWATER SPORTS INC. | Dive Team Eqipment | $82.59 |
| | 2027126 | 20030118 | P | 224501 | UNDERWATER SPORTS INC. | Dive Team Equipment | $35.21 |
| | | | | | | **Org Expense** | **$238.85** |
| 01602052: Investigation | 2027083 | 9563085644 | P | 224495 | T-MOBILE USA INC. | Warrant Processing Fees - T-Mobile | $100.00 |

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| Division | 2027083 | 9581146887 | P | 224495 | T-MOBILE USA INC. | Warrant Processing Fees - T-Mobile | $115.00 |
| | 2027083 | 9581146888 | P | 224495 | T-MOBILE USA INC. | Warrant Processing Fees - T-Mobile | $115.00 |
| | | | | | | **Org Expense** | **$330.00** |
| 01603052: Police Tech & Records | 2026995 | INVPM11255522 | P | 224380 | LEXIPOL LLC | Lexipol Software Suite | $12,247.00 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $13.21 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $41.85 |
| | | | | | | **Org Expense** | **$12,302.06** |
| 01603552: Police Emergency Management | | REIM 8.2.2025 | P | 224500 | UDODIK, MARINA | Reimburse M.Udodik - NNO expenses | $378.55 |
| | 2026850 | 00132543 | P | 224335 | REMOTE SATELLITE SYSTEMS INT'L INC | EMAC Remote Satellite Service | $79.00 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $28.62 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $117.39 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $114.81 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $46.26 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | ($11.01) |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | ($11.01) |
| | | | | | | **Org Expense** | **$742.61** |
| 01604052: Police Training | 2026393 | 201140740 | P | 224423 | WA ST CRIMINAL JUSTICE TRAINING COMMISSION | Collision Investigation Basic | $100.00 |
| | 2026980 | 25-127741 | P | 224310 | LIFELINE TRAINING | Police Training | $199.00 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $41.97 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $12.42 |
| | | | | | | **Org Expense** | **$353.39** |
| 01604552: Jail Services | 2026985 | 25000331 | P | 224377 | ISSAQUAH, CITY OF | Jail Housing | $10,269.42 |
| | 2027067 | 8788 | P | 224487 | SCORE | SCORE Housing Fees - July 2025 - Invoice 8788 | $4,636.57 |
| | | | | | | **Org Expense** | **$14,905.99** |
| 01700251: Support Svcs | 2026951 | INV2010019277 | P | 224510 | GCP WW HOLDCO LLC | AFSCME Clothing Allowance - Randy Seal | $62.98 |

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| General | 2026951 | INV2060001894 | P | 224510 | GCP WW HOLDCO LLC | AFSCME Clothing Allowance - Randy Seal | $220.46 |
| | 2027029 | 9596749334 | P | 224373 | GRAINGER CARIBE INC | Janitorial supplies | $80.58 |
| | | | | | | **Org Expense** | **$364.02** |
| 01701051: Facility Services | | 383030 | P | 224402 | SECURITY SOLUTIONS NORTHWEST LLC | Credit Memo/Adjustment | ($13.22) |
| | 2026941 | 61767e | P | 224393 | PLANTSCAPES INC | Spring cleanup MICEC, Thrift Shop, City Hall, Main | $2,717.53 |
| | 2027042 | 2283361 | P | 224404 | SME SOLUTIONS LLC | Tank Monitor Certification | $1,102.50 |
| | 2027043 | 384148 | P | 224402 | SECURITY SOLUTIONS NORTHWEST LLC | Monitoring PD Modular Complex | $47.99 |
| | 2027044 | I59190 | P | 224374 | GREEN LATRINE | PD Rental Jul 18, 2025 - Aug 14, 2025 | $350.00 |
| | 2027045 | 102262 | P | 224370 | FIRE PROTECTION INC | Fire Alarm Base Annual Inspection 2025 Annual Fire | $1,178.00 |
| | 2027123 | 7/31/2025UB | P | 224472 | MI UTILITY BILLS | JULY 2025 PMT OF UTILITY BILLS FOR WATER SERVICE | $37,011.84 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $671.86 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $25.10 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $104.51 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $50.06 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $20.93 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $26.16 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $37.93 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $19.88 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $13.21 |
| | | | | | | **Org Expense** | **$43,364.28** |
| 01701455: Sustainability | 2026939 | 2025OER4 | P | 224323 | OLYMPIC ENVIRONMENTAL RESOURCES | Mini Recycle Event - Paint and Paper | $5,000.00 |
| | 2027032 | 2025OER5 | P | 224390 | OLYMPIC ENVIRONMENTAL RESOURCES | Recycling Project Cost - 2025 Fall event prep | $1,700.00 |
| | | | | | | **Org Expense** | **$6,700.00** |
| 01702054: Roadway Maintenance | 2025948 | 648829 | P | 224494 | T&L NURSERY INC | Town center plants | $5,244.65 |
| | 2026620 | 0001109 | P | 224436 | JUANA ELENA NAJAR PEREZ | ROW Landscaping Vegetation Trimming | $3,266.33 |

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| | 2026620 | 0001110 | P | 224436 | JUANA ELENA NAJAR PEREZ | ROW Landscaping Vegetation Trimming | $3,685.09 |
| | 2026620 | 0001139 | P | 224436 | JUANA ELENA NAJAR PEREZ | ROW Landscaping Vegetation Trimming | $6,867.64 |
| | 2026878 | 3632 | P | 224322 | NW MOBILE FLAGGING ACADEMY | Flagging Certification course | $60.48 |
| | 2026878 | 3664 | P | 224322 | NW MOBILE FLAGGING ACADEMY | Flagging Certification course | $30.24 |
| | 2027073 | 4343JULY2025 | P | 224481 | PUGET SOUND ENERGY | Streetlights 3000 80th Ave SE | $180.44 |
| | 2027074 | 1139AUGUST2025 | P | 224481 | PUGET SOUND ENERGY | Electric Svc for Radar Signs-SE 78TH & 84TH AVE S | $11.54 |
| | 2027075 | 2453AUGUST2025 | P | 224481 | PUGET SOUND ENERGY | Lighting for CIP 7714 N MERCER WAY | $60.72 |
| | 2027076 | 1689AUGUST2025 | P | 224481 | PUGET SOUND ENERGY | Street Lights 6300 Island Crest Way | $10.89 |
| | 2027123 | 7/31/2025UB | P | 224472 | MI UTILITY BILLS | JULY 2025 PMT OF UTILITY BILLS FOR WATER SERVICE | $628.33 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $55.08 |
| | | | | | | **Org Expense** | **$20,101.43** |
| 01702254: Vegetation Maintenance | 2027123 | 7/31/2025UB | P | 224472 | MI UTILITY BILLS | JULY 2025 PMT OF UTILITY BILLS FOR WATER SERVICE | $1,677.60 |
| | | | | | | **Org Expense** | **$1,677.60** |
| 01707157: Park Operations | 2026760 | 56251 | P | 224475 | NW PLAYGROUND EQUIPMENT INC | Replacement playground parts Deane's | $514.83 |
| | 2026983 | 0284615 | P | 224470 | MCLOUGHLIN & EARDLEY GROUP, INC. | LED Traffic Advisor Lightbars | $833.11 |
| | 2026984 | 13734 | P | 224348 | VINDICO, LLC | PW Long Sleeve Hoodies | $476.96 |
| | 2026992 | 6119263025 | P | 224417 | VERIZON WIRELESS | Verizon Cell Service | $495.21 |
| | 2027078 | 25806 | P | 224445 | DATAQUEST LLC | Background Checks INV 25806 | $26.50 |
| | 2027080 | 7/31/2025 | P | 224472 | MI UTILITY BILLS | JULY 2025 PMT OF UTILITY BILLS FOR WATER SERVICE | $18,387.38 |
| | 2027121 | INV122047 | P | 224497 | THE PART WORKS, INC | Plumbing supplies backstock | $504.81 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $42.97 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $42.97 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $7.80 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $37.12 |

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| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $178.46 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $8.74 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $237.96 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $25.89 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $37.17 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $76.62 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $36.21 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $123.36 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $12.11 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $70.47 |
| | | | | | | **Org Expense** | **$22,176.65** |
| 01707257: Athletic Fields | 2027080 | 7/31/2025 | P | 224472 | MI UTILITY BILLS | JULY 2025 PMT OF UTILITY BILLS FOR WATER SERVICE | $33,791.15 |
| | | | | | | **Org Expense** | **$33,791.15** |
| 01707557: Luther Burbank Park | 2027047 | 973650 | P | 224365 | EASTSIDE EXTERMINATORS | Commercial Pest Service | $159.79 |
| | 2027080 | 7/31/2025 | P | 224472 | MI UTILITY BILLS | JULY 2025 PMT OF UTILITY BILLS FOR WATER SERVICE | $8,685.16 |
| | | | | | | **Org Expense** | **$8,844.95** |
| 01707957: Aubrey Davis Park | 2025500 | I59942, I59947 | P | 224458 | GREEN LATRINE | Green Latrine Regular Service (year-2025) | $790.00 |
| | 2026952 | 3M560004 | P | 224305 | HORIZON DISTRIBUTORS INC | Hunter Node controllers work zone 6 | $1,412.86 |
| | 2027046 | 3M561123 | P | 224459 | HORIZON DISTRIBUTORS INC | Irrigation parts | $107.64 |
| | 2027046 | 3M561125 | P | 224459 | HORIZON DISTRIBUTORS INC | Irrigation parts | $88.30 |
| | 2027046 | 3M561491 | P | 224459 | HORIZON DISTRIBUTORS INC | Irrigation parts | $9.37 |
| | 2027046 | 3M561715 | P | 224459 | HORIZON DISTRIBUTORS INC | Irrigation parts | $100.59 |
| | | 61852e | P | 224479 | PLANTSCAPES INC | 2025-26 Facilities Landscape M | $3,340.16 |
| | | 61852e | P | 224479 | PLANTSCAPES INC | 2025-26 Facilities Landscape M | $1,487.70 |
| | 2027080 | 7/31/2025 | P | 224472 | MI UTILITY BILLS | JULY 2025 PMT OF UTILITY BILLS FOR WATER SERVICE | $150,683.99 |

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| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $255.20 |
| | | | | | | **Org Expense** | **$158,275.81** |
| 01750157: Recreation Admin | | REIM 6.23.2025 | P | 224371 | GILLIS, RAVEN | Reimburse R. Gillis - lodging for NW Clerk Inst | $292.62 |
| | 2026976 | 2599JULY2025 | P | 224286 | COMCAST | Comcast TV Services | $440.33 |
| | 2027016 | 6119263029 | P | 224421 | VERIZON WIRELESS | Verizon Cell Service | $268.43 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $33.04 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $15.66 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $79.88 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $76.52 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $220.38 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $8.78 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $184.82 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $72.40 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $194.30 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $21.08 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $136.64 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $110.14 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $661.14 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $129.98 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $438.00 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $20.92 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $192.39 |

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| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $128.26 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $192.39 |
| | | | | | | **Org Expense** | **$3,918.10** |
| 01751057: MICEC Operations | | 61852e | P | 224479 | PLANTSCAPES INC | 2025-26 Facilities Landscape M | $10,271.74 |
| | 2027097 | 5128x08132025 | P | 224430 | AT&T MOBILITY | Wireless Cell Svc 7.6.2025 - 8.5.2025 | $120.12 |
| | 2026941 | 61767e | P | 224393 | PLANTSCAPES INC | Spring cleanup MICEC, Thrift Shop, City Hall, Main | $1,542.80 |
| | 2027123 | 7/31/2025UB | P | 224472 | MI UTILITY BILLS | JULY 2025 PMT OF UTILITY BILLS FOR WATER SERVICE | $10,351.78 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $56.15 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $33.73 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $79.28 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $13.00 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $49.86 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $11.01 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $18.30 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $35.67 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $50.08 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $99.17 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $135.74 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $99.17 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $99.17 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $195.53 |

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| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $220.39 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $10.66 |
| | | | | | | **Org Expense** | **$23,493.35** |
| 01751557: Community Events | 2026887 | 35670558-001 | P | 224303 | HERC RENTALS INC | SC! Light Tower Rental | $2,392.24 |
| | 2026974 | INV1540 | P | 224396 | PUT A STAGE ON IT | MMIP Stage Rental | $2,989.80 |
| | 2026975 | MSI122588 | P | 224385 | MORGAN SOUND INC | MMIP Sound Services | $3,724.66 |
| | 2026977 | INV1528 | P | 224396 | PUT A STAGE ON IT | MMIP Stage Rental | $2,989.91 |
| | 2026978 | MSI122518 | P | 224385 | MORGAN SOUND INC | MMIP Sound Services | $3,442.57 |
| | 2027033 | INV1543 | P | 224396 | PUT A STAGE ON IT | MMIP Stage Rental | $2,989.91 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $42.12 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $66.73 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $37.43 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $22.24 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $125.60 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $91.66 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $29.30 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $22.03 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $17.58 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $32.44 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $1,965.97 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $71.04 |
| | | | | | | **Org Expense** | **$21,053.23** |
| 0900974 : Garnishments | | PR 7.25.2025 | P | 224284 | CHAPTER 13 TRUSTEE | PR 7.25.2025 | $620.50 |
| | | PR 8.8.2025 | P | 224362 | CHAPTER 13 TRUSTEE | PR 8.8.2025 | $620.50 |
| | | | | | | **Org Expense** | **$1,241.00** |
| 0900975 : Mercer Island Emp Association | | PR 7.25.2025 | P | 224315 | MI EMPLOYEES ASSOC | PR 7.25.2025 | $255.00 |
| | | PR 8.8.2025 | P | 224384 | MI EMPLOYEES ASSOC | PR 8.8.2025 | $252.50 |

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| | | | | | | **Org Expense** | **$507.50** |
| 0900976 : City & Counties Local 21M | | PR 7.25.2025 | P | 224354 | WSCCCE AFSCME AFL-CIO | PR 7.25.2025 | $3,063.60 |
| | | | | | | **Org Expense** | **$3,063.60** |
| 0900977 : Police Association | | PR 7.25.2025 | P | 224327 | POLICE ASSOCIATION | PR 7.25.2025 | $1,723.03 |
| | | | | | | **Org Expense** | **$1,723.03** |
| 1100000 : Street Fund-Admin Key | | pp# 3 retainage | P | 224321 | NPM CONSTRUCTION CO | Contract Withholding: 1041 | $975.02 |
| | | 5b | P | 224511 | OMA CONSTRUCTION INC | Contract Withholding: 1124 | $624.04 |
| | | | | | | **Org Expense** | **$1,599.06** |
| 11702154: Pavement Marking | 2026528 | S7186513.001 | P | 224426 | ARAMSCO, INC. | Pavement Markings | $523.20 |
| | | | | | | **Org Expense** | **$523.20** |
| 11702554: Transportation Planner Eng | 2026874 | INV083008 | P | 224407 | TRAFFIC SAFETY SUPPLY | Neighborhood Traffic - Street Name Signs | $224.66 |
| | | | | | | **Org Expense** | **$224.66** |
| 11900159: CIP Streets Salaries | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $49.32 |
| | | | | | | **Org Expense** | **$49.32** |
| 11902059: CIP Street Expenditures | | 25036 | P | 224285 | CM DESIGN GROUP | 2025 Res. St. Overlays & 88th Design | $45,508.10 |
| | | 9 | P | 224427 | ALWAYS ACTIVE SERVICES LLC | 80th Avenue SE Pedestrian Impr | $61,189.03 |
| | | July Progress Pay | P | 224467 | LAKERIDGE PAVING COMPANY LLC | 2025 Residential Street Overla | $114,856.74 |
| | 2025905 | 5 | P | 224477 | OMA CONSTRUCTION INC | Town Center Parking Facility | $11,856.48 |
| | 2026963 | ADA Retainage | P | 224321 | NPM CONSTRUCTION CO | Retainage Release - ADA Transportation Plan Impl | $13,834.65 |
| | 2027002 | 2401-13-R1 | P | 224387 | NORTHWEST STUDIO | TULLY'S PROPERTY COMMUTER PARKING FACILITIES | $445.00 |
| | 2027003 | 2401-14 | P | 224388 | NORTHWEST STUDIO | TULLY'S PROPERTY COMMUTER PARKING FACILITIES 06/01 | $676.20 |
| | 2027063 | 224515 | P | 224466 | PSOMAS | Psomas ICW Corridor Improvements July 2025 Invoice | $1,930.25 |
| | 2027071 | 35579 | P | 224498 | TRANSPO GROUP USA INC | Transpo 76th Mid-Block & ADA Imp July 2025 Invoice | $13,119.85 |
| | | July Progress Pay | P | 224467 | LAKERIDGE PAVING COMPANY LLC | 2025 Residential Street Overla | $60,184.30 |
| | 2027071 | 35579 | P | 224498 | TRANSPO GROUP USA INC | Transpo 76th Mid-Block & ADA Imp July 2025 Invoice | $8,746.57 |

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| | | | | | | **Org Expense** | **$332,347.17** |
| 16800156: Youth & Family Services | 2026146 | 11591915 | P | 224468 | LANGUAGE LINE SERVICES | Interpretation Services INV 11591915 | $117.60 |
| | 2026988 | 6119263031 | P | 224419 | VERIZON WIRELESS | Verizon Cell Service | $781.97 |
| | 2027054 | 207125 | P | 224358 | PEARSON, MARGARET E. | SAIL class facilitator | $550.00 |
| | 2027078 | 25806 | P | 224445 | DATAQUEST LLC | Background Checks INV 25806 | $182.00 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $45.48 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $23.10 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $8.36 |
| | | | | | | **Org Expense** | **$1,708.51** |
| 16800556: Thrift Shop Operations | 2027001 | 6119263035 | P | 224414 | VERIZON WIRELESS | Verizon Cell Service | $84.72 |
| | 2027034 | 51975 | P | 224359 | AUBURN MECHANICAL | T&M NTE GP-01 Clean Coils, GP-02 Clean Coils and L | $6,005.13 |
| | 2027081 | 10384759 | P | 224492 | STERLING VOLUNTEERS | Background Checks INV 10384759 | $144.00 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $105.89 |
| | | 61852e | P | 224479 | PLANTSCAPES INC | 2025-26 Facilities Landscape M | $919.07 |
| | 2026941 | 61767e | P | 224393 | PLANTSCAPES INC | Spring cleanup MICEC, Thrift Shop, City Hall, Main | $793.44 |
| | 2027123 | 7/31/2025UB | P | 224472 | MI UTILITY BILLS | JULY 2025 PMT OF UTILITY BILLS FOR WATER SERVICE | $766.29 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $23.55 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $183.12 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $32.37 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $32.37 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $32.37 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $5.42 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $62.91 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $8.39 |

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| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $17.13 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $68.00 |
| | | | | | | **Org Expense** | **$9,284.17** |
| 16801556: Community Based | 2027058 | 11672027 | P | 224468 | LANGUAGE LINE SERVICES | Translation Services INV 11672027 | $13.72 |
| | | | | | | **Org Expense** | **$13.72** |
| 16802056: Emergency Assistance | 2027051 | 207128 | P | 224379 | KOHTOKU ENTERPRISE, INC | Rent assistance for EA client | $2,526.89 |
| | 2027052 | 207127 | P | 224376 | HADLEY APARTMENTS | Rent and utility assistance for EA client | $255.63 |
| | 2027053 | 207126 | P | 224403 | SHOREWOOD HEIGHTS | Rent assistance for EA client | $515.09 |
| | 2027128 | 207476 | P | 224491 | SHOREWOOD HEIGHTS | Rent assistance for EA client | $833.72 |
| | 2027136 | 207477 | P | 224490 | SERVICEMAC, LLC | Mortgage assistance for EA client | $3,000.00 |
| | 2027052 | 207127 | P | 224376 | HADLEY APARTMENTS | Rent and utility assistance for EA client | $2,305.00 |
| | | | | | | **Org Expense** | **$9,436.33** |
| 16802556: BSK Grant Program | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $28.95 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $187.34 |
| | | | | | | **Org Expense** | **$216.29** |
| 1800000 : CPD Fund-Admin | | REFUND P#RFL25-001 | P | 224397 | REFUNDS OneTime | Refund Permit #RFL25-001 - zoning cert voided | $176.00 |
| | | | | | | **Org Expense** | **$176.00** |
| 18300155: CPD Administration | 2026925 | 20250723 | P | 224345 | THOMPSON, DANIEL P | 2025-07-23 PC Meeting | $500.00 |
| | 2026926 | 20250723 | P | 224325 | PEREZ, ANTHONY L | 2025-07-23 PC Meeting | $500.00 |
| | 2026927 | 20250723 | P | 224319 | NICE, NAZIM | 2025-07-23 PC Meeting | $500.00 |
| | 2026928 | 20250723 | P | 224298 | GIBSON, JOHN BROOKS | 2025-07-23 PC Meeting | $500.00 |
| | 2026929 | 20250723 | P | 224275 | AKYUZ, KATHERINE A | 2025-07-23 PC Meeting | $500.00 |
| | 2027022 | 6119263028 | P | 224422 | VERIZON WIRELESS | Verizon Cell Service | $616.21 |
| | 2027085 | 4975x08132025 | P | 224429 | AT&T MOBILITY | Wireless Cell Svc 7.6.2025 - 8.5.2025 | $80.08 |
| | | | | | | **Org Expense** | **$3,196.29** |
| 18301555: Land Use Planning | 2027133 | 3377 | P | 224453 | GALT, JOHN E. | Hearing Examiner Services | $7,336.00 |
| | | | | | | **Org Expense** | **$7,336.00** |
| 3200000 : Capital Improvement-Admin Key | 2026961 | L0030913431 | P | 224349 | WA ST DEPT OF REVENUE | Retainage Release - 23-08E | $3,875.00 |
| | 2027056 | L0031203749 | P | 224508 | WA ST DEPT OF REVENUE | Retainage Release - 23-08C | $4,730.00 |
| | | | | | | **Org Expense** | **$8,605.00** |
| 32900559: CIP | | 206962 | P | 224282 | CASA BELLA LLC | Pay App 5 | $52,267.63 |

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|---|---|---|---|---|---|---|---|
| Government Buildings | 2026595 | 2135 | P | 224328 | PREMIER CABLING LLC | 2 Network Drops Mechanic's shop | $2,121.35 |
| | 2027011 | 2407-10 | P | 224386 | NORTHWEST STUDIO | PW FACILITY SEISMIC RETROFIT 6/1/25 - 6/30/25 | $1,803.41 |
| | | 206962 | P | 224282 | CASA BELLA LLC | Pay App 5 | $2,750.93 |
| | | | | | | **Org Expense** | **$58,943.32** |
| 32902559: CIP Open Space and Natural Res | | 1T1H-VDTP-CD3N.2 | P | 224355 | AMAZON CAPITAL SERVICES INC | July 2025 Amazon Invoice - part 2 of 2 | $113.38 |
| | 2026932 | 0208348 | P | 224454 | GEOENGINEERS INC | LBWI Plaza VCP and Cost Recovery Support | $1,156.45 |
| | 2026933 | 441162 | P | 224316 | MUSCO CORPORATION | Light repair | $15,690.01 |
| | 2026982 | 45583/45631retainage | P | 224424 | WATERFRONT CONSTRUCTION | Retainage Release - LB Log Anchoring | $3,261.00 |
| | | 1T1H-VDTP-CD3N.2 | P | 224355 | AMAZON CAPITAL SERVICES INC | July 2025 Amazon Invoice - part 2 of 2 | $56.69 |
| | 2025500 | I59942, I59947 | P | 224458 | GREEN LATRINE | Green Latrine Regular Service (year-2025) | $200.00 |
| | | 1T1H-VDTP-CD3N.2 | P | 224355 | AMAZON CAPITAL SERVICES INC | July 2025 Amazon Invoice - part 2 of 2 | $138.82 |
| | | 1T1H-VDTP-CD3N.2 | P | 224355 | AMAZON CAPITAL SERVICES INC | July 2025 Amazon Invoice - part 2 of 2 | $4.91 |
| | | 1T1H-VDTP-CD3N.2 | P | 224355 | AMAZON CAPITAL SERVICES INC | July 2025 Amazon Invoice - part 2 of 2 | $82.60 |
| | | 1T1H-VDTP-CD3N.2 | P | 224355 | AMAZON CAPITAL SERVICES INC | July 2025 Amazon Invoice - part 2 of 2 | $164.18 |
| | | 1T1H-VDTP-CD3N.2 | P | 224355 | AMAZON CAPITAL SERVICES INC | July 2025 Amazon Invoice - part 2 of 2 | $32.51 |
| | | | | | | **Org Expense** | **$20,900.55** |
| 33901559: CIP Fire Tools & Equipment | 2026964 | 155262 | P | 224293 | EXP U.S. SERVICES | Final Phase 1 EV Infrastructure Plan Invoice | $8,000.00 |
| | | | | | | **Org Expense** | **$8,000.00** |
| 35900559: Facilities Reserve - Capital | 2025690 | 2410-08 | P | 224320 | NORTHWEST STUDIO | PSM Schematic Design work | $107,255.92 |
| | 2025690 | 2410-09 | P | 224320 | NORTHWEST STUDIO | PSM Schematic Design work | $81,058.76 |
| | | | | | | **Org Expense** | **$188,314.68** |
| 4100000 : Water Fund-Admin Key | | REFUND 201381701 | P | 224330 | REFUNDS OneTime | REFUND: escrow overpaid acct00201381701 | $361.65 |
| | | REFUND 948550004 | P | 224331 | REFUNDS OneTime | REFUND: escrow overpaid acct00948550004 | $271.11 |
| | | REFUND 830572003 | P | 224332 | REFUNDS OneTime | REFUND: escrow overpaid acct00830572003 | $148.50 |
| | | REFUND 311900007 | P | 224333 | REFUNDS OneTime | REFUND: escrow overpaid acct 00311900007 | $64.30 |

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| | | REFUND 838530003 | P | 224334 | REFUNDS OneTime | REFUND: escrow overpaid acct00838530003 | $19.56 |
| | 2026604 | 100400709-00 | P | 224406 | TACOMA SCREW PRODUCTS INC | Shop Rags | $167.51 |
| | 2026768 | 0087224 | P | 224295 | FERGUSON US HOLDINGS | Radio Transceiver Units (Plus/Single) | $6,082.34 |
| | 2026882 | 152340 | P | 224292 | EXCEL GLOVES & SAFETY SUPPLIES, INC. | Nitrile Safety Gloves | $628.58 |
| | 2026944 | 9586402910 | P | 224300 | GRAINGER CARIBE INC | Inventory: Batteries, Garbage Pickers, Staple Guns | $698.89 |
| | 2026944 | 9586638422 | P | 224373 | GRAINGER CARIBE INC | Inventory: Batteries, Garbage Pickers, Staple Guns | $42.51 |
| | 2026944 | 9596298860 | P | 224457 | GRAINGER CARIBE INC | Inventory: Batteries, Garbage Pickers, Staple Guns | $127.51 |
| | 2026958 | 2502383 | P | 224344 | SUPPLY SOURCE INC, THE | Janitorial Service Supplies | $641.38 |
| | 2026958 | 2502462 | P | 224405 | SUPPLY SOURCE INC, THE | Janitorial Service Supplies | $120.42 |
| | 2026979 | 13720 | P | 224348 | VINDICO, LLC | PW logo T-Shirts | $4,479.23 |
| | 2027020 | JULY 2025 | P | 224401 | SEATTLE PUBLIC UTILITIES | JULY 2025 SPU RETAIL SERVICE CONNECTIONS | $3,744.00 |
| | 2027038 | 881842-1 | P | 224460 | INDUSTRIAL BOLT & SUPPLY INCORPORATED | Misc Hardware | $151.90 |
| | 2027041 | 152536 | P | 224450 | EXCEL GLOVES & SAFETY SUPPLIES, INC. | Protective Gloves | $499.65 |
| | 2027091 | 2502550 | P | 224493 | SUPPLY SOURCE INC, THE | Misc janitorial supplies | $1,826.65 |
| | 2027092 | 9604667049 | P | 224457 | GRAINGER CARIBE INC | Warehouse Supplies | $84.07 |
| | | | | | | **Org Expense** | **$20,159.76** |
| 41351051: Utility Billing (Water) | 2026996 | IN679641 | P | 224383 | METROPRESORT | JULY 2025 PRNT & MAILING OF UTILITY STATEMENTS BOO | $122.02 |
| | 2026997 | IN679531 | P | 224383 | METROPRESORT | JULY 2025 PRNT & MAILING OF UTILITY STATEMENTS BK2 | $130.73 |
| | 2027135 | IN680049 | T | 5000 | METROPRESORT | JULY 2025 PRNT & MAILING OF UTILITY BILLS BK5 | $121.09 |
| | 2026996 | IN679641 | P | 224383 | METROPRESORT | JULY 2025 PRNT & MAILING OF UTILITY STATEMENTS BOO | $77.74 |
| | 2026997 | IN679531 | P | 224383 | METROPRESORT | JULY 2025 PRNT & MAILING OF UTILITY STATEMENTS BK2 | $83.90 |
| | 2026999 | 6119263032 | P | 224416 | VERIZON WIRELESS | Verizon Cell Service | $74.20 |

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| | 2027135 | IN680049 | T | 5000 | METROPRESORT | JULY 2025 PRNT & MAILING OF UTILITY BILLS BK5 | $77.94 |
| | 2027094 | IN679796 | P | 224471 | METROPRESORT | JULY 2025 PRNT & MAILING OF UTILITY STATEMENTS BK4 | $124.43 |
| | 2027094 | IN679796 | P | 224471 | METROPRESORT | JULY 2025 PRNT & MAILING OF UTILITY STATEMENTS BK4 | $82.55 |
| | | | | | | **Org Expense** | **$894.60** |
| 41700153: Water Administration | 2026935 | 1083 | P | 224297 | GEMINI GROUP CONSULTING LLC | CCR - Printed Materials | $9,503.00 |
| | | | | | | **Org Expense** | **$9,503.00** |
| 41703253: Water Distribution & Pumps | 2026856 | 1487783 | P | 224391 | PACIFIC INDUSTRIAL SUPPLY CO INC | hydrant cart builds | $212.42 |
| | 2026858 | 345757 | P | 224433 | BACKFLOW APPARATUS & VALVE CO | hydrant cart builds | $2,613.40 |
| | 2026990 | I7086694 | P | 224375 | H D FOWLER | Fire Hydrant Repair Parts | $227.10 |
| | 2027088 | 4926x08132025 | P | 224429 | AT&T MOBILITY | Wireless Hotspots 7.6.2025 - 8.5.2025 | $9.82 |
| | 2026983 | 0284615 | P | 224470 | MCLOUGHLIN & EARDLEY GROUP, INC. | LED Traffic Advisor Lightbars | $833.11 |
| | 2027123 | 7/31/2025UB | P | 224472 | MI UTILITY BILLS | JULY 2025 PMT OF UTILITY BILLS FOR WATER SERVICE | $1,878.46 |
| | | | | | | **Org Expense** | **$5,774.31** |
| 41703453: Water Quality | 2026856 | 1487783 | P | 224391 | PACIFIC INDUSTRIAL SUPPLY CO INC | hydrant cart builds | $212.42 |
| | 2026858 | 345757 | P | 224433 | BACKFLOW APPARATUS & VALVE CO | hydrant cart builds | $2,613.39 |
| | | | | | | **Org Expense** | **$2,825.81** |
| 41703653: Water Associated Costs | 2026851 | 4473 | P | 224399 | SAFETY MATTERS TRAINING INSTITUTE | Confined Space Training | $488.00 |
| | 2027010 | 12981 | P | 224369 | EXELE | Topview Annual Support and Maintenance | $1,265.62 |
| | 2026878 | 3632 | P | 224322 | NW MOBILE FLAGGING ACADEMY | Flagging Certification course | $179.64 |
| | 2026878 | 3664 | P | 224322 | NW MOBILE FLAGGING ACADEMY | Flagging Certification course | $89.82 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $62.59 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $79.99 |
| | | | | | | **Org Expense** | **$2,165.66** |
| 41709953: Support Services - Clearing | | REIM 7.25.2025 | P | 224308 | KELLEY, CHRIS M | Reimburse C.Kelley - donuts for in-person training | $85.62 |
| | 2026936 | 72106 | P | 224276 | THOMAS JOHN DAVIDSON | Name Badges | $85.06 |

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| | 2027072 | 5070186 | P | 224502 | UTILITIES UNDERGROUND LOCATION | Excavation Notifications for the month: 236 | $318.60 |
| | 2027113 | 14555831 080225 | P | 224444 | CRYSTAL SPRINGS | Bottle Water Service | $584.13 |
| | 2027114 | 3437x0813202 5 | P | 224431 | AT&T MOBILITY | Wireless Cell Svc 7.6.2025 - 8.5.2025 | $2,727.65 |
| | 2027115 | 7855x0813202 5 | P | 224430 | AT&T MOBILITY | Hotspot for Kyle Hawkins | $1.22 |
| | 2027117 | 6119263027 | P | 224506 | VERIZON WIRELESS | Verizon Cell Service | $5,031.54 |
| | | | | | | **Org Expense** | **$8,833.82** |
| 41900159: CIP Water Salaries | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $49.32 |
| | | | | | | **Org Expense** | **$49.32** |
| 41904059: CIP Water Utility | | 1200735439 | P | 224302 | HDR ENGINEERING INC | WS Regulatory Compliance Plans | $3,267.21 |
| | | 920-06-25 | P | 224324 | PACIFIC CONSTRUCTION CONSULTANTS, INC. | Audit Services - New Water Sup | $998.00 |
| | | 9040032-01 | P | 224400 | SCARSELLA BROS, INC. | Preconstruction Services for W | $9,690.59 |
| | | Progress Payment #2 | P | 224482 | REAPER CONSTRUCTION INC | Street Related Storm and Water | $25,224.25 |
| | | 101468 | P | 224484 | RH2 ENGINEERING INC | Reservoir Booster Pump Station | $20,192.17 |
| | | 101606 | P | 224484 | RH2 ENGINEERING INC | Reservoir Booster Pump Station | $8,775.79 |
| | | 102303 | P | 224484 | RH2 ENGINEERING INC | Reservoir Booster Pump Station | $10,313.67 |
| | 2026608 | 70990 | P | 224288 | CRANETECH INC. | Reservoir Hoist Hand Wheel Repair | $5,919.76 |
| | 2026909 | 102236 | P | 224336 | RH2 ENGINEERING INC | Review of Soldier Pile Wall Submittal | $669.58 |
| | 2026953 | 1200738365 | P | 224302 | HDR ENGINEERING INC | Water Meter Master Replacement Program Phase 2 Pro | $3,077.31 |
| | 2027004 | 220037960576 | P | 224394 | PUGET SOUND ENERGY | Electric Svc for Water Cabinet | $19.31 |
| | 2027064 | 0576JULY2025 | P | 224481 | PUGET SOUND ENERGY | Electric Svc for Water Cabinet | $19.31 |
| | | | | | | **Org Expense** | **$88,166.95** |
| 42351051: Utility Billing (Sewer) | 2026996 | IN679641 | P | 224383 | METROPRESORT | JULY 2025 PRNT & MAILING OF UTILITY STATEMENTS BOO | $122.03 |
| | 2026997 | IN679531 | P | 224383 | METROPRESORT | JULY 2025 PRNT & MAILING OF UTILITY STATEMENTS BK2 | $130.73 |

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| | 2027135 | IN680049 | T | 5000 | METROPRESORT | JULY 2025 PRNT & MAILING OF UTILITY BILLS BK5 | $121.10 |
| | 2026996 | IN679641 | P | 224383 | METROPRESORT | JULY 2025 PRNT & MAILING OF UTILITY STATEMENTS BOO | $77.74 |
| | 2026997 | IN679531 | P | 224383 | METROPRESORT | JULY 2025 PRNT & MAILING OF UTILITY STATEMENTS BK2 | $83.91 |
| | 2027135 | IN680049 | T | 5000 | METROPRESORT | JULY 2025 PRNT & MAILING OF UTILITY BILLS BK5 | $77.94 |
| | 2027094 | IN679796 | P | 224471 | METROPRESORT | JULY 2025 PRNT & MAILING OF UTILITY STATEMENTS BK4 | $124.43 |
| | 2027094 | IN679796 | P | 224471 | METROPRESORT | JULY 2025 PRNT & MAILING OF UTILITY STATEMENTS BK4 | $82.55 |
| | | | | | | **Org Expense** | **$820.43** |
| 42700153: Sewer Administration | 2025061 | 30043209 | P | 224378 | KC FINANCE | 2025 MONTHLY SEWER CHARGES - 12 MONTHS | $503,189.52 |
| | | | | | | **Org Expense** | **$503,189.52** |
| 42704053: Sewer Collection | 2027123 | 7/31/2025UB | P | 224472 | MI UTILITY BILLS | JULY 2025 PMT OF UTILITY BILLS FOR WATER SERVICE | $1,267.33 |
| | | | | | | **Org Expense** | **$1,267.33** |
| 42704253: Sewer Pumps | 2026991 | 3928 | P | 224411 | UTILITIES SERVICE CO INC | Sewer PS25 Pump Repair | $991.80 |
| | 2027088 | 4926x08132025 | P | 224429 | AT&T MOBILITY | Wireless Hotspots 7.6.2025 - 8.5.2025 | $9.82 |
| | | | | | | **Org Expense** | **$1,001.62** |
| 42704453: Sewer Associated Costs | 2025292 | 32236 | P | 224408 | TULIP LLC | CDL School Class B - Charlie Taumoepeau | $5,045.00 |
| | 2026851 | 4473 | P | 224399 | SAFETY MATTERS TRAINING INSTITUTE | Confined Space Training | $732.00 |
| | 2026878 | 3632 | P | 224322 | NW MOBILE FLAGGING ACADEMY | Flagging Certification course | $119.88 |
| | 2026878 | 3664 | P | 224322 | NW MOBILE FLAGGING ACADEMY | Flagging Certification course | $59.94 |
| | | | | | | **Org Expense** | **$5,956.82** |
| 42900159: CIP Sewer Salaries | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $49.31 |
| | | | | | | **Org Expense** | **$49.31** |
| 42903059: CIP Sewer Utility | | 102263 | P | 224336 | RH2 ENGINEERING INC | Wet Well Assessment & Restorat | $2,768.71 |
| | | 65798 | P | 224412 | VENTILATION POWER CLEANING, INC. | Wet Well Cleaning & Disposal | $134,275.86 |
| | | 102304 | P | 224485 | RH2 ENGINEERING INC | Sewer Pump Station 20 Replacem | $10,270.97 |

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|---|---|---|---|---|---|---|---|
| | | 1T1H-VDTP-CD3N.2 | P | 224355 | AMAZON CAPITAL SERVICES INC | July 2025 Amazon Invoice - part 2 of 2 | ($114.22) |
| | | | | | | **Org Expense** | **$147,201.32** |
| 43351051: Utility Billing (Storm) | 2026996 | IN679641 | P | 224383 | METROPRESORT | JULY 2025 PRNT & MAILING OF UTILITY STATEMENTS BOO | $122.03 |
| | 2026997 | IN679531 | P | 224383 | METROPRESORT | JULY 2025 PRNT & MAILING OF UTILITY STATEMENTS BK2 | $130.73 |
| | 2027135 | IN680049 | T | 5000 | METROPRESORT | JULY 2025 PRNT & MAILING OF UTILITY BILLS BK5 | $121.10 |
| | 2026996 | IN679641 | P | 224383 | METROPRESORT | JULY 2025 PRNT & MAILING OF UTILITY STATEMENTS BOO | $77.74 |
| | 2026997 | IN679531 | P | 224383 | METROPRESORT | JULY 2025 PRNT & MAILING OF UTILITY STATEMENTS BK2 | $83.90 |
| | 2027135 | IN680049 | T | 5000 | METROPRESORT | JULY 2025 PRNT & MAILING OF UTILITY BILLS BK5 | $77.94 |
| | 2027094 | IN679796 | P | 224471 | METROPRESORT | JULY 2025 PRNT & MAILING OF UTILITY STATEMENTS BK4 | $124.44 |
| | 2027094 | IN679796 | P | 224471 | METROPRESORT | JULY 2025 PRNT & MAILING OF UTILITY STATEMENTS BK4 | $82.56 |
| | | | | | | **Org Expense** | **$820.44** |
| 43700153: Storm Water Administration | 2027112 | 26-WAR045528-1 | P | 224507 | WA ST DEPT OF ECOLOGY | Water Quality Program Municipal Stormwater Phase 2 | $22,090.00 |
| | | | | | | **Org Expense** | **$22,090.00** |
| 43705053: Storm Drainage | 2025517 | 368914338 | P | 224480 | OLSON BROTHERS PRO-VAC LLC | PRO-VAC contract 2025-2026 | $12,647.85 |
| | 2027005 | I7082475 | P | 224375 | H D FOWLER | Stormwater supplies | $273.65 |
| | 2027079 | INV13913 | P | 224449 | EVERGREEN SAFETY COUNCIL | Flagger Certification | $278.00 |
| | 2027086 | 5224x08132025 | P | 224429 | AT&T MOBILITY | Wireless Cell Svc 7.6.2025 - 8.5.2025 | $9.82 |
| | 2027123 | 7/31/2025UB | P | 224472 | MI UTILITY BILLS | JULY 2025 PMT OF UTILITY BILLS FOR WATER SERVICE | $108.33 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $20.46 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $42.92 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $37.90 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $98.08 |
| | | | | | | **Org Expense** | **$13,517.01** |

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|---|---|---|---|---|---|---|---|
| 43900159: CIP Storm Drainage Salaries | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $49.31 |
| | | | | | | **Org Expense** | **$49.31** |
| 43903559: CIP Storm Water Utility | | 628588 | P | 224455 | GEOSYNTEC CONSULTANTS INC | Carryover SW0128 - SB 18C Drai | $1,038.48 |
| | 2027122 | July Progress Pay | P | 224438 | CALLI DENNEY CONSTRUCTION INC | Subbasin 23.2 Watercourse Stabilization | $178,177.34 |
| | | 25036 | P | 224285 | CM DESIGN GROUP | 2025 Res. St. Overlays & 88th Design | $8,172.50 |
| | | Progress Payment #2 | P | 224482 | REAPER CONSTRUCTION INC | Street Related Storm and Water | $9.00 |
| | | | | | | **Org Expense** | **$187,397.32** |
| 51701254: Fleet Services | | 966676 | P | 224318 | NAPA AUTO PARTS | | ($59.32) |
| | | 5217638 | P | 224368 | CAM CLARK EVERGREEN FORD LINCOLN LLC | Credit applied against Invoice 5217470 | ($33.09) |
| | 2026949 | 712134 | P | 224318 | NAPA AUTO PARTS | NAPA Fleet Parts Reconciliation | $23.40 |
| | 2026949 | 963027 | P | 224318 | NAPA AUTO PARTS | NAPA Fleet Parts Reconciliation | $328.79 |
| | 2026949 | 964071 | P | 224318 | NAPA AUTO PARTS | NAPA Fleet Parts Reconciliation | $476.54 |
| | 2026949 | 964072 | P | 224318 | NAPA AUTO PARTS | NAPA Fleet Parts Reconciliation | $47.91 |
| | 2026949 | 964085 | P | 224318 | NAPA AUTO PARTS | NAPA Fleet Parts Reconciliation | $13.15 |
| | 2026949 | 964102 | P | 224318 | NAPA AUTO PARTS | NAPA Fleet Parts Reconciliation | $182.92 |
| | 2026949 | 964434 | P | 224318 | NAPA AUTO PARTS | NAPA Fleet Parts Reconciliation | $36.40 |
| | 2026949 | 964492 | P | 224318 | NAPA AUTO PARTS | NAPA Fleet Parts Reconciliation | $93.92 |
| | 2026949 | 964505 | P | 224318 | NAPA AUTO PARTS | NAPA Fleet Parts Reconciliation | $23.02 |
| | 2026949 | 964769 | P | 224318 | NAPA AUTO PARTS | NAPA Fleet Parts Reconciliation | $22.92 |
| | 2026949 | 964888 | P | 224318 | NAPA AUTO PARTS | NAPA Fleet Parts Reconciliation | $18.11 |
| | 2026949 | 965317 | P | 224318 | NAPA AUTO PARTS | NAPA Fleet Parts Reconciliation | $336.87 |
| | 2026949 | 966609 | P | 224318 | NAPA AUTO PARTS | NAPA Fleet Parts Reconciliation | $463.61 |
| | 2026949 | 966612 | P | 224318 | NAPA AUTO PARTS | NAPA Fleet Parts Reconciliation | $52.61 |
| | 2026949 | 967296 | P | 224318 | NAPA AUTO PARTS | NAPA Fleet Parts Reconciliation | $84.18 |

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|---|---|---|---|---|---|---|
| 2026949 | 967320 | P | 224318 | NAPA AUTO PARTS | NAPA Fleet Parts Reconciliation | $50.44 |
| 2026950 | JUNE 2025 | P | 224313 | MERCER ISLAND CHEVRON | MI Chevron Fuel Charges | $177.49 |
| 2026962 | 72151 | P | 224341 | SKI MASTERS WATERSPORTS, INC. | Patrol Vessel Service/Repair - Marine Patrol 11 | $11,410.34 |
| 2026967 | 997-21029-56462 | P | 224340 | SEATTLE BOAT CO | Marine Patrol Fuel | $432.12 |
| 2026973 | 977-21030-49455 | P | 224340 | SEATTLE BOAT CO | Marine Fuel | $574.28 |
| 2027006 | 5217470 | P | 224368 | CAM CLARK EVERGREEN FORD LINCOLN LLC | Misc Ford Parts | $1,402.87 |
| 2027007 | 195-1173429 | P | 224372 | THE GOODYEAR TIRE & RUBBER COMPANY | Tires and Mounting | $1,072.96 |
| 2027008 | 284452 | P | 224410 | US MOWER | Deflector Rubber | $233.14 |
| 2027009 | 09P1517 | P | 224367 | ENVIRO-CLEAN EQUIPMENT, LLC | Spray Nozzle | $42.75 |
| 2027023 | 997-21013-53038 | P | 224488 | SEATTLE BOAT CO | Boat Fuel | $626.48 |
| 2027026 | 997-21032-64269 | P | 224488 | SEATTLE BOAT CO | Boat Fuel | $1,271.84 |
| 2027027 | 997-21033-37331 | P | 224488 | SEATTLE BOAT CO | Marine Patrol Fuel | $374.88 |
| 2027040 | 881846-1 | P | 224460 | INDUSTRIAL BOLT & SUPPLY INCORPORATED | Misc Fleet Supplies | $528.01 |
| 2027089 | 997-21035-63752 | P | 224488 | SEATTLE BOAT CO | Boat Fuel | $1,232.22 |
| 2027090 | 997-21035-68013 | P | 224488 | SEATTLE BOAT CO | Boat Fuel | $659.82 |
| 2027105 | 967720 | P | 224474 | NAPA AUTO PARTS | Misc Fleet Supplies | $344.49 |
| 2027105 | 968450 | P | 224474 | NAPA AUTO PARTS | Misc Fleet Supplies | $181.07 |
| 2027105 | 968492 | P | 224474 | NAPA AUTO PARTS | Misc Fleet Supplies | $128.82 |
| 2027105 | 969103 | P | 224474 | NAPA AUTO PARTS | Misc Fleet Supplies | $194.49 |
| 2027105 | 969243 | P | 224474 | NAPA AUTO PARTS | Misc Fleet Supplies | $170.48 |
| 2027105 | 969485 | P | 224474 | NAPA AUTO PARTS | Misc Fleet Supplies | $26.96 |
| 2027105 | 969548 | P | 224474 | NAPA AUTO PARTS | Misc Fleet Supplies | $105.29 |
| 2027105 | 969909 | P | 224474 | NAPA AUTO PARTS | Misc Fleet Supplies | $131.03 |
| 2027105 | 969910 | P | 224474 | NAPA AUTO PARTS | Misc Fleet Supplies | $46.19 |
| 2027106 | 997-21044-36004 | P | 224488 | SEATTLE BOAT CO | Marine Patrol Fuel | $1,116.48 |
| 2027108 | 195-1173598 | P | 224456 | THE GOODYEAR TIRE & RUBBER COMPANY | Fleet Tires | $732.24 |
| 2027109 | 5217829 | P | 224448 | CAM CLARK EVERGREEN FORD LINCOLN LLC | Steering Wheel ASY - Ford Super Duty | $561.25 |
| 2027110 | 3993 | P | 224478 | PACIFIC NORTHWEST YACHTS LLC | Marine Patrol Maintenance | $741.63 |

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| 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $21.15 |
| 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $37.68 |
| 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $124.28 |
| 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $11.62 |
| 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $19.82 |
| 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $71.18 |
| 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $79.99 |
| 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $22.02 |
| 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $114.60 |
| 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $6.93 |
| 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $506.90 |
| 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $13.11 |
| 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $14.19 |
| 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $39.53 |
| 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $39.22 |
| 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $39.22 |
| 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $646.65 |
| 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $319.56 |
| 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $195.04 |
| 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $14.55 |
| 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $154.74 |

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| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $947.10 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $16.52 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $234.73 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $80.94 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $203.69 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | ($11.02) |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | ($18.75) |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | ($24.10) |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | ($18.75) |
| | | | | | | **Org Expense** | **$30,584.34** |
| 51900559: CIP Government Buildings | 2026937 | 0056551 | P | 224294 | FARALLON CONSULTING LLC | Professional Services through May 30, 2025 | $19,389.10 |
| | 2026938 | 0055559 | P | 224294 | FARALLON CONSULTING LLC | Professional Services through February 28, 2025 | $13,136.45 |
| | 2026940 | 0056868 | P | 224294 | FARALLON CONSULTING LLC | Professional Services through June 27, 2025 | $11,291.00 |
| | 2027120 | 0057106 | P | 224451 | FARALLON CONSULTING LLC | 2025 Soil Remediation & Performance Monitoring Pro | $13,903.95 |
| | | | | | | **Org Expense** | **$57,720.50** |
| 51901559: Fleet Replacements | 2025296 | 3SA150X | P | 224280 | BUD CLARY FORD | Fleet purchase - 2025 Ford F150 Lightning 4WD | $52,971.83 |
| | 2025297 | 3SA149X | P | 224280 | BUD CLARY FORD | Fleet purchase - 2025 Ford F150 Lightning 4WD | $58,439.52 |
| | 2025430 | 3SA185x | P | 224280 | BUD CLARY FORD | Fleet purchase - Ford Escape Plug-In Hybrids (2) | $42,607.70 |
| | 2025430 | 3SA186X | P | 224437 | BUD CLARY FORD | Fleet purchase - Ford Escape Plug-In Hybrids (2) | $42,607.70 |
| | 2026434 | 10S1035 | P | 224367 | ENVIRO-CLEAN EQUIPMENT, LLC | 2024 Ravo R5 Diesel Street Sweeper | $371,839.20 |
| | 2027077 | 3SA186-1 | P | 224437 | BUD CLARY FORD | Additional Fee for purchase of FL-0571 | $393.06 |
| | | | | | | **Org Expense** | **$568,859.01** |
| 52101553: IGS Network Admin | | IN316942 | P | 224398 | RINGSQUARED TELECOM LLC | Long Distance Charges | $67.85 |

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|---|---|---|---|---|---|---|---|
| | 2025262 | 11016143 | P | 224463 | KC FINANCE | I-NET MONTHLY SERVICES 1/1/2025-12/31/2025 | $1,492.00 |
| | 2026779 | AF2IG1A | P | 224439 | CDW LLC | TrendMicro Annual Subscriptions | $12,838.08 |
| | 2026969 | 333790219 7.21.2025 | P | 224283 | CENTURYLINK | CenturyLink Phone Service | $72.61 |
| | 2026970 | 333540238 7.21.2025 | P | 224283 | CENTURYLINK | CenturyLink Phone Service | $69.19 |
| | 2026971 | 334045294 7.21.2025 | P | 224283 | CENTURYLINK | CenturyLink Phone Service | $72.61 |
| | 2026986 | 6119263030 | P | 224420 | VERIZON WIRELESS | Verizon Cell Service | $231.85 |
| | 2026987 | 8208Add26 | P | 224381 | LIFTOFF LLC | Teams Phone License (1) | $101.82 |
| | 2027028 | MSI119401 | P | 224385 | MORGAN SOUND INC | Thrift Shop Speaker Troubleshoot | $275.50 |
| | 2027125 | 333622384 8.2.2025 | P | 224440 | CENTURYLINK | CenturyLink Phone Service | $258.43 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $16.52 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $8.41 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $16.20 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $73.50 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | $33.05 |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | ($7.91) |
| | | 1T1H-VDTP-CD3N.1 | P | 224355 | AMAZON CAPITAL SERVICES INC | JUL2025 AMAZON | ($151.97) |
| | | | | | | **Org Expense** | **$15,467.74** |
| 52901059: CIP Computer Replacement | 2026640 | 9897 | P | 224363 | CHIP GEORGE INC | Pipe Inspection Van Cellular Antenna Replacement | $409.94 |
| | 2027024 | MSI118252 | P | 224385 | MORGAN SOUND INC | Replace AMP in Slater Room | $1,972.58 |
| | 2027025 | MSI118719 | P | 224385 | MORGAN SOUND INC | Court Wireless MIC Hardware | $2,280.26 |
| | | 1T1H-VDTP-CD3N.2 | P | 224355 | AMAZON CAPITAL SERVICES INC | July 2025 Amazon Invoice - part 2 of 2 | $1,019.68 |
| | | 1T1H-VDTP-CD3N.2 | P | 224355 | AMAZON CAPITAL SERVICES INC | July 2025 Amazon Invoice - part 2 of 2 | $712.60 |
| | | | | | | **Org Expense** | **$6,395.06** |
| 61450251: FF Pension Disbursement | | LEOFF1 EXCESS8 | P | 224278 | | LEOFF1 Excess Ret. Benefit | $2,962.20 |
| | | LEOFF1 EXCESS8 | P | 224306 | | LEOFF1 Excess Ret. Benefit | $1,776.48 |

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| | | LEOFF1 EXCESS8 | P | 224329 | LEOFF1 Excess Ret. Benefit | $914.63 |
| | | LEOFF1 EXCESS8 | P | 224339 | LEOFF1 Excess Ret. Benefit | $1,776.48 |
| | | | | | **Org Expense** | **$7,429.79** |
| **Total** | | | | | | **$3,813,089.66** |

# Accounts Payable Report by Check Number

| Type | Check # | Vendor | Invoice # | Description | Invoice Amount |
|---|---|---|---|---|---|
| M | 138 | MADRONA LAW GROUP, PPLC | 13118 | Contract Payment | $1,344.00 |
| | | | | **Check Amount:** | **$1,344.00** |
| | 139 | MADRONA LAW GROUP, PPLC | 13121 | Contract Payment | $64.00 |
| | | | | **Check Amount:** | **$64.00** |
| | 140 | MADRONA LAW GROUP, PPLC | 13119 | Contract Payment | $2,802.00 |
| | | | | **Check Amount:** | **$2,802.00** |
| | 141 | MADRONA LAW GROUP, PPLC | 13120 | Contract Payment | $21,419.00 |
| | | | | **Check Amount:** | **$21,419.00** |
| | 142 | MADRONA LAW GROUP, PPLC | 13124 | Contract Payment | $384.00 |
| | | | | **Check Amount:** | **$384.00** |
| | 143 | MADRONA LAW GROUP, PPLC | 13122 | Contract Payment | $20,370.00 |
| | | | | **Check Amount:** | **$20,370.00** |
| | 144 | MADRONA LAW GROUP, PPLC | 13123 | Contract Payment | $224.00 |
| | | | | **Check Amount:** | **$224.00** |
| | 145 | MADRONA LAW GROUP, PPLC | 13125 | Contract Payment | $64.00 |
| | | | | **Check Amount:** | **$64.00** |
| | 146 | MADRONA LAW GROUP, PPLC | 13117 | Contract Payment | $672.00 |
| | | | | **Check Amount:** | **$672.00** |
| | 147 | MADRONA LAW GROUP, PPLC | 13074 | Contract Payment | $760.00 |
| | | | | **Check Amount:** | **$760.00** |
| P | 224273 | | 2025 MEDICARE8 | LEOFF1 Ret. Medicare Reimb. | $170.10 |
| | | | 2025 MEDICARE8 | LEOFF1 Ret. Medicare Reimb. | $69.00 |
| | | | | **Check Amount:** | **$239.10** |
| | 224274 | | 2025 MEDICARE8 | LEOFF1 Ret. Medicare Reimb. | $185.00 |
| | | | 2025 MEDICARE8 | LEOFF1 Ret. Medicare Reimb. | $37.40 |
| | | | | **Check Amount:** | **$222.40** |
| | 224275 | AKYUZ, KATHERINE A | 20250723 | 2025-07-23 PC Meeting | $500.00 |
| | | | | **Check Amount:** | **$500.00** |
| | 224276 | THOMAS JOHN DAVIDSON | 72106 | Name Badges | $85.06 |
| | | | | **Check Amount:** | **$85.06** |
| | 224277 | | 2025 MEDICARE8 | LEOFF1 Ret. Medicare Reimb. | $185.00 |
| | | | 2025 MEDICARE8 | LEOFF1 Ret. Medicare Reimb. | $7.90 |
| | | | | **Check Amount:** | **$192.90** |
| | 224278 | | 2025 MEDICARE8 | LEOFF1 Ret. Medicare Reimb. | $170.10 |
| | | | LEOFF1 EXCESS8 | LEOFF1 Excess Ret. Benefit | $2,962.20 |

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| | | 2025 MEDICARE8 | LEOFF1 Ret. Medicare Reimb. | $101.00 | |
| | | | **Check Amount:** | | **$3,233.30** |
| 224279 | | 2025 MEDICARE8 | LEOFF1 Ret. Medicare Reimb. | $259.00 | |
| | | 2025 MEDICARE8 | LEOFF1 Ret. Medicare Reimb. | $49.60 | |
| | | | **Check Amount:** | | **$308.60** |
| 224280 | BUD CLARY FORD | 3SA149X | Fleet purchase - 2025 Ford F150 Lightning 4WD | $58,439.52 | |
| | | 3SA150X | Fleet purchase - 2025 Ford F150 Lightning 4WD | $52,971.83 | |
| | | 3SA185x | Fleet purchase - Ford Escape Plug-In Hybrids (2) | $42,607.70 | |
| | | | **Check Amount:** | | **$154,019.05** |
| 224281 | CARLSON, LARRY | LEOFF1 August-25 | Quarterly Fire Medicare Reim. | $59.78 | |
| | | | **Check Amount:** | | **$59.78** |
| 224282 | CASA BELLA LLC | 206962 | Pay App 5 | $55,018.55 | |
| | | 206962 | Pay App 5 | $2,895.72 | |
| | | | **Check Amount:** | | **$55,018.56** |
| 224283 | CENTURYLINK | 334045294 7.21.2025 | CenturyLink Phone Service | $72.61 | |
| | | 333540238 7.21.2025 | CenturyLink Phone Service | $69.19 | |
| | | 333790219 7.21.2025 | CenturyLink Phone Service | $72.61 | |
| | | | **Check Amount:** | | **$214.41** |
| 224284 | CHAPTER 13 TRUSTEE | PR 7.25.2025 | PR 7.25.2025 | $620.50 | |
| | | | **Check Amount:** | | **$620.50** |
| 224285 | CM DESIGN GROUP | 25036 | 2025 Res. St. Overlays & 88th Design | $45,508.10 | |
| | | 25036 | 2025 Res. St. Overlays & 88th Design | $8,172.50 | |
| | | | **Check Amount:** | | **$53,680.60** |
| 224286 | COMCAST | 2599JULY2025 | Comcast TV Services | $440.33 | |
| | | | **Check Amount:** | | **$440.33** |
| 224287 | COMPLETE OFFICE | 2355922-0 | June 2025 Complete Office Orders | $190.95 | |
| | | 2356082-0 | June 2025 Complete Office Orders | $242.03 | |
| | | 2356082-1 | June 2025 Complete Office Orders | $9.17 | |
| | | 2359711-0 | June 2025 Complete Office Orders | $194.61 | |

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| | | 2360219-0 | June 2025 Complete Office Orders | $36.10 | |
| | | | **Check Amount:** | | **$672.86** |
| 224288 | CRANETECH INC. | 70990 | Reservoir Hoist Hand Wheel Repair | $5,919.76 | |
| | | | **Check Amount:** | | **$5,919.76** |
| 224289 | | 2025 MEDICARE8 | LEOFF1 Ret. Medicare Reimb. | $185.00 | |
| | | 2025 MEDICARE8 | LEOFF1 Ret. Medicare Reimb. | $83.80 | |
| | | | **Check Amount:** | | **$268.80** |
| 224290 | | 2025 MEDICARE8 | LEOFF1 Ret. Medicare Reimb. | $185.00 | |
| | | | **Check Amount:** | | **$185.00** |
| 224291 | | 2025 MEDICARE8 | LEOFF1 Ret. Medicare Reimb. | $174.70 | |
| | | 2025 MEDICARE8 | LEOFF1 Ret. Medicare Reimb. | $45.40 | |
| | | | **Check Amount:** | | **$220.10** |
| 224292 | EXCEL GLOVES & SAFETY SUPPLIES, INC. | 152340 | Nitrile Safety Gloves | $628.58 | |
| | | | **Check Amount:** | | **$628.58** |
| 224293 | EXP U.S. SERVICES | 155262 | Final Phase 1 EV Infrastructure Plan Invoice | $8,000.00 | |
| | | | **Check Amount:** | | **$8,000.00** |
| 224294 | FARALLON CONSULTING LLC | 0056868 | Professional Services through June 27, 2025 | $11,291.00 | |
| | | 0055559 | Professional Services through February 28, 2025 | $13,136.45 | |
| | | 0056551 | Professional Services through May 30, 2025 | $19,389.10 | |
| | | | **Check Amount:** | | **$43,816.55** |
| 224295 | FERGUSON US HOLDINGS | 0087224 | Radio Transceiver Units (Plus/Single) | $6,082.34 | |
| | | | **Check Amount:** | | **$6,082.34** |
| 224296 | FISHERIES SUPPLY | 7323747 | Marine Patrol Supplies | $20.00 | |
| | | | **Check Amount:** | | **$20.00** |
| 224297 | GEMINI GROUP CONSULTING LLC | 1083 | CCR - Printed Materials | $9,503.00 | |
| | | | **Check Amount:** | | **$9,503.00** |
| 224298 | GIBSON, JOHN BROOKS | 20250723 | 2025-07-23 PC Meeting | $500.00 | |
| | | | **Check Amount:** | | **$500.00** |
| 224299 | | 2025 MEDICARE8 | LEOFF1 Ret. Medicare Reimb. | $185.00 | |
| | | 2025 MEDICARE8 | LEOFF1 Ret. Medicare Reimb. | $102.40 | |

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| | | | **Check Amount:** | | **$287.40** |
| 224300 | GRAINGER CARIBE INC | 9586402910 | Inventory: Batteries, Garbage Pickers, Staple Guns | $698.89 | |
| | | | **Check Amount:** | | **$698.89** |
| 224301 | | 2025 MEDICARE8 | LEOFF1 Ret. Medicare Reimb. | $185.00 | |
| | | | **Check Amount:** | | **$185.00** |
| 224302 | HDR ENGINEERING INC | 1200738365 | Water Meter Master Replacement Program Phase 2 Pro | $3,077.31 | |
| | | 1200735439 | WS Regulatory Compliance Plans | $3,267.21 | |
| | | | **Check Amount:** | | **$6,344.52** |
| 224303 | HERC RENTALS INC | 35670558-001 | SC! Light Tower Rental | $2,392.24 | |
| | | | **Check Amount:** | | **$2,392.24** |
| 224304 | | 2025 MEDICARE8 | LEOFF1 Ret. Medicare Reimb. | $619.50 | |
| | | | **Check Amount:** | | **$619.50** |
| 224305 | HORIZON DISTRIBUTORS INC | 3M560004 | Hunter Node controllers work zone 6 | $1,412.86 | |
| | | | **Check Amount:** | | **$1,412.86** |
| 224306 | | 2025 MEDICARE8 | LEOFF1 Ret. Medicare Reimb. | $172.70 | |
| | | LEOFF1 EXCESS8 | LEOFF1 Excess Ret. Benefit | $1,776.48 | |
| | | 2025 MEDICARE8 | LEOFF1 Ret. Medicare Reimb. | $39.90 | |
| | | | **Check Amount:** | | **$1,989.08** |
| 224307 | JOHNSON, SHANNON | REIM 7.25.2025 | REIM S.Johnson - Dive Team Supplies | $121.05 | |
| | | | **Check Amount:** | | **$121.05** |
| 224308 | KELLEY, CHRIS M | REIM 7.25.2025 | Reimburse C.Kelley - donuts for in-person training | $85.62 | |
| | | | **Check Amount:** | | **$85.62** |
| 224309 | LEOFF HEALTH & WELFARE TRUST | AUG2025 | LEOFF Health & Welfare Trust AUG2025 | $49,563.00 | |
| | | JULY2025 | LEOFF Health & Welfare Trust JULY2025 | $48,288.09 | |
| | | AUG2025 | LEOFF Health & Welfare Trust AUG2025 | $2,884.14 | |
| | | JULY2025 | LEOFF Health & Welfare Trust JULY2025 | $2,884.14 | |
| | | AUG2025 | LEOFF Health & Welfare Trust AUG2025 | $9,186.22 | |

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| | | JULY2025 | LEOFF Health & Welfare Trust JULY2025 | $9,186.22 | |
| | | | **Check Amount:** | | **$121,991.81** |
| 224310 | LIFELINE TRAINING | 25-127741 | Police Training | $199.00 | |
| | | | **Check Amount:** | | **$199.00** |
| 224311 | | 2025 MEDICARE8 | LEOFF1 Ret. Medicare Reimb. | $185.00 | |
| | | 2025 MEDICARE8 | LEOFF1 Ret. Medicare Reimb. | $22.40 | |
| | | | **Check Amount:** | | **$207.40** |
| 224312 | | 2025 MEDICARE8 | LEOFF1 Ret. Medicare Reimb. | $149.00 | |
| | | 2025 MEDICARE8 | LEOFF1 Ret. Medicare Reimb. | $133.00 | |
| | | | **Check Amount:** | | **$282.00** |
| 224313 | MERCER ISLAND CHEVRON | JUNE 2025 | MI Chevron Fuel Charges | $177.49 | |
| | | | **Check Amount:** | | **$177.49** |
| 224314 | MERIT EMERGENCY EDUCATION & TRAINING INC. | 9016 | First Aid/CPR/AED Employee Training | $1,600.00 | |
| | | | **Check Amount:** | | **$1,600.00** |
| 224315 | MI EMPLOYEES ASSOC | PR 7.25.2025 | PR 7.25.2025 | $255.00 | |
| | | | **Check Amount:** | | **$255.00** |
| 224316 | MUSCO CORPORATION | 441162 | Light repair | $17,433.35 | |
| | | | **Check Amount:** | | **$15,690.01** |
| 224317 | | 2025 MEDICARE8 | LEOFF1 Ret. Medicare Reimb. | $148.50 | |
| | | 2025 MEDICARE8 | LEOFF1 Ret. Medicare Reimb. | $31.30 | |
| | | | **Check Amount:** | | **$179.80** |
| 224318 | NAPA AUTO PARTS | 966676 | NAPA Fleet Parts Reconciliation | ($59.32) | |
| | | 712134 | NAPA Fleet Parts Reconciliation | $23.40 | |
| | | 963027 | NAPA Fleet Parts Reconciliation | $328.79 | |
| | | 964071 | NAPA Fleet Parts Reconciliation | $476.54 | |
| | | 964072 | NAPA Fleet Parts Reconciliation | $47.91 | |
| | | 964085 | NAPA Fleet Parts Reconciliation | $13.15 | |
| | | 964102 | NAPA Fleet Parts Reconciliation | $182.92 | |
| | | 964434 | NAPA Fleet Parts Reconciliation | $36.40 | |

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| | | 964492 | NAPA Fleet Parts Reconciliation | $93.92 | |
| | | 964505 | NAPA Fleet Parts Reconciliation | $23.02 | |
| | | 964769 | NAPA Fleet Parts Reconciliation | $22.92 | |
| | | 964888 | NAPA Fleet Parts Reconciliation | $18.11 | |
| | | 965317 | NAPA Fleet Parts Reconciliation | $336.87 | |
| | | 966609 | NAPA Fleet Parts Reconciliation | $463.61 | |
| | | 966612 | NAPA Fleet Parts Reconciliation | $52.61 | |
| | | 967296 | NAPA Fleet Parts Reconciliation | $84.18 | |
| | | 967320 | NAPA Fleet Parts Reconciliation | $50.44 | |
| | | | **Check Amount:** | | **$2,195.47** |
| 224319 | NICE, NAZIM | 20250723 | 2025-07-23 PC Meeting | $500.00 | |
| | | | **Check Amount:** | | **$500.00** |
| 224320 | NORTHWEST STUDIO | 2410-08 | PSM Schematic Design work | $107,255.92 | |
| | | 2410-09 | PSM Schematic Design work | $81,058.76 | |
| | | | **Check Amount:** | | **$188,314.68** |
| 224321 | NPM CONSTRUCTION CO | pp# 3 retainage | Contract Withholding: 1041 | $975.02 | |
| | | ADA Retainage | Retainage Release - ADA Transportation Plan Impl | $13,834.65 | |
| | | | **Check Amount:** | | **$14,809.67** |
| 224322 | NW MOBILE FLAGGING ACADEMY | 3632 | Flagging Certification course | $60.48 | |
| | | 3664 | Flagging Certification course | $30.24 | |
| | | 3632 | Flagging Certification course | $179.64 | |
| | | 3664 | Flagging Certification course | $89.82 | |
| | | 3632 | Flagging Certification course | $119.88 | |
| | | 3664 | Flagging Certification course | $59.94 | |
| | | | **Check Amount:** | | **$540.00** |
| 224323 | OLYMPIC ENVIRONMENTAL RESOURCES | 2025OER4 | Mini Recycle Event - Paint and Paper | $5,000.00 | |
| | | | **Check Amount:** | | **$5,000.00** |
| 224324 | PACIFIC CONSTRUCTION CONSULTANTS, INC. | 920-06-25 | Audit Services - New Water Sup | $998.00 | |
| | | | **Check Amount:** | | **$998.00** |
| 224325 | PEREZ, ANTHONY L | 20250723 | 2025-07-23 PC Meeting | $500.00 | |
| | | | **Check Amount:** | | **$500.00** |

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| 224326 | PERFORMANCE HEALTH HOLDINGS, INC. | IN98981106 | Buoy Supplier | $1,623.94 | |
| | | | **Check Amount:** | | **$1,623.94** |
| 224327 | POLICE ASSOCIATION | PR 7.25.2025 | PR 7.25.2025 | $1,723.03 | |
| | | | **Check Amount:** | | **$1,723.03** |
| 224328 | PREMIER CABLING LLC | 2135 | 2 Network Drops Mechanic's shop | $2,121.35 | |
| | | | **Check Amount:** | | **$2,121.35** |
| 224329 | | 2025 MEDICARE8 | LEOFF1 Ret. Medicare Reimb. | $136.20 | |
| | | LEOFF1 EXCESS8 | LEOFF1 Excess Ret. Benefit | $914.63 | |
| | | | **Check Amount:** | | **$1,050.83** |
| 224330 | REFUNDS OneTime | REFUND 201381701 | REFUND: escrow overpaid acct00201381701 | $361.65 | |
| | | | **Check Amount:** | | **$361.65** |
| 224331 | REFUNDS OneTime | REFUND 948550004 | REFUND: escrow overpaid acct00948550004 | $271.11 | |
| | | | **Check Amount:** | | **$271.11** |
| 224332 | REFUNDS OneTime | REFUND 830572003 | REFUND: escrow overpaid acct00830572003 | $148.50 | |
| | | | **Check Amount:** | | **$148.50** |
| 224333 | REFUNDS OneTime | REFUND 311900007 | REFUND: escrow overpaid acct 00311900007 | $64.30 | |
| | | | **Check Amount:** | | **$64.30** |
| 224334 | REFUNDS OneTime | REFUND 838530003 | REFUND: escrow overpaid acct00838530003 | $19.56 | |
| | | | **Check Amount:** | | **$19.56** |
| 224335 | REMOTE SATELLITE SYSTEMS INT'L INC | 00132543 | EMAC Remote Satellite Service | $79.00 | |
| | | | **Check Amount:** | | **$79.00** |
| 224336 | RH2 ENGINEERING INC | 102236 | Review of Soldier Pile Wall Submittal | $669.58 | |
| | | 102263 | Wet Well Assessment & Restorat | $2,768.71 | |
| | | | **Check Amount:** | | **$3,438.29** |
| 224337 | | 2025 MEDICARE8 | LEOFF1 Ret. Medicare Reimb. | $185.00 | |
| | | | **Check Amount:** | | **$185.00** |
| 224338 | | 2025 MEDICARE8 | LEOFF1 Ret. Medicare Reimb. | $148.50 | |
| | | 2025 MEDICARE8 | LEOFF1 Ret. Medicare Reimb. | $92.10 | |
| | | | **Check Amount:** | | **$240.60** |
| 224339 | | LEOFF1 EXCESS8 | LEOFF1 Excess Ret. Benefit | $1,776.48 | |

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| | | | **Check Amount:** | | **$1,776.48** |
| 224340 | SEATTLE BOAT CO | 997-21029-56462 | Marine Patrol Fuel | $432.12 | |
| | | 977-21030-49455 | Marine Fuel | $574.28 | |
| | | | **Check Amount:** | | **$1,006.40** |
| 224341 | SKI MASTERS WATERSPORTS, INC. | 72151 | Patrol Vessel Service/Repair - Marine Patrol 11 | $11,410.34 | |
| | | | **Check Amount:** | | **$11,410.34** |
| 224342 | | 2025 MEDICARE8 | LEOFF1 Ret. Medicare Reimb. | $259.00 | |
| | | 2025 MEDICARE8 | LEOFF1 Ret. Medicare Reimb. | $80.90 | |
| | | | **Check Amount:** | | **$339.90** |
| 224343 | BIONA US LLC | 1-18735 | Impounds | $327.29 | |
| | | | **Check Amount:** | | **$327.29** |
| 224344 | SUPPLY SOURCE INC, THE | 2502383 | Janitorial Service Supplies | $641.38 | |
| | | | **Check Amount:** | | **$641.38** |
| 224345 | THOMPSON, DANIEL P | 20250723 | 2025-07-23 PC Meeting | $500.00 | |
| | | | **Check Amount:** | | **$500.00** |
| 224346 | | 2025 MEDICARE8 | LEOFF1 Ret. Medicare Reimb. | $170.10 | |
| | | 2025 MEDICARE8 | LEOFF1 Ret. Medicare Reimb. | $75.80 | |
| | | | **Check Amount:** | | **$245.90** |
| 224347 | UNDERWATER SPORTS INC. | 20029785 | Dive Team Eqipment | $82.59 | |
| | | | **Check Amount:** | | **$82.59** |
| 224348 | VINDICO, LLC | 13734 | PW Long Sleeve Hoodies | $476.96 | |
| | | 13720 | PW logo T-Shirts | $4,479.23 | |
| | | | **Check Amount:** | | **$4,956.19** |
| 224349 | WA ST DEPT OF REVENUE | L0030913431 | Retainage Release - 23-08E | $3,875.00 | |
| | | | **Check Amount:** | | **$3,875.00** |
| 224350 | WASHINGTON AWARDS, INC. | 76263 | Awards for PD banquet/open house | $137.75 | |
| | | 76264 | PD awards for banquet/open house | $677.73 | |
| | | | **Check Amount:** | | **$815.48** |
| 224351 | | 2025 MEDICARE8 | LEOFF1 Ret. Medicare Reimb. | $185.00 | |
| | | | **Check Amount:** | | **$185.00** |
| 224352 | MARINE ONE HOLDCO, LLC | 5961 | Marine Patrol Supplies | $340.12 | |
| | | 3065459 | Marine Patrol Supplies | $1,434.80 | |
| | | 8719 | Credit Memo for Diving Equip. | ($182.70) | |
| | | | **Check Amount:** | | **$1,592.22** |
| 224353 | | 2025 MEDICARE8 | LEOFF1 Ret. Medicare Reimb. | $259.00 | |

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| | | 2025 MEDICARE8 | LEOFF1 Ret. Medicare Reimb. | $13.70 | |
| | | | **Check Amount:** | | **$272.70** |
| 224354 | WSCCCE AFSCME AFL-CIO | PR 7.25.2025 | PR 7.25.2025 | $3,063.60 | |
| | | | **Check Amount:** | | **$3,063.60** |
| 224355 | AMAZON CAPITAL SERVICES INC | 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $50.66 | |
| | | 1T1H-VDTP-CD3N.2 | July 2025 Amazon Invoice - part 2 of 2 | $113.38 | |
| | | 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $105.89 | |
| | | 1T1H-VDTP-CD3N.2 | July 2025 Amazon Invoice - part 2 of 2 | $56.69 | |
| | | 1T1H-VDTP-CD3N.2 | July 2025 Amazon Invoice - part 2 of 2 | $138.82 | |
| | | 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $16.52 | |
| | | 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $42.97 | |
| | | 1T1H-VDTP-CD3N.2 | July 2025 Amazon Invoice - part 2 of 2 | $4.91 | |
| | | 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $42.97 | |
| | | 1T1H-VDTP-CD3N.2 | July 2025 Amazon Invoice - part 2 of 2 | $82.60 | |
| | | 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $45.48 | |
| | | 1T1H-VDTP-CD3N.2 | July 2025 Amazon Invoice - part 2 of 2 | $164.18 | |
| | | 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $28.07 | |
| | | 1T1H-VDTP-CD3N.2 | July 2025 Amazon Invoice - part 2 of 2 | $32.51 | |
| | | 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $54.98 | |
| | | 1T1H-VDTP-CD3N.2 | July 2025 Amazon Invoice - part 2 of 2 | $1,019.68 | |
| | | 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $56.15 | |
| | | 1T1H-VDTP-CD3N.2 | July 2025 Amazon Invoice - part 2 of 2 | ($114.22) | |
| | | 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $33.04 | |
| | | 1T1H-VDTP-CD3N.2 | July 2025 Amazon Invoice - part 2 of 2 | $712.60 | |
| | | 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $15.66 | |
| | | 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $79.88 | |
| | | 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $76.52 | |
| | | 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $55.08 | |
| | | 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $21.15 | |
| | | 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $37.68 | |

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| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $23.10 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $4.69 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $8.36 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $28.62 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $33.73 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $117.39 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $671.86 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $79.28 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $7.80 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $124.28 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $11.62 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $37.12 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $178.46 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $13.00 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $220.38 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $8.78 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $8.74 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $237.96 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $80.15 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $184.82 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $72.40 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $49.86 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $114.81 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $19.82 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $25.89 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $11.01 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $23.55 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $37.17 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $49.32 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $49.32 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $49.31 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $49.31 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $76.62 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $183.12 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $32.37 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $32.37 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $32.37 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $5.42 |

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| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $71.18 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $79.99 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $18.30 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $13.21 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $22.02 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $38.75 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $20.46 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $41.85 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $35.67 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $17.22 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $62.91 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $114.60 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $6.93 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $14.87 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $194.30 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $42.92 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $42.12 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $21.08 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $72.82 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $66.73 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $506.90 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $28.95 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $37.90 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $37.43 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $22.24 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $125.60 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $91.66 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $8.41 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $16.20 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $142.35 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $73.50 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $13.11 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $98.08 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $25.10 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $29.30 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $50.08 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $104.51 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $50.06 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $99.17 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $20.93 |

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| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $135.74 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $99.17 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $99.17 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $26.16 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $22.03 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $17.58 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $32.44 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $1,965.97 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $187.34 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $8.39 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $14.19 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $136.64 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $39.53 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $255.20 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $33.05 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $41.97 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $36.21 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $17.13 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $110.14 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $123.36 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $195.53 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $661.14 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $129.98 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $12.11 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $438.00 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $71.04 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $39.22 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $220.39 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $20.92 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $37.93 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $10.66 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $12.42 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $19.88 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $39.22 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $646.65 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $319.56 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $70.47 |
| 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $46.26 |

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| | | 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $195.04 | |
| | | 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $14.55 | |
| | | 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $154.74 | |
| | | 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $947.10 | |
| | | 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $16.52 | |
| | | 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $234.73 | |
| | | 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $80.94 | |
| | | 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $203.69 | |
| | | 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $62.59 | |
| | | 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $68.00 | |
| | | 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $13.21 | |
| | | 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $79.99 | |
| | | 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $192.39 | |
| | | 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $128.26 | |
| | | 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | $192.39 | |
| | | 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | ($11.02) | |
| | | 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | ($18.75) | |
| | | 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | ($24.10) | |
| | | 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | ($18.75) | |
| | | 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | ($7.91) | |
| | | 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | ($151.97) | |
| | | 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | ($11.01) | |
| | | 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | ($11.01) | |
| | | 1T1H-VDTP-CD3N.1 | JUL2025 AMAZON | ($44.07) | |
| | | | **Check Amount:** | | **$17,225.78** |
| 224356 | WA ST ADMINISTRATIVE OFFICE OF THE COURTS | 2025 Fall Judicial | 66th Annual Judicial Conference | $125.00 | |
| | | | **Check Amount:** | | **$125.00** |
| 224357 | ATCO | 480175 | Jun 01, 2025- Jun 30, 2025 | $9,721.62 | |
| | | 491113 | Jul 01, 2025- Jul 31, 2025 | $9,721.62 | |
| | | 496105 | Jul 14, 2025- Aug 13, 2025 | $10,175.73 | |
| | | | **Check Amount:** | | **$29,618.97** |
| 224358 | PEARSON, MARGARET E. | 207125 | SAIL class facilitator | $550.00 | |
| | | | **Check Amount:** | | **$550.00** |
| 224359 | AUBURN MECHANICAL | 51975 | T&M NTE GP-01 Clean Coils, GP-02 Clean Coils and L | $6,005.13 | |
| | | | **Check Amount:** | | **$6,005.13** |

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| 224360 | BIO MANAGEMENT NORTHWEST INC. | 9893 | Biological Cleaning Services | $503.06 | |
| | | | **Check Amount:** | | **$503.06** |
| 224361 | BRADLEY PUBLIC SAFETY | 073105P-25 | BPSG court security | $1,215.00 | |
| | | | **Check Amount:** | | **$1,215.00** |
| 224362 | CHAPTER 13 TRUSTEE | PR 8.8.2025 | PR 8.8.2025 | $620.50 | |
| | | | **Check Amount:** | | **$620.50** |
| 224363 | CHIP GEORGE INC | 9897 | Pipe Inspection Van Cellular Antenna Replacement | $409.94 | |
| | | | **Check Amount:** | | **$409.94** |
| 224364 | CONFIDENTIAL DATA DISPOSAL | 22944857 | Document Shredding Service | $250.00 | |
| | | 22944851 | Document Shredding Service | $250.00 | |
| | | | **Check Amount:** | | **$500.00** |
| 224365 | EASTSIDE EXTERMINATORS | 973650 | Commercial Pest Service | $159.79 | |
| | | | **Check Amount:** | | **$159.79** |
| 224366 | EASTSIDE FIRE & RESCUE | 6982 | Remit Q2 2025 MIH Reimbursement | $91,411.80 | |
| | | 7013 | August 2025 Contract Fee | $701,434.83 | |
| | | | **Check Amount:** | | **$792,846.63** |
| 224367 | ENVIRO-CLEAN EQUIPMENT, LLC | 09P1517 | Spray Nozzle | $42.75 | |
| | | 10S1035 | 2024 Ravo R5 Diesel Street Sweeper | $371,839.20 | |
| | | | **Check Amount:** | | **$371,881.95** |
| 224368 | CAM CLARK EVERGREEN FORD LINCOLN LLC | 5217638 | Credit applied against Invoice 5217470 | ($33.09) | |
| | | 5217470 | Misc Ford Parts | $1,402.87 | |
| | | | **Check Amount:** | | **$1,369.78** |
| 224369 | EXELE | 12981 | Topview Annual Support and Maintenance | $1,265.62 | |
| | | | **Check Amount:** | | **$1,265.62** |
| 224370 | FIRE PROTECTION INC | 102262 | Fire Alarm Base Annual Inspection 2025 Annual Fire | $1,178.00 | |
| | | | **Check Amount:** | | **$1,178.00** |
| 224371 | GILLIS, RAVEN | REIM 6.23.2025 | Reimburse R. Gillis - lodging for NW Clerk Inst | $292.62 | |
| | | | **Check Amount:** | | **$292.62** |
| 224372 | THE GOODYEAR TIRE & RUBBER COMPANY | 195-1173429 | Tires and Mounting | $1,072.96 | |
| | | | **Check Amount:** | | **$1,072.96** |
| 224373 | GRAINGER CARIBE INC | 9596749334 | Janitorial supplies | $80.58 | |
| | | 9586638422 | Inventory: Batteries, Garbage Pickers, Staple Guns | $42.51 | |

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| | | | **Check Amount:** | | **$123.09** |
| 224374 | GREEN LATRINE | I59190 | PD Rental Jul 18, 2025 - Aug 14, 2025 | $350.00 | |
| | | | **Check Amount:** | | **$350.00** |
| 224375 | H D FOWLER | I7086694 | Fire Hydrant Repair Parts | $227.10 | |
| | | I7082475 | Stormwater supplies | $273.65 | |
| | | | **Check Amount:** | | **$500.75** |
| 224376 | HADLEY APARTMENTS | 207127 | Rent and utility assistance for EA client | $255.63 | |
| | | 207127 | Rent and utility assistance for EA client | $2,305.00 | |
| | | | **Check Amount:** | | **$2,560.63** |
| 224377 | ISSAQUAH, CITY OF | 25000331 | Jail Housing | $10,269.42 | |
| | | | **Check Amount:** | | **$10,269.42** |
| 224378 | KC FINANCE | 30043209 | 2025 MONTHLY SEWER CHARGES - 12 MONTHS | $503,189.52 | |
| | | | **Check Amount:** | | **$503,189.52** |
| 224379 | KOHTOKU ENTERPRISE, INC | 207128 | Rent assistance for EA client | $2,526.89 | |
| | | | **Check Amount:** | | **$2,526.89** |
| 224380 | LEXIPOL LLC | INVPM11255522 | Lexipol Software Suite | $12,247.00 | |
| | | | **Check Amount:** | | **$12,247.00** |
| 224381 | LIFTOFF LLC | 8208Add26 | Teams Phone License (1) | $101.82 | |
| | | | **Check Amount:** | | **$101.82** |
| 224382 | MAC TOWING, INC. | 25-02-61781 | Towing bill | $491.39 | |
| | | | **Check Amount:** | | **$491.39** |
| 224383 | METROPRESORT | IN679531 | JULY 2025 PRNT & MAILING OF UTILITY STATEMENTS BK2 | $130.73 | |
| | | IN679641 | JULY 2025 PRNT & MAILING OF UTILITY STATEMENTS BOO | $122.02 | |
| | | IN679531 | JULY 2025 PRNT & MAILING OF UTILITY STATEMENTS BK2 | $83.90 | |
| | | IN679641 | JULY 2025 PRNT & MAILING OF UTILITY STATEMENTS BOO | $77.74 | |
| | | IN679531 | JULY 2025 PRNT & MAILING OF UTILITY STATEMENTS BK2 | $130.73 | |
| | | IN679641 | JULY 2025 PRNT & MAILING OF UTILITY STATEMENTS BOO | $122.03 | |

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| | | IN679531 | JULY 2025 PRNT & MAILING OF UTILITY STATEMENTS BK2 | $83.91 | |
| | | IN679641 | JULY 2025 PRNT & MAILING OF UTILITY STATEMENTS BOO | $77.74 | |
| | | IN679531 | JULY 2025 PRNT & MAILING OF UTILITY STATEMENTS BK2 | $130.73 | |
| | | IN679641 | JULY 2025 PRNT & MAILING OF UTILITY STATEMENTS BOO | $122.03 | |
| | | IN679531 | JULY 2025 PRNT & MAILING OF UTILITY STATEMENTS BK2 | $83.90 | |
| | | IN679641 | JULY 2025 PRNT & MAILING OF UTILITY STATEMENTS BOO | $77.74 | |
| | | | **Check Amount:** | | **$1,243.20** |
| 224384 | MI EMPLOYEES ASSOC | PR 8.8.2025 | PR 8.8.2025 | $252.50 | |
| | | | **Check Amount:** | | **$252.50** |
| 224385 | MORGAN SOUND INC | MSI122518 | MMIP Sound Services | $3,442.57 | |
| | | MSI122588 | MMIP Sound Services | $3,724.66 | |
| | | MSI119401 | Thrift Shop Speaker Troubleshoot | $275.50 | |
| | | MSI118252 | Replace AMP in Slater Room | $1,972.58 | |
| | | MSI118719 | Court Wireless MIC Hardware | $2,280.26 | |
| | | | **Check Amount:** | | **$11,695.57** |
| 224386 | NORTHWEST STUDIO | 2407-10 | PW FACILITY SEISMIC RETROFIT 6/1/25 - 6/30/25 | $1,803.41 | |
| | | | **Check Amount:** | | **$1,803.41** |
| 224387 | NORTHWEST STUDIO | 2401-13-R1 | TULLY'S PROPERTY COMMUTER PARKING FACILITIES | $445.00 | |
| | | | **Check Amount:** | | **$445.00** |
| 224388 | NORTHWEST STUDIO | 2401-14 | TULLY'S PROPERTY COMMUTER PARKING FACILITIES 06/01 | $676.20 | |
| | | | **Check Amount:** | | **$676.20** |
| 224389 | OCCUPATIONAL HEALTH CTRS OF WA | 87624051 | Employee HEP B Vaccine Series | $171.00 | |
| | | | **Check Amount:** | | **$171.00** |

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| 224390 | OLYMPIC ENVIRONMENTAL RESOURCES | 2025OER5 | Recycling Project Cost - 2025 Fall event prep | $1,700.00 | |
| | | | **Check Amount:** | | **$1,700.00** |
| 224391 | PACIFIC INDUSTRIAL SUPPLY CO INC | 1487783 | hydrant cart builds | $212.42 | |
| | | 1487783 | hydrant cart builds | $212.42 | |
| | | | **Check Amount:** | | **$424.84** |
| 224392 | PETROS, YOSEPH | 182 | Amharic interp 7.22.25 | $140.00 | |
| | | | **Check Amount:** | | **$140.00** |
| 224393 | PLANTSCAPES INC | 61767e | Spring cleanup MICEC, Thrift Shop, City Hall, Main | $2,717.53 | |
| | | 61767e | Spring cleanup MICEC, Thrift Shop, City Hall, Main | $1,542.80 | |
| | | 61767e | Spring cleanup MICEC, Thrift Shop, City Hall, Main | $793.44 | |
| | | | **Check Amount:** | | **$5,053.77** |
| 224394 | PUGET SOUND ENERGY | 220037960576 | Electric Svc for Water Cabinet | $19.31 | |
| | | | **Check Amount:** | | **$19.31** |
| 224395 | PURIFIED WATER TO GO | 072570695 | Purified Water to Go - office | $8.82 | |
| | | | **Check Amount:** | | **$8.82** |
| 224396 | PUT A STAGE ON IT | INV1528 | MMIP Stage Rental | $2,989.91 | |
| | | INV1540 | MMIP Stage Rental | $2,989.80 | |
| | | INV1543 | MMIP Stage Rental | $2,989.91 | |
| | | | **Check Amount:** | | **$8,969.62** |
| 224397 | REFUNDS OneTime | REFUND P#RFL25-001 | Refund Permit #RFL25-001 - zoning cert voided | $176.00 | |
| | | | **Check Amount:** | | **$176.00** |
| 224398 | RINGSQUARED TELECOM LLC | IN316942 | Long Distance Charges | $67.85 | |
| | | | **Check Amount:** | | **$67.85** |
| 224399 | SAFETY MATTERS TRAINING INSTITUTE | 4473 | Confined Space Training | $488.00 | |
| | | 4473 | Confined Space Training | $732.00 | |
| | | | **Check Amount:** | | **$1,220.00** |
| 224400 | SCARSELLA BROS, INC. | 9040032-01 | Preconstruction Services for W | $9,690.59 | |
| | | | **Check Amount:** | | **$9,690.59** |
| 224401 | SEATTLE PUBLIC UTILITIES | JULY 2025 | JULY 2025 SPU RETAIL SERVICE CONNECTIONS | $3,744.00 | |
| | | | **Check Amount:** | | **$3,744.00** |
| 224402 | SECURITY SOLUTIONS NORTHWEST LLC | 383030 | Credit Memo/Adjustment | ($13.22) | |
| | | 384148 | Monitoring PD Modular Complex | $47.99 | |
| | | | **Check Amount:** | | **$34.77** |
| 224403 | SHOREWOOD HEIGHTS | 207126 | Rent assistance for EA client | $515.09 | |
| | | | **Check Amount:** | | **$515.09** |

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| 224404 | SME SOLUTIONS LLC | 2283361 | Tank Monitor Certification | $1,102.50 | |
| | | | **Check Amount:** | | **$1,102.50** |
| 224405 | SUPPLY SOURCE INC, THE | 2502462 | Janitorial Service Supplies | $120.42 | |
| | | | **Check Amount:** | | **$120.42** |
| 224406 | TACOMA SCREW PRODUCTS INC | 100400709-00 | Shop Rags | $167.51 | |
| | | | **Check Amount:** | | **$167.51** |
| 224407 | TRAFFIC SAFETY SUPPLY | INV083008 | Neighborhood Traffic - Street Name Signs | $224.66 | |
| | | | **Check Amount:** | | **$224.66** |
| 224408 | TULIP LLC | 32236 | CDL School Class B - Charlie Taumoepeau | $5,045.00 | |
| | | | **Check Amount:** | | **$5,045.00** |
| 224409 | US BANK CORP PAYMENT SYS | 7838151 | LTGO Debt Safekeeping | $350.00 | |
| | | 7838152 | LTGO Debt Safekeeping | $576.30 | |
| | | | **Check Amount:** | | **$926.30** |
| 224410 | US MOWER | 284452 | Deflector Rubber | $233.14 | |
| | | | **Check Amount:** | | **$233.14** |
| 224411 | UTILITIES SERVICE CO INC | 3928 | Sewer PS25 Pump Repair | $991.80 | |
| | | | **Check Amount:** | | **$991.80** |
| 224412 | VENTILATION POWER CLEANING, INC. | 65798 | Wet Well Cleaning & Disposal | $140,657.79 | |
| | | | **Check Amount:** | | **$134,275.86** |
| 224413 | VERIZON WIRELESS | 6119263034 | Verizon Cell Service | $38.43 | |
| | | | **Check Amount:** | | **$38.43** |
| 224414 | VERIZON WIRELESS | 6119263035 | Verizon Cell Service | $84.72 | |
| | | | **Check Amount:** | | **$84.72** |
| 224415 | VERIZON WIRELESS | 6119263033 | Verizon Cell Service | $188.41 | |
| | | 6119263033 | Verizon Cell Service | $76.86 | |
| | | 6119263033 | Verizon Cell Service | $69.63 | |
| | | | **Check Amount:** | | **$334.90** |
| 224416 | VERIZON WIRELESS | 6119263032 | Verizon Cell Service | $226.64 | |
| | | 6119263032 | Verizon Cell Service | $74.20 | |
| | | | **Check Amount:** | | **$300.84** |
| 224417 | VERIZON WIRELESS | 6119263025 | Verizon Cell Service | $495.21 | |
| | | | **Check Amount:** | | **$495.21** |
| 224418 | VERIZON WIRELESS | 6119263026 | Verizon Cell Service | $266.59 | |
| | | | **Check Amount:** | | **$266.59** |
| 224419 | VERIZON WIRELESS | 6119263031 | Verizon Cell Service | $781.97 | |
| | | | **Check Amount:** | | **$781.97** |
| 224420 | VERIZON WIRELESS | 6119263030 | Verizon Cell Service | $231.85 | |
| | | | **Check Amount:** | | **$231.85** |
| 224421 | VERIZON WIRELESS | 6119263029 | Verizon Cell Service | $268.43 | |
| | | | **Check Amount:** | | **$268.43** |
| 224422 | VERIZON WIRELESS | 6119263028 | Verizon Cell Service | $616.21 | |
| | | | **Check Amount:** | | **$616.21** |

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| 224423 | WA ST CRIMINAL JUSTICE TRAINING COMMISSION | 201140740 | Collision Investigation Basic | $100.00 | |
| | | | **Check Amount:** | | **$100.00** |
| 224424 | WATERFRONT CONSTRUCTION | 45583/45631retainage | Retainage Release - LB Log Anchoring | $3,261.00 | |
| | | | **Check Amount:** | | **$3,261.00** |
| 224425 | AAA FIRE & SAFETY INC | 12527165 | Fire Extinguisher | $186.49 | |
| | | | **Check Amount:** | | **$186.49** |
| 224426 | ARAMSCO, INC. | S7186513.001 | Pavement Markings | $523.20 | |
| | | | **Check Amount:** | | **$523.20** |
| 224427 | ALWAYS ACTIVE SERVICES LLC | 9 | 80th Avenue SE Pedestrian Impr | $61,189.03 | |
| | | | **Check Amount:** | | **$61,189.03** |
| 224428 | AMADO-PITTLE, MARIA CECILIA | 16-4133-218 | Spanish interpreter 8/5/25 | $242.42 | |
| | | | **Check Amount:** | | **$242.42** |
| 224429 | AT&T MOBILITY | 6361x08132025 | Wireless Cell Svc 7.6.2025 - 8.5.2025 | $40.04 | |
| | | 4975x08132025 | Wireless Cell Svc 7.6.2025 - 8.5.2025 | $80.08 | |
| | | 4926x08132025 | Wireless Hotspots 7.6.2025 - 8.5.2025 | $9.82 | |
| | | 5224x08132025 | Wireless Cell Svc 7.6.2025 - 8.5.2025 | $9.82 | |
| | | 4926x08132025 | Wireless Hotspots 7.6.2025 - 8.5.2025 | $9.82 | |
| | | | **Check Amount:** | | **$149.58** |
| 224430 | AT&T MOBILITY | 5128x08132025 | Wireless Cell Svc 7.6.2025 - 8.5.2025 | $120.12 | |
| | | 7855x08132025 | Hotspot for Kyle Hawkins | $1.22 | |
| | | | **Check Amount:** | | **$121.34** |
| 224431 | AT&T MOBILITY | 3437x08132025 | Wireless Cell Svc 7.6.2025 - 8.5.2025 | $2,727.65 | |
| | | | **Check Amount:** | | **$2,727.65** |
| 224432 | AWC | August 2025 | Employer Paid Cobra Coverage | $2,662.67 | |
| | | | **Check Amount:** | | **$2,662.67** |
| 224433 | BACKFLOW APPARATUS & VALVE CO | 345757 | hydrant cart builds | $2,613.40 | |
| | | 345757 | hydrant cart builds | $2,613.39 | |
| | | | **Check Amount:** | | **$5,226.79** |
| 224434 | BARGER, KENNETH | 16-4603-88 | French interp 8/5/25 | $169.83 | |
| | | | **Check Amount:** | | **$169.83** |
| 224435 | BARTELS, JEREMY | Bartels 8.11.25 | Jeremy Bartels pro tem 8.11.25 | $250.00 | |
| | | | **Check Amount:** | | **$250.00** |

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| 224436 | JUANA ELENA NAJAR PEREZ | 0001109 | ROW Landscaping Vegetation Trimming | $3,266.33 | |
| | | 0001110 | ROW Landscaping Vegetation Trimming | $3,685.09 | |
| | | 0001139 | ROW Landscaping Vegetation Trimming | $6,867.64 | |
| | | | **Check Amount:** | | **$13,819.06** |
| 224437 | BUD CLARY FORD | 3SA186-1 | Additional Fee for purchase of FL-0571 | $393.06 | |
| | | 3SA186X | Fleet purchase - Ford Escape Plug-In Hybrids (2) | $42,607.70 | |
| | | | **Check Amount:** | | **$43,000.76** |
| 224438 | CALLI DENNEY CONSTRUCTION INC | July Progress Pay | Subbasin 23.2 Watercourse Stabilization | $186,645.84 | |
| | | | **Check Amount:** | | **$178,177.34** |
| 224439 | CDW LLC | AF2IG1A | TrendMicro Annual Subscriptions | $12,838.08 | |
| | | | **Check Amount:** | | **$12,838.08** |
| 224440 | CENTURYLINK | 333622384 8.2.2025 | CenturyLink Phone Service | $258.43 | |
| | | | **Check Amount:** | | **$258.43** |
| 224441 | COMPLETE OFFICE | 2363825-0 | July Complete Office | $166.73 | |
| | | 2365622-0 | July Complete Office | $111.63 | |
| | | 2361622-0 | July Complete Office | $7.07 | |
| | | 2362374-0 | July Complete Office | $192.57 | |
| | | 2365577-0 | July Complete Office | $11.01 | |
| | | 2363673-0 | July Complete Office | $50.55 | |
| | | | **Check Amount:** | | **$539.56** |
| 224442 | CONFIDENTIAL DATA DISPOSAL | 22944580 | Document Shredding Service | $250.00 | |
| | | 229689 | Document Shredding Service | $125.00 | |
| | | | **Check Amount:** | | **$375.00** |
| 224443 | CRUZ, OTTO DELMAR MATIAS | 206 | Otto Matias Cruz - Mam | $150.00 | |
| | | | **Check Amount:** | | **$150.00** |
| 224444 | CRYSTAL SPRINGS | 14555831 080225 | Bottle Water Service | $584.13 | |
| | | | **Check Amount:** | | **$584.13** |
| 224445 | DATAQUEST LLC | 25806 | Background Checks INV 25806 | $26.50 | |
| | | 25806 | Background Checks INV 25806 | $182.00 | |
| | | | **Check Amount:** | | **$208.50** |
| 224446 | DEPT OF ENTERPRISE SERVICES | 731146109 | Business Cards - Comms Mgr | $38.51 | |
| | | | **Check Amount:** | | **$38.51** |

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| 224447 | DESAUTEL COMMUNICATIONS | 007536 | Communications Support INV 7536 | $1,458.00 | |
| | | | **Check Amount:** | | **$1,458.00** |
| 224448 | CAM CLARK EVERGREEN FORD LINCOLN LLC | 5217829 | Steering Wheel ASY - Ford Super Duty | $561.25 | |
| | | | **Check Amount:** | | **$561.25** |
| 224449 | EVERGREEN SAFETY COUNCIL | INV13913 | Flagger Certification | $278.00 | |
| | | | **Check Amount:** | | **$278.00** |
| 224450 | EXCEL GLOVES & SAFETY SUPPLIES, INC. | 152536 | Protective Gloves | $499.65 | |
| | | | **Check Amount:** | | **$499.65** |
| 224451 | FARALLON CONSULTING LLC | 0057106 | 2025 Soil Remediation & Performance Monitoring Pro | $13,903.95 | |
| | | | **Check Amount:** | | **$13,903.95** |
| 224452 | FEDERICI, NICK | CMI 131 | Legislative Services Jan 2025 INV CMI 131 | $2,500.00 | |
| | | CM 132 | Legislative Services Jan 2025 INV CMI 131 | $2,500.00 | |
| | | CMI 133 | Legislative Services Jan 2025 INV CMI 131 | $2,500.00 | |
| | | CMI 134 | Legislative Services Jan 2025 INV CMI 131 | $2,500.00 | |
| | | CMI 135 | Legislative Services Jan 2025 INV CMI 131 | $2,500.00 | |
| | | CMI 136 | Legislative Services Jan 2025 INV CMI 131 | $2,500.00 | |
| | | CMI 137 | Legislative Services Jan 2025 INV CMI 131 | $2,500.00 | |
| | | Mercer 158 | Legislative Services Jan 2025 INV CMI 131 | $2,500.00 | |
| | | | **Check Amount:** | | **$20,000.00** |
| 224453 | GALT, JOHN E. | 3377 | Hearing Examiner Services | $7,336.00 | |
| | | | **Check Amount:** | | **$7,336.00** |
| 224454 | GEOENGINEERS INC | 0208348 | LBWI Plaza VCP and Cost Recovery Support | $1,156.45 | |
| | | | **Check Amount:** | | **$1,156.45** |
| 224455 | GEOSYNTEC CONSULTANTS INC | 628588 | Carryover SW0128 - SB 18C Drai | $1,038.48 | |
| | | | **Check Amount:** | | **$1,038.48** |
| 224456 | THE GOODYEAR TIRE & RUBBER COMPANY | 195-1173598 | Fleet Tires | $732.24 | |
| | | | **Check Amount:** | | **$732.24** |

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| 224457 | GRAINGER CARIBE INC | 9596298860 | Inventory: Batteries, Garbage Pickers, Staple Guns | $127.51 | |
| | | 9604667049 | Warehouse Supplies | $84.07 | |
| | | | **Check Amount:** | | **$211.58** |
| 224458 | GREEN LATRINE | I59942, I59947 | Green Latrine Regular Service (year-2025) | $790.00 | |
| | | I59942, I59947 | Green Latrine Regular Service (year-2025) | $200.00 | |
| | | | **Check Amount:** | | **$990.00** |
| 224459 | HORIZON DISTRIBUTORS INC | 3M561123 | Irrigation parts | $107.64 | |
| | | 3M561125 | Irrigation parts | $88.30 | |
| | | 3M561491 | Irrigation parts | $9.37 | |
| | | 3M561715 | Irrigation parts | $100.59 | |
| | | | **Check Amount:** | | **$305.90** |
| 224460 | INDUSTRIAL BOLT & SUPPLY INCORPORATED | 881842-1 | Misc Hardware | $151.90 | |
| | | 881846-1 | Misc Fleet Supplies | $528.01 | |
| | | | **Check Amount:** | | **$679.91** |
| 224461 | INSLEE BEST DOEZIE & RYDER P.S. | 441551 | Contract Payment | $1,682.50 | |
| | | | **Check Amount:** | | **$1,682.50** |
| 224462 | JUVVAL TECH LLC | Moli-Mercer-0825-01 | Moli August subscription | $200.00 | |
| | | | **Check Amount:** | | **$200.00** |
| 224463 | KC FINANCE | 11016143 | I-NET MONTHLY SERVICES 1/1/2025-12/31/2025 | $1,492.00 | |
| | | | **Check Amount:** | | **$1,492.00** |
| 224464 | KELLEY CREATE | IN2044965 | Copier Support Fees 7/2025 IN2044965 | $1,769.96 | |
| | | IN2051587 | Plotter Printing Supplies IN2051587 | $742.20 | |
| | | | **Check Amount:** | | **$2,512.16** |
| 224465 | KIVIAT, AARON | 1699 | Contract Payment | $11,000.00 | |
| | | | **Check Amount:** | | **$11,000.00** |
| 224466 | PSOMAS | 224515 | Psomas ICW Corridor Improvements July 2025 Invoice | $1,930.25 | |
| | | | **Check Amount:** | | **$1,930.25** |
| 224467 | LAKERIDGE PAVING COMPANY LLC | July Progress Pay | 2025 Residential Street Overla | $114,856.74 | |
| | | July Progress Pay | 2025 Residential Street Overla | $60,184.30 | |
| | | | **Check Amount:** | | **$175,041.04** |
| 224468 | LANGUAGE LINE SERVICES | 11591915 | Interpretation Services INV 11591915 | $117.60 | |

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|---|---|---|---|---|---|
| | | 11672027 | Translation Services INV 11672027 | $13.72 | |
| | | | **Check Amount:** | | **$131.32** |
| 224469 | MARLIN LEASING CORPORATION | 40781593 | Copier Lease Fees 8/2025 INV 407848829 | $858.47 | |
| | | 40784829 | Copier Lease Fees 8/2025 INV 407848829 | $284.31 | |
| | | 40816551 | Copier Lease Fees 8/2025 INV 40816551 | $1,032.58 | |
| | | | **Check Amount:** | | **$2,175.36** |
| 224470 | MCLOUGHLIN & EARDLEY GROUP, INC. | 0284615 | LED Traffic Advisor Lightbars | $833.11 | |
| | | 0284615 | LED Traffic Advisor Lightbars | $833.11 | |
| | | | **Check Amount:** | | **$1,666.22** |
| 224471 | METROPRESORT | IN679796 | JULY 2025 PRNT & MAILING OF UTILITY STATEMENTS BK4 | $100.00 | |
| | | IN679796 | JULY 2025 PRNT & MAILING OF UTILITY STATEMENTS BK4 | $168.98 | |
| | | IN679796 | JULY 2025 PRNT & MAILING OF UTILITY STATEMENTS BK4 | $304.68 | |
| | | IN679796 | JULY 2025 PRNT & MAILING OF UTILITY STATEMENTS BK4 | $124.43 | |
| | | IN679796 | JULY 2025 PRNT & MAILING OF UTILITY STATEMENTS BK4 | $82.55 | |
| | | IN679796 | JULY 2025 PRNT & MAILING OF UTILITY STATEMENTS BK4 | $124.43 | |
| | | IN679796 | JULY 2025 PRNT & MAILING OF UTILITY STATEMENTS BK4 | $82.55 | |
| | | IN679796 | JULY 2025 PRNT & MAILING OF UTILITY STATEMENTS BK4 | $124.44 | |
| | | IN679796 | JULY 2025 PRNT & MAILING OF UTILITY STATEMENTS BK4 | $82.56 | |
| | | | **Check Amount:** | | **$1,194.62** |
| 224472 | MI UTILITY BILLS | 7/31/2025UB | JULY 2025 PMT OF UTILITY BILLS FOR WATER SERVICE | $37,011.84 | |

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|---|---|---|---|---|---|
| | | 7/31/2025 | JULY 2025 PMT OF UTILITY BILLS FOR WATER SERVICE | $18,387.38 | |
| | | 7/31/2025UB | JULY 2025 PMT OF UTILITY BILLS FOR WATER SERVICE | $628.33 | |
| | | 7/31/2025 | JULY 2025 PMT OF UTILITY BILLS FOR WATER SERVICE | $33,791.15 | |
| | | 7/31/2025UB | JULY 2025 PMT OF UTILITY BILLS FOR WATER SERVICE | $1,677.60 | |
| | | 7/31/2025 | JULY 2025 PMT OF UTILITY BILLS FOR WATER SERVICE | $8,685.16 | |
| | | 7/31/2025 | JULY 2025 PMT OF UTILITY BILLS FOR WATER SERVICE | $150,683.99 | |
| | | 7/31/2025UB | JULY 2025 PMT OF UTILITY BILLS FOR WATER SERVICE | $10,351.78 | |
| | | 7/31/2025UB | JULY 2025 PMT OF UTILITY BILLS FOR WATER SERVICE | $766.29 | |
| | | 7/31/2025UB | JULY 2025 PMT OF UTILITY BILLS FOR WATER SERVICE | $1,878.46 | |
| | | 7/31/2025UB | JULY 2025 PMT OF UTILITY BILLS FOR WATER SERVICE | $1,267.33 | |
| | | 7/31/2025UB | JULY 2025 PMT OF UTILITY BILLS FOR WATER SERVICE | $108.33 | |
| | | | **Check Amount:** | | **$265,237.64** |
| 224473 | MOBERLY AND ROBERTS | 1251 | Contract Payment | $8,220.87 | |
| | | | **Check Amount:** | | **$8,220.87** |
| 224474 | NAPA AUTO PARTS | 967720 | Misc Fleet Supplies | $344.49 | |
| | | 968450 | Misc Fleet Supplies | $181.07 | |
| | | 968492 | Misc Fleet Supplies | $128.82 | |
| | | 969103 | Misc Fleet Supplies | $194.49 | |
| | | 969243 | Misc Fleet Supplies | $170.48 | |
| | | 969485 | Misc Fleet Supplies | $26.96 | |
| | | 969548 | Misc Fleet Supplies | $105.29 | |
| | | 969909 | Misc Fleet Supplies | $131.03 | |
| | | 969910 | Misc Fleet Supplies | $46.19 | |
| | | | **Check Amount:** | | **$1,328.82** |
| 224475 | NW PLAYGROUND EQUIPMENT INC | 56251 | Replacement playground parts Deane's | $514.83 | |
| | | | **Check Amount:** | | **$514.83** |
| 224476 | OGDEN MURPHY WALLACE PLLC | 912795 | Contract Payment | $5,355.00 | |
| | | | **Check Amount:** | | **$5,355.00** |
| 224477 | OMA CONSTRUCTION INC | 5 | Town Center Parking Facility | $12,480.52 | |
| | | | **Check Amount:** | | **$11,856.48** |
| 224478 | PACIFIC NORTHWEST YACHTS LLC | 3993 | Marine Patrol Maintenance | $741.63 | |

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| | | | **Check Amount:** | | **$741.63** |
| 224479 | PLANTSCAPES INC | 61852e | 2025-26 Facilities Landscape M | $10,271.74 | |
| | | 61852e | 2025-26 Facilities Landscape M | $919.07 | |
| | | 61852e | 2025-26 Facilities Landscape M | $3,340.16 | |
| | | 61852e | 2025-26 Facilities Landscape M | $1,487.70 | |
| | | | **Check Amount:** | | **$16,018.67** |
| 224480 | OLSON BROTHERS PRO-VAC LLC | 368914338 | PRO-VAC contract 2025-2026 | $12,647.85 | |
| | | | **Check Amount:** | | **$12,647.85** |
| 224481 | PUGET SOUND ENERGY | 1689AUGUST2025 | Street Lights 6300 Island Crest Way | $10.89 | |
| | | 2453AUGUST2025 | Lighting for CIP 7714 N MERCER WAY | $60.72 | |
| | | 1139AUGUST2025 | Electric Svc for Radar Signs-SE 78TH & 84TH AVE S | $11.54 | |
| | | 4343JULY2025 | Streetlights 3000 80th Ave SE | $180.44 | |
| | | 0576JULY2025 | Electric Svc for Water Cabinet | $19.31 | |
| | | | **Check Amount:** | | **$282.90** |
| 224482 | REAPER CONSTRUCTION INC | Progress Payment #2 | Street Related Storm and Water | $27,741.64 | |
| | | Progress Payment #2 | Street Related Storm and Water | $10.00 | |
| | | | **Check Amount:** | | **$25,233.25** |
| 224483 | RESERVE ACCOUNT | AUG2025 | POSTAGE REFILL AUG 2025 | $5,000.00 | |
| | | | **Check Amount:** | | **$5,000.00** |
| 224484 | RH2 ENGINEERING INC | 101468 | Reservoir Booster Pump Station | $20,192.17 | |
| | | 101606 | Reservoir Booster Pump Station | $8,775.79 | |
| | | 102303 | Reservoir Booster Pump Station | $10,313.67 | |
| | | | **Check Amount:** | | **$39,281.63** |
| 224485 | RH2 ENGINEERING INC | 102304 | Sewer Pump Station 20 Replacem | $10,270.97 | |
| | | | **Check Amount:** | | **$10,270.97** |
| 224486 | | LEOFF 1 Expenses Aug | LEOFF I Retiree Expenses | $441.76 | |
| | | | **Check Amount:** | | **$441.76** |

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| 224487 | SCORE | 8788 | SCORE Housing Fees - July 2025 - Invoice 8788 | $4,636.57 | |
| | | | **Check Amount:** | | **$4,636.57** |
| 224488 | SEATTLE BOAT CO | 997-21013-53038 | Boat Fuel | $626.48 | |
| | | 997-21032-64269 | Boat Fuel | $1,271.84 | |
| | | 997-21033-37331 | Marine Patrol Fuel | $374.88 | |
| | | 997-21035-63752 | Boat Fuel | $1,232.22 | |
| | | 997-21035-68013 | Boat Fuel | $659.82 | |
| | | 997-21044-36004 | Marine Patrol Fuel | $1,116.48 | |
| | | | **Check Amount:** | | **$5,281.72** |
| 224489 | SECURITY SAFE & LOCK | 1-T115302 | Replacement Keys for MP Storage Container | $44.08 | |
| | | | **Check Amount:** | | **$44.08** |
| 224490 | SERVICEMAC, LLC | 207477 | Mortgage assistance for EA client | $3,000.00 | |
| | | | **Check Amount:** | | **$3,000.00** |
| 224491 | SHOREWOOD HEIGHTS | 207476 | Rent assistance for EA client | $833.72 | |
| | | | **Check Amount:** | | **$833.72** |
| 224492 | STERLING VOLUNTEERS | 10384759 | Background Checks INV 10384759 | $144.00 | |
| | | | **Check Amount:** | | **$144.00** |
| 224493 | SUPPLY SOURCE INC, THE | 2502550 | Misc janitorial supplies | $1,826.65 | |
| | | | **Check Amount:** | | **$1,826.65** |
| 224494 | T&L NURSERY INC | 648829 | Town center plants | $5,244.65 | |
| | | | **Check Amount:** | | **$5,244.65** |
| 224495 | T-MOBILE USA INC. | 9563085644 | Warrant Processing Fees - T-Mobile | $100.00 | |
| | | 9581146888 | Warrant Processing Fees - T-Mobile | $115.00 | |
| | | 9581146887 | Warrant Processing Fees - T-Mobile | $115.00 | |
| | | | **Check Amount:** | | **$330.00** |
| 224496 | TEKLEMARIAM, YOSEPH | 16-5268-87 | Yoseph Teklemariam | $154.83 | |
| | | | **Check Amount:** | | **$154.83** |
| 224497 | THE PART WORKS, INC | INV122047 | Plumbing supplies backstock | $504.81 | |
| | | | **Check Amount:** | | **$504.81** |
| 224498 | TRANSPO GROUP USA INC | 35579 | Transpo 76th Mid-Block & ADA Imp July 2025 Invoice | $13,119.85 | |
| | | 35579 | Transpo 76th Mid-Block & ADA Imp July 2025 Invoice | $8,746.57 | |
| | | | **Check Amount:** | | **$21,866.42** |
| 224499 | TSE, BIANCA | Tse 08.11.25 | Pro Tem Bianca Tse 8.11.25 | $100.00 | |
| | | Tse 08.12.25 | Pro Tem Bianca Tse 8.12.25 | $400.00 | |

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| | | | | **Check Amount:** | | **$500.00** |
| | 224500 | UDODIK, MARINA | REIM 8.2.2025 | Reimburse M.Udodik - NNO expenses | $378.55 | |
| | | | | **Check Amount:** | | **$378.55** |
| | 224501 | UNDERWATER SPORTS INC. | 20030118 | Dive Team Equipment | $35.21 | |
| | | | | **Check Amount:** | | **$35.21** |
| | 224502 | UTILITIES UNDERGROUND LOCATION | 5070186 | Excavation Notifications for the month: 236 | $318.60 | |
| | | | | **Check Amount:** | | **$318.60** |
| | 224503 | VERIZON WIRELESS | 6119288696 | Verizon Cell Service | $35.52 | |
| | | | | **Check Amount:** | | **$35.52** |
| | 224504 | VERIZON WIRELESS | 6119255249 | Verizon Cell Service | $16.29 | |
| | | | 6119255249 | Verizon Cell Service | $56.84 | |
| | | | | **Check Amount:** | | **$73.13** |
| | 224505 | VERIZON WIRELESS | 6119293524 | Verizon Cell Service | $338.70 | |
| | | | | **Check Amount:** | | **$338.70** |
| | 224506 | VERIZON WIRELESS | 6119263027 | Verizon Cell Service | $5,031.54 | |
| | | | | **Check Amount:** | | **$5,031.54** |
| | 224507 | WA ST DEPT OF ECOLOGY | 26-WAR045528-1 | Water Quality Program Municipal Stormwater Phase 2 | $22,090.00 | |
| | | | | **Check Amount:** | | **$22,090.00** |
| | 224508 | WA ST DEPT OF REVENUE | L0031203749 | Retainage Release - 23-08C | $4,730.00 | |
| | | | | **Check Amount:** | | **$4,730.00** |
| | 224509 | WA ST DOL | 7/10/2025-8/14/2025 | CONCEALED PISTOL LICENSES ISSUED | $270.00 | |
| | | | | **Check Amount:** | | **$270.00** |
| | 224510 | GCP WW HOLDCO LLC | INV2010019277 | AFSCME Clothing Allowance - Randy Seal | $62.98 | |
| | | | INV2060001894 | AFSCME Clothing Allowance - Randy Seal | $220.46 | |
| | | | | **Check Amount:** | | **$283.44** |
| | 224511 | OMA CONSTRUCTION INC | 5b | Contract Withholding: 1124 | $624.04 | |
| | | | | **Check Amount:** | | **$624.04** |
| T | 5000 | METROPRESORT | IN680049 | JULY 2025 PRNT & MAILING OF UTILITY BILLS BK5 | $121.09 | |
| | | | IN680049 | JULY 2025 PRNT & MAILING OF UTILITY BILLS BK5 | $77.94 | |
| | | | IN680049 | JULY 2025 PRNT & MAILING OF UTILITY BILLS BK5 | $121.10 | |
| | | | IN680049 | JULY 2025 PRNT & MAILING OF UTILITY BILLS BK5 | $77.94 | |
| | | | IN680049 | JULY 2025 PRNT & MAILING OF UTILITY BILLS BK5 | $121.10 | |

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| | | IN680049 | JULY 2025 PRNT & MAILING OF UTILITY BILLS BK5 | $77.94 |
| | | | **Check Amount:** | **$597.11** |
| **Total** | | | | **$3,813,089.66** |

# BUSINESS OF THE CITY COUNCIL
# CITY OF MERCER ISLAND

**AB 6749**
**September 2, 2025**
**Consent Agenda**

## AGENDA BILL INFORMATION

| | | |
|---|---|---|
| **TITLE:** | AB 6749: National Recovery Month, Proclamation No. 369 | ☐ Discussion Only<br>☒ Action Needed:<br>☒ Motion<br>☐ Ordinance<br>☐ Resolution |
| **RECOMMENDED ACTION:** | Approve Proclamation No. 369 proclaiming September 2025 as National Recovery Month on Mercer Island. | |

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| **DEPARTMENT:** | Youth and Family Services |
| **STAFF:** | Mayor Salim Nice<br>Derek Franklin, YFS Administrator |
| **COUNCIL LIAISON:** | n/a |
| **EXHIBITS:** | 1. Proclamation No. 369 |
| **CITY COUNCIL PRIORITY:** | n/a |

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| **AMOUNT OF EXPENDITURE** | $ n/a |
| **AMOUNT BUDGETED** | $ n/a |
| **APPROPRIATION REQUIRED** | $ n/a |

## EXECUTIVE SUMMARY

The purpose of this agenda bill is to proclaim September as National Recovery Month on Mercer Island with Proclamation No. 369 (Exhibit 1). Recognizing National Recovery Month each September raises awareness in the Mercer Island community that recovery from substance abuse and mental health conditions is possible for everyone and promotes prevention, intervention, and treatment on Mercer Island. The City's Department of Youth and Family Services provides low-barrier prevention, intervention, and treatment service to Mercer Island residents.

## BACKGROUND

Mental health conditions and substance use disorders affect all communities nationwide, and National Recovery Month is celebrated in the U.S. each September to promote access to recovery, celebrate those participating in services, and educate the community to overcome the barriers of stigma and discrimination. Originally focused on recovery only from substances of abuse, over time National Recovery Month evolved to encompass mental health, recognizing the connection between these conditions.

Recovery Month advances the broader messages that behavioral health is essential to overall health and wellness and that prevention works, treatment is effective, and people do recover.

## ISSUE/DISCUSSION

The 2025 National Recovery Month theme is “Recovery is for Everyone: Every Person, Every Family, Every Community”. This theme reminds people in recovery and those who support them that recovery belongs to all of us and is a community effort. This observance reinforces the message that behavioral health is essential to overall health, prevention works, treatment is effective, and people can and do recover. Nationally, approximately 74% of adults who have ever had a substance use issue and 70% of adults who have ever had a mental health issue consider themselves to be in recovery or have recovered.

The City of Mercer Island supports this important message by providing robust prevention, intervention and treatment programs through its Department of Youth and Family Services (YFS). YFS provides community-wide substance abuse prevention and mental health promotion services via the Healthy Youth Initiative. YFS outpatient mental health counselors and school-based counselors provide mental health treatment and substance abuse intervention and referral.

Data from the biennial Healthy Youth Survey administered in Washington public schools finds that Mercer Island youth historically binge drink (consuming five or more drinks on one occasion for males and four or more drinks on one occasion for females) and report rates of stress and anxiety at rates higher than their peers statewide. National and regional data identifies young adults ages 18-24 at being at highest risk for high-risk cannabis use and adults ages 25-34 having the highest rates of fentanyl-involved nonfatal overdose emergency department visits. National Recovery Month reminds the Mercer Island community that there is more work to be done supporting those individuals and families impacted by substance use and mental health conditions with education, awareness, prevention, intervention, and treatment services.

Mercer Island residents seeking mental health or substance use-related services or information, are encouraged to contact the YFS Department Confidential Intake Line at (206) 275-7657 or learn more at www.mercerisland.gov/yfs and www.mihealthyyouth.com.

## RECOMMENDED ACTION

Approve Proclamation No. 369 proclaiming September 2025 as National Recovery Month on Mercer Island.

# City of Mercer Island, Washington
## *Proclamation*

**WHEREAS,** mental health and substance use conditions affect all communities nationwide including Mercer Island and education and awareness about prevention, intervention, and treatment reduce stigma and support those seeking, or, in recovery.

National Recovery Month highlights that prevention works, treatment is effective, and recovery is possible. Education and awareness allow for better recognition of substance use and mental health disorders and facilitate people finding appropriate services and entering recovery.

National Recovery Month honors the courage and strength of individuals and families facing mental health and substance use conditions. By promoting evidence-based treatment, highlighting stories of success, and recognizing the dedication of service providers, it inspires hope and supports the resilience for those struggling towards recovery.

The 2025 theme of National Recovery Month is "*Recovery is for Everyone: Every Person, Every Family, Every Community*". Spreading this message helps foster a strong recovery community, encourages advocacy, focusses on wellbeing, and fosters hope.

**NOW, THEREFORE,** I, Salim Nice, Mayor of the City of Mercer Island, do hereby proclaim September 2025 as

## NATIONAL RECOVERY MONTH

**APPROVED,** this 2nd day of September 2025.

_____
Mayor Salim Nice




Proclamation No. 369

# BUSINESS OF THE CITY COUNCIL
# CITY OF MERCER ISLAND

**AB 6750**
**September 2, 2025**
**Consent Agenda**

## AGENDA BILL INFORMATION

| | | |
|---|---|---|
| **TITLE:** | AB 6750: Hunger Action Month, Proclamation No. 366 | ☐ Discussion Only<br>☒ Action Needed:<br>☒ Motion<br>☐ Ordinance<br>☐ Resolution |
| **RECOMMENDED ACTION:** | Approve Proclamation No. 366 proclaiming September 2025 as Hunger Action Month on Mercer Island. | |

| | |
|---|---|
| **DEPARTMENT:** | Youth and Family Services |
| **STAFF:** | Mayor Salim Nice<br>Derek Franklin, YFS Administrator |
| **COUNCIL LIAISON:** | n/a |
| **EXHIBITS:** | 1. Proclamation No. 366 |
| **CITY COUNCIL PRIORITY:** | n/a |

| | |
|---|---|
| **AMOUNT OF EXPENDITURE** | $ n/a |
| **AMOUNT BUDGETED** | $ n/a |
| **APPROPRIATION REQUIRED** | $ n/a |

## EXECUTIVE SUMMARY

The purpose of this agenda bill is to proclaim September 2025 as Hunger Action Month on Mercer Island with Proclamation No. 366 (Exhibit 1) to raise awareness about the importance of food security and to inspire residents to take action.

## BACKGROUND

September has historically been recognized as a month to focus on food security. Hunger Action Month was first launched by Feeding America in 2007 as an annual campaign to raise awareness about hunger in the United States. Mercer Island has historically recognized the regional Mayor's Day of Concern for the Hungry each September, alongside a local grassroots initiative known as No Islander Goes Hungry (NIGH), which promotes giving to support food security. The Department of Youth and Family Services (YFS) continues to champion this cause as part of its mission to support the wellbeing of residents of all ages, and encourages the community to give in support of food security efforts

## ISSUE/DISCUSSION

Every community in the country faces food security issues, including Mercer Island. Pre-pandemic, the Youth and Family Services Department (YFS) operated a drop-in food pantry out of the Luther Burbank Administration Building. The YFS Food Pantry distributed primarily shelf-stable food items sourced through a

combination of donations from school and community food drives and modest funding support from the YFS Emergency Assistance budget to ensure adequate pantry stock over the summer months when donations typically decreased.

During the Pandemic crisis, demand for food support increased dramatically. YFS closed the food pantry due to safety and operational concerns related to COVID-19 and introduced a grocery store cash card distribution system. This system was funded by a combination of YFS budget, COVID relief funds, and a significant increase in financial support from the Mercer Island Youth and Family Services Foundation. Peak demand saw an allocation of up to $225,000 for food cards annually.

As the Pandemic subsided and demand reduced (although still significantly higher than pre-pandemic), the financial and strategic decision was made to stop the food card distribution program. To adapt to evolving demand, YFS partnered with Hopelink to bring a Mobile Food Market (truck) to Mercer Island to provide both shelf-stable and fresh food items to residents in need. Currently, approximately 75 households visit the Mobile Market per stop on Mercer Island, down from approximately 100 in 2024. This decrease can be partially attributed to increased referrals for larger families and those with dietary restrictions to Hopelink's central location in Bellevue. Hopelink notes that the Mercer Island Mobile Market stop is consistently one of the busiest on its regional schedule.

A YFS community partner, the Mercer Island Farmers Market, remains a key player in food security efforts on Mercer Island as their "Market Bucks" program for SNAP (Supplemental Nutrition Assistance Program) eligible shoppers, sells out within 15-30 minutes.

During Hunger Action Month 2025, YFS calls upon residents to increase their awareness of the impact of food insecurity both on Mercer Island and nationally and to consider donating time or resources towards ending food insecurity. Additional information is available at www.feedingamerica.org. Mercer Island residents facing food insecurity can receive assistance by calling the YFS confidential intake voicemail line at (206) 275-7657.

## RECOMMENDED ACTION

Approve Proclamation No. 366 proclaiming September 2025 as Hunger Action Month on Mercer Island.

# City of Mercer Island, Washington
## *Proclamation*

**WHEREAS,** Hunger Action Month is observed in the United States in the month of September, and the City engages in food security efforts for its residents via programing at the Department of Youth and Family Services (YFS).

Mercer Island is not immune from the economic pressures and changing landscape of regional and national support services that can increase food insecurity among its most vulnerable residents.

In recognition of the importance of stable nutrition to the general well-being of a community, YFS offers food security programs in the community including a Mobile Market, individualized case management for food insecure families and seniors, and referrals for large families, those with mobility issues, and those with dietary restrictions.

YFS food security efforts include critical partnerships with local entities also committed to ending food local insecurity including the Mercer Island Farmer's Market and the Mercer Island Youth and Family Services Foundation.

All Islanders have a role to play in supporting basic food security in the community. Hunger Action Month calls upon the residents of Mercer Island to join efforts throughout the month of September to raise awareness about food insecurity and consider supporting local food security efforts.

**NOW, THEREFORE,** I, Salim Nice, Mayor of the City of Mercer Island, do hereby proclaim September 2025 as

## HUNGER ACTION MONTH

**APPROVED,** this 2nd day of September 2025.

_____
Mayor Salim Nice

HUNGER ACTION MONTH™

Proclamation No. 366

# BUSINESS OF THE CITY COUNCIL
# CITY OF MERCER ISLAND

**AB 6751**
**July 15, 2025**
**Consent Agenda**

## AGENDA BILL INFORMATION

| | | |
|---|---|---|
| **TITLE:** | AB 6751: Childhood Cancer Awareness Month, Proclamation No. 367 | ☐ Discussion Only<br>☒ Action Needed:<br>☒ Motion<br>☐ Ordinance<br>☐ Resolution |
| **RECOMMENDED ACTION:** | Approve Proclamation No. 367 Proclaiming September 2025 as Childhood Cancer Awareness Month on Mercer Island. | |

| | |
|---|---|
| **DEPARTMENT:** | Youth and Family Services |
| **STAFF:** | Mayor Salim Nice<br>Derek Franklin, YFS Administrator |
| **COUNCIL LIAISON:** | n/a |
| **EXHIBITS:** | 1. Proclamation No. 367 |
| **CITY COUNCIL PRIORITY:** | n/a |

| | |
|---|---|
| **AMOUNT OF EXPENDITURE** | $ n/a |
| **AMOUNT BUDGETED** | $ n/a |
| **APPROPRIATION REQUIRED** | $ n/a |

## EXECUTIVE SUMMARY

The purpose of this agenda bill is to proclaim September 2025 as Childhood Cancer Awareness Month on Mercer Island with Proclamation No. 367 (Exhibit 1).

## BACKGROUND

Cancer is the leading cause of death by disease among children between the ages of 1 and 14 years in the United States, with approximately 16,000 children diagnosed every year. Cancer affects not only the young patients but also their families, friends, and communities.

## ISSUE/DISCUSSION

September is recognized nationally as Childhood Cancer Awareness Month. This month is a time to honor the young lives affected by the many different diseases comprising childhood cancer, to remember those who have lost their battles, and to support the families and medical professionals who tirelessly fight to improve the prognosis for all children with cancer.

Progress continues to be made in treating pediatric cancer over the past several decades with the survival rate increasing from approximately 58-68% in the 1970's to 83-88% today. Nevertheless, approximately 1,600 children die each year in the United States of cancer.

Communities across the country "Go Gold" in September to raise awareness and support for childhood cancer research, treatment, and prevention. "Go Gold" in September by wearing gold, displaying gold ribbons, and participating in events aimed at promoting understanding and solidarity with the affected families.

## RECOMMENDED ACTION

Approve Proclamation No. 367 proclaiming September 2025 as Childhood Cancer Awareness Month on Mercer Island.

# City of Mercer Island, Washington
## *Proclamation*

**WHEREAS,** cancer is the leading cause of death by disease among children ages 1 to 14 in the United States, with approximately 16,000 children diagnosed every year, affecting not only the young patients but also their families, friends, and communities. Despite significant advancements in medical research, childhood cancer remains a critical public health issue, with many forms of pediatric cancer still lacking effective treatment options, leading to long-term health consequences and a need for ongoing medical care for survivors.

Only 4% of federal government cancer research funding is dedicated specifically to childhood cancers, highlighting a pressing need for increased awareness and support for research initiatives focused on pediatric oncology.

September is recognized nationally as Childhood Cancer Awareness Month, a time to honor the young lives both on Mercer Island and across the county affected by the dozens of different diseases comprising childhood cancer, to remember those who have lost their battle, and to support the families and medical professionals who tirelessly fight to improve the prognosis for all children with cancer.

The color gold symbolizes the precious nature of children and the resiliency of childhood cancer warriors. Mercer Island can "Go Gold" in September to raise awareness and support for childhood cancer research, treatment, and prevention, by wearing gold, displaying gold ribbons, and participating in events aimed at promoting understanding and solidarity.

**NOW, THEREFORE,** I, Salim Nice, Mayor of the City of Mercer Island, do hereby proclaim September 2025 as

**CHILDHOOD CANCER AWARENESS MONTH**

**APPROVED,** this 2nd day of September 2025.

_____

Mayor Salim Nice

Proclamation No. 367



# BUSINESS OF THE CITY COUNCIL
# CITY OF MERCER ISLAND

**AB 6752**
**September 2, 2025**
**Consent Agenda**

## AGENDA BILL INFORMATION

| | | |
|---|---|---|
| **TITLE:** | AB 6752 National Preparedness Month Proclamation, No. 368 | ☐ Discussion Only<br>☒ Action Needed:<br>☒ Motion<br>☐ Ordinance<br>☐ Resolution |
| **RECOMMENDED ACTION:** | Approve Proclamation No. 368 proclaiming September 2025 National Preparedness Month in Mercer Island. | |

| | |
|---|---|
| **DEPARTMENT:** | Police |
| **STAFF:** | Michelle Bennett, Interim Police Chief<br>Amanda Keverkamp, Emergency Manager |
| **COUNCIL LIAISON:** | n/a |
| **EXHIBITS:** | 1. Proclamation No. 368 |
| **CITY COUNCIL PRIORITY:** | n/a |

| | |
|---|---|
| **AMOUNT OF EXPENDITURE** | $ n/a |
| **AMOUNT BUDGETED** | $ n/a |
| **APPROPRIATION REQUIRED** | $ n/a |

## EXECUTIVE SUMMARY

September is National Preparedness Month. Recognizing the importance of emergency preparedness each September helps remind the Mercer Island community to prepare for disasters, not just in September, but throughout the entire year.

## BACKGROUND

It is not a question of if, but when, a disaster will happen. Mercer Island faces similar hazards as neighboring jurisdictions; however, response and recovery are more complex due to challenges unique to island-life.

The mission of Mercer Island's emergency preparedness program is to prepare all Islanders to be self-sufficient for 7- to 14-days following a major disaster, when public safety and emergency medical services are most overwhelmed. All Islanders includes residents, businesses, schools, the faith community, and City staff.

## ISSUE/DISCUSSION

Mercer Island is susceptible to several hazards including wind and winter storms, power outages, earthquakes, extreme heat, landslides, and more. Mercer Island Emergency Management works with Island organizations and neighborhood groups to help the entire community prepare for disasters.

During National Preparedness Month, Mercer Island Emergency Management reminds the community to take steps now to ensure that they, their family, and their neighborhood are ready for disasters. All Islanders should:

- **Assess your unique needs.** Each person, household, neighborhood, and business have unique needs that are different from others. Identify those needs to be incorporated into your plan. Unique needs could include medical needs, mobility challenges, infants or children, pets, or transportation.
- **Understand the hazards.** Understand the hazards Mercer Island and the Puget Sound may be vulnerable to by visiting www.mercerisland.gov/emergencyprep.
- **Create a plan.** Build a plan for your family. Visit www.mercerisland.gov/familyemergencyplan to get started. The Family Emergency Plan booklet is also available in these languages:
  - Chinese
  - Japanese
  - Korean
  - Vietnamese
  - Spanish
  - Russian
- **Sign up for emergency alerts.** Receive firsthand emergency communication from Mercer Island or King County during a disaster by signing up for ALERT King County. Islanders can sign up to receive alerts in one of over 20 languages including:
  - Chinese (Mandarin and Cantonese)
  - Japanese
  - Korean
  - Hindi
  - Thai
- **Build a kit.** Gather supplies that will last for 7-14 days after a disaster strikes. See this example list for a family of four for seven days.
- **Practice your plan.** Creating a plan is the first step. Making sure the entire household understands the plan is the next step. Schedule a family meeting to talk through your emergency plan each year.

## RECOMMENDED ACTION

Approve Proclamation No. 368 proclaiming September 2025 National Preparedness Month in Mercer Island.

# City of Mercer Island, Washington
## *Proclamation*

**WHEREAS,** emergencies, both natural and manmade, can occur on Mercer Island and throughout the Puget Sound at any time.

Mercer Island joins communities across the country in fostering a culture of preparedness. This September, for National Preparedness Month, the City encourages all Islanders to:

- **Assess your Unique Needs** which includes needs that are specific to you and your family like medical, access, mobility, and transportation needs.
- **Understand the Hazards** specific to Mercer Island and the Puget Sound.
- **Create a Plan** that includes a household communications plan, alternative shelter options, evacuation routes, and accommodations for special or unique needs.
- **Sign up for Emergency Alerts** to receive urgent messages and updates from the City of Mercer Island and King County.
- **Gather Supplies** that will last for 7-14 days after a disaster.
- **Practice your Plan** with your family.

To help the community prepare for emergencies of all kinds, the City provides training and volunteer opportunities including Community Emergency Response Team (CERT) training, Map Your Neighborhood, emergency preparedness presentations, and more.

Islanders can learn more about emergency preparedness training opportunities at **www.mercerisland.gov/emergencyprep**.

**NOW, THEREFORE,** I, Salim Nice, Mayor of the City of Mercer Island, do hereby proclaim September 2025 as

## NATIONAL PREPAREDNESS MONTH

and encourage all Mercer Island residents and businesses to commit to being prepared for 7- to 14-days following a disaster.

**APPROVED,** this 2nd day of September 2025

_____
Salim Nice, Mayor

Proclamation No. 368

# BUSINESS OF THE CITY COUNCIL
# CITY OF MERCER ISLAND

**AB 6765**
**September 2, 2025**
**Consent Agenda**

## AGENDA BILL INFORMATION

| | | |
|---|---|---|
| **TITLE:** | AB 6765: Reaffirming Our Commitment to Safe and Respectful Communities, Proclamation No. 370 | ☐ Discussion Only<br>☒ Action Needed:<br>☒ Motion<br>☐ Ordinance<br>☐ Resolution |
| **RECOMMENDED ACTION:** | Approve Proclamation No. 370 Reaffirming Our Commitment to Safe and Respectful Communities | |

| | |
|---|---|
| **DEPARTMENT:** | City Council |
| **STAFF:** | Salim Nice, Mayor |
| **COUNCIL LIAISON:** | n/a |
| **EXHIBITS:** | 1. Proclamation No. 370 |
| **CITY COUNCIL PRIORITY:** | n/a |

## EXECUTIVE SUMMARY

The purpose of this agenda item is to reaffirm the City of Mercer Island's commitment to safe and respectful communities with Proclamation No. 370 (Exhibit 1).

## BACKGROUND

On August 27, 2025, the students and staff of Annunciation Catholic School, in Minneapolis, in only their third day of classes, faced an unthinkable act of violence that claimed lives and left many injured.

The City of Mercer Island stands with the victims, families, friends, teachers, and first responders in Minneapolis, affirming our shared commitment to protect the dignity and safety of children in schools and worshippers in faith communities.

## RECOMMENDED ACTION

Approve Proclamation No. 370 reaffirming our commitment to safe and respectful communities.

# City of Mercer Island, Washington
## *Proclamation*

**WHEREAS,** Mercer Island is home to people of many faiths whose spiritual, cultural, and educational contributions enrich civic life; and

**WHEREAS,** on Wednesday August 27, 2025, the students and staff of Annunciation Catholic School in Minneapolis, in only their third day of classes, faced an unthinkable act of violence that claimed lives and left many injured; and

**WHEREAS,** on Friday, August 29, 2025, the students and faculty of St. Monica Catholic School gathered for an all-school Mass in their parish church, marking the beginning of a new school year with prayer and community; and

**WHEREAS,** the City of Mercer Island stands with the victims, families, friends, teachers, and first responders in Minneapolis, affirming our shared commitment to protect the dignity and safety of children in schools and worshippers in faith communities; and

**WHEREAS,** this tragedy reminds us of the responsibility we all share to ensure that firearms are kept safe and out of the hands of those who would use them to harm others, and of the need to stand firmly against hate in all its forms, including religious-based violence of any kind;

**NOW, THEREFORE,** I, Salim Nice, Mayor of the City of Mercer Island, do hereby call upon all residents to stand in solidarity with those affected by the tragedy in Minneapolis, while reaffirming Mercer Island's shared commitment to fostering safe and respectful communities for all.

**APPROVED,** this 2nd day of September, 2025.

_____

Mayor Salim Nice

Proclamation No. 370

# BUSINESS OF THE CITY COUNCIL
# CITY OF MERCER ISLAND

**AB 6753**
**September 2, 2025**
**Consent Agenda**

## AGENDA BILL INFORMATION

| | | |
|---|---|---|
| **TITLE:** | AB 6753: Ratification of Mercer Island's Comprehensive Emergency Management Plan, Resolution No. 1680 | ☐ Discussion Only<br>☒ Action Needed:<br>☒ Motion<br>☐ Ordinance<br>☒ Resolution |
| **RECOMMENDED ACTION:** | Approve Resolution No. 1680 ratifying Mercer Island's Comprehensive Emergency Management Plan | |

| | |
|---|---|
| **DEPARTMENT:** | Police |
| **STAFF:** | Michelle Bennett, Interim Police Chief<br>Amanda Keverkamp, Emergency Manager |
| **COUNCIL LIAISON:** | n/a |
| **EXHIBITS:** | 1. Resolution No. 1680 with Exhibit A – Comprehensive Emergency Management Plan |
| **CITY COUNCIL PRIORITY:** | n/a |

| | |
|---|---|
| **AMOUNT OF EXPENDITURE** | $ n/a |
| **AMOUNT BUDGETED** | $ n/a |
| **APPROPRIATION REQUIRED** | $ n/a |

## EXECUTIVE SUMMARY

The purpose of this agenda item is to present the updated Comprehensive Emergency Management Plan (CEMP) to the City Council for ratification.

- The CEMP is the comprehensive document that plans for all natural and man-made disasters within the City of Mercer Island.
- Jurisdictions are required by state and federal law to create, adopt, and regularly update CEMPs.
- The Washington State Emergency Management Division (EMD) regularly releases new or updated guidance or requirements for CEMPs. These requirements may come from state legislation or the Federal Emergency Management Agency (FEMA) and must be incorporated as updates become due.
- Updated plans are due to the state for review every five years.
- Throughout 2024, staff updated Mercer Island's CEMP and submitted it to the State Emergency Management Division.
- The City's CEMP was reviewed and approved by the State this spring and must now be ratified by City Council.

## BACKGROUND

Washington state law (RCW 38.52) requires all jurisdictions to establish an emergency management program and to develop a comprehensive emergency management plan (CEMP). That plan must be reviewed regularly and approved by the State every five years. Additionally, the Homeland Security Presidential Directive-5 (HSPD) directs the implementation of the National Incident Management System (NIMS) that provides a nationwide template to prevent, respond to, recover from, and mitigate the effects of incidents. NIMS also defines roles and standardizes training.

Mercer Island's emergency management program was established in the mid-1990s, and the City has maintained and updated a CEMP since the early 2000s.

## ISSUE/DISCUSSION

Natural and human-caused hazards can happen anytime, anywhere. In 2024 alone, the United States experienced 90 federally declared major disasters. Locally, Mercer Island experienced two significant emergencies: a prolonged water transmission line leak and water supply reduction, and a bomb cyclone windstorm. Both events led to proclamations of local emergencies that together spanned six months.

For the City as well as other government entities to effectively respond to disasters, hazards must be identified, and plans must be made. It is for this reason that both the federal and state government require all jurisdictions to make appropriate plans for emergencies and disasters of all kinds.

**What is a CEMP?**
A CEMP is a comprehensive approach to preparing for, responding to, and recovering from emergencies. The Plan is organized into three sections: (1) the Base Plan, (2) Appendices, and (3) Emergency Support Function (ESF) Supplemental Annexes.

Legally required elements provide the foundation for the CEMP. These elements even guide the way the CEMP is structured and organized. This standardization not only helps ensure that agencies have planned for all emergency situations, but it also allows emergency management personnel from any jurisdiction or level of government to quickly and easily understand an agency's protocols and assist with the response. CEMPs are designed to be detailed yet also afford the flexibility to adapt and scale to each incident.

The CEMP provides both the structure and policy foundation for disaster response. It is also the overarching guidance, organization, and approach for a family of emergency plans created and maintained by the city. Together, these plans articulate the roles and responsibilities among local, state, and federal emergency officials, first responders, staff, and volunteers.

The **Base Plan** provides foundational emergency response information and policies Mercer Island will follow during an incident. The **Emergency Support Function (ESF) Annexes** detail how staff, first responders, volunteers, partner agencies, and others prepare for, respond to, and recover from disasters. Representatives from every department reviewed and updated the ESF Annexes for which they were fully or partially responsible.

**2024 CEMP Update**

Throughout 2024, staff reviewed and updated the City's CEMP using guidance provided by the State EMD. The focus of the 2024 update was fourfold:

- Incorporate missing required elements,
- Include new requirements as designated by the state or federal governments,
- Adjust department or agency response protocols based on recent experiences, and
- Improve the accessibility and readability of the document.

The state added several new elements which needed to be incorporated into the City's 2024 update. Additionally, the state rearranged several elements to better organize the document. One such example: the state added a new communications section, bringing together elements for access and functional needs populations, limited-English proficiency populations, recommendations to address challenges for these communities, and resources available to address those challenges. These elements were either spread out among different sections or were not required with the previous update.

To ensure the CEMP is both useable and accessible by staff, outside agencies, and volunteers, the Mercer Island CEMP was updated with plain language wherever possible. While certain terminology is federally required, that terminology has been defined or broken down in order to be accessible to staff and others outside of the emergency management profession. The document was also organized, within the state requirements, to be both logical and searchable.

## NEXT STEPS

With the State's approval of Mercer Island's Comprehensive Emergency Management Plan, the final step is for the City Council to adopt Resolution No. 1680, ratifying the City's approved plan.

Over the next five-year cycle, staff will train, exercise, and update this document as appropriate and in accordance with state and federal law. In four years, the City will begin this process again.

## RECOMMENDED ACTION

Adopt Resolution No. 1680 ratifying the Mercer Island Comprehensive Emergency Management Plan.

**CITY OF MERCER ISLAND, WASHINGTON**
**RESOLUTION NO. 1680**

**A RESOLUTION OF THE CITY OF MERCER ISLAND, WASHINGTON RATIFYING THE MERCER ISLAND COMPREHENSIVE EMERGENCY MANAGEMENT PLAN.**

WHEREAS, Washington State statute, RCW 38.52.070 authorizes local emergency management programs; and

WHEREAS, Chapter 3.32 of the Mercer Island City Code establishes an emergency management program within the City; and

WHEREAS, WAC 118-30-060 (1) states in part "Each political subdivision shall maintain a current plan of operations;" and

WHEREAS, the City of Mercer Island has updated its existing Comprehensive Emergency Management Plan as required by Ch. 118-30 WAC; and

WHEREAS, the 2025-2030 Mercer Island Comprehensive Emergency Management Plan addresses the lawful requirements, ensuring the Plan's consistency with the Washington State Comprehensive Emergency Management Plan; and

WHEREAS, the Washington State Emergency Management Division has reviewed Mercer Island's Comprehensive Emergency Management Plan and granted approval to adopt the plan; and

WHEREAS, it is concluded that the ratification of Mercer Island's Comprehensive Emergency Management Plan is necessary and in the public interest.

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

**Section 1.** **Ratification.** The City of Mercer Island Comprehensive Emergency Management Plan, which is attached hereto as Exhibit A and is incorporated herein by reference, is ratified.

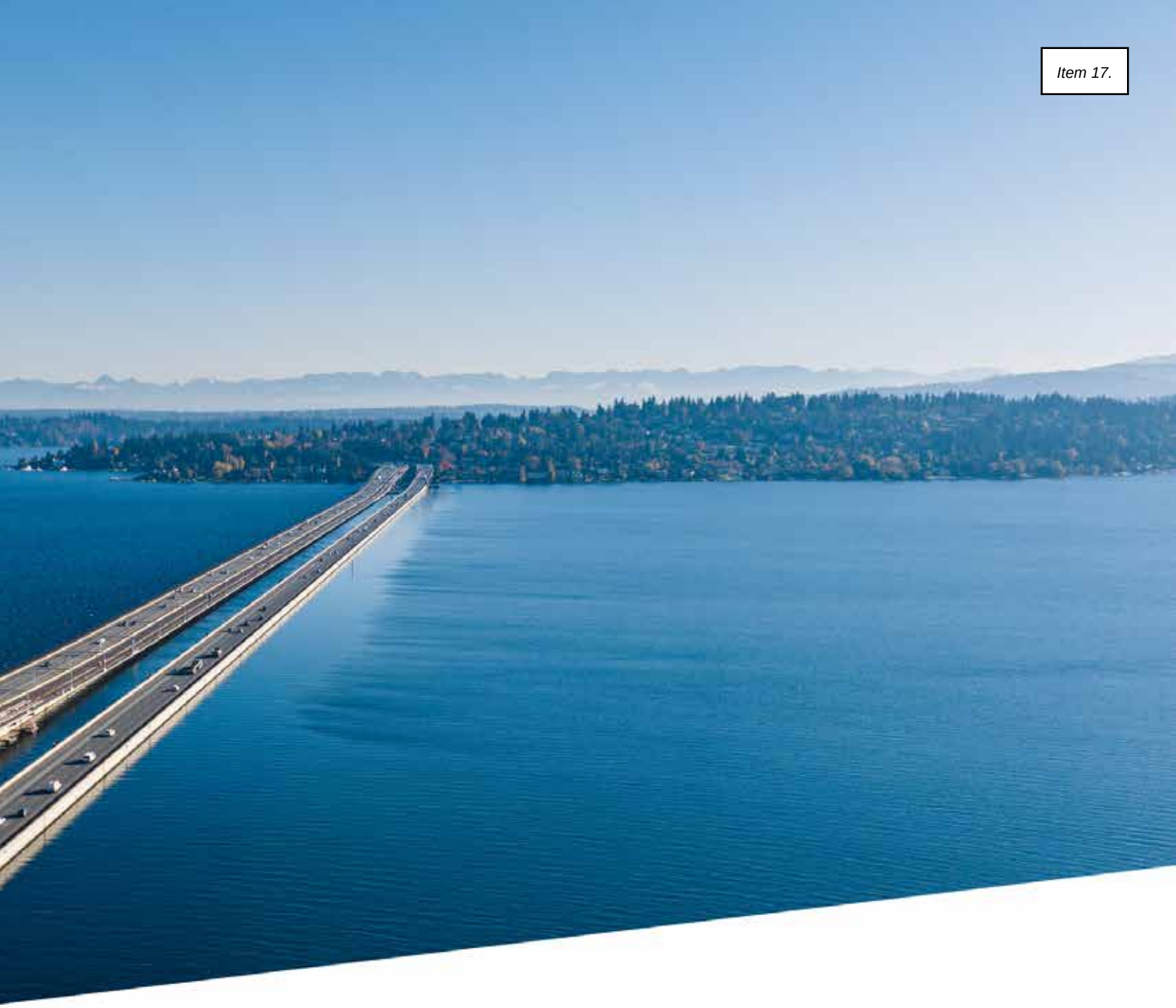
PASSED BY THE CITY COUNCIL OF THE CITY OF MERCER ISLAND, WASHINGTON, AT ITS MEETING ON SEPTEMBER 2, 2025.

CITY OF MERCER ISLAND

_____
Salim Nice, Mayor

ATTEST:

_____
Andrea Larson, City Clerk



MERCER ISLAND

# COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

DECEMBER 2024

CITY OF MERCER ISLAND

# COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

City of Mercer Island, Washington
Emergency Management Office

**December 2024**

STATE OF WASHINGTON
MILITARY DEPARTMENT
EMERGENCY MANAGEMENT DIVISION
*MS: TA-20 Building 20 • Camp Murray, Washington 98430-5122*
*Phone: (253) 512-7000 • FAX: (253) 512-7200*

May 15, 2025

Amanda Keverkamp
Emergency Manager
City of Mercer Island
9611 SE 36th Street
Mercer Island, WA 98040

Re: City of Mercer Island Comprehensive Emergency Management Plan

Dear Ms. Keverkamp:

Thank you for submitting the City of Mercer Island's Comprehensive Emergency Management Plan (CEMP) for our review as required under RCW 38.52.070. Congratulations on completing this significant accomplishment.

The enclosed documents provide a compilation of recommendations for your next planning and review cycle to meet the requirements of chapter 38.52 RCW and chapter 118-30 WAC. Addressing the lawful requirements category will ensure your CEMP's continued consistency with the State CEMP and incorporate industry best practices. The Washington Emergency Management Division (EMD) looks forward to receiving the next iteration of the City of Mercer Island's CEMP in five years.

To better incorporate the use of core capabilities and make the CEMP a more operational document, CEMP development in Washington has undergone significant changes. If you would like additional information or assistance, please contact EMD's Planning Section at emdcempreview@mil.wa.gov.

Sincerely,

Robert Ezelle
Director

Enclosures (2)
EMD CEMP Evaluated Checklist – City of Mercer Island 2024
CEMP Review and Recommendations – City of Mercer Island 2024

# TABLE OF CONTENTS

**PROMULGATION** ..... **iv**
**DISTRIBUTION PAGE** ..... **v**
**CEMP SUGGESTIONS FORM** ..... **vi**
**RECORD OF REVISIONS** ..... **vii**
**EXECUTIVE SUMMARY** ..... **viii**
**BASE PLAN** ..... **1**
**INTRODUCTION** ..... **2**
Mission ..... 2
Purpose ..... 2
Scope and Applicability ..... 3
Limitations ..... 4
Key Concepts ..... 4
Assignment of Responsibilities ..... 4
Authorities ..... 5
**PLANNING ASSUMPTIONS AND CONSIDERATIONS** ..... **7**
Situation Overview ..... 7
Threat Hazard Identification and Risk Assessment (THIRA) Summary ..... 9
Disaster Assumptions ..... 11
Planning Assumptions ..... 11
Considerations ..... 13
**DIRECTION, CONTROL, AND COORDINATION** ..... **14**
**ORGANIZATION** ..... **15**
City Organizational Structure ..... 15
EOC Activation Levels ..... 16
EOC Locations ..... 16
Organizational Structure During a Disaster ..... 16
Procedures and Expectations ..... 17
Maintaining Operations ..... 18
**CONCEPT OF OPERATIONS** ..... **22**
Operational Objectives ..... 22
Whole Community Engagement ..... 22
Incident Management ..... 24
Coordination of Incident Management Activities ..... 26
Concurrent Implementation of Other Plans ..... 27
**ROLES AND RESPONSIBILITIES** ..... **29**
Incident Management Activities by Emergency Management Phase ..... 29
Key Position and Department Responsibilities ..... 31
Elected Officials ..... 31
Policy Group ..... 32

City Manager ..... 32
Emergency Manager ..... 32
Communications Manager / Public Information Officer ..... 33
EOC Liaisons ..... 34
City Attorney / Safety Officer ..... 34
Police Department ..... 35
Public Works Department ..... 35
Community Planning and Development Department ..... 37
Administrative Services ..... 37
Youth and Family Services Department ..... 38
Finance Department ..... 39
Multi-Jurisdictional Coordination and Partner Agencies ..... 39
Eastside Fire & Rescue ..... 39
King County, Washington State, and Federal Governments ..... 40
Mercer Island Emergency Volunteer Teams ..... 40
American Red Cross (ARC) ..... 41
Mercer Island School District (MISD) ..... 41
Private Sector, Volunteer Organizations, and Others ..... 41
Mutual Aid, Memorandum of Understanding, and Interlocal Agreements ..... 42
Response Core Capabilities Matrix ..... 43
Emergency Support Functions Responsibilities Matrix ..... 44
**COMMUNICATIONS ..... 45**
Activating Emergency Communications ..... 45
Limitations to Emergency Communications ..... 45
Reaching LEP Populations ..... 45
Communications Methods ..... 45
Available Communication Methods and Resource Needs ..... 46
Assessing the Effectiveness of Emergency Communications ..... 46
**ADMINISTRATION, FINANCE, AND LOGISTICS ..... 47**
Administration, Documentation, Retention, and Preservation ..... 47
Finance ..... 48
Logistics and Resource Management ..... 49
**ONGOING PLAN MANAGEMENT AND MAINTENANCE ..... 51**
Coordination ..... 51
Plan Maintenance ..... 51
Post-Exercise and/or Disaster Situation Evaluation Analysis ..... 51
Availability to Public ..... 52
Resources ..... 52
**APPENDICES ..... 53**
Appendix 1. Definitions ..... 54
Appendix 2. Acronyms ..... 75
Appendix 3. Authorities and References ..... 81
Appendix 4. Training, Drills, and Exercises ..... 84

Appendix 5. ESF Department Responsibilities Matrix ..... 86
**EMERGENCY SUPPORT FUNCTION (ESF) ANNEXES..... 87**
ESF 1 – Transportation..... 88
ESF 2 – Telecommunications / Information Systems and Warning..... 97
ESF 3 – Public Works and Engineering..... 121
ESF 4 – Firefighting..... 134
ESF 5 – Emergency Management..... 143
ESF 6 – Mass Care, Housing, Human Services, Special Needs, Pet Shelters..... 153
ESF 7 – Resource Support – Volunteer Info..... 177
ESF 8 – Public Health and Medical Services..... 197
ESF 9 – Search & Rescue..... 217
ESF 10 – Hazardous Materials..... 233
ESF 11 – Agriculture and Natural Resources..... 258
ESF 12 – Energy..... 273
ESF 13 – Public Safety, Law Enforcement, and Security..... 286
ESF 14 – Long Term Community Recovery..... 300
ESF 15 – External Affairs..... 324
ESF 20 – Defense Support to Civil Authorities..... 338
ESF 23 – Damage Assessment..... 343
ESF 24 – Evacuation and Movement..... 364

# PROMULGATION

With this notice, the City is pleased to officially promulgate the 2024 Mercer Island Comprehensive Emergency Management Plan (CEMP). One of a family of plans created by Mercer Island Emergency Management. The CEMP is the framework for citywide mitigation, preparedness, response, and recovery activities. The purpose of the CEMP is to provide a structure for standardizing plans citywide and to facilitate interoperability between local, state, and federal governments.

Every effort has been made to ensure that the CEMP is compatible with the King County Regional Disaster Plan, the State of Washington Comprehensive Emergency Management Plan, the National Response Framework, and the Revised Code of Washington, Chapter 38.52. Its format aligns with the State of Washington Comprehensive Emergency Management Plan. The City of Mercer Island supports the Department of Homeland Security (DHS) National Incident Management System (NIMS) compliance requirements and operates under the Incident Command System (ICS).

The CEMP specifies the authorities, functions, and responsibilities that pertain to establishing collaborative action plans between City departments, and local, state, federal, volunteer, public, non-profit and private sector organizations. It also contains detailed information on participant Emergency Support Functions (ESFs), also known as single functional activities. By coordinating all phases of Emergency Management, the CEMP will help minimize the impacts of emergencies and disasters on Mercer Island and King County. We believe the CEMP is a significant tool for saving lives, protecting property, preserving the environment, and sustaining the economy.

This CEMP supersedes any previous CEMP documents and will be presented to the City Council for acceptance on a date to be determined after review by State Emergency Management Division. This CEMP is a living document and will be reviewed and updated after exercises, activations, or as appropriate. Recipients are requested to advise Emergency Management of any changes or suggestions that may result in CEMP improvement.

Thank you for your involvement in this worthwhile endeavor.

Amanda Keverkamp
Emergency Manager, City of Mercer Island

Concur:

Jessi Bon
City Manager, City of Mercer Island

# RECORD OF DISTRIBUTION

The record of distribution will be used to verify that department leaders have acknowledged the acceptance of the CEMP. An electronic version of the CEMP will also be provided to all City employees. Hard copies will be placed in all City facilities. A redacted version will be available on the City of Mercer Island website at www.mercerisland.gov.

| Date of Delivery | Number of Copies Delivered | Method of Delivery | Department Name, Title |
|---|---|---|---|
| | 1 | Electronic Copy | **Administrative Services**<br>Ali Spietz, Chief of Administration |
| | 1 | Electronic Copy | **City Attorney's Office**<br>Bio Park, City Attorney |
| | 7 | Electronic Copy | **City Council**<br>One for each member of the City Council |
| | 1 | Electronic Copy | **City Manager's Office**<br>Jessi Bon, City Manager |
| | 1 | Electronic Copy | **Community Planning and Development**<br>Jeff Thomas, Director |
| | 1 | Electronic Copy | **Eastside Fire and Rescue**<br>Ben Lane, Chief |
| | 1 | Hard Copy | **Emergency Management / EOC**<br>Amanda Keverkamp, Emergency Manager |
| | 1 | Electronic Copy | **Finance**<br>Matt Mornick, Director |
| | 1 | Electronic Copy | **Municipal Court**<br>Jeff Gregory, Judge |
| | 3 | Hard Copy | **Police**<br>Chris Sutter, Chief<br>Mike Seifert, Services Commander<br>Jeff Magnan, Operations Commander |
| | 1 | Hard Copy | **Public Works**<br>Jason Kintner, Chief of Operations |
| | 1 | Hard Copy | **Recreation Division**<br>Ryan Daly, Recreation Manager |
| | 1 | Hard Copy | **Youth and Family Services**<br>Derek Franklin, YFS Administrator |

# CEMP SUGGESTION FORM

Dear CEMP Reader:

The Comprehensive Emergency Management Plan (CEMP) is an organic and evolving document. It is formally updated every five years but is flexible enough to be updated as needed. To make suggested changes to the CEMP, please use this form.

The Plan is broken into three sections: (1) Base Plan, (2) Appendices, and (3) Emergency Support Functions (ESFs). Fill in the blanks regarding the location of information in the plan being reviewed. Attach edited hard copies to this sheet with any suggested changes for each of the three separate sections. Make other suggestions or comments in the space provided below. Add extra sheets as necessary.

Thank you for taking the time to review the City of Mercer Island's CEMP!

Email to:

Emergency Manager
City of Mercer Island
9611 SE 36th Street
Mercer Island, WA 98040
Phone: 206.275-7905
Email: amanda.keverkamp@mercerisland.gov

| Name: | Title: | | |
|---|---|---|---|
| Dept/Agency: | | | |
| Address: | City | State: | Zip Code: |
| | Phone : | Email : | |
| | | | |

Base Plan: _____ Appendices: _____ ESFs: _____

Chapter: _____ Section: _____ Paragraph: _____

**Suggestions or Comments:**

# RECORD OF REVISIONS

From the date of promulgation of the CEMP, the Emergency Manager will track and record changes made to the document.

| Change # | Date Entered | Contents of Change | Initials |
|---|---|---|---|
| n/a | January - December 2024 | Overall update and rewrite of the CEMP to establish compliance with WA State CEMP requirements as of 2021. | AK |
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# EXECUTIVE SUMMARY

Mercer Island's Comprehensive Emergency Management Plan (CEMP) is the overarching guidance, organization, and approach for a family of emergency plans created and maintained by the City of Mercer Island.

The CEMP is intended as a thorough framework for citywide mitigation, preparedness, response, and recovery activities. It is designed to be detailed yet flexible, adaptable, and scalable. The CEMP articulates the roles and responsibilities among local, state, and federal emergency officials, first responders, staff, and volunteers.

> The CEMP provides the structure and policy framework for preparing for, responding to, and recovering from an emergency or disaster.

Response to disasters, emergencies, and incidents is to be managed at the lowest possible level. Starting with staff, growing to a departmental response, then into a citywide response, and eventually to county, state, and federal levels. As situational awareness and resource needs expand, response grows with it.

**Standardized for Interoperability**

The CEMP is formatted to be consistent with the King County CEMP, State of Washington CEMP, and National Response Framework, complete with Emergency Support Functions (ESFs). This standardization of plans throughout the State provides uniformity and interoperability between local, county, state, and federal levels of government. Emergency management professionals from other jurisdictions, states, or the federal government would be able to open this Plan and assist in the City's incident response if requested.

The CEMP is one of the many efforts to prepare all Mercer Islanders, businesses, and organizations for emergencies or disasters. The Plan stresses the four phases of Emergency Management: mitigation, preparedness, response, and recovery activities. The CEMP moves the City one step closer to being able to minimize the impacts of emergencies and disasters on its people, critical infrastructure, property, environment, and economy.

**Readable, Useable, Accessible**

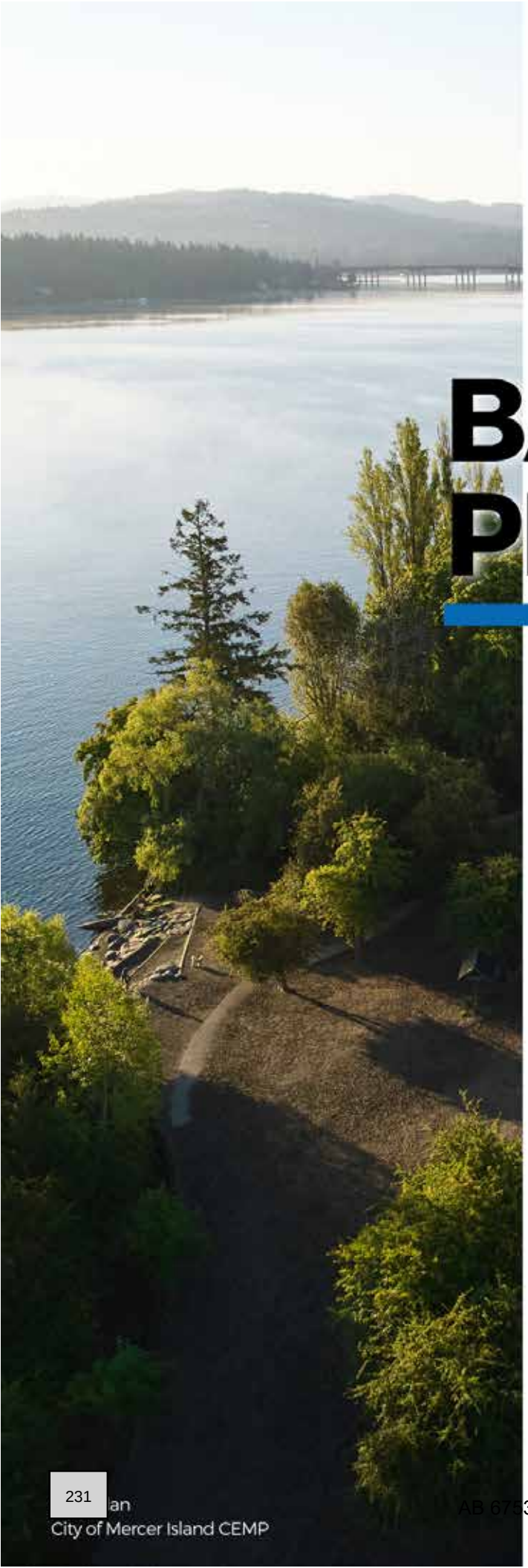
To ensure the CEMP is both useable and accessible, plain language is used as much as possible throughout, and the document has been organized to be both understandable and searchable. In that vein, as well as to align with National Incident Management System (NIMS) guidance, as directed by Homeland Security Presidential Directive (HSPD) 8, the term "incident" will be used interchangeably with emergency and/or disaster throughout this document. Certain terminology is federally required. Wherever possible, that required terminology is defined or broken down into plain language to be accessible to staff and others outside of the emergency management profession.

**How to Use This Document**

The CEMP is a comprehensive approach to preparing for, responding to, and recovering from emergencies. It is organized into three sections: (1) the Base Plan, (2) Appendices, and (3) ESF Supplemental Annexes.

The Base Plan provides foundational emergency response information and policies the City will follow during an incident. The ESF Annexes provide more detailed information to assist staff, first responders, volunteers, partner agencies, and others in implementing the CEMP.

Readers are encouraged to submit recommended changes to the City utilizing the "CEMP Suggestions Form" as outlined on page vi.



# BASE PLAN

Introduction

Planning Assumptions and Considerations

Direction, Control, and Coordination

Concept of Operations

Roles and Responsibilities

Communications

Administration, Finance, and Logistics

Ongoing Plan Management and Maintenance

# INTRODUCTION

The Comprehensive Emergency Management Plan (CEMP) also referred to as the "Plan" provides the City of Mercer Island ("City") the structure and policy framework for preparing for, responding to, and recovering from an emergency or disaster.

Survivability and sustainability are the goals for the City during an incident. The CEMP outlines how City departments organize, direct, control, and coordinate their actions to continue to deliver essential functions during emergencies or disasters. To that end, the CEMP provides a foundation for decision-making to both the Emergency Manager and City leadership during an emergency or disaster.

Mercer Island's CEMP is based on the Washington State CEMP template for uniformity with local and federal government requirements. The CEMP utilizes the Incident Command System (ICS), a federally mandated command-and-control structure implemented during an emergency or disaster (see Appendix 4 for details on the Incident Command System and National Incident Management System). This CEMP supports and is compatible with King County and Washington State emergency plans, the National Response Framework, National Disaster Recovery Framework, both the King County and Washington State CEMPs, and the King County Regional Coordination Framework.

The mission of Mercer Island Emergency Management is to prepare for, respond to, and recover from local and regional incidents, and to prepare Mercer Islanders to be self-sufficient for 7-14 days following a major disaster.

## MISSION

The City of Mercer Island is dedicated to protecting lives, property, and the environment of its residents, businesses, and visitors. It accomplishes this through preparedness and mitigation activities, responding in an effective manner to emergencies or disasters, and coordinating and participating in the recovery from disasters.

## PURPOSE

The CEMP establishes the framework for an effective emergency response for the City of Mercer Island. It explains the overall operations of the City and designates responsibility for emergency and essential sustainability functions. Mercer Island's CEMP:

- **Provides Specific Guidance**. The CEMP provides information and direction in specific emergencies, and contains policies, guidelines, and tasks as they relate to emergency response functions (ESFs).
- **Takes an All-Hazards Approach.** It follows an all-hazards approach to incident management, including response, recovery, mitigation, preparedness, and continuity.

- **Establishes Roles and Responsibilities.** The Plan includes the City of Mercer Island's roles and responsibilities in an emergency or disaster that either affects itself or in serving as a resource for King County or the State of Washington.
- **Utilizes NIMS and ICS.** The City of Mercer Island joins communities across King County, Washington State, and the country in utilizing the Incident Command System (ICS) when activating the CEMP and responding to emergencies and disasters of all kinds. The ICS helps ensure that teams respond and use resources in a coordinated, organized way. Flexibility is crucial and the Incident Command System process gives this flexibility and stability when responding to a crisis situation. It formulates a logical flow of steps, and helps staff carry out their assignments in a controlled environment. It also expands and contracts the quantity of personnel at will without degrading the response teams and possibly losing command and control. Finally, the added benefit of utilizing the Incident Command System is that staff and volunteers from other jurisdictions, states, and at the federal level have the same ICS training and can easily integrate into the City's response.

The City of Mercer Island recognizes and uses the National Incident Management System (NIMS) and Incident Command System (ICS) when responding to incidents.

- **Sets Expectations.** It is expected that City staff become familiar with the CEMP, their roles and responsibilities as outlined throughout the CEMP, and the Incident Command System upon which it is based. City employees should understand the CEMP and how they and their skills fit into the mitigation, preparedness, response, and recovery process. The CEMP will be reviewed with each department/employee during training, new employee orientation, when responsibilities change, or when this Plan changes.
- **Updated at Regular Intervals.** The CEMP will be updated and improved at regular intervals as required by local, state, and federal guidelines. Many vital questions and problems will be answered and solved by practicing drills, tabletop exercises, and functional exercises with each department and with other organizations. It is important that new information learned after using the CEMP, in practice and in response to real emergencies, be incorporated in CEMP revisions. Each individual's input is vital toward the goal of making the CEMP a tool that everyone within the City will feel confident using.

## SCOPE AND APPLICABILITY

This Plan considers the emergencies and disasters likely to occur as described in the current City of Mercer Island's Annex to the King County Regional Hazard Mitigation Plan (RHMP). The CEMP describes the City's responsibilities to sustain essential functions during an emergency and is intended to be general enough to be applicable to all hazards, while hazard specific.

While the CEMP may not include detailed activities, roles, and responsibilities for every situation, the City, including each department, it does endeavor to provide guidance, roles, and responsibilities for:

- Functional activities necessary to implement the five Mission Areas of emergency management – prevention, protection, mitigation, response, and recovery.
- Identification of the Emergency Operations Center (EOC) functions and aspects of staff and departmental responsibilities.
- Coordination of operations in an emergency or disaster, in relation to county, state, and federal assistance.
- Identification of roles for the City sanctioned Emergency Volunteer Teams, local businesses, Mercer Island School District (MISD), nongovernmental organizations (NGOs), and other jurisdictions, such as the county, state, federal agencies.

## LIMITATIONS

The City's goal is to mitigate and prepare for the consequences of hazards and respond and recover in the event of an emergency or disaster. However, City resources and systems may become overwhelmed, and in the event of a major incident, may limit response and hamper recovery of essential City infrastructure and services.

There is no guarantee implied by this plan that perfect mitigation, preparation, response, and recovery will be practical or possible or that all roles and responsibilities identified are fully listed in this document.

In situations not specifically addressed in the CEMP, City departments will carry out their responsibilities under the circumstances to the best of their ability.

## KEY CONCEPTS

Survivability and sustainability are the goals for the City during any abnormal incident, emergency or disaster. It is expected that each department become familiar with the CEMP and the Incident Command System upon which it is based. Key concepts include (primary and alternate work sites), Emergency Operation Center (EOC) responsibilities, resource availability, mutual aid agreements, memoranda of agreement or understanding with local businesses and medical facilities for use of their people and/or equipment, and nongovernmental organizations (NGOs) during emergencies or disasters.

## ASSIGNMENT OF RESPONSIBILITIES

This CEMP consists of three key elements: (1) Base Plan, (2) Appendices, and (3) Emergency Support Functions (ESFs) and presents the responsibilities of other organizations as applicable to the functional area.

1. **The Base Plan** identifies the policies and concepts of operations, guiding the City's mitigation, preparedness, response, and recovery activities. A synopsis of each department's responsibilities is listed in the CEMP Base Plan under Section III – Roles and Responsibilities.

2. **The Appendices** describe specific Emergency Management activities with additional

supporting details to the Base Plan.

3. **ESFs** establish a functional role that includes mitigation, preparedness, response, and recovery activities. Primary responsibilities for each ESF are held by either one department or joint departments. Additionally, each ESF has supporting departments and agencies that assist the Primary Department(s). It is most helpful to read the entire ESF to fully understand the overall responsibilities.

## AUTHORITIES

The CEMP was developed and is maintained pursuant to, but not limited to, the following city, state and federal statutes and regulations, and existing plan documents. See Appendix 3, References for a full list of Authorities. The following are the authorities for establishing the CEMP – Codes and Regulations:

### City of Mercer Island

- Mercer Island Municipal Code, Title 3: Chapter 3.32 Police and Fire.
- Mercer Island Municipal Code, Title 9: Chapter 9.40 Mayor's Emergency Powers.
- Mercer Island Municipal Code, Title 15 Water, Sewers and Public Utilities.
- Mercer Island Municipal Code Title 19, the Unified Land Development Code.
- Mercer Island Financial Management Policies

### County

- King County Comprehensive Emergency Management Plan (CEMP).
- King County Regional Hazard Mitigation Plan (RHMP).
- King County Debris Management Plan.

### Washington State

- RCW 35.33.081, Emergency Expenditures – Non-debatable Emergencies
- RCW 35.33.101, Emergency Warrants
- RCW 35A.38, Emergency Services
- RCW 38.52, Emergency Management
- RCW 38.52.070, Local Organization and Joint Local Organizations Authorized
- RCW 38.54, Fire Mobilization
- RCW 39.34, Inter-local Cooperation Act
- RCW 42.12, Vacancies
- RCW 42.14, Continuity of Government
- RCW 43.43, Washington State Patrol – State Fire Service Mobilization Plan
- RCW 47.68.380, Search and Rescue
- RCW 49.60, Laws Against Discrimination
- RCW 75.20.100, Hydraulics Act
- RCW 76.09.060(2), Forest Practices Act
- RCW 86.16.080, Flood Control Zones
- WAC 118-04, Emergency Worker Program
- WAC 118-30, Local Emergency Management/Services Organizations, Plans and

Programs

- WAC 197-10-180, State Environmental Policy Act
- WAC 197-19, Guidelines for Interpreting and Implementing the State Environmental Policy Act
- WAC 296-62, General Occupational Health Standards

**Federal**

- Code of Federal Regulations Title 44, Part 205 and 205.16.
- Public Law 93-288, The Disaster Relief Act of 1974, as amended by Public Law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act.
- Public Law 99-499, Superfund Amendment and Reauthorization Act (SARA) of 1986, Title III, Emergency Planning Community Right-to-Know Act (EPCRA).
- Homeland Security Presidential Directives 1 – 8
- Homeland Security Act of 2002
- Americans with Disabilities Act
- National Pets Evacuation and Transportation Standards Act of 2006 (H.R. 3858-PETS)
- National Incident Management System, March 1, 2004.
- WAC 118-40-010,
- RCW 38.10, Emergency Management Assistance Compact

# PLANNING ASSUMPTIONS & CONSIDERATIONS

For the purposes of this Plan, an incident, emergency, or disaster have been defined as any situation – natural, technological, or human-caused – which may present a real, perceived, or anticipated threat to the City of Mercer Island and/or its community. A response to, and/or recovery from, an incident may:

Disaster, incident, and emergency, have been defined as any situation – natural, technological, or human-caused – which may present a real, perceived, or anticipated threat to the City of Mercer Island and/or its community.

- Exceed the capability or resources of one or more City department and/or regional capabilities or resources,
- Disrupt the performance of City functions,
- Require activation of the Emergency Operations Center (EOC),
- Present a significant threat of loss of life, bodily injury, or damage to property or the environment,
- Interfere with societal norms,
- Cause economic crisis, and/or
- Have the potential for negative long-term effects on the Mercer Island community.

## SITUATION OVERVIEW

Mercer Island is just over five miles long and two miles wide and lies in the southern section of Lake Washington east of the City of Seattle and west of the City of Bellevue. The Island is 6.2 square miles of land area.

The City is bisected by Interstate 90 (I-90) running east to west from Seattle through to Bellevue, connected by two bridges: the Floating Bridge to the west and the East Channel Bridge to the east. There are several exits from I-90 to Mercer Island with four main roads on the island. Island Crest Way runs north/south down the middle of the island and "Mercer Way" (North Mercer Way, West Mercer Way, and East Mercer Way) create a loop almost perfectly outlining the entire island.

The Town Center (Central Business District) is centered on the north end of the Island south of I-90, and a smaller business district is on the south end. The Town Center is a 76-acre bowl-shaped area that includes a post office, the main Fire Station (Station 91), medical and dental offices, drug stores, restaurants and coffee shops, apartment houses and condominiums, service stations, a bookstore, several retirement homes, two supermarkets, office buildings, and banks. The South End Village is just across the road from Pioneer Park. The Village includes several businesses: a post office, gasoline station, retail and service businesses. It also includes a Park 'n Ride for metro bus commuters. Abutting the Village is Mercer Island's second fire station: Fire Station 92 (South Fire Station). See Map 1 – Critical Infrastructure and Key Resources:


CITY OF MERCER ISLAND CRITICAL INFRASTRUCTURE & KEY RESOURCES (CIKR)
PUGET SOUND ENERGY (PSE):
Cable Station
Distribution Substation
Electric Distribution Substation
PSE High Pressure Natural Gas Main
115KV Transmission
WATER SYSTEM:
Water Reservoir/Well/Pump
SPU Primary Supply Line
SPU Secondary Supply Line
Transmission Main
SEWER SYSTEM:
PS
Sewer Pump Stations
Sewer Direction of Flow
STREETS:
Arterial
Residential
Interstate (I-90)
OTHER:
Assisted Living Facilities/ Adult Homes
Cell Towers
Faith Organizations
Fire Station
Government Buildings
Helicopter Landing Zones
Marine Landing
Medical Services
Schools/Daycares
Multi-Family Properties
Commercial Properties
TOWN CENTER ZOOM:
To KC-DNR
To KC-DNR
N
IGS
Map Date:10/15/2024
KeyFacilitiesCriticalInfrastrucure.aprx
Layout: 2024CriticalInfrastructureKeyResources
Disclaimer: No warranties including accuracy, fitness or merchantability accompany this map.

Mercer Island boasts 467 acres of parklands and open spaces that feature ball fields, extensive bike trails and picnic areas. In addition, there are more than 150 miles of marked walking trails.

Mercer Island enjoys the mild climate prominent in the Puget Sound Region. The average winter temperature is 40 degrees Fahrenheit, and the average summer temperature is 70 degrees Fahrenheit. The average annual rainfall is 35 inches with half typically falling within the months of October and January.

Mercer Island is primarily a single-family, high-quality residential community. The City's population has changed minimally in the past two decades due mainly to the geographic limitations of the Island. According to the most recent Census, the population of Mercer Island sits just above 25,700. There are over 9,700 households on the Island. Just over 24% of respondents indicated that they are "foreign born persons" and that same percentage indicated that a language other than English is spoken at home. (See ESF 15, Appendix 1 for a breakdown of 2020 United States Census data.)

## THREAT HAZARD IDENTIFICATION AND RISK ASSESSMENT (THIRA) SUMMARY

Like many other cities, Mercer Island is vulnerable to a variety of natural, technological, and human-caused hazards. These hazards include, but are not limited to:

- Severe weather
- Earthquake
- Structure fire
- Public health emergency
- Cyber-attack
- Terrorism
- Seiche
- Infrastructure failure
- Landslide
- Wildfire
- Hazardous material incident
- Civil disturbance
- Volcano
- Effects of climate change

In addition to the hazards listed above, Mercer Island is vulnerable to hazards like dam/lock/water storage facility failures, pipeline failures, drinking water shortage due to contamination or pipeline failure, transportation failures, high-profile abduction, and environmental issues such as contamination of Lake Washington and protected or endangered species such as fish or wildlife and the environment.

The City is committed to mitigating and reducing hazard risk whenever possible and supports mitigation projects across multiple departments and with regional partners. In 2018, the City of Mercer Island, joined with partner jurisdictions and agencies across King County, to develop the King County Regional Hazard Mitigation Plan (RHMP). This plan is active through 2025 and an update to reassess area risks, vulnerabilities, and strategies to mitigate risks and hazards is currently underway. See Map 2 – Key Resources with Previous Occurrence Hazard. Also refer to Appendix 1 of ESF 14.


CITY OF MERCER ISLAND KEY FACILITIES & RESOURCES WITH PREVIOUS OCCURRENCE HAZARD
PUGET SOUND ENERGY (PSE):
Cable Station
Distribution Substation
Electric Distribution Substation
PSE High Pressure Natural Gas Main
115KV Transmission
WATER SYSTEM:
Water Reservoir/Well/Pump
SPU Primary Supply Line
SPU Secondary Supply Line
Transmission Main
SEWER SYSTEM:
PS
Sewer Pump Stations
Sewer Direction of Flow
STREETS:
Arterial
Residential
Interstate (I-90)
OTHER:
Assisted Living Facilities/ Adult Homes
Cell Towers
Faith Organizations
Fire Station
Government Buildings
Helicopter Landing Zones
Marine Landing
Medical Services
Schools/Daycares
Multi-Family Properties
Commercial Properties
TOWN CENTER ZOOM:
Previous Landslide Areas
Documented Earthquake Ground Effects:
1949
1965
2001
To KC-DNR
To KC-DNR
SE 24th St
SE 26th St
SE 27th St
SE 29th St
SE 30th St
SE 30th Pl
SE 32nd St
76th Ave SE
77th Ave SE
78th Ave SE
80th Ave SE
81st Ave SE
90

## DISASTER ASSUMPTIONS

A major emergency or disaster could happen at any time and have a serious impact on the City's ability to respond. Such an incident may severely stress normal city operations and other systems, and would likely require outside assistance from the county, state, and/or federal government.

Incidents can occur causing significant human suffering, injury and death, property damage, environmental degradation, loss of essential services, economic hardship, and disruption to the City of Mercer Island. In the event of a major disaster, it is likely that the City's response may be delayed, and that the general public should be prepared to take care of their own basic survival needs for 7- to 14-days after an incident.

Incidents can occur causing significant human suffering, injury and death, property damage, environmental degradation, loss of essential services, economic hardship, and disruption to the City. It is the goal of this Plan to mitigate the effects of disasters.

## PLANNING ASSUMPTIONS

The City of Mercer Island will periodically, and as needed, examine the full extent of their exposure and vulnerability to disruptions that may be caused by or result from major emergencies and disasters.

Based on the RHMP, the City of Mercer Island is in the process of taking reasonable steps to protect critical assets, to identify and sustain essential functions, and to have basic mechanisms in-place to return essential functions to normal. However, mitigation and preparedness efforts may not be adequate to address all situations.

Safety provisions are incorporated as appropriate and as budget allows for the employees at work, at home, in transit to and from, and the well-being of their immediate families.

Despite the best efforts of the City, a no-notice catastrophic disaster, as might be precipitated by an earthquake or terrorism, could cause delays in the City's planned response and recovery and may cause a delay in EOC activation. All efforts to accomplish additional tactical planning efforts will be based on budget and availability of employees.

Some emergencies or disasters will occur with enough warning that appropriate notification will be issued to ensure some level of preparation. Other situations will occur with no advanced warning.

Additional assumptions:

- The City of Mercer Island may be unable to satisfy all emergency resource requests during a major emergency or disaster and shortages may exist.

- Communication systems may be overloaded or fail.
- In a widespread emergency there will not likely be any significant assistance from either nearby communities, or county, state, or federal agencies for up to three days or longer. In this case, the City will need to rely on available City resources and those of private organizations and businesses, as well as registered Emergency Workers and community volunteers, for initial response operations during a disaster.
- Community volunteers who spontaneously show up to assist the City of Mercer Island shall be registered as Emergency Workers per 38.52 RCW and Title 118 WAC.
- The City of Mercer Island and the Emergency Manager encourages and supports residents and staff to be self-sufficient with emergency kits at home, in their vehicle, and at work for three to seven days or more. Staff will prepare themselves and their family so that staff will be available for the City's response and recovery operations.
- Residents, businesses, schools, daycares, and other facilities will utilize their own resources and preparedness supplies for the first three to seven days of an emergency or disaster.
- The City of Mercer Island will comply with the intent of Chapter 38.52 RCW and Title 118 WAC, and will:
    - Establish guidelines and operational plans or procedures for continuity of government.
    - Establish an Emergency Management organization and facility.
    - Prepare plans, guidelines and operational plans or procedures and maintain a comprehensive Emergency Management program.
    - Communicate with the King County ECC and State EMD EOC upon EOC activation, regarding the status of activities during or following any emergency or disaster.
    - Request a mission number from the State EMD.
    - Issue Proclamation of Emergency before requesting mutual aid from local jurisdictions, county, state, or federal assistance during an emergency or disaster.
    - Preserve essential records.
- City departments will develop and update their operational plans that will enable them to:
    - Create and implement policies or plans in advance that reduce the effects of an emergency or disaster.
    - Establish guidelines and operational plans or procedures for continuity of government.
    - Develop the ability to accomplish their functional role during an emergency or

disaster and afterwards for recovery.

- Support the City's Emergency Management mission.
- Communicate with the City EOC.
- Support other City departments and local jurisdiction responders during mutual aid response and by staffing the City EOC with qualified and trained personnel.
- Provide various reports as necessary per the ICS forms requirements, including but not limited to proclamation of emergency, preliminary damage assessment (PDAs), incident action plans (IAP), requests for assistance (RFA), situation reports (SitRep), and damage assessment reports.

- The City may conduct functions outside its territorial limits as part of mutual aid, and as signatory to the King County Comprehensive Emergency Management Plan (CEMP) or other plans.
- State and Federal assistance may be available for disaster response and recovery operations under the provisions of RCW 38.52, the NRF, and Public Law 93-288.

## FINAL CONSIDERATIONS

Major emergencies and disasters are a recurring fact of life. Their impacts and costs have increased substantially. Causalities can stem from nature, human-caused and technological mishaps, or even from acts of civil unrest, terrorism, subversion, and war.

While we do not have the advantage of knowing when and where major incidents will occur, nor how much destruction they might create, we can, and do, take prudent steps in advance to mitigate the most harmful effects and outcomes, sometimes substantially. Thus, by effective stewardship the City's emergency preparedness and mitigation activities can reduce:

- Casualties;
- Infrastructure, property damage, environmental damage;
- Loss of services; and/or
- Human suffering.

# DIRECTION, CONTROL, AND COORDINATION

The Emergency Manager directs and controls incident management and delegates responsibilities to Section Chiefs or City departments. The CEMP assigns roles and responsibilities for City departments, volunteers, and partner agencies and organizations involved in supporting the CEMP. Each department's role is identified with the understanding that roles may change depending on the situation.

During non-emergency time, emergency management focuses on prevention and mitigation strategies to lessen the impact of disasters on the community. This includes developing and updating plans, undertaking mitigation projects, and conducting trainings and exercises.

The City's emergency response will be coordinated using Emergency Support Function (ESF) structure. The City's ESFs, also known as single functional activities, are organized into 18 categories and identify responsible departments and detail specific roles and responsibilities within the function. Each ESF is led by a primary department or jointly between two or three departments. Additionally, each ESF lists supporting departments and agencies that assist the primary department(s).

ESFs are developed and updated by the Emergency Manager and primary ESF lead(s) and maintained in the departmental standard operating procedures (SOPs).

Emergency Support Functions (ESF), also known as single functional activities, are organized into 18 categories and identify responsible departments and detail specific roles and responsibilities within the function.

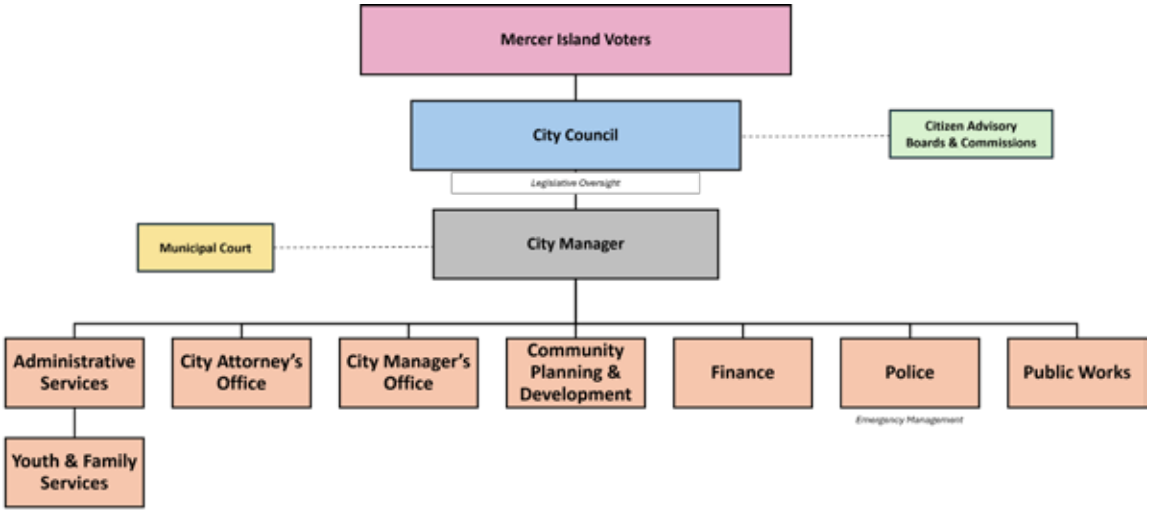
# ORGANIZATION

## CITY ORGANIZATIONAL STRUCTURE

The City of Mercer Island operates under a Council-Manager form of government. The City Council (Council) is the legislative body; its members are the community's policy decision-makers. The Council consists of seven, part-time, elected members of the City Council make up the legislative branch and the appointed City Manager is the executive branch of government. The City Council is responsible for overall policy direction for the City and the City Manager is responsible for implementing policies.

The City Manager oversees the operation of eight City Departments: Administrative Services, City Attorney's Office (CAO), City Manager's Office (CMO), Community Planning and Development (CPD), Finance, Police Department, Public Works, and Youth and Family Services (YFS). In 2024, the City entered into a contract with Eastside Fire and Rescue (EF&R) for fire services.

**Mercer Island City Government Organizational Chart**




## EOC ACTIVATION LEVELS

Activation of the EOC is authorized by one or more of the following: the City Manager, Emergency Manager, Chief of Operations, Police Chief, or at the request of a department director in need of support. The EOC may activate when an Incident Command Post is insufficient to meet the needs of incident response. The EOC may be activated for events that exceed a department's or the City's resources or anticipated disruptions, like weather events. The Emergency Manager will use communications resources available at the time to notify EOC staff, City leadership, King County, the State, and key stakeholders, via email, phone, and internet-based notification systems – including CodeRed.

| | |
|---|---|
| Level 3: Monitoring Mode | **Level 3: Monitoring Mode.** Minimal staffing needed to monitor the situation, respond to inquiries and requests, call in additional staff if needed, and provide limited support to field operations as requested.<br><br>*Examples:* Weather advisories or watches, planned community event, and/or minor field incident needing minimal support. A level three activation may also be done remotely. |
| Level 2: Elevated Status | **Level 2: Elevated Status.** Minimal staffing of all appropriate EOC sections to facilitate interdepartmental coordination, public information dissemination, and information collection and distribution through situation reports.<br><br>*Examples:* major storm, moderate earthquake requiring damage assessment. |
| Level 1: Full Activation | **Level 1: Full Activation.** Full staffing to perform all required functions of the EOC.<br><br>*Examples:* major earthquake, active shooter, or multiple departments involved in full response or supporting a major incident. |

## EOC LOCATIONS

**Primary EOC Location**
Mercer Island Community and Event Center
8235 SE 24th Street
Mercer Island, WA 98040

**Alternate Location**
Fire Station 91
3030 78th Ave SE
Mercer Island, WA 98040

## CITY OPERATIONAL STRUCTURE DURING A DISASTER

During an emergency or disaster, the EOC operates under the Incident Command System (ICS) and adheres to the National Incident Management System (NIMS) and National Response Framework. While staff and departments will be reorganized by ICS roles within the EOC, normal organizational structure of departments will be maintained as much as possible during an incident.

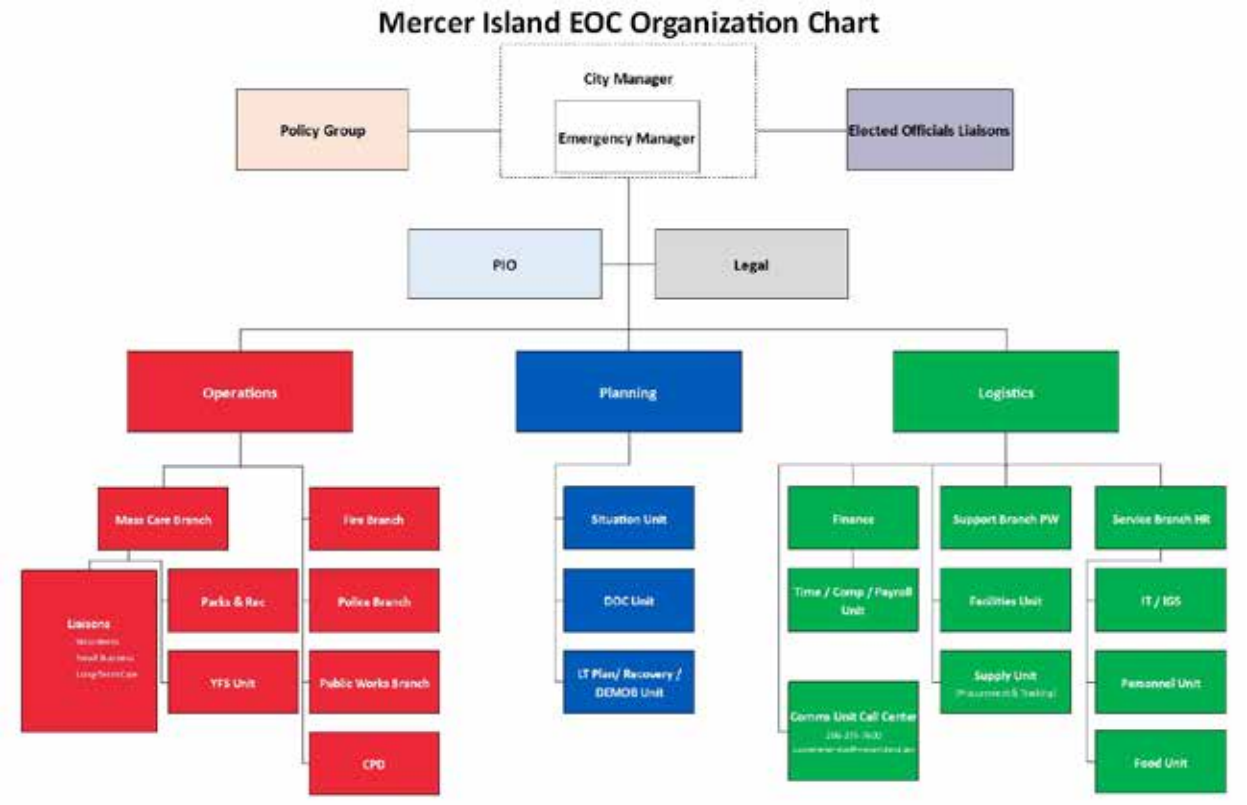
### EOC Organization and Activities

The Emergency Manager or designee manages all EOC activities during an emergency or disaster. The Emergency Manager coordinates Mercer Island's Emergency Management program, policy recommendations, and development of the CEMP, which provides the framework for departmental, community organization and activities related to mitigation, preparedness, response, and recovery.

The EOC is organized into functional levels that coordinate with one another as well as with external agencies and resources. The Emergency Manager oversees all functions as well as Public Information activities. The City Manager coordinates with key officials at the Executive/Policy level.

City departments will use best efforts to update and maintain operational plans and capabilities, which include departmental SOPs or continuity of operation plans to facilitate mitigation, preparedness, response, and recovery activities in the event of an emergency or disaster.

**Incorporating Emergency Volunteers in Response Activities**
Additionally, the Emergency Manager coordinates community emergency volunteers. Emergency volunteers regularly train and maintain disaster response skills. Volunteers serve on a variety of teams including administration, animal sheltering, business community, communications, damage assessment, disaster medical, emergency well operation, search and rescue, sheltering and mass care, disaster mental health team, senior care, and transportation teams, and faith community and business community liaisons.




## PROCEDURES AND EXPECTATIONS

Departmental responsibilities during mitigation, preparedness, response, and recovery phases are identified and documented in this CEMP, departmental standard operating procedures (SOPs), or operational plans. Specific departmental roles and responsibilities are detailed in each ESF within this Plan.

All City departments, and specific partner agencies and organizations, have with joint-primary, primary, support primary, and support responsibilities for performing ESFs. Those roles can be viewed in Appendix 5: Emergency Support Function (ESF) Participating Departments

Responsibilities Matrix. General roles and responsibilities for specific City departments are presented in the City Department Roles and Responsibilities sections of the Base Plan. City departments should look to their departmental SOPs or continuity of operation plans for detailed roles and responsibilities.

## MAINTAINING OPERATIONS

It is the policy of the City of Mercer Island that all City offices remain open and in operation during established work hours. City employees are responsible for supporting the needs of the residents of Mercer Island. All employees will make a concerted effort to be available via remote work or report to work after an emergency or disaster.

To ensure EOC and vital City operations function for the duration of the emergency, all City personnel are required to perform the department's essential functions pre-, during, and post-disaster. Contractors are to be notified by department heads regarding activation of this Plan and the level at which they will be assisting in the emergency or disaster. Emergency Volunteers will be contacted by the EOC and/or City departments as appropriate. Finally, all appropriate authorities, managers of alternate facilities, and other specified points of contact are notified by the EOC and/or City departments as appropriate.

These are the general procedures and expectations of departments and City staff:

*Day-to-Day Operations*

- During normal operations, the Emergency Manager coordinates planning, development, and preparation of Emergency Management activities with staff, volunteer teams, Zone 1, King County Office of Emergency Management (KCOEM), State Emergency Management Division (EMD), and other partners.

*Incident Operations*

- **Emergency Warnings Issued.** Warning and notification of impending emergencies or disasters is provided to Directors and staff via the Emergency Manager or by other mechanisms as detailed in ESF 2.
- **EOC Activation.** The EOC is activated by the Emergency Manager or designee. EOC activation can be managed by the highest level of authority available until other personnel arrive to assume responsibility. Designated staff report to the EOC to coordinate response efforts and support field operations. The EOC may be activated when Mercer Island resources are unable to currently, or in the future, meet the need of the incident.
- **Proclamation of Emergency.** The EOC is responsible for evaluating a situation to determine if a Proclamation of Emergency by the City Manager is necessary. The City Manager may also determine a Proclamation of Emergency is necessary. Proclamations of Emergency are issued when an incident (1) impacts public health, safety, and welfare of those living and working in Mercer Island, (2) exceeds the needed resources to respond, and/or (3) requires expedited processes and contracting. The proclamation is

coordinated and documented by the City Attorney, City Clerk, City Manager's Office, and/or designee. The City Manager will make the City Council aware of the Proclamation as soon as it is signed, and it will be ratified by the City Council at the next possible City Council Meeting.

- **ESF Activation.** ESFs specific to the emergency are activated and City staff and departments responsible for activated ESFs are expected to carry out their responsibilities outlined in this plan, utilizing their best judgment and in a coordinated manner. The EOC team will act as advisors to the Emergency manager in dealing with problems caused by the disaster, and in coordination with the situation.
- **Continuity of Vital Services.** It is the City's policy to continue to provide vital services to the community throughout the incident, to the best of its ability, while maintaining a primary concern for life safety.
- **Expectations of City Staff.** All City personnel may be assigned other duties depending on the situation and event. In the event of a widespread disaster that necessitates the activation of the EOC, the following procedures shall be followed:
    - **Workday Emergency.** If an emergency occurs during work hours, departments shall make every effort to allow employees to check promptly on the status of their families and homes, provided that doing so does not compromise life safety, ESF responsibilities, or overloads communication systems.
    - **Anticipated Emergency.** If the Emergency Manager determines that an emergency may develop after regular business hours, employees may be notified that they are in "stand-by" for emergency duty. When this occurs, employees may be asked to stay at work after regular hours, or employees may be directed to monitor City devices, phone, computer, email, voicemail, text messages, throughout the evening or weekend for updated messages from their department or the EOC.
    - **After-Hours Emergency.** During non-work hours, all City employees are encouraged to ensure the safety and welfare of their families and homes. After making any necessary arrangements, City employees are required to report to work, pursuant to departmental SOPs or operational plans. The EOC team must approve any departmental SOPs or operational plans that are less restrictive than this policy.
    - **Reporting to Work.** City employees are expected to use reasonable measures to ensure they will be able to report to work during an emergency if they can do so safely. Employees required to report to the EOC or their designated reporting location per their departmental SOPs or operational plans should bring a preparedness kit with supplies to last a minimum of seven days. All employees will check in with the registration desk at the EOC to let them know they are ready for duty. Staff should be prepared to be assigned to a location or task other than their normal duties.

- **Receiving Emergency Information**. City staff should know how they will receive emergency information and updates from the City. The City Communications Manager / PIO and EOC team will disseminate information via every available channel pursuant to the specific emergency situation including but not limited to email, text messages, phone call, the City website, and social media.
- The City Manager or his/her designee will determine the instances when an allowance for time off for unusual circumstances will be made for any employee.

- **Departmental Situational Awareness.** When a major emergency or disaster occurs, it is anticipated that City departments and other responding organizations will organize their areas of responsibilities into manageable units (based on the Incident Command System), assess damages, and determine needs.
- **Assessing Building Safety.** If the primary building facility is declared unsafe, City leadership will make the determination to activate virtual work options, alternate work sites, or make other arrangements and give instructions to staff about where and when to report for work. For buildings that are not owned by the City and that house City Staff and or supplies, CPD or a designee has the responsibility to determine building safety.
- **Primary/Alternate Work Site Information.** There may be times when City offices are temporarily closed due to safety issues or hazards that could affect employees getting to and from work, or from a threat that would affect their workplace. The City Manager or designee is the primary authority for making such decisions, and when there is adequate forewarning and time the City Manager or designee will announce the decision and use all means available to advise employees.
- **Resource Management.** If City resources cannot meet the needs created by the emergency or disaster, a Proclamation of Emergency will be issued by the City Manager, and a request for State mission number will be made to the King County ECC and State. Additional assistance will be requested through existing mutual aid or through the EOC. In the event of an emergency, the deployment of resources will normally be coordinated through the EOC. Resources utilized to support City operations may be placed or remain at staging areas until specific assignments can be made.

  **Requests for Assistance.** Requests can be made through the Regional Coordination Framework (RCF) as well as WAMAS (Washington Mutual Aid System). Emergency funding may come from county, state, or federal government. FEMA funding may be available depending on the emergency or disaster and the accounting methods of the City during the emergency or disaster.
- **EOC Location.** In the event of a facility or communications failure in a disaster, any City facility or temporarily established site may act as an EOC until coordination can be established from the Emergency Manager or City leadership. Each may serve as a command post, staging area, triage station, emergency communications center, or in any other functional capacity appropriate for the situation.

- **Emergency Worker (Volunteer) Management.** The registration, management, and assignments of volunteer Emergency Workers will be coordinated through the Human Resources Manager and Volunteer Lead located in the Slater Room at the Mercer Island Community and Event Center.
- **EOC Demobilization.** The decision to demobilize the EOC is made by the Emergency Manager in coordination with the City Manager and, if established, field Incident Command Post. The EOC will begin demobilization planning when incident stabilization has been established. The EOC Manager position will be the last of the EOC staff to demobilize. Including in closing the EOC is the notification to the KCOEM and the WAEMD of the date and time of closure. Demobilization may be a phased process based on incident recovery efforts.
- **Restoration of City Services.** Efforts to restore city/public services to a basic functioning level shall be generally prioritized as listed below.

**Tier I**

- Emergency responder communications
- Vehicle access to emergency medical facilities
- Fire control, hazard mitigation and general rescue
- Emergency medical services
- Security and public order
- Water production and distribution
- Waste water collection

**Tier II**

- Electrical service
- Telephone service
- Natural gas service
- Vehicle access on arterial and collector roadways
- Internal communications

**Tier III**

- Normal incident command to govern response then includes property protection and protection of the economy and the environment. All other city and public services will be restored as soon as possible at the direction of the Incident Commander after consulting with the Mayor and the Chief Administrative Officer.

# CONCEPT OF OPERATIONS

## OPERATIONAL OBJECTIVES

Survivability and sustainability are City Leadership's goals and objectives for the community during a disaster. The operational objectives of this Plan and all incident response are stabilizing the incident and protecting life, property, and the environment. The desired outcome after an incident is restoration of the community to as close to normal conditions and functionality as possible. To accomplish these objectives, the City conducts emergency management activities around the three core capabilities: (1) Planning, (2) Public Information and Warning, and (3) Operational Coordination. Those activities are detailed throughout this section and the next.

The City takes an all-hazards approach to planning, mitigating, and preparing for disasters. In doing so, the City's emergency preparedness activities help to reduce:

- Casualties;
- Infrastructure, property damage, environmental damage;
- Loss of services; and/or
- Human suffering.

Priorities and objectives of this Plan, and all emergency response, are stabilizing the incident and protecting life, property, and the environment.

## WHOLE COMMUNITY ENGAGEMENT

The City's emergency management planning takes a whole community approach – a strategy where residents, community leaders, and government officials assess the unique needs of the community and work together to organize and become better prepared to respond to, recover from, and thrive after an incident. To that end, the City engages with a wide spectrum of organizations and populations, such as volunteer groups, private sector and faith and community-based organizations, and the general public.

The City complies with all laws related to fair, equitable, and nondiscriminatory treatment and access to all services for all members of the community, regardless of race, ethnicity, national origin, religion, sex, sexual orientation, economic status, age, ability, functional needs, or English proficiency – in accordance with RCW 49.60, laws against discrimination, and Title 44, CFR 205.16, Nondiscrimination.

The City recognizes that various populations may require specialized support during an incident. The City works to assess and identify specific needs for the entire Mercer Island community, and works to support the whole community, as resources allow.

### Identification of the Physical, Programmatic, Communications Needs for Individuals with Disabilities and Access / Functional Needs (AFN)

AFN is a term that describes individuals who may be especially vulnerable to or have additional needs during emergencies. This may include individuals with disabilities, those living in

congregate housing or assisted living facilities, elderly community members, children, persons in lower socio-economic classes, people experiencing homelessness, and those with Limited English Proficiency (LEP).

**Addressing ADA Needs**
Included in the general public, are individuals who are covered by the Americans with Disabilities Act (ADA). Mercer Island recognizes that these populations require ongoing support as they may be more vulnerable during and after an emergency. The City will make every reasonable effort to meet the requirements of the ADA during all phases of emergency management – mitigation, preparedness, response, and recovery.

**Addressing the Essential Needs of Children**
Special consideration of, and accommodation for, the essential needs of children in an emergency, especially if sheltering or reunification services are required, will be addressed to the best of the City's ability. The City will work with community organizations and partner agencies to plan for the essential needs of children.

**Addressing the Essential Needs of Service Animals and Household Pets**
The City also works to identify and address the needs of individuals with trained service animals and/or household pets in emergency planning, and in accordance with the Pets Evacuation and Transportation Standards (PETS) Act. Partnerships with community and regional agencies, as well as public, private, and non-profit organizations, is necessary to ensure the needs of the whole community.

**Addressing the Needs of Limited English Proficiency (LEP) Populations**
Mercer Island will make every reasonable effort to provide translation services, translated material, and/or access to American Sign Language (ASL) and oral interpretation support for resources and services available to community members with Limited English Proficiency (LEP) during incidents. LEP populations are likely to encounter emergency notifications along the same timeframe and frequency as all Mercer Island community members. Additional information and identified translation resources are outlined in ESF 2.

Emergency communications are required by state statute (RCW 38.52.070) to be translated into languages spoken by populations that exceed 1,000 people or 5% of the jurisdictions' population based on data from the Office of Financial Management. According to United States Census Bureau estimates from the 2022 American Community Survey, 3,389 or 13.9% of Mercer Island residents speak "Asian and Pacific Islander languages" – while 1,405 identify as speaking English "less than very well." The Washington State Office of Financial Management identifies 27 languages that qualify as LEP including Chinese, Vietnamese, and Korean, among others. King County estimates from 2021 align with these finding, listing Vietnamese (2), Chinese (3 and 6), and Korean (8) in the top languages spoken in the County. Tools that may be leveraged to communicate with the whole community are detailed in ESF 2.

## INCIDENT MANAGEMENT

Mercer Island Emergency Management, by Ordinance (Ord. No. 95C-007; MICC 3.32.050), is a subdivision of the Mercer Island Police Department (MIPD) for daily operations. During an incident, the Emergency Manager functions under the general direction of the City Manager, and is responsible for coordinating incident management, response, stabilization, continuity of government, and recovery activities.

### Incident Command System

The City uses the Incident Command System, which is the model tool for command, control, and coordination when responding to an incident. An Incident Commander for an event will be assigned. There may be some situations when a Unified Command with Police, EF&R, and/or Public Works will be the most appropriate model of response.

ICS provides a means to coordinate the efforts of the City, departments, and other organizations to work toward the common goal of stabilizing the incident and protecting life, property, and the environment. It allows response to grow and shrink as the need grows and shrinks. ICS uses principles that improve efficiency and effectiveness and are well known and standardized across all levels of government and emergency volunteer organizations.

To that end, all City staff and emergency volunteers are required to undertake baseline ICS training. Those requirements are:

| IS-700 | ICS-100 | ICS-200 | IS-800 | ICS-300 | ICS-400 |
|---|---|---|---|---|---|
| All Staff | | | | | |
| Supervisors and/or staff with EOC positions or emergency responsibilities | | | | | |
| City Leadership, senior staff, and/or staff with leadership positions within the EOC | | | | | |
| Emergency Volunteers | | | | | |

*IS-700: National Incident Management System, An Introduction*
*ICS-100: Introduction to the Incident Command System*
*ICS-200: ICS for Single Resources and Initial Action Incidents*
*IS-800: National Response Framework, An Introduction*
*ICS-300: Intermediate ICS for Expanding Incidents*
*ICS-400: Advanced ICS for Command and General Staff*

### Proclamation of Emergency

At the onset of an emergency, the City Manager and Emergency Manager will determine if circumstances necessitate a Proclamation of Emergency, including if an incident (1) impacts public health, safety, and welfare of those living and working in Mercer Island, (2) exceeds the needed resources to respond to the incident, and/or (3) requires expedited processes and contracting as prescribed by associated emergency powers granted by applicable State and local legislation.

The Proclamation authorizes the City to take necessary measures to respond to a disaster, protect lives, property and the environment and exercise the powers vested in RCW 38.52.070, including the right to enter into contract, employ temporary workers and incur obligations without regard to time-consuming procedures and formalities prescribed by law (except mandatory constitutional requirements).

The Proclamation of Emergency is normally a prerequisite to state and federal disaster assistance. Requests to the Governor to proclaim a State of Emergency are made through the King County Emergency Coordination Center (KCECC). Declaration by the President is necessary for federal disaster relief funds.

The Proclamation of Emergency is drafted by the City Attorney, City Clerk, and Emergency Manager; signed by the City Manager; and ratified by the City Council at their next possible meeting. A copy will be provided to King County Office of Emergency Management and Washington State Emergency Management Division.

The proclamation will remain in effect until the City Manager notifies the City Council that the incident has been resolved and emergency powers no longer necessary.

**Continuity of Operations**

Continuity of Operations identifies the City's essential functions, lines of succession, devolution of control, alternate work sites, vital records, logistics, resources, and annual training. This plan supports continuity of governance and the continuance of City services pre, during, and post disaster.

Departmental and hazard specific SOPs or operational plans will be prepared separately by each department and will be consistent with the City of Mercer Island CEMP. These will include:

- Identifying essential records, vital systems and operations.
- Establishing priorities for reinstatement of systems and operations.
- Establishing maximum acceptable downtime before reinstatement to an acceptable system and operational level.
- Identifying minimum resources needed to recover essential functions.
- Conduct a business impact analysis in order to establish short and long-term recovery goals and objectives. These goals and objectives are recognized, but are not limited to, the following considerations:
    - Health and safety of employees and clients.
    - Continuity of operations and services.
    - Environmental and economic impact of emergencies or disasters.
    - Regulatory and contractual requirements.
    - Good will.
    - Conducting and managing ESF responsibilities.

- Develop department roles and responsibilities.
- Update and maintain operational capabilities and guidelines for facilitating response actions in the incident of an emergency or disaster.
- Maintain functionality and coordination with the EOC.
- Each City department has identified the following resource preparedness activities:
  - Conduct a resource need and availability assessment for an emergency or disaster scenario. Consideration is given to personnel, equipment, facilities, essential functions, critical operations, and materials for life and family protection safety.
  - Develop, update, and maintain a resource inventory.
  - Establish a method for resource coordination and integration among responding organizations, and individuals as required.
  - Develop and update service level agreements, mutual aid, and/or memorandums of agreement as required.

If a weather warning alert or other notification is received by the King County OEM Duty Officer, NORCOM (911), the Emergency Manager, or by other means, City departments will be notified. Departmental preparation activities will commence.

The City will coordinate resources to support departments, internally at first until resources are expended, then with local jurisdictions, county, state, mutual aid, or federal government resources. The City will assign emergency or disaster responsibilities based upon existing capabilities or mutual aid agreements, including the King County RDP, or as provided in local emergency or disaster preparedness plans.

At the onset of a sudden emergency, City departments, local jurisdiction EOCs, King County ECC, and the State will communicate and coordinate with each other as the situation dictates. The EOC may or may not warrant activation. If EOC activation occurs, King County ECC and the State will be notified immediately, and a State mission number will be requested.

## COORDINATION OF INCIDENT MANAGEMENT ACTIVITIES

The Emergency Manager, as directed by the City Manager, coordinates emergency and disaster management activities. They are responsible for conducting mitigation and planning activities, setting into motion the Incident Command System, and managing all EOC activities. Operating under NIMS and the ICS, the City's emergency operations response consists of an Incident Command Team featuring major functional areas:

- Command Staff
- Operations Section
- Logistics Section
- Planning Section

See page 17 for the full EOC Organizational Chart.

The EOC serves as the hub for emergency coordination and communication activities as directed by the Emergency Manager. Coordination activities may include establishing incident command field locations, alternate work sites, mobile command post(s), communicating with King County ECC, the State, nongovernmental organizations, and private industry.

Those in highest authority will activate the EOC until others can arrive. Upon EOC activation, the Policy Section of the EOC will convene to receive situation report. City departments will communicate and assess response efforts. Departments with ESF responsibilities will activate.

The Emergency Manager coordinates and establishes response and recovery support priorities. Priorities are determined by the extent, size, duration, and complexity of the incident and the availability of resources.

## CONCURRENT IMPLEMENTATION OF OTHER PLANS

Each department director is responsible for the management of staff and resources available to support and or respond to an emergency or disaster. Plans must be completed and tested to ensure each department is prepared. When the EOC is activated, in addition to the CEMP, the following plans should also be activated or referred to:

- **Mercer Island Annex to the King County Regional Hazard Mitigation Plan (RHMP)**
  The Hazard Mitigation Plan identifies the local infrastructure and vulnerabilities associated within the City due to local technological or natural disasters. A copy of the plan is available at: www.mercergov.org/emergencyprepand via hard copy.
- **Department Continuity of Operations Plan (COOP)**
  Continuity planning ensures each department can sustain an impact from an emergency or disaster to continue essential functions that support the City's primary public services. Each department should have their own plan. Some critical activities that support the continuance of essential functions are safety and security of personnel, recovery and restoration of critical business operations, and activities that support emergency response operations. Certain activities may be suspended to enable the City to concentrate on providing essential functions and building internal capabilities necessary to increase and eventually restore normal operations. These essential functions may be done remotely, at the department's primary work site, or alternate work site(s).
- **Emergency Operation Center Plan**
  This plan is used by the City Emergency Operation Center (EOC) and each City Department, as required, for response operations specific to the operations of the City Emergency Operation Center (EOC). It details tasks and tactical activities to support the City Emergency Operation Center (EOC)'s response to a disaster.

Additional plans include but are not limited to:

- Debris Management Plan
- Pandemic Plan

- Shelter Plan
- Terrorism Response Plan and Threat and Hazard Identification and Risk Assessment (not for public disclosure)
- Volunteer Operations Plan

# ROLES AND RESPONSIBILITIES

## INCIDENT MANAGEMENT ACTIVITIES BY EMERGENCY MANAGEMENT PHASE

Emergency management activities are conducted under the four phases of emergency management: mitigation, preparedness, response, and recovery.

A major emergency or disaster could happen at any time. The time of year, day of the week, time of day, and weather conditions are key variables that can have an impact on the seriousness of an incident and on the City's ability to respond.

A disaster would severely stress normal municipal systems, and could likely require outside assistance from other organizations, local, state, and/or federal government. With that in mind, City departments continuously assess, identify, and work to secure resources to adequately handle a major emergency or disaster.




It is also understood that in a disaster it is likely that county, state, and federal government response may be delayed, and that the City should be prepared to take care of their own basic survival needs for at least 7- to 14-days after a disaster and communicate this principle to each employee, local businesses, and residents of Mercer Island.

An important step in emergency management coordination is setting priorities and moving towards reducing potential impacts of the worst hazards. This can be accomplished through mitigation and preparedness strategies including hazard identification, vulnerability analysis, and risk assessment.

### Mitigation

Mitigation is a long-term approach to enhancing and developing the capabilities necessary to reduce loss of life and property by lessening the impact of disasters. Specific tasks may include:

- Take prudent steps to eliminate or control all existing hazards or risks.
- Ensure that protection and survivability of critical assets are given due consideration in the strategic planning and budget process.
- Maintain a surplus of basic operational and emergency supplies at City facilities.
- Provide emergency backup power for all critical systems.
- Ensure there are adequate warning systems and procedures in place to quickly determine threats to City facility(s), and to alert occupants.

**Preparedness**

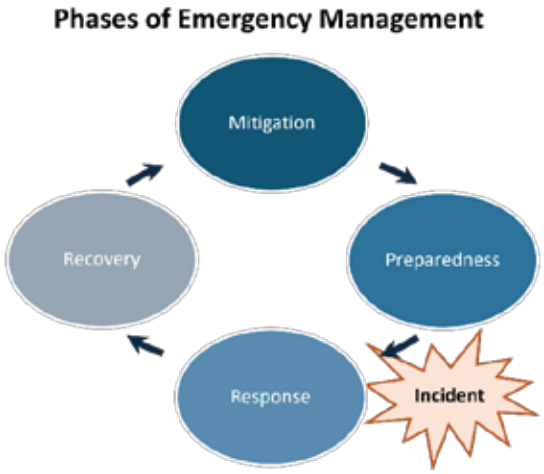
The preparedness phase focuses on shorter-term steps designed to increase the community's ability to respond when an incident occurs. Specific tasks may include:

- Educate staff, residents, and local businesses and organizations on the importance of personal and family preparedness, with an emphasis on being prepared to provide for basic survival needs for at least 7- to 14-days after a disaster.
- Developing communication templates for faster notification during an incident.
- Conduct trainings for staff on ICS roles.
- Conduct periodic "risk assessments" of all facilities and offices to identify potential sources of harm to occupants and/or property. Typical examples include:
  - Storage of toxic or flammable substances.
  - Non-structural fixtures or furnishings that could collapse or topple over.
  - Faulty procedures or practices.

**Response Tasks**

During the response phase, all staff and partner agencies respond to the incident by saving lives, minimizing suffering, protecting property, and meeting basic human needs. Response also includes the execution of emergency operations plans, incident mitigation activities designed to limit the loss of life, personal injury, property damage, and enhance response effectiveness. The priority then becomes bringing the incident to an end as soon as possible. Specific tasks may include:

- Open, staff, and manage EOC activities.
- Ensure incident is properly documented (Proclamation of Emergency, ICS forms, resource requests, contracts, etc.).
- Coordinate incident management between departments, partner agencies, and public, private, and non-profit organizations.
- Commence continuity of government and department continuity of operations plans.




**Recovery Tasks**

Restoration to original state operations, or as close as possible, begins once the initial emergency response is completed. Damage assessments and updated situation reports are finalized and given to the EOC, King County ECC, and/or the State EOC. Recovery of the City's essential functions begin as soon as possible. Steps must be completed to ensure primary work sites are safe and that staff have the capability to execute their essential functions. Restoration of the primary work environment begins once the initial emergency response is completed. Specific tasks may include:

- Moving departments or teams to alternate work sites for an indefinite time or remote work or working from home.
- Develop After Action Report based on feedback from responding departments, agencies, and organizations.
- Mitigation activities resume in earnest based on the After Action Report.
- Re-supply resources must be and correct certain known weaknesses.
- Submit budgets, reimbursement forms, and other necessary documentation to recover the cost of the response, any necessary repairs, and replacement, updating, or filling of depleted reserves.

## KEY POSITION AND DEPARTMENT RESPONSIBILITIES

Key position and department responsibilities are listed first followed by other participating agencies, such as the American Red Cross, Mercer Island Emergency Volunteers, Mercer Island School District (MISD), and private sector organizations. City departments are responsible for developing, training, exercising, evaluating, maintaining internal departmental SOPs or operational plans, and maintaining and updating ESF responsibilities to which they are assigned by this CEMP. All departments support each ESF and coordinate their training as requested by the primary responsible department.

The following responsibilities are for each department, division, team, and organization. This list is not all-inclusive but does include critical responsibilities that are necessary for preparedness, response, and recovery of an emergency or disaster, lists specific ESF responsibilities, as well as identifying which of the 12 Response Core Capabilities they are fulfilling.

A foundational assumption of this plan is that all departments, divisions, teams, and organizations will provide a base-level of support for all ESFs.

### Elected Officials

The role of the City Council is to establish City law and policies by passing ordinances and resolutions. During an emergency, the City Council ratifies the Proclamation of Emergency, participates in special or additional meetings (in compliance with applicable laws), appropriates funds for special requests and unanticipated expenses, and advocates for state and/or federal support for the City. Additionally, members of the City Council may:

- Assist with media briefings if requested by City Manager.
- Enact any necessary emergency measures as recommended by the City Manager or his/her designee.
- Assist in hosting visiting dignitaries (state and federal elected officials).
- Appropriate funding for emergency response and recovery.
- Request assistance from the King County Executive through the King County office of Emergency Management, or from the governor through the King County Executive, in

the incident a situation is, or will become, beyond the capabilities of the resources of the City and those provided through mutual aid.
- Provide visible leadership.
- Help resolve conflicts between local agencies in an emergency.
- Approve mutual aid agreements.

**Policy Group**
The Policy Group provides subject matter expertise and guidance to the City Manager for incident policy level decision making. The Policy Group is comprised of the City Manager, the Directors or Chiefs, and incident-specific appointed members. The Policy Group is responsible for advising the City Manager on policy decisions to be implemented by the Emergency Manager.

**City Manager**
The City Manager provides overall direction for City operations. During an emergency or disaster, the City Manager delegates incident management authorities to the Emergency Manager. The City Manager convenes and leads the Policy Group, coordinates City Council engagement, and requests support and funding from local, federal, state, and county representatives and/or agencies. Additionally, the City Manager:

- Issues a Proclamation of Emergency as necessary.
- Ensures the City Council and all directors have been notified of EOC activation.
- Assesses situation, defines the problem, overall strategy, need for evacuation, estimate of incident duration.
- Assists with emergency response activities through the Emergency Manager.
- Appoints the City Public Information Officer to coordinate preparation and dissemination of emergency information to the public and the media.
- Requests assistance, when necessary, from local jurisdictions per the Regional Coordination Framework, King County ECC, and Washington State EOC through the Emergency Manager.
- Prepares City Council and director briefings.
- ESF Responsibilities:

| | |
|---|---|
| **Joint Primary** | ESF 5: Emergency Management |

**Emergency Manager**
*Response Capability:* Situational Assessment

The role of the Emergency Manager is to maintain daily situational awareness of risks or hazards that could affect Mercer Island and support City departments responding to incidents. The Emergency Manager manages and maintains the EOC, coordinates volunteer groups, prepares and conducts City trainings and exercises, and organizes all-hazards public education and community outreach. The Emergency Manager represents the City during engagement with county, state, and/or federal agencies. The Emergency Manager will also:

- Open and manage EOC, activate EOC staff, and manage overall direction and control of emergency operations.
- Assess situation and problem, identify overall strategy, need for evacuation, and estimate of incident duration, and define objectives.
- Work with City Attorney's Office, City Clerk, and City Manager to prepare Proclamation of Emergency and notify appropriate county, state, and federal agencies once signed. Acquire state mission number.
- Ensure EOC staff perform checklist and ESF functions, and that EOC staff maintain activity logs (ICS Form 214).
- Coordinate dissemination of emergency warning information though emergency alerts via King County ECC.
- Implement Incident Action Plan (IAP).
- Establish liaisons to other cities, county, state and federal governments.
- Conduct briefings as needed.
- Review and approve PIO news releases.
- Manage the continuity of resources (technical, administrative, and material) to support 24-hour operations for a prolonged period.
- Work with Finance Director and City Attorney to ensure that the application for Public Assistance is made within state guidelines.
- Coordinate City assets to support other local jurisdictions in need of supplemental emergency or disaster assistance.
- Receive, process, and approve requests from local jurisdictions for specific City, emergency and disaster related assets and services.
- Assist Incident Command in establishing evacuation measures.
- Review response and recovery costs, Hazard Mitigation Assessment and FEMA Recovery Teams for federal Public Assistance Programs.
- Direct demobilization plan and coordinates after action report.
- Manage and maintain Emergency Operation Center (EOC).
- Manage and maintain Emergency Volunteer Teams and Emergency Radio Operators.
- Coordinate emergency preparation activities with city, county, state, and federal agencies.
- Update of the CEMP and other plans and exercise plans with City personnel.
- Coordinate all disaster preparedness activities for the City.
- Requisition necessary personnel or material of any City department or agency.
- ESF Responsibilities:

  **Joint Primary** ESF 5: Emergency Management

**Communications Manager / Public Information Officer**
*Response Capability:* Operational Communications

The role of the Communications Manager / PIO is to coordinate and disseminate all public-facing communications regarding the incident. To that end, the PIO will:

- Participate in EOC briefings.
- Set up checklist of news media agencies (email/phone list) to contact.

- Act as a liaison with surrounding agencies for uniformity in releases.
- Develop the format and guidelines for press conferences.
- Manage the Joint Information Center (JIC) for centralized City coordination of information associated with the emergency and to coordinate with other responders.
- Provide press releases, content, and messaging for media, website management, government access cable TV programming, social media, and print communications.
- ESF Responsibilities:

| | |
|---|---|
| **Joint Primary** | ESF 2: Information Systems and Warnings |
| | ESF 15: External affairs |

**EOC Liaisons**

EOC Liaisons serve as points of contact, establishing and maintaining communication, with the City Council and elected officials, representatives of other governmental agencies, nongovernmental organizations, businesses, volunteers, and other entities. EOC Liaisons provide information and direction to City departments on identifying the terms and agreements with assisting agencies concerning the release of resources and special needs. Additionally, EOC Liaisons will:

- Identify and determine capabilities of cooperating agencies: American Red Cross, Utility Companies, Army Corps of Engineers, MOUs with private companies, etc.
- Assist in obtaining and allocating said resources to the necessary areas.
- ESF Responsibilities:

| | |
|---|---|
| **Support Primary** | ESF 5: Emergency Management |
| | ESF 15: External affairs |

**City Attorney / Safety Officer**

*Response Capability:* Environmental Response/Health and Safety

The role of the City Attorney is to address incident-related legal matters, interpret local, state, and/or federal legislation and orders related to an incident. The City Attorney develops the City's Proclamation of Emergency and other emergency ordinances and resolutions and provides guidance and assistance in the ratification process. Additionally, City Attorney will:

- Provide and coordinate legal advice to City leadership, departments, and the EOC team as it pertains to disaster response and recovery, and risk management.
- Review agreements, contracts, and other emergency or disaster-related documents for form and content.
- Provide legal review of emergency plans and supporting documents to ensure compliance with local, state and federal agencies.
- Review emergency contracts for City liability considerations.
- Review agreements, contracts, and other emergency or disaster-related documents for form and content.
- Provides legal review of emergency plans and supporting documents to ensure compliance with local, state and federal agencies.

- Reviews and updates Mercer Island Emergency Worker Registration Application, as needed, for legal content, according to RCW 38.52.180.
- Serves as the Risk Manager / Safety Officer, ensuring the coordination of multi-agency safety efforts, ongoing assessment of hazardous environments, emergency responder safety, and operational safety. Exercises emergency authority to stop/prevent unsafe acts during incident.
- ESF Responsibilities:

| | |
|---|---|
| **Support Primary** | ESF 5: Emergency Management<br>ESF 13: Public Safety |

**Police Department**

*Response Capability:* Situational Assessment; On-Scene Security, Protection, and Law Enforcement; Fatality Management Services

During a disaster the Police Department will carry on all regular duties ensuring local law enforcement, traffic, and life-safety operations continue throughout the duration of the incident. The Police Department is also responsible for assisting in the dissemination of warning and alert information to residents as needed by reverse 911, public address system, megaphones, leaflets, or door-to-door, as well as necessary evacuation notices and measures. Additionally, Police will:

- Provide active security at the EOC during activation.
- Act as liaison between City EOC personnel, military, FBI, or special operations personnel responding to an emergency or disaster.
- Provide Marine Patrol services for the City and contracted jurisdictions as well as waterfront reconnaissance of disaster impacted areas and emergency missions.
- Maintains continuous preparedness and response communication capabilities.
- Provide information on emergency situations and locations to the EOC during activation.
- Assist in urban search and rescue activities as needed.
- Provide explosive device identification, handling, and disposal, or coordinate this activity with the appropriate agency.
- ESF Responsibilities:

| | |
|---|---|
| **Primary** | **ESF 13:** Public Safety, Law Enforcement, Security<br>**ESF 20:** Defense Support to Civil Authorities<br>**ESF 24:** Evacuation |
| **Joint Primary** | **ESF 2:** Telecommunications, info. systems, warnings<br>**ESF 5:** Emergency Management |
| **Supporting Primary** | **ESF 9:** Search & rescue |

**Public Works**

*Response Capability:* Critical Transportation; Environmental Response/Health and Safety; Logistics and Supply Chain Management; Mass Care Services; Infrastructure Systems

The role of the Public Works department and various Public Works teams is to assess and repair damaged utilities at the earliest possible opportunity. The Recreation Division within the Public Works department is also responsible for mass care services. Additionally, the Public Works department will:

- Provide damage assessment and status of essential city services including streets, storm drains, lift/pump stations, water delivery, and I-90 bridge status to the EOC team.
- Execute necessary emergency repairs to utilities as needed or coordinate and contract with and manage vendors for major repair work as appropriate.
- Coordinate with private utilities the restoration of public utilities to critical and essential services.
- Provide support to CPD regarding the stability of slopes and sensitive areas during recovery efforts.
- Implement emergency water resource plan for conserving and distributing water during a drought or disaster.
- Coordinate operation of the emergency well.
- Responsible for debris clearance estimates, management, and removal or coordinating with jurisdictional, county, state, and/or federal partners.
- Provide support to EF&R and Police in hazardous material incident responses to City streets.
- Provides expertise and recommendations for reconstruction, demolition, and mitigation during the recovery period.
- Provides support to citywide evacuation planning and assist in evacuation efforts.
- Coordinate the use of City facilities and parks for disaster operations, mass care, temporary housing, and debris removal or management.

**Recreation Division**

- Develop plans for mass care and sheltering that includes coordination with other organizations, transportation, emergency supplies in containers, and staging areas as appropriate.
- Coordinate limited temporary shelter for animals.
- Coordinate transportation of individuals during emergency situations to designated shelter sites as required.
- Arrange alternate locations and transportation needs from which to operate buses, cars, light and heavy trucks, boats as necessary.
- Coordinate relocation activities and arranges resources through Finance to support response and recovery operations.
- Coordinate establishment of State and/or FEMA disaster assistance centers (DACs) to support community recovery efforts.
- ESF Responsibilities:

| | |
|---|---|
| **Primary** | **ESF 1:** Transportation<br>**ESF 6:** Mass Care, Housing, Human Services, Special Needs, Pet Shelters<br>**ESF 12:** Energy |

| | |
|---|---|
| **Joint Primary** | **ESF 3:** Public Works and Engineering<br>**ESF 7:** Resource Support<br>**ESF 11:** Agriculture and Natural Resources (Food & Water) |
| **Support Primary** | **ESF 23:** Damage Assessment<br>**ESF 24:** Evacuation and Movement |

**Community Planning and Development**
*Response Capability:* Situational Assessment

The role of Community Planning and Development (CPD) during a disaster is to coordinate damage assessment of City facilities, including appropriate documentation for federal disaster declarations and reimbursement processes. Additionally, CPD will:

- Provide and/or coordinate initial damage assessment / Rapid Impact Survey (RIS) and safety evaluation of City infrastructure and key facilities.
- Compile initial preliminary damage assessments (PDAs) of essential citywide facilities.
- Provide EOC and City staff expertise and recommendation for reconstruction, demolition, and structural mitigation during recovery period.
- Provide mitigating seismic retrofitting, flood proofing, land use practices and building codes.
- Provide permit process for disaster recovery efforts.
- Develop plans to manage land use, environmental impact, and related mitigation issues before and following disasters.
- ESF Responsibilities:

| | |
|---|---|
| **Primary** | **ESF 14:** Long Term Community Recovery<br>**ESF 23:** Damage Assessment |
| **Joint Primary** | **ESF 3:** Public Works and Engineering |

**Administrative Services**
*Response Capability:* Operational Communications; Situational Assessment; Infrastructure Systems

Administrative Services encompasses Human Resources, the City Clerk's Office, Payroll, Information Technology (IT), Geographic Information Systems (IGS), the Customer Service Team (CST), and Public Communications. Responsibilities for Public Communications is detailed under Communications Manager / Public Information Officer (above). Responsibilities for the remaining teams is detailed below and include:

**Human Resources Team**

- Track, document, and manage City staff and Emergency Workers.
- Register, confirm credentials, and/or run background checks for Emergency Workers and work with Volunteer Lead to assign volunteers in accordance with EOC needs.
- Provide liability release for volunteers.
- Maintains, updates, and re-supplies the four mobile registered Emergency Workers registration kits.

- Supply EOC, City personnel, volunteers with meals and resources as needed.
- Review and update Mercer Island Emergency Worker Registration Application, as needed, according to RCW 38.52.180.

**IT and IGS Team**

- Coordinate the recovery operations of the City's computer and telephone systems following disaster situations, ensure supplies are on hand as needed to fulfill this function.
- Provide telecommunication support to the EOC, including the EOC, coordinating with the City's Mercer Island Radio Operators (MIRO), and other support as priorities dictate.
- Establish temporary communications capabilities within affected area(s).
- Provide liaison to coordinate with telephone service providers for the permanent or temporary restoration of telecommunications capabilities and services.
- Maintain and support EOC computer systems and equipment, ensuring these are in highest working order.
- Provide geographical information systems (GIS) support.

**City Clerk's Office**

- Serve as Planning Section Chief.
- Assist the development and ratification of the City's Proclamation of Emergency.

**Customer Service Team**

- Coordinate, manage, and staff EOC Call Center, serve as back up to non-emergency calls made through NORCOM (911) when systems are overwhelmed.
- ESF Responsibilities:

| | |
|---|---|
| **Primary** | **ESF 2:** Telecommunications/ Information Systems and warnings |
| **Joint Primary** | **ESF 7:** Resource Support - Volunteer |

**Youth and Family Services**

*Response Capability:* Mass Care Services; Public Health, Healthcare, and Emergency Medical Services

During a disaster or emergency, Youth and Family Services (YFS) will become responsible for coordinating food and water for emergency shelter clients, as well as mental health services. Additionally, YFS will:

- Support the Recreation Department in setting up mass care Community Shelters and transporting individuals to designated shelter sites as necessary.
- Develop and assist in implementing plans that utilize volunteer groups to identify and assist access and functional needs for individuals in their homes and senior care facilities that may need assistance or shelter in an emergency or disaster.
- Coordinate with partner agencies to establish disaster assistance centers (i.e. American Red Cross, FEMA, SBA etc.) in support of recovery efforts.
- Manage, train, and coordinate the Mental Health Volunteer Team.

- Coordinate the receipt, storage, and distribution of donated goods.
- ESF Responsibilities:

| | |
|---|---|
| **Joint Primary** | **ESF 8:** Public Health and Medical Services<br>**ESF 11:** Agriculture and Natural Resources (food & water) |
| **Support Primary** | **ESF 6:** Mass Care, Housing, Human Services, Special Needs, Pet Shelters |

### Finance Department

*Response Capability:* Infrastructure Systems

During a disaster, the Finance Department is responsible for managing and coordinating disaster related requests, expenses, contracts, and related financial aspects and details of the disaster assistance programs for reimbursement. Additionally, Finance will:

- Ensure the completion of appropriate documentation and requirements for county, state, and federal support for reimbursement.
- Assist City departments with the compilation of disaster related financial information.
- Assist in identifying sources of disaster funds if departmental budgets are exceeded.
- Coordinate disaster related purchases and expenditures and assist in developing and maintaining information about available resources.
- ESF Responsibilities:

| | |
|---|---|
| **Primary** | ESF 7: Resource Support – Volunteer Info. |

## Multi-Jurisdictional Coordination and Partner Organizations

### Eastside Fire & Rescue

*Response Capability:* Fire Management and Suppression; Public Health, Healthcare, and Emergency Medical Services; Mass Search and Rescue Operations; Fatality Management Services

During a disaster Eastside Fire & Rescue (EF&R) will carry on all regular duties to continuously protect and preserve life and property through quality education, prevention, and rapid emergency response throughout the duration of the incident. Additionally, Eastside Fire & Rescue will:

- Receive and share status reports from field units for EOC situational awareness.
- Provide direction and control for search and rescue activities.
- Provide command and control for field operations through established incident command posts as appropriate.
- Coordinate citywide search and rescue and if necessary, supplement the efforts of other local jurisdictions in need.
- Provide preliminary damage assessments (PDAs) for fire station facilities (ATC-20) to the EOC.

- Coordinates with mutual and automatic aid and outside agencies as appropriate on hazardous materials incident response, radiological monitoring, or terrorist incidents within the City.
- ESF Responsibilities:

| | |
|---|---|
| **Primary** | **ESF 4:** Fire Fighting |
| | **ESF 8:** Public Health and Medical Services |
| | **ESF 9:** Search & Rescue |
| | **ESF 10:** Hazardous Materials |
| **Supporting** | **ESF 5:** Emergency Preparedness |

**King County, Washington State, and Federal Governments**
*Response Capability:* Mass Care Services; Public Health, Healthcare, and Emergency Medical Services; Infrastructure Systems; Logistics and Supply Chain Management

Emergencies and disasters are managed at the lowest possible level. When an incident exceeds the City's ability to respond, King County Office of Emergency Management (OEM), Washington State Emergency Management Division (WA EMD), and the Federal Government (FEMA) may provide guidance and assistance, as requested. Mercer Island is part of King County's Zone 1 Regional Coordination Zone. As such, the Zone 1 liaison will be utilized to coordinate a broad range of disaster functions within the geographical area as outlined as Zone 1 in the King County Regional Coordination Framework. King County will serve as an information and resource clearinghouse among the County jurisdictions and organizations and will oversee resource management county-wide. The State does the same state-wide and FEMA provides assistance when State resources have been overwhelmed.

**Mercer Island Emergency Volunteer Teams**
*Response Capability:* Mass Care Services; Operational Communications; Public Health, Healthcare, and Emergency Medical Services

The Emergency Manager supervises the Mercer Island Emergency Volunteers and assists with coordination of the 13 volunteer disaster teams. Emergency Volunteers will register and be assigned specific duties based on need and training. Refer to the Mercer Island Volunteer Operations Manual for specific team duties. The 13 teams encompass the following:

- Volunteer Operations
- Medical
- Search and Rescue (SAR)
- Damage Assessment
- Transportation
- Administration
- Sheltering (including Animal Sheltering)
- Emergency Well Operations
- Community Points of Distribution (CPOD)
- Communications
- Long-Term Care Facilities and Senior Community
- Religious Community
- Public Communications

ESF Responsibilities:

| | |
|---|---|
| **Support Organization** | **ESFs** 1, 2, 3, 5, 6, 7, 8, 9, 11, 14 20, 24 |

**American Red Cross (ARC)**
*Response Capability:* Mass Care Services

The American Red Cross, FEMA, and Homeland Security is responsible for providing, managing, and coordinating food, shelter and first aid for victims, the bulk distribution of relief supplies, family reunification, and direct assistance to families with verified event caused needs, as available. These responsibilities are coordinated through the EOC through liaisons to the King County ECC. Additional responsibilities include:

- Provide mental health counseling for disaster victims in support of Youth and Family Services, as available.
- Coordinate, within its agreements, the provision of relief efforts by any volunteer organization actively engaged in providing relief assistance to disaster survivors in coordination with Washington Volunteer Organizations Active in Disaster (WAVOAD).
- Provide training for mass care shelter support staff, shelter operations and management.
- ESF Responsibilities:

| | |
|---|---|
| **Support Agency** | **ESF 6:** Mass Care, Housing, Human Services, Special Needs, Pet Shelters |

**Mercer Island School District (MISD)**
*Response Capability:* Mass Care Services

During an emergency or disaster, the MISD supports City disaster activities not limited to fuel, transportation, generators, shelter, and feeding. Should an event occur, MISD has control over their facilities and coordination must be made with MISD and the City for co-use of the facility. MISD will support mitigation and disaster preparedness concepts of self-sufficiency for 7 to 14-days. For improved coordination, MISD will send a liaison to the City EOC in an event and report initial damage assessments to the City EOC.

- ESF Responsibilities:

| | |
|---|---|
| **Support Agency** | All ESFs as needed depending on expertise required. |

**Private Sector, Volunteer Organizations, and Others**
The private sector, volunteer organizations, and other entities play an essential role in mitigation, preparedness, response, and recovery efforts, especially around mitigation and disaster preparedness concepts of self-sufficiency for 7 to 14-days. These organizations provide resources to assist in the response and recovery phases of emergency or disaster operations. They also participate as members of the Mercer Island Emergency Volunteer teams and participate and support drills and exercises and by including the City in business and industry activities.

- ESF Responsibilities:

| | |
|---|---|
| **Support Organization** | All ESFs as needed depending on expertise required. |

**Mutual Aid Agreements, Memorandum of Understanding, and Interlocal Agreements**

In addition to the Washington Mutual Aid System, the City utilizes mutual aid agreements (MAA), memorandums of understanding (MOUs), and interlocal agreements (ILAs) with other jurisdictions, agencies, public, and private partners for emergency response, including:

- American Red Cross – Mass care shelter services and disaster relief supplies
- King County – Mutual assistance for fire and emergency medical services
- King County – Regional coordination framework for disasters and planned events
- Mercer Island Country Club – Resource and facility agreement during disasters
- Mercer Island School District – Facility agreement during disasters

## MERCER ISLAND DEPARTMENTS AND PARTNER RESPONSE CORE CAPABILITIES MATRIX

The following represents the 12 Response Core Capabilities and the department or partner agency fulfilling each Response Core Capability.

| CORE CAPABILITY | KEY POSITION, DEPARTMENT, OR PARTNER AGENCY |
|---|---|
| CRITICAL TRANSPORTATION | Public Works |
| ENVIRONMENTAL RESPONSE/HEALTH AND SAFETY | City Attorney / Safety Officer |
| | Public Works |
| FATALITY MANAGEMENT SERVICES | Police Department |
| | Eastside Fire & Rescue |
| | King County |
| FIRE MANAGEMENT AND SUPPRESSION | Eastside Fire & Rescue |
| INFRASTRUCTURE SYSTEMS | Administrative Services |
| | Finance Department |
| | Public Works |
| | King County |
| | Washington State Emergency Management Division |
| | Federal Emergency Management Agency |
| LOGISTICS AND SUPPLY CHAIN MANAGEMENT | Public Works |
| | King County |
| | Washington State Emergency Management Division |
| | Federal Emergency Management Agency |
| MASS CARE SERVICES | Public Works |
| | Youth and Family Services |
| | Mercer Island Emergency Volunteer Teams |
| | American Red Cross |
| | Mercer Island School District |
| MASS SEARCH AND RESCUE OPERATIONS | Eastside Fire & Rescue |
| | King County |
| | Washington State Emergency Management Division |
| | Federal Emergency Management Agency |
| ON-SCENE SECURITY, PROTECTION, AND LAW ENFORCEMENT | Police Department |
| OPERATIONAL COMMUNICATIONS | Administrative Services |
| | Communications Manager / PIO |
| | Mercer Island Emergency Volunteer Teams |
| PUBLIC HEALTH, HEALTHCARE, AND EMERGENCY MEDICAL SERVICES | Youth and Family Services |
| | Eastside Fire & Rescue |
| | King County |
| | Washington State Emergency Management Division |
| | Federal Emergency Management Agency |
| | Mercer Island Emergency Volunteer Teams |
| SITUATIONAL ASSESSMENT | Administrative Services |
| | Community Planning and Development |
| | Emergency Manager |
| | Police Department |

# EMERGENCY SUPPORT FUNCTIONS

## MERCER ISLAND DEPARTMENTS RESPONSIBILITIES MATRIX

**Roles and Responsibilities In the Event of an Incident**

The following responsibilities are for each department. This list is not all inclusive but includes critical responsibilities that are necessary for preparedness, response, and recovery of an emergency or disaster.

| RESPONSIBLE DEPARTMENTS, TEAMS, AND PARTNER AGENCIES | 1 - TRANSPORTATION | 2 – TELECOMMUNICATIONS / INFORMATION SYSTEMS AND WARNING | 3 – PUBLIC WORKS AND ENGINEERING | 4 – FIREFIGHTING | 5 – EMERGENCY MANAGEMENT | 6 – MASS CARE, HOUSING, HUMAN SERVICES, SPECIAL NEEDS, PET SHELTERS | 7 – RESOURCE SUPPORT – VOLUNTEER INFO. | 8 – PUBLIC HEALTH AND MEDICAL SERVICES | 9 – SEARCH & RESCUE | 10 – HAZARDOUS MATERIALS | 11 – AGRICULTURE AND NATURAL RESOURCES (FOOD & WATER) | 12 – ENERGY | 13 – PUBLIC SAFETY, LAW ENFORCEMENT, AND SECURITY | 14 – LONG TERM COMMUNITY RECOVERY | 15 – EXTERNAL AFFAIRS | 20 – DEFENSE SUPPORT TO CIVIL AUTHORITIES | 23 - DAMAGE ASSESSMENT | 24 - EVACUATION AND MOVEMENT |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| All Departments | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S |
| Council | | | | | | | | | | | | | | | S | | | |
| City Manager's Office | | | | | JP | | | | | | | | | | | | | |
| Emergency Manager | | | | | JP | | | | | | | | | | | | | |
| Communications Manager / PIO | | JP | | | | | | | | | | | | | P | | | |
| Liaison Officer | | | | | SP | | | | | | | | | | SP | | | |
| City Attorney/Safety Officer | | | | | SP | | | | | | | | SP | | | | | |
| Community Planning and Development | | | JP | | | | | | | | | | | P | | | P | |
| Finance | | | | | | | JP | | | | | | | | | | | |
| Public Works | P | | JP | | | | JP | | | | JP | P | | | | | SP | SP |
| Recreation Division | SP | | | | | P | | | | | | | | | | | | |
| Human Resources Team | | | | | | | JP | | | | | | | | | | | |
| Info & Geographic Services Team | | JP | | | | | | | | | | | | | | | | |
| Eastside Fire & Rescue | | | | P | S | | | P | P | P | | | | | | | | |
| Police | | JP | | | JP | | | | SP | | | | P | | | P | | P |
| Youth and Family Services | | | | | | SP | | JP | | | JP | | | | | | | |
| Mercer Island Emergency Volunteers | S | S | S | | S | S | S | S | S | | S | | | S | | | S | S |
| Red Cross/ FEMA/ Homeland Security | | | | | | S | S | | | | S | | | S | | | | S |
| School District | S | S | | | | S | S | | S | | | | | | | | S | S |

JP: Joint Primary Responsibilities P: Primary Responsibilities SP: Support Primary Responsibilities S: Supporting Responsibilities

# COMMUNICATIONS

The City recognizes the important role information plays during an incident. It is imperative to disseminate information at the outset and at regular intervals to keep the public updated on current conditions, response, and recovery activities. To that end, the City will use all available communications and warnings systems during a disaster.

## ACTIVATING EMERGENCY COMMUNICATIONS

Activation guidelines are executed upon initial impact of the incident, generally 0- to 12-hours after the impact. The guidelines are:

- Notify emergency response personnel required to perform immediate and long-term essential functions including life safety for all City employees.
- Notify employees and contractors regarding activation of this Plan and the initial level at which they will be assisting in the emergency or disaster.
- Notify appropriate authorities, managers of alternate facilities, Mercer Island Emergency Volunteers, and other specified points of contact.
- Get directions and maps of routes from the primary locations to disaster field operating sites.
- Order necessary equipment and supplies that are not already in place.

## LIMITATIONS TO EMERGENCY COMMUNICATIONS

The greatest challenge to providing emergency communications during a catastrophic disaster will be power. Extended power outages will deplete cell tower back-up batteries, which typically last 24-48 hours. Limited access to fuel will also limit generator capabilities. These challenges are not easily solved without unlimited fuel storage for generators or other creative power sources like solar and wind energy – both of which have limited availability due to extended periods of cloud cover in the Pacific Northwest, and limited space for windmills capable of providing power to facilities.

## REACHING LEP POPULATIONS

Mercer Island is home to Limited-English Proficiency (LEP) populations. As part of the City's whole community approach to emergency management, the City has identified resources to help communicate with LEP populations. The City has engaged a number of resources to communicate emergency messages including website translation apps, on-call voice and text translators, and more. See ESF 2 for full details.

## COMMUNICATIONS METHODS

Depending on the type of disaster, severity, and duration, there will be challenges in coordinating and disseminating messages to the public. However, the City will use all communications methods available and at its disposal dependent on the specific incident. Those methods, along with the requirements (and would-be challenges) to utilize that method are listed below. These methods will be reviewed and assessed after real-world incidents during After-Action Reviews.

## AVAILABLE COMMUNICATIONS METHODS AND RESOURCE NEEDS

| RESOURCE AND/OR CHALLENGES | COMMUNICATIONS METHOD |
|---|---|
| Dependent on cell towers and power | **Emergency alert system.** Alerts are provided in 29 languages including LEP languages Chinese, Korean, and Vietnamese. Information is pushed out to phones via message, text, or email.<br><br>**City Website.** Information will be posted as a red alert banner at the top of the City website - www.mercerisland.gov. When activated, the emergency banner is static and will appear on all City webpages.<br><br>**Facebook, NextDoor, and Twitter.** Receiving information via City social media accounts is one of the fastest ways to receive updates.<br><br>**City Information Line.** The City's information line (206-275-7600) is answered by a member of the City team.<br><br>**Live YouTube Briefings.** The City may host live briefings on the City's YouTube channel, available for viewing after the live event on YouTube and MI-TV Channel 21. |
| Generator or alternate power sources (ex. solar power/panels) may extend availability | **Electronic Message Boards.** Electronic message boards placed along key City arterials, highlighting key messages.<br><br>**Local Media.** During a large-scale emergency, information will be passed through to local media including FM 88.9.<br><br>**Loudspeaker.** City vehicles, equipped with speakers and/or sirens, will be deployed across the Island share short, key messages.<br><br>**HAM/Amateur Radio Operators.** Trained volunteers are able to provide communications support to the City during major disasters. |
| Little to no hindrance | **Physical Message Boards.** Placed at key locations in the community.<br><br>**Flyers.** Prepared pre-incident, printed before loss of power, or hand-written flyers delivered throughout the community.<br><br>**Neighbor-to-Neighbor and Business-to-Business.** Word of mouth. |

## ASSESSING THE EFFECTIVENESS OF EMERGENCY COMMUNICATIONS

The goal of emergency communications is to protect lives, property, and the environment through swift, credible, and consistent messaging shared at the onset of the incident and at regular intervals throughout. Assessing the effectiveness of emergency communications after an emergency is imperative to ensure that improvements are made for future events. Improvements to communications processes will be captured in After-Action Reports. Many of the challenges to communications during a disaster are related to lack of access to electricity, WiFi, or internet. The City has limited resources but works with community partners and private agencies on finding solutions to these challenges.

# ADMINISTRATION, FINANCE, AND LOGISTICS

Documentation is crucial to the success of the City's ability to capture the costs associated with the disaster as well as possible reimbursement for expenses. Critical reports include the preliminary damage assessment (PDA), situation reports (SitReps), and other reports as required depending on the type of emergency and whether it is declared by local, state, or federal authorities. Timely, accurate reporting and documentation will save the City time and money.

Incident records including records of operational activities and financial documents are kept in a manner that distinguishes them from day-to-day operational reports, service work requests, and payroll records. This may include defining specific budget or other codes for ease of tracking, separate filing, and/or alternate methods of payment/payroll processing, as necessary.

Standardized National Incident Management System (NIMS) document templates are available at: https://training.fema.gov/icsresource/icsforms.aspx.

## ADMINISTRATION, DOCUMENTATION, RETENTION, AND PRESERVATION

EOC activation related documentation will be maintained and archived according to the City's archiving policies and in compliance with RCW 40.10.010 regarding the protection of essential records. The EOC Planning Section, with assistance from the City Clerk and City Attorney's Offices, is responsible for organizing and maintaining incident documentation. Retention items include physical and electronic EOC documents, maps or visual displays, and other incident-related materials.

The Emergency Manager and City leadership will develop, update, and maintain guidelines and procedures to document and report emergency or disaster-related expenditures to ensure the City meets all requirements and reporting obligations for the best chance to qualify for insurance, state, or federal reimbursement.

EOC staff are responsible for creating the following reports as necessitated by the specific situation:

- Preliminary Damage Assessment (PDA).
- Damage Assessment (full report).
- Situation Report that includes personnel status, equipment damage, and floor condition.
- Disaster Health Services: Activate procedures to provide for the mental health and physical well-being of staff affected by the emergency or disaster.
- Initial Damage Assessment, upon the inception of the incident, within the first 12 hours as related to the department.

- Daily Situation Report (SitRep) that includes but is not limited to personnel status, equipment damage, and City building floor conditions or alternate work site(s).
- Fatality Management: Implement procedures to recover, identify, and safeguard remains of people in the City of Mercer Island.
- Emergency Support Function Responsibilities: Conduct and manage ESF primary and supporting agency responsibilities as reflected in this plan.
- Activate procedures to track and manage personnel time and expenditures related to the incident.
- Integration of Response and Recovery Activities
- Implement procedures for maintaining the response activities, while initiating and conducting recovery activities.

When appropriate, incident reports and expenditures are coordinated, and documented for state and/or federal reimbursement and/or assistance programs.

## FINANCE

The City will follow routine financial practices whenever possible during incident management; however, approval procedures for expenditures may be modified based on incident needs. City staff will follow all normal expense approval levels until directed otherwise by the Finance Director or City Manager. The EOC Logistics Section coordinates the documentation and reporting of citywide incident financial records, leveraging an established resource management process to document incident-related expenses.

Incident-related expenditures incurred by the City may be reimbursed through local, county, state, and/or federal programs. The City uses the ICS Resource Request Form 213 to document, approve, and track purchases to facilitate cost recovery if that opportunity is presented. If a Presidential Declaration of Disaster is made, the City may qualify for federal disaster relief.

- **Public Assistance**: Provides funds to help communities responding to and recovering from an incident that has resulted in a Presidential Disaster Declaration. The program provides temporary emergency assistance to help save lives and protect property, as well as to help restore community infrastructure that may have been damaged or otherwise disrupted by the federally declared incident.

During response and recovery efforts, City departments are responsible for tracking potentially reimbursable incident costs related to emergency actions and damages incurred to public facilities and infrastructure as a result of the incident. If incident impacts are perceived to potentially be eligible for support, the King County ECC sends instructions to the City for completing an official preliminary damage assessment (PDA) worksheet. The PDA is compiled by the Finance Department, with support from the Emergency Manager and affected City departments.

Incident-related obligations and expenditures may be incurred in accordance with RCW 38.52.070, RCW 35.33.080, and RCW 35.34.140, which outline emergency expenditures.

**Helping the Community Recover**

There are more than 70 forms of assistance from 17 federal agencies. The most common FEMA relief grant programs are Public and Individual assistance. Eligibility for these programs is contingent upon a Presidential Declared Disaster.

- **Individual Assistance**: Provides federal assistance to individuals, families, and businesses. These programs are designed to help meet disaster applicants' needs, which may include disaster housing assistance (temporary housing, repair, replacement, etc.) and other needs including medical, funeral, clean-up, moving, and other expenses.
- **Small Business Administration (SBA):** Business Disaster Loans from the U.S. Small Business Association (SBA) are low-interest, long-term disaster loans to help homeowners, renters, businesses, and nonprofit organizations of all sizes recover from declared disasters. Visit www.sba.gov/funding-programs/disaster-assistance for more information.
- **Other Assistance Options:** Disaster Legal Services through the U.S. Department of Homeland Security (DHS)/FEMA; Disaster Assistance for Students through the U.S. Department of Education; Disaster Unemployment Assistance through the U.S. Department of Labor; Home and Property Disaster Loans through the SBA; and more. Visit www.disasterassistance.gov for more information.

It is recommended that residents update insurance information, including with current photo documentation, to help with cost recovery processes and reimbursements after a disaster. For federally declared disasters, residents may be eligible for reimbursements to help cover some of the losses not covered by insurance. After a disaster, affected residents may fill out a disaster assistance application online at www.disasterassistance.gov or by downloading the FEMA app, calling 1-800-621-3362, or applying in person at a disaster recovery center (disaster recovery centers are typically established after it has been federally declared a disaster). For more information about the recovery process, www.disasterassistance.gov.

## LOGISTICS AND RESOURCE MANAGEMENT

City departments facilitate resource management at the lowest possible level. If needs exceed the department's capability and/or supply, the department contacts the EOC if activated, to request additional resource support. The Emergency Manager may work directly with the department to provide support or the EOC Logistics Section will provide resource management, including logistics support. Every effort will be made to source necessary resources from City departments, through City mutual aid agreements and contracts, and from City-based commercial providers before seeking support from other sources. Additional information can be found in ESF 7.

An emergency may require resources ranging from personnel, teams, equipment, supplies, and facilities to specialized resources which may exceed the capacity of the City, creating a gap between needed resources and the availability of those resources. The City has limited internal access to specialized resources like HAZMAT response teams, temporary housing facilities and shelters, healthcare supplies, equipment, and facilities, and the like. It is the City's assumption that during major emergencies or disasters, City resources will be insufficient to meet the needs of the incident. As such, the City will request support through KCOEM. Assistance may also be requested of neighboring cities according to the Regional Coordination Framework for Disasters and/or the Washington State Intrastate Mutual Aid System (WAMAS). King County may forward the City's request to the State for assistance and/or the implementation of the Emergency Management Assistance Compact (EMAC).

Personnel is a finite resource that, should a major disaster disrupt transportation lines along the I-90 corridor, specifically the East Channel and floating bridges, City staff may not have the ability to return to Mercer Island. Planning for this has included preparing and training residents. See ESF 7 for details.

The City has internal resource procurement, tracking, and management tools for normal operations and will utilize WebEOC and ICS Resource Request Form 213 to document, approve, procure, and track requests.

Incident volunteers will be registered in accordance with WAC 118-04 Emergency Workers Program and City volunteer guidelines.

# ONGOING PLAN MANAGEMENT & MAINTENANCE

## COORDINATION

Ongoing plan management requires preparedness coordination. The incident management areas for coordination within the City system involve the development and execution of policy, planning, training, equipping, and preparedness activities.

## PLAN MAINTENANCE

City of Mercer Island departments will use best efforts to update and maintain operational plans, and to include departmental SOPs, as appropriate, to facilitate response and recovery activities in the event of an emergency or disaster.

The Plan must be updated and submitted to the State every five years with revisions throughout that time period as need arises. The City will work with King County Office of Emergency Management, the State, and other partner agencies to monitor changes in State law pertaining to requirements related to this and other plans. The City works with County and State partners to monitor changes to laws pertaining to emergency management. Currently, there is an effort underway to update WAC 118-30 during the Washington State 2025 Legislative session. The City is monitoring and participating in that process.

Procedures, questions, and problems will be answered and solved by conducting drills, tabletop exercises, and functional exercises with the City, the EOC, volunteers, jurisdictional partners, King County, non-governmental organizations, the State, and other agencies and organizations. The purpose of conducting exercises is to identify gaps in plans and resources to be addressed before the next incident. Additionally, lessons learned after using the Plan, in practice and in response to real emergencies, will be incorporated in revisions of the Plan. Each participant's input is vital in reaching the goal of making the CEMP a tool that everyone within the City of Mercer Island will feel confident using. For more about the process see Appendix 4 – Training, Drills, and Exercises.

## POST-EXERCISE AND/OR DISASTER SITUATION EVALUATION ANALYSIS

To that end, at the conclusion of an incident or exercise, participants will conduct a post-emergency review to assess effectiveness of emergency response procedures and guidelines as outlined in this, and other City Plans, as well as overall achievement of incident objectives.

The review will be conducted via meeting with representatives from a variety of departments and organizations involved with the incident, survey, personnel interviews, and/or reviewing the draft After-Action Report. During this review, gaps in response capabilities may emerge along with recommendations to modify procedures, roles, responsibilities, and the like to fill gaps or correct issues. These observations will be compiled into an After-Action Report (AAR) which will help the City prepare for future incidents. The AAR will guide the development of recommended improvement actions, and improvements will be integrated into future CEMP planning and review processes as appropriate. Corrective actions are identified and assigned to

appropriate departments or organizations and then integrated into future reviews, exercises, and Plan updates. See Appendix 4 for details about training, drills, and exercises.

## AVAILABILITY TO THE PUBLIC

This Plan is available for the public to review on the City website: www.mercerisland.gov/emergencyplans. The community is encouraged to review the Plan and provide input via the suggested changes form on page viii.

## RESOURCES

A. National Response Framework, Draft, September 2007
B. National Response Plan, December 2004, and Notice of Change, May 2006
C. Federal Emergency Management Agency, www.fema.gov
D. FEMA Independent Study Program: IS-235 Emergency Planning Course is found at https://training.fema.gov/is/courseoverview.aspx?code=IS-235.c
E. Guide for All-Hazard Emergency Operations Planning, FEMA, State and Local Guide (SLG) 101 September, 1996
F. Multi-Hazard, Identification and Risk Assessment: A Cornerstone of the National Mitigation Strategy, FEMA, first edition 1997
G. Washington State Military Department, Emergency Management Division, www.emd.wa.gov
H. Washington State Comprehensive Emergency Management Plan, Washington State Military Department, Emergency Management Division – June 2016
I. Washington State Hazard Identification and Vulnerability Assessment, Washington State Military Department, Emergency Management Division, March 2003.
J. Washington State Enhanced Hazard Mitigation Plan, Emergency Management Division, July 2004
K. 2018 Mercer Island Pandemic Flu Plan http://www.mercergov.org/Files/mercer%20island%20pandemic%20flu%20plan%202009%20final.pdf
L. 2015 Mercer Island Hazard Mitigation Plan http://www.mercergov.org/files/MIHazardMitigationPlan2015.pdf
M. Mercer Island Evacuation Plan: Refer to ESF 24 of the CEMP
N. Mercer Island Shelter and Pet Shelter Plan: Refer to ESF 6 of the CEMP



# APPENDICES

Appendix 1. Definitions

Appendix 2. Acronyms

Appendix 3. Authorities and References

Appendix 4. Training, Drills, and Exercises

Appendix 5. Emergency Support Functions (ESF) Matrix

# APPENDIX 1

## DEFINITIONS

**A CENTRAL COMPUTERIZED ENFORCEMENT SERVICE SYSTEM** (ACCESS) – Statewide law enforcement data network controlled and administered by the Washington State Patrol. This system provides capability to send warning and notification of emergencies from state to local jurisdictions.

**ACCESS CONTROL POINT** (ACP) – A road intersection or other logistically viable point on the relocation and food control boundaries, which enable law enforcement and other emergency workers to maintain access control of the respective area(s).

**ACTIVATION** – Initial actions that include detection of an incident followed by a response.

**ACTIVITY LOG** – The log is a detailed record of the City disaster activities. It includes a record of:

- Meetings held at City EOC, etc.
- Phone conversations from outside agencies in which requests are made or agreements about disaster work are reached.
- Actions initiated by city management and staff.

The log is the basis for the After-Action Report, potential JIC materials, and is the basis for a defense in a liability action against the City.

**ADVANCE ELEMENT of the EMERGENCY RESPONSE TEAM** (ERT-A) – The portion of the Federal Emergency Response Teams that is the first federal group deployed to the field to respond to a disaster.

**AIR FORCE RESCUE COORDINATION CENTER** (AFRCC) – The Rescue Coordination Center (RCC) operated by the U.S. Air Force at Langley Air Force Base, Virginia, which coordinates the federal response in search and rescue (SAR) operations within the Inland Search and Rescue Region. This Region is defined as the 48 contiguous states (see RCC definition).

**AIR SEARCH and RESCUE** – Search and rescue operations for aircraft in distress, missing, or presumed down are conducted by the Washington State Department of Transportation, Aviation Division, under authority of Revised Code of Washington (RCW) 47.68 and Washington Administrative Code (WAC) 468.200. Related land SAR operations, including the rescue and/or recovery of victims of a downed aircraft incident, are the responsibility of the chief law enforcement officer in whose jurisdiction the incident site is located. Air search and rescue does not include air support of land search and rescue operations conducted under authority of Chapter 38.52 RCW. See also SEARCH AND RESCUE.

**AMERICANS WITH DISABILITIES ACT (ADA)** – Enacted on July 26, 1990, the ADA provides comprehensive civil rights protections to persons with disabilities in the areas of employment, state and local government services, and access to public accommodations, transportation, and telecommunications.

**ANTIBIOTIC** – A substance that inhibits the growth of or kills microorganisms.

**APPROVED** – Acceptable to the authority having jurisdiction.

**AUTHORITY HAVING JURISDICTION (AHJ)** – An organization, office, or individual responsible for enforcing the requirement of a code or standard, or for approving equipment, materials, an installation or procedure.

**AUTHORIZED OFFICIAL** – An individual authorized under Chapter 38.52 RCW and Chapter 118.04 WAC to direct the activities of emergency workers. These individuals are The Adjutant General of the Military Department or designee, the Director for the Emergency Management Division or designee, the Director or designee of a local emergency management agency, the chief law enforcement officer or designee of a political subdivision, or other such officials as identified in ESF 9 - Search and Rescue of a local comprehensive emergency management plan.

**AUTHORIZED ORGANIZATION** – A State or local agency authorized under Chapter 38.52 RCW and Chapter 118.04 WAC to register and/or employ emergency workers. These agencies are: the Military Department, Emergency Management Division, local jurisdiction emergency management agencies, and law enforcement agencies of political subdivisions.

**BACTERIA** – Single celled organisms that multiply by cell division and that can cause disease in humans, plants or animals. Plural of bacterium

**BIOLOGICAL WARFARE** – The intentional use of biological agents as weapons to kill or injure humans, animals, or plants, or to damage equipment.

**BLISTER AGENT** (vesicants) – Category of chemical warfare agents that damage any tissue they contact. Vapor can affect the eyes, respiratory tract, and blister the skin. They may produce lethality, but skin damage is their main casualty-causing effect. All these agents are persistent and can poison food and water, make other supplies and installations dangerous, and restrict the use of contaminated terrain. Blister agents include mustards, arsenicals, and urticants.

**BLOOD AGENT** – Cyanide-containing compounds that are absorbed into the body primarily by breathing. They poison the body's cytochrome oxidase system, preventing cell respiration and the normal transfer of oxygen from the blood to body tissues. Blood agents are rapid acting, causing effects within seconds and death within minutes. Typical agents include hydrogen cyanide (AC), cyanogen chloride (CK), and arsine (SA). All are highly volatile and therefore non-persistent even at low temperatures.

**BUSINESS CONTINUITY** – An ongoing process supported by senior management and funded to ensure that the necessary steps are taken to identify the impact of potential losses, maintain variable recovery strategies, recovery plans, and continuity of services.

**BUSINESS PROCESS** – Organized work performed by more than one person, system or department and completed according to a set of procedures and dynamic user interaction. It is a process centric model that converts tasks into repeatable, controllable, and measurable processes.

**CATASTROPHE** – An expected or unexpected incident in which a community, because of the severity of the incident, is unable to use its resources or the need for resources has greatly exceeded availability disrupting the social or economic structure of the community, preventing the fulfillment of the community's essential functions, and rendering the community is

incapable of responding to or recovering from the effects of the incident without massive and prolonged outside help.

**CHEMICAL ACCIDENT/INCIDENT RESPONSE AND ASSISTANCE (CAIRA) PLAN** – A plan that spells out how an Army installation will handle chemical material incidents. This on-post plan must be integrated with off-post plans.

**CHEMICAL AGENT** – A chemical substance that is intended for use in military operations to kill, seriously injure, or incapacitate people through its physiological effects. Excluded from consideration are riot control agents, smoke, and flame materials. The agent may appear as a vapor, aerosol, or liquid. It can be either a casualty/toxic agent or an incapacitating agent.

**CHOKING AGENT** – Compounds that injure an unprotected person chiefly in the respiratory tract (the nose, throat and particularly the lungs). In extreme cases, membranes swell, lungs become filled with liquid, and death results from lack of oxygen; thus, these agents "choke" an unprotected person. Choking agents include phosgene, diphosgene, and chlorine.

**CLAIMANT** – The individual making a claim or their legal representative.

**COMPREHENSIVE EMERGENCY MANAGEMENT** – See EMERGENCY MANAGEMENT.

**COMPREHENSIVE EMERGENCY MANAGEMENT NETWORK (CEMNET)** – Dedicated 2-way Very High Frequency (VHF) low-band radio system. Provides direction and control capability for state and local jurisdictions for administrative use, and during an emergency or disaster. This is an emergency management net belonging to and managed by the Washington State Military Department, Emergency Management Division.

**COMMON PROGRAM CONTROL STATION (CPCS)** – A broadcasting station in a local operational area that has special communications links with appropriate authorities (e.g. National Weather Service, and local jurisdiction Emergency Operations Centers). Provides common emergency program for its operational area.

**COMPANION ANIMAL** – not legally defined but is accepted as another term for pet.

**CONGREGATE CARE CENTER** – A public or private facility that is pre-designated and managed by the American Red Cross during an emergency, where evacuated or displaced persons are housed and fed.

**CONSEQUENCE MANAGEMENT** – Measures to alleviate the damage, loss, hardship and/or suffering caused by emergencies. It includes measures to restore essential government service, protect public health and safety, and provide emergency relief to affected governments, businesses and individuals.

**CONTAGIOUS** – Capable of being transmitted from one person to another.

**CONTINGENCY PLANNING** – Defensive planning that includes activities directly related to non-mitigated mission critical business operations.

**CONTINUITY of GOVERNANCE** – A program supported and funded by executive staff to ensure continuity requirements are assessed, resources are allocated, mitigation is implemented, and contingency planning, response, recovery, reconstitution, and resumption procedures are

completed and tested. Continuity of governance is a process of developing advance arrangements and procedures that enable the City to respond to an incident in such a manner that essential functions continue with planned levels of interruption.

**CONTINUITY of OPERATIONS** – The capability of the City to continue mission critical business operations without unacceptable interruptions.

**COUNTER-TERRORISM** – Strategic and/or tactical measures taken, in a collaborative effort, to prevent or respond to acts of terrorism.

**CRISIS MANAGEMENT** – Measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a threat, act, or incident. In a terrorist incident, crisis management includes intelligence, surveillance, tactical operations, negotiations, forensics, investigation, agent identification, search, render safe procedures, transfer and disposal, limited decontamination, and assurance of public health and safety.

**CRISIS MANAGEMENT TEAM** – A team established and put into action upon the activation of this Plan, or upon the declaration of a disaster by higher authority, or upon the discernment by the Executive Director of impending disaster.

**DAMAGE ASSESSMENT** – An appraisal or determination of the effects of the disaster on human, physical economic, and continuity of services.

**DECONTAMINATION** – The process of making people, objects, or areas safe by absorbing, destroying, neutralizing, making harmless, or removing the hazardous material.

**DEFENSE COORDINATING OFFICER (DCO)** – Individual supported and provided by the Department of Defense to serve in the field as the point of contact to the Federal Coordinating Officer and the Emergency Support Functions regarding requests for military assistance. The Defense Coordinating Officer and staff coordinate support and provide liaison to the Emergency Support Functions.

**DIRECTION AND CONTROL EXERCISE** – An activity in which emergency management officials respond to a simulated incident from their command and control centers. It mobilizes emergency management and communications organizations and officials. Field response organizations are not normally involved.

**DISASTER** – An incident expected or unexpected, in which a community's available, pertinent resources are expended, or the need for resources exceeds availability, and in which a community undergoes severe danger, incurring losses so that the social or economic structure of the community is disrupted and the fulfillment of some or all of the community's essential functions are prevented.

**DISASTER/EMERGENCY MANAGEMENT** – An ongoing process to prevent, mitigate, prepare for, respond to, and recover from an incident that threatens life, property, operations, or the environment.

**DISASTER RECOVERY CENTER (DRC)** – A temporary facility where, under one roof, representatives of federal agencies, local and state governments, and voluntary relief organizations can explain the disaster recovery programs and process applications from businesses.

**DISASTER RECOVERY MANAGER (DRM)** – This is a function, rather than position, to which the Federal Emergency Management Agency Regional Director delegates the authority to administer the Federal Emergency Management Agency response and recovery programs. The function oversees the physical obligation from the President's Disaster Relief Fund.

**DISASTER SEARCH AND RESCUE** – Large scale search and rescue operations conducted as a result of a natural or technological (human-caused) emergency, disaster, or catastrophe.

**DIRECT FEDERAL ASSISTANCE** – Emergency work or assistance, beyond the capability of state and local jurisdictions, which is performed by a federal agency under mission assignment from Federal Emergency Management Agency.

**EMERGENCY** – An expected or unexpected incident involving shortages of time and resources that places life, property, or the environment in danger and requires response beyond routine incident response resources.

**EMERGENCY ALERT SYSTEM (EAS)** – Established to enable the President, federal, state, and local jurisdiction authorities to disseminate emergency information to the public via the Commercial Broadcast System. Composed of amplitude modulation (AM), frequency modulation (FM), television broadcasters, and the cable industry. Formerly known as the Emergency Broadcast System (EBS).

**EMERGENCY MANAGEMENT or COMPREHENSIVE EMERGENCY MANAGEMENT** – The preparation for and the carrying out of all emergency functions other than functions for which the military forces are primarily responsible, to mitigate, prepare for, respond to, and recover from emergencies and disasters, to aid victims suffering from injury or damage resulting from disasters caused by all hazards, whether natural or technological, and to provide support for search and rescue operations for persons and property in distress.

**EMERGENCY MANAGEMENT PROGRAM** – A program that implements the mission, vision, and strategic goals, and objectives as well as the management framework of the program and organization.

**EMERGENCY OPERATION CENTER (EOC)** – A designated site from which government officials can coordinate emergency operations in support of on-scene responders.

**EMERGENCY PLANNING ZONES (EPZs)** – The areas for which emergency plans are made to assure that prompt and effective action can be taken to protect the public in the incident of a radiological or chemical emergency. In Washington State, the first zone is the plume exposure emergency planning zone with an approximate radius of ten miles from the nuclear power plant or chemical depot. The second zone is the ingestion exposure EPZ with an approximate radius of 50 miles. Immediate Response Zone (IRZ) and Protective Action Zone (PAZ) are associated with nuclear and chemical storage facilities.

**EMERGENCY SUPPORT FUNCTION (ESF)** – The functional approach that groups the types of assistance that a state is most likely to need, (e.g. mass care, health and medical services) as well as the kinds of federal operations support necessary to sustain State response actions (e.g., transportation, communications). ESFs are expected to support one another in carrying out their respective missions.

**EMERGENCY WORKER** – Emergency worker means any person including but not limited to an architect registered under Chapter 18.08 RCW or a professional engineer registered under Chapter 18.43 RCW, who is registered with a local emergency management organization or the department and holds an identification card issued by the local emergency management director or the department for the purpose of engaging in authorized emergency management activities or is an employee of the State of Washington or any political subdivision thereof who is called upon to perform emergency management activities.

**ENGINEER** – Any person registered under Chapter 38.52 RCW as an emergency worker who is an architect or professional engineer as registered under Chapters 18.08 and 18.43 RCW respectively.

**ENTITY** – A governmental agency or jurisdiction, private or public company, partnership, non-profit organization, or other organization that has emergency management and continuity of operations responsibilities.

**EXOTIC ANIMAL** – any animal not identified in the definition of "animal" provided in this part that is native to a foreign country or of foreign origin or character, is not native to the United States, or was introduced from abroad. This term specifically includes animals including but not limited to lions, tigers, leopards, elephants, camels, antelope, anteaters, kangaroos, water buffalo, and species of foreign domestic cattle such as Ankole, Gayal, and Yak.

**FEDERAL COORDINATING OFFICER (FCO)** – The individual appointed by the Federal Emergency Management Agency Director (by delegation of authority from the President) to coordinate assistance in a federally-declared disaster.

**FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)** – Agency created in 1979 to provide a single point of accountability for all federal activities related to disaster mitigation and emergency preparedness, response, and recovery. Federal Emergency Management Agency manages the President's Disaster Relief Fund and coordinates the disaster assistance activities of all federal agencies in the event of a Presidential Disaster Declaration.

**FEDERAL EMERGENCY MANAGEMENT AGENCY-STATE AGREEMENT** – A formal legal document between Federal Emergency Management Agency and the affected state that describes the understandings, commitments, and binding conditions for assistance applicable as a result of a declaration by the President. It is signed by the Federal Emergency Management Agency Regional Director and the Governor. The agreement establishes the disaster incident period, the State and local jurisdiction commitment, and the financial grant requirements as administered by Federal Emergency Management Agency through the State.

**FEDERAL EMERGENCY RESPONSE TEAM** – An interagency team consisting of the lead representative from each federal department or agency assigned primary responsibility for an Emergency Support Function and key members of the FCO's staff, formed to assist the FCO in carrying out his/her coordination responsibilities. The Emergency Response Team provides a forum for coordinating the overall federal response, reporting on the conduct of specific operations, exchanging information, and resolving issues related to Emergency Support Functions and other response requirements. Emergency Response Team members respond to and meet as requested by the FCO. The Emergency Response Team may be expanded by the

FCO to include designated representatives of other federal departments and agencies as needed.

**FEDERAL INFORMATION PROCESSING STANDARD (FIPS)** – Pre-assigned numbers by the Federal government to identify local jurisdictions throughout the nation. The code for any location consists of eight (8) digits.

**FEDERAL RADIOLOGICAL MONITORING AND ASSESSMENT PLAN (FRMAP)** – (formerly known as the Interagency Radiological Assistance Plan) - A plan developed, coordinated and maintained by the U.S. Department of Energy for provision of federal radiological monitoring and assessment support during a response to a nuclear emergency.

**FEDERAL RADIOLOGICAL EMERGENCY RESPONSE PLAN** – The plan that describes the Federal response to the radiological and on-site technical aspects of an emergency in the United States and identifies the lead federal agency for an incident. The incidents include one involving the Nuclear Regulatory Commission or State licensee, the U.S. Department of Energy or the U.S. Department of Defense property, a space launch, occurrence outside the United States but affecting the United States, and one involving radium or accelerator-produced material. Transportation incidents are included in those involving the U.S. Nuclear Regulatory Commission, State licensee, U.S. Department of Energy, or U.S. Department of Defense.

**FIELD ASSESSMENT TEAM (FAST)** – A designated team of technical experts from federal, state, and local emergency management organizations that are alerted and deployed to a disaster to augment or supplement state and local jurisdiction assessment capabilities.

**FIRE COMMUNICATIONS (FIRECOM)** – Statewide mutual aid firefighting frequency used by firefighters of different departments and districts for the command and coordination of fire suppression operations.

**FIRE SERVICES DEFENSE REGIONS** – One of nine regions within the State responsible to the development and maintenance of Washington State Regional Fire Services Resource Mobilization Procedures (WSFSRMP) consistent with local plans and with WSFSRMP, CEMP, and ICS. Administers the WSFSRMP as it applies within the region, maintains local liaisons, and maintains inventories of equipment.

**FOOD ACCESS CONTROL POINT (FACP)** – An access control point established along the food control boundary to ensure that food control measures are maintained. (Synonymous with Food Control Point).

**FOREST FIRE** – The uncontrolled destruction of forested lands by wildfires caused by natural or human-made incidents. Wildfires occur primarily in undeveloped areas characterized by forestlands.

**FULL-SCALE EXERCISE** – An activity intended to evaluate the operational capability of emergency management systems in an interactive manner over a substantial period of time. It involves the testing of a major portion of the emergency plan and organizations in a highly stressful environment. It includes the mobilization of personnel and resources to demonstrate coordination and response capabilities. The ECC is activated, and field command posts may be established. A full-scale exercise is always formally evaluated.

**FUNCTIONAL EXERCISE** – An activity designed to test or evaluate the capability of individual or multiple emergency management functions. It is more complex than a tabletop exercise in that activities are usually under time constraints and are followed by an evaluation or critique. It usually takes place in some type of coordination or operating center. The use of outside resources is often simulated. No field units are used.

**GOVERNOR'S AUTHORIZED REPRESENTATIVE (GAR)** – The person empowered by the Governor to execute, on behalf of the State, all necessary documents for disaster assistance.

**HANFORD SITE** – A 560 square mile complex, located north of the city of Richland, Washington, under the direction of the U.S. Department of Energy.

**HAZARD MITIGATION GRANT PROGRAM** – A program authorized under Section 404 of the Stafford Act, which provides funding for hazard mitigation projects that are cost effective and complement existing post-disaster mitigation programs and activities by providing funding for beneficial mitigation measures that are not funded through other programs.

**HOSPITAL EMERGENCY ADMINISTRATIVE RADIO (HEAR)** – Radio frequency for communications between emergency medical responders.

**IMMEDIATE RESPONSE ZONE (IRZ)** – The planning zone that immediately surrounds each Army CSEPP installation. Generally, it extends to about 6 miles from the installation's chemical storage area. At some installations, it extends to about 9 miles.

**IMPACT ANALYSIS [BUSINESS IMPACT ANALYSIS (BIA)]** – A management level analysis that identifies the impacts of losing the entity's resources.

**IMPLOSION WEAPON** – A spherical device in which a quantity of fissionable material, less than a critical mass at ordinary pressure has its volume suddenly reduced by compression - a step accomplished by using chemical explosives - so that it becomes supercritical, producing a nuclear explosion.

**INCAPACITATING AGENTS** – Produce temporary physiological and/or mental effects via action on the central nervous system. Effects may persist for hours or days and victims usually do not require medical treatment; however, such treatment does speed recovery.

**INCIDENCE** – Frequency of disease occurrence.

**INCIDENT** – An occurrence, either human-caused or natural phenomena, that requires action by emergency services personnel to prevent or minimize loss of life or damage to property and/or the environment.

**INCIDENT ACTION PLAN** – A verbal plan, written plan, or combination of both, that is updated throughout the incident and reflects the overall incident strategy, tactics, risk-management and member safety that are developed by the emergency manager. [**1561**, 2005]

**INCIDENT COMMAND SYSTEM (ICS)**

a. An all-hazards, on-scene functional management system that establishes common standards in organization, terminology, and procedures, provides a means (unified command) for the establishment of a common set of incident objectives and strategies during multi-agency/multi-jurisdiction operations while maintaining individual

agency/jurisdiction authority, responsibility, and accountability, and which is a component of the National Interagency Incident Management Systems (NIMS).

b. An equivalent and compatible all-hazards, on-scene, functional management system.

**INCIDENT LOG** – Log of actions taken, beginning with notification that an emergency exists. (Documents the who, what, where, when, & how much for all actions requested and/or taken.)

**INCIDENT MANAGEMENT SYSTEM (IMS)** – The combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents.

**INDIVIDUAL ASSISTANCE (IA)** – Supplementary federal assistance available under the Stafford Act to individuals, families, and businesses which includes disaster housing assistance, unemployment assistance, grants, loans, legal services, crisis counseling, tax relief, and other services or relief programs (see Individual and Family Grant Program below).

**INDIVIDUAL ASSISTANCE OFFICER (IAO)** – The individual who, under the direction of the Federal Coordinating Officer monitors the Individual Assistance programs of all agencies, and reports to the Federal Coordinating Officer on the total effectiveness of the Individual Assistance effort.

**INDIVIDUAL AND FAMILY GRANT (IFG) PROGRAM** – The program authorized under Section 411 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act for the purpose of making grants to individuals and families whose disaster-related serious needs or necessary expenses cannot be satisfied by any other federal, state, or volunteer program. The grant program is normally seventy-five percent federally funded, and twenty-five percent state funded. The State administers the program.

**INDUSTRIAL AGENTS** – Chemicals developed or manufactured for use in industrial operations or research by industry, government, or academia. These chemicals are not manufactured, primarily, for the specific purpose of producing human casualties or rendering equipment, facilities, or areas dangerous for use by man. Hydrogen cyanide, cyanogen chloride, phosgene, chlorine, chloropicrin, and many herbicides and pesticides are industrial chemicals that also can be chemical agents.

**INFECTIOUS** – Capable of being transmitted with or without contact. Pertaining to a disease caused by a microorganism. Producing infection.

**INGESTION** – The process of taking material (particularly food) into the gastrointestinal tract or the process by which a cell takes in foreign particles.

**INHALATION** – The act of drawing breath, vapor, or gas into the lungs.

**INTERFACE AREA** – The area where residences are built in proximity to the flammable fuels naturally found in wildland areas, such as forests, prairies, hillsides and valleys.

**INTERFACE FIRE** – Fire that threatens or burns the interface area. Fire affecting both wildland areas and homes.

**INTERMIX FIRE** – Fire that threatens or has caused damage in areas containing both forestlands and structures.

**IONIZING RADIATION** – Any radiation displacing electrons from atoms or molecules, thereby producing ions. Examples: alpha, beta, gamma radiation, X-ray or short-wave ultraviolet light. Ionizing radiation may produce severe skin or tissue damage.

**JOINT FIELD OFFICE (JFO)** – The office established in or near the designated area to support federal and state response and recovery operations. The Joint Field Office houses the Federal Coordinating Officer (FCO) and the Emergency Response Team (ERT) and where possible, the State Coordinating Officer (SCO) and support staff.

**JOINT INFORMATION CENTER (JIC)** – A facility that may be used by affected utilities, state agencies, counties, local jurisdictions, and/or federal agencies to jointly coordinate the public information function during all hazard incidents.

**JOINT PRIMARY AGENCY** – Two state agencies assigned primary responsibilities to manage and coordinate a specific Emergency Support Function (ESF), jointly. Joint primary agencies are designated on the basis of their having shared authorities, resources, capabilities, or expertise relative to accomplishment of the specific ESF activities. Joint primary agencies are responsible for overall planning and coordination with support agencies for the ESF, with ESF delivery assistance, if requested, from the State EOC. An example of Joint Primary Agency activities is the Department of Ecology and the Washington State Patrol for ESF 10, Hazardous Materials.

**LAND SEARCH AND RESCUE** – See SEARCH AND RESCUE.

**LAW ENFORCEMENT RADIO NETWORK (LERN)** – Statewide law enforcement mutual aid frequency controlled by the Washington State Police Chiefs Association and Washington State Patrol.

**LESION** – An injury or wound. A single infected patch in a skin disease.

**LIMITED ENGLISH PROFICIENCY (LEP)** – Someone who does not speak English as their primary language, and has a limited ability to read, speak, write, or understand English.

**LIQUID AGENT** – A chemical agent that appears to be an oily film or droplets. The color ranges from clear to brownish amber.

**LOCAL DIRECTOR** – The director or designee of a county or municipal emergency management agency jurisdiction.

**LOCAL EMERGENCY MANAGEMENT AGENCY** – The emergency management or emergency services organization of a political subdivision of the State established in accordance with RCW 38.52.070.

**LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)** – The planning body designated by the Superfund Amendments and Reauthorization Act, Title III legislation as the planning body for preparing local hazardous materials plans.

**MAJOR DISASTER** – As defined in federal law, is any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other technological or human caused catastrophe in any part of the United States which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance… in

alleviating the damage, loss, hardship, or suffering caused thereby.

**MEDICAL EMERGENCY DELIVERY NETWORK (MEDNET)** – Dedicated two-way Ultra High Frequency (UHF) radio system to provide communications between emergency medical responders and hospitals.

**MILITARY DEPARTMENT** – Refers to the Emergency Management Division, the Army and Air National Guard, and Support Services.

**MISSION** – A distinct assignment of personnel and equipment to achieve a set of tasks related to an incident, emergency, disaster, catastrophe, or search and rescue operations that occur under the direction and control of an authorized official.

**MISSION ASSIGNMENT** – A task assigned by the Federal Emergency Management Agency to any capable federal agency to provide necessary disaster assistance not available under other statutory authorities. The task may involve logistical and personnel of federal assistance as well as direct federal assistance to state and local jurisdictions.

**MITIGATION** – Actions taken to eliminate or reduce the degree of long-term risk to human life, property, and the environment from natural and technological hazards. Mitigation assumes our communities are exposed to risks whether or not an emergency occurs. Mitigation measures include but are not limited to building codes, disaster insurance, hazard information systems, land use management, hazard analysis, land acquisition, monitoring and inspection, public education, research, relocation, risk mapping, safety codes, statues and ordinances, tax incentives and disincentives, equipment or computer tie downs, and stockpiling emergency supplies.

**MORBIDITY** – State of being diseased. The number of sick persons or cases of disease in relationship to a specific population.

**MORTALITY** – The condition of being mortal. The death rate; the ratio of the number of deaths to a given population.

**MUTUAL AID/ASSISTANCE AGREEMENT** – A prearranged agreement between two or more entities to share resources in response to an incident.

**NATIONAL CONTINGENCY PLAN (NCP)** – "The National Oil and Hazardous Substances Pollution Contingency Plan" (40 CFR Part 300) prepared by the Environmental Protection Agency to put into effect the response powers and responsibilities created by the Comprehensive Environmental Response, Compensation and Liability Act, and the authorities established by Section 311 of the Clean Water Act.

**NATIONAL DISASTER MEDICAL SYSTEM (NDMS)** – A system designed to deal with extensive medical care needs in very large disasters or emergencies. The system is a cooperative effort of the U.S. Department of Health and Human Services, Federal Emergency Management Agency, U.S. Department of Defense, state and local government agencies, and the private sector.

**NATIONAL INTERAGENCY COORDINATION CENTER (NICC)** – The organization responsible for coordination of the national emergency response to a wildland fire. The NICC is headquartered in Boise, Idaho.

**NATIONAL PUBLIC SAFETY PLANNING ADVISORY COMMITTEE (NPSPAC)** – Advisory committee that reviews and approves or disapproves applications in accordance with National Public Safety Planning Advisory Committee Region 43 (Washington State) for use of a specific band of 800 megahertz (MHZ) frequencies within the State.

**NATIONAL RESPONSE CENTER** – A communications center for activities related to hazardous materials response actions at Coast Guard headquarters in Washington D.C. The center receives and relays notices of discharges or releases to the appropriate on-scene coordinator, disseminates on-scene coordinator and Regional Response Team reports to the National Response Team when appropriate, and provides facilities for the National Response Team to use in coordinating national response action when required.

**NATIONAL RESPONSE PLAN/FRAMEWORK (NRP/F)** – The plan and/or framework that establishes the basis for the provision of federal assistance to a state and the local jurisdiction impacted by a catastrophic or significant disaster or emergency that result in a requirement for federal response assistance.

**NATIONAL SEARCH AND RESCUE PLAN (NSP)** – A U.S. interagency agreement providing a national plan for the coordination of Search and Rescue services to meet domestic needs and international commitments.

**NATIONAL WARNING SYSTEM (NAWAS)** – The federal portion of the Civil Defense Warning System, used for the dissemination of warnings and other emergency information from the Federal Emergency Management Agency National or Regional Warning Centers to Warning Points in each state. Also used by the State Warning Points to disseminate information to local Primary Warning Points. Provides warning information to state and local jurisdictions concerning severe weather, earthquake, flooding, and other activities affecting public safety.

**NERVE AGENT** – Organophosphate ester derivatives of phosphoric acid. Nerve agents are potent inhibitors of the enzyme acetyl cholinesterase (AChE), causing a disruption in normal neurological function. Symptoms appear rapidly with death occurring as rapidly as several minutes. Nerve agents are generally divided into G-series agents and V-series agents. They include tabun (GA), sarin (GB), soman (GD), and VX.

**NEUROTOXIN** – A substance that attacks nerve cells.

**NON-PERSISTENT AGENT** – An agent that, upon release, loses its ability to cause casualties after 10-to-15 minutes. It has a high evaporation rate and is lighter than air and will disperse rapidly. It is considered to be a short-term hazard. However, in small and unventilated areas, the agent will be more persistent.

**NUCLEAR EMERGENCY SEARCH TEAM (NEST)** – A U.S. Department of Energy sponsored team trained to search for and identify lost or stolen weapons and special nuclear materials, and to respond to nuclear bomb threats or radiation dispersal threats. The team is made up of personnel from many agencies and other organizations.

**NUCLEAR REGULATORY COMMISSION (NRC)** – The federal agency that regulates and licenses commercial nuclear facilities.

**ON-SCENE COMMAND AND COORDINATION RADIO (OSCCR)** – A frequency used by “on-scene”

emergency responders of different agencies for command and coordination of an incident or emergency, according to a joint Military Department, Emergency Management Division and Association of Police Communications Officers (APCO) agreement.

**ORGANOPHOSPHOROUS COMPOUND** – A compound, containing the elements phosphorus and carbon, whose physiological effects include the inhibition of neurotransmitters. Many pesticides (malathion and parathion) and virtually all nerve agents are organophosphorous compounds.

**PATHOGEN** – Any organism (usually living) capable of producing serious disease or death, such as bacteria, fungi, and viruses.

**PATHOGENIC AGENTS** – Biological agents capable of causing serious disease.

**PERSISTENT AGENT** – An agent that upon release retains its causality-producing effects for an extended period of time, usually anywhere from 30 minutes to several days. A persistent agent usually has a low evaporation rate, and its vapor is heavier than air. Therefore, its vapor cloud tends to hug the ground. It is considered to be a long-term hazard. Although inhalation hazards are still a concern, extreme caution should be taken to avoid skin contact as well.

**PET ANIMAL** – Any animal that has commonly been kept as a pet in family households in the United States such as dogs, cats, guinea pigs, rabbits, and hamsters. This term excludes exotic animals and wild animals.

**PETS EVACUATION AND TRANSPORTATION STANDARDS (P.E.T.S.) Act** – An amendment to the Robert T. Stafford Disaster Relief and Emergency Assistance Act in 2006 to ensure that state and local emergency preparedness operations plans address the needs of individuals with household pets and service animals following a major disaster or emergency.

**PLAGUE** – A disease caused by *Yersinia pestis,* which is usually transmitted occupationally or recreationally to humans through the bite of infected fleas but may also be disseminated by aerosol. Can result in three clinical forms Bubonic, Septicemic or Pneumonic with the latter being the most common result of a bioterrorist incident. Pneumonic plague is characterized by sudden onset of fever, headache, fatigue, muscle aches and cough progressing to pneumonia, respiratory distress and death, if untreated. Treatment with appropriate, sensitive antibiotics is necessary.

**PLUME** – Airborne material spreading from a particular source; the dispersal of particles, gases, vapors, and aerosols into the atmosphere.

**PRELIMINARY DAMAGE ASSESSMENT (PDA)** – The joint local, state, and federal analysis of damage that has occurred during a disaster and which may result in a Presidential declaration of disaster. The PDA is documented through surveys, photographs, and other written information.

**PRELIMINARY DAMAGE ASSESSMENT TEAM** – An ad hoc group that comes together after a disaster whose main purpose is to determine the level of disaster declaration that is warranted. The team usually consists of federal, state, and local representatives to do an initial damage evaluation to sites damaged.

**PREPAREDNESS** – Activities, tasks, programs, and systems developed and implemented prior to an emergency that are used to support the prevention of, mitigation of, response to, and recovery from emergencies.

**PRESIDENTIAL DECLARATION** – Formal declaration by the President that an Emergency or Major Disaster exists based upon the request for such a declaration by the Governor and with the verification of Federal Emergency Management Agency preliminary damage assessments.

**PRIMARY AGENCY** – A state agency or agency assigned primary responsibility to manage and coordinate a specific ESF. Primary agencies are designated on the basis of who has the most authorities, resources, capabilities, or expertise relative to accomplishment of the specific Emergency Support Function (ESF) with assistance, if requested, from the State EOC. An example of a primary agency is the Department of Transportation for ESF 1, Transportation.

**PRIVATE BRANCH EXCHANGE (PBX)** – A telephone switch system owned and operated by the user.

**PROJECT WORKSHEET** – Detailed record of an on-site inspection of disaster damage caused to property of the State and local jurisdictions.

**PROJECT WORKSHEET TEAMS** – Teams of federal, state, and local jurisdiction experts, typically architects or engineers who conduct detailed on-site inspections, of disaster damage caused to property of state and local jurisdictions. The team determines costs and categories of repair work needed for damages offered. The results are used in the preparation of Project Worksheets. Used in conjunction with Presidential Disaster Declaration.

**PROPHYLAXIS** – Observance of rules necessary to prevent disease. Protective treatment for or prevention of disease.

**PROTECTION** – Any means by which an individual protects their body. Measures include masks, self-contained breathing apparatuses, clothing, structures such as buildings, and vehicles.

**PROTECTIVE ACTION DECISION (PAD)** – An action or measure taken by public officials to prevent or minimize radiological or chemical exposures to people.

**PROTECTIVE ACTION RECOMMENDATION (PAR)** – A recommendation based on technical scientific data for public officials to use in forming a decision to prevent or minimize the contamination of people and foodstuffs.

**PUBLIC ASSISTANCE (PA)** – Supplementary federal assistance provided under the Stafford Act to state and local jurisdictions, special purpose districts, Native Americans, or eligible private, nonprofit organizations.

**PUBLIC ASSISTANCE OFFICER (PAO)** – A member of the Federal Emergency Management Agency Regional Director's staff who is responsible for management of the Public Assistance Program.

**PUBLIC SAFETY ANSWERING POINTS** – Serve as 911 or E911 call receiving points and emergency service dispatchers.

**RADIO AMATEUR CIVIL EMERGENCY SERVICES (RACES)** – Licensed amateur radio operators

who support state and local jurisdictions during emergencies or disasters.

**RADIOLOGICAL CONTAMINATION** – Radioactive material deposited on the surface of structures, areas, objects, or persons following a release of any radioactive material.

**RADIOLOGICAL COUNTERMEASURES** – Protective actions to reduce the effects of any nuclear incident, including fallout, upon the population. Example: decontamination.

**RADIOLOGICAL PROFILE (RADPRO)** – A microcomputer-based file containing records from each of the local jurisdictions that have a radiological defense system. Each record has 38 data fields containing specific information about the jurisdiction. The file is maintained by the State Radiation Safety Officer.

**RADIOLOGICAL RESPONSE TEAM (RRT)** – A community-based radiological defense cadre consisting of members from the community emergency services, vital facilities, and essential services. This cadre, trained and exercised on an on-going basis, forms a baseline radiological defense capability which can be used for surge training and to assist in the rapid buildup of community radiological defense capability during an increased readiness period. The Radiological Response Team may be used to respond to peacetime radiological accidents such as transportation and nuclear power plant accidents.

**RECONSTITUTION** – Action of reconstituting a state of city operations, facilities or alternate facility(s) including procedures implemented to transfer to normal business operations at primary or alternate site(s).

**RECOVERY**

a. Activity to return vital life support systems to minimum operating standards and long-term activity designed to return life to normal or improved levels, including some form of economic viability. Recovery measures include, but are not limited to, crisis counseling, damage assessment, debris clearance, decontamination, disaster application centers, disaster insurance payments, disaster loans and grants, disaster unemployment assistance, public information, reassessment of emergency plans, reconstruction, temporary housing, and full-scale business resumption.
b. The extrication, packaging, and transport of the body of a person killed in a search and rescue incident.
c. Activities and programs designed to return conditions to a level that is acceptable to the entity.

**RECOVERY AND RESTORATION TASK FORCE (RRTF)** – In the wake of a catastrophic disaster, the Governor may direct the formation of the RRTF. Its purpose is to guide, recommend and coordinate efforts to restore normalcy to areas adversely impacted by the disaster. The RRTF will determine the extent of economic impacts on residents, businesses, as well as the ecological impacts on land and property.

**RECOVERY AND RESTORATION TEAM (RRT)** – In the wake of a catastrophic disaster, the Emergency Manager or Incident Commander may direct the formation of a Mercer Island Recovery and Restoration Team (RRT) that is comprised of designated departmental representatives from the City's Hazard Mitigation Assessment Team. The RRT is made up of

staff from Community Planning and Development and Public Works, and, if necessary, staff from other departments and consultants. The purpose of the RRT is to recommend and coordinate efforts to restore normalcy to areas adversely impacted by the disaster. The EOC will coordinate support for the RRT, as necessary. The RRT will coordinate with mutual aid local jurisdictions, county and state when activated.

**RECOVERY RESOURCE GROUP (RRG)** – The group constituted by the Governor, at the request of the senior locally elected official, to assist with recovery activities for the Chemical Stockpile Emergency Preparedness Program. The RRG will be chaired by the senior locally elected official or designee and composed of a representative from the local jurisdiction, state, and federal governments. The group will coordinate recovery activities of the members' respective government and provide advice to the chairperson on recovery issues.

**REGIONAL DIRECTOR, FEDERAL EMERGENCY MANAGEMENT AGENCY (RD)** – The individual in the federal government who responds to the Governor's request for a Presidential declaration by organizing and coordinating the preliminary damage assessment, makes the regional analysis and recommendation as to whether the situation warrants a Presidential Disaster Declaration. If the President declares a major disaster or emergency, the Regional Director administers the Public Assistance Program and monitors the Individual and Family Grant Program under Public Law 93-288. The Regional Director is a presidential appointee and manages one of ten federal regions.

**REMOTE PICK-UP UNIT (RPU)** – A radio transmitter and receiver used in conjunction with Emergency Alert System to provide communications between the Primary Emergency Alert System (EAS) station and the local emergency operations center.

**RESCUE COORDINATION CENTER (RCC)**

a. (Federal) – A unit responsible for promoting efficient organization of search and rescue services and coordinating conduct of search and rescue operations within a search and rescue region (National Search and Rescue Plan).
b. (State) – An extension of the State Emergency Operations Center (EOC) activated in an emergency or disaster to support local search and rescue operations by coordinating the State, out-of-state, and federal search and rescue resources responding to the incident. The RCC may be co-located with the EOC or deployed to a location in the proximity of the incident site.

**RESPONSE** – Actions taken immediately before, during, or directly after an emergency occurs, to save lives, minimize damage to property and the environment, and enhance the effectiveness of recovery. Response measures include, but are not limited to, emergency plan activation, emergency alert system activation, emergency instructions to the public, emergency medical assistance, staffing the emergency operations center, public official alerting, reception and care, shelter and evacuation, search and rescue, resource mobilization, and warning systems activation.

**RESOURCE MANAGEMENT**– A system for identifying available resources to enable timely and unimpeded access to resources needed to prevent, mitigate, prepare for, respond to, or recover from an incident.

**RESPONSE** – Immediate and ongoing activities, tasks, programs, and systems, to manage the effects, of an incident that threatens life, property, operations, or the environment.

**RESTORATION** – The process of planning for and/or implementing procedures for the repair or relocation of city operations at the primary site and/or to an alternate site.

**RESUMPTION** – Activities focused on resuming essential functions as usual at the primary site by operations testing, training of personnel on new process(s). Recycle business processes and especially mitigation processes overall to ensure accuracy and operational readiness.

**RISK MANAGEMENT** – A process that manages risk to include assessments, hazard identification, vulnerability analysis, business impact analysis, proactive actions that are scenario driven, awareness/understanding/assumptions, and upon evaluation sent to mitigation planning for corrective action.

**ROBERT T. STAFFORD DISASTER RELIEF AND EMERGENCY ASSISTANCE ACT** (Public Law 93-288, as amended) – The act that authorizes the greatest single source of federal disaster assistance. It authorizes coordination of the activities of federal, state, and volunteer agencies operating under their own authorities in providing disaster assistance, provision of direct federal assistance as necessary, and provision of financial grants to state and local jurisdictions as well as a separate program of financial grants to individuals and families. This act is commonly referred to as the Stafford Act.

**ROUTE OF EXPOSURE (Entry)** – The path by which a person comes into contact with an agent or organism; for example, through breathing, digestion, or skin contact.

**SEARCH AND RESCUE** – The act of searching for, rescuing, or recovering by means of ground, marine, or air activity any person who becomes lost, injured, or is killed while outdoors or as a result of a natural or human-caused incident, including instances of searching for downed aircraft when ground personnel are used. Includes DISASTER, URBAN, and WILDLAND SEARCH AND RESCUE. Also referred to as LAND SEARCH AND RESCUE to differentiate from AIR SEARCH AND RESCUE.

**SELF-PROTECTION MONITORING** – A capability that provides for the personnel in emergency services, vital facilities, and essential industries with the ability to conduct radiological monitoring for their own protection. It includes a means to monitor and control the radiation exposure of emergency workers who would be engaged in peacetime emergency response and post-attack recovery operations.

**SERVICE ANIMAL** – any animal individually trained to do work or perform tasks for the benefit of a person with a disability. Such tasks can include guiding a person with impaired vision, alerting a person with impaired hearing to the presence of people or sounds, pulling a wheelchair, retrieving dropped items, etc. Dogs are most frequently trained as service animals, but sometimes other animals can do this work. (American with Disabilities Act, 1990)

**SHALL** – Indicates a mandatory requirement.

**SHELTER MONITORING** – A capability which provides for the means to detect, measure, and assess, in public fallout shelters, the radiation hazards from fallout following a nuclear accident or attack. The fallout shelter is the primary countermeasure in the radiological defense system

to protect people from radiation.

**SHOULD** – Indicates a recommendation or that which is advised but not required.

**SITUATIONAL AWARENESS** – The process of evaluating the severity and consequences of an incident and communicating the results.

**SOCIAL ANIMAL** – often animals that did not complete service animal/service dog training due to health, disposition, trainability, or other factors, and are made available as pets for people who have disabilities. These animals might or might not meet the definition of service animals. There is no legal definition.

**SPILL RESPONSE** – All actions taken in carrying out the Washington State Department of Ecology's responsibilities to spills of hazardous materials, e.g. receiving and making notifications, information gathering and technical advisory phone calls, preparation for and travel to and from spill sites, direction of clean-up activities, damage assessment, report writing, enforcement investigations and actions, cost recovery, and program development.

**SPORE** – A reproductive form some microorganisms can take to become resistant to environmental conditions, such as extreme heat or cold, while in a "resting stage."

**STAKEHOLDER** – Any individual, group, or organization that might affect, be affected by, or perceive itself to be affected by the emergency

**STANDARD** – A document, the main text of which contains only mandatory provisions using only the word "shall" to indicate requirements and which is in a form generally suitable for mandatory reference by another standard or code or for adoption into law. Non-mandatory provisions shall be located in an appendix or annex, footnote, or fine-print note and are not considered a part of the requirements of a standard.

**STATE AND REGIONAL DISASTER AIRLIFT PLAN (SARDA)** – A plan prepared by Washington State Department of Transportation, Aviation Division, which provides overall policy and guidance for aviation support in time of emergency.

**STATE COORDINATING OFFICER (SCO)** – The individual appointed by the Governor to act in cooperation with the Federal Coordinating Officer to administer disaster recovery efforts. The SCO may also function as the Disaster Recovery Manager and as the Governor's Authorized Representative.

**STATE EMERGENCY OPERATIONS OFFICER (SEOO)** – An individual designated as the initial point of contact for state level emergency response and coordination activities for all hazards (natural or human made) that could adversely affect lives, property, environment or the economy of Washington State operating within the Alert and Warning Center at the State Emergency Operations Center (EOC).

**STATE FIRE DEFENSE COMMITTEE** – A committee of the Fire Protection Policy Board which develops the Washington State Fire Services Resource Mobilization Plan, develops planning guidance for the Fire Services Mobilization Regions, promotes standardization of fire communications, develops alerting and dispatching procedures, maintains a listing of regional firefighting resources, and provides guidance for the approval of reimbursement requests.

**SUPPORT AGENCY** – An agency designated to assist a specific primary or joint primary agency with available resources, capabilities, or expertise in support of Emergency Support Function (ESF) activities under the coordination of the primary or joint primary, agency. An example of a support agency is the Department of Agriculture for ESF 8 - Health and Medical Services.

**SURGE/INCREASED READINESS** – A strategy for moving from a pre-established or existing base capability to a higher level of capability. Per the Federal Emergency Management Agency, Civil defense surge and increased readiness are not concepts that can be separated into different and distinct compartments. State and local increased readiness actions might be taken before, during, and after the initiation of a civil defense surge and may be part of it. Surge may be thought of as a federally supported enhanced form of increased readiness.

**SURVIVABLE CRISIS MANAGEMENT (SCM)** – The operational capability to survive a catastrophic disaster and be able to direct, control, and coordinate emergency operations within the State and in coordination and cooperation with other states and the federal government.

**SYNDROME** – A group of symptoms and signs of disordered function related to one another by means of some anatomical, physiological, or biochemical peculiarity. Provides a frame of reference for investigating an illness.

**TABLETOP EXERCISE** – An activity in which officials and key staff or others with emergency responsibilities are gathered together informally to discuss simulated emergency situations. It is designed to elicit constructive discussion by the participants without time constraints. Participants evaluate plans, guidelines and procedures and resolve questions of coordination and assignment of responsibilities in a non-threatening format under minimum stress.

**TERRORISM** – The unlawful use of force or violence committed by an individual or group against persons or property in order to intimidate or coerce a government, the civilian population, or any segment thereof in furtherance of political or social objectives.

**THERAPY ANIMAL** – not legally defined by federal law, but some states have laws defining therapy animals. They provide people with constant contact with animals but are not limited to working with people who have disabilities. They are usually the personal pets of their handlers and work with their handlers to provide services to others. Federal laws have no provisions for people to be accompanied by therapy animals in places of public accommodation that have “no pets” policies. Therapy animals are not usually service animals.

**TITLE III** – Public Law 99-499, Superfund Amendment and Reauthorization Act (SARA) of 1986, Title III, Emergency Planning Community Right-to-Know Act (EPCRA), requires the establishment of state and local planning organizations, State Emergency Response Commission (SERC) - a subcommittee of the Emergency Management Council -, and Local Emergency Planning Committees (LEPCs) to conduct emergency planning for hazardous materials incidents. It requires (1) site-specific planning for extremely hazardous substances, (2) participation in the planning process by facilities storing or using hazardous substances, and (3) notifications to the commission or committee of releases of specified hazardous substances. It also provides for mechanisms to provide information on hazardous chemicals and emergency plans for hazardous chemical incidents to the public.

**TOXICITY** – A measure of the harmful effect produced by a given amount of a toxin on a living organism. The relative toxicity of an agent can be expressed in milligrams of toxin needed per kilogram of body weight to kill experimental animals.

**TOXINS** – A substance, in some cases produced by disease-causing microorganisms, that is toxic to other living organisms. Numerous organisms including bacteria, fungi, algae, and plants produce toxins. Many toxins are extremely poisonous, with a toxicity that is several orders of magnitude greater than the nerve agents. Since toxins have low volatility, they are dispersed as aerosols and then taken up primarily through inhalation.

**TESTING/DRILLS/EXERCISES** – Review and update of emergency or disaster training, drills, and exercises.

**TRAINING EVENT** – A planned, non-emergency activity for the development, maintenance, or upgrading of emergency worker skills.

**TRIAGE** – The screening and classification of sick, wounded, or injured persons during disasters to determine priority needs for the efficient use of medical and nursing personnel, equipment, and facilities. Triage is also done in emergency rooms and acute care clinics to determine priority of treatment. The use of triage is essential to save the maximum number of lives specifically during an emergency situation that produces many more sick and wounded individuals than the available medical care facilities and personnel can handle.

**UNIFIED COMMAND (UC)** – Multiple jurisdictions, agencies, or originations work together to communicate and make command decisions. While there is no one "Commander," the Unified Command can allocate resources regardless of ownership or location.

**UNPROTECTED LANDS** – Lands that are not protected by any fire suppression agency. (There is private property that does not have fire protection from rural fire districts, but does have protection from the Department of Natural Resources. This protection is for wildland and forest fires and not for protection of structures.)

**URBAN FIRE** – Fire that is primarily found within the boundaries or limits of a city.

**URBAN SEARCH AND RESCUE (USAR)** – Locating, extricating, and providing for the immediate medical treatment of victims trapped in collapsed or damaged structures.

**URBAN SEARCH AND RESCUE TASK FORCE** – A 62-member organization sponsored by the Federal Emergency Management Agency in support of Emergency Support Function 9. The task force is trained and equipped to conduct heavy urban search and rescue and is capable of being deployed to any disaster site nationwide.

**VACCINE** – A preparation of killed or weakened microorganism products used to artificially induce immunity against a disease.

**VAPOR AGENT** – A gaseous form of a chemical agent. If heavier than air, the cloud will be close to the ground. If lighter than air the cloud will rise and disperse more quickly.

**VENOM** – A poison produced in the glands of some animals such as snakes, scorpions, and bees.

**VIRUS** – An infectious microorganism that exists as a particle rather than as a complete cell. Particle sizes range from 20 to 400 nanometers (one billionth of a meter). Viruses are not capable of reproducing outside of a host cell. Some examples include:

**WASHINGTON PUBLIC POWER SUPPLY SYSTEM** (Name changed to **Energy Northwest** in 1999) – A public corporation planning the construction and operation of three nuclear facilities in the State of Washington. Two facilities (WNP-1 and WNP-2 – Name changed to **Columbia Generating Station**) are located on land leased from the United States Department of Energy, Hanford Site, and one facility (WNP-3) is located in Grays Harbor County. Columbia Generating Station is the sole operating plant.

**WASHINGTON STATE EMERGENCY INFORMATION CENTER (WEIC)** – State level emergency public information may be established, provided to media and public, and managed through the WEIC, which is a part of the Washington State Emergency Operations Center (EOC).

**WEAPON OF MASS DESTRUCTION (WMD)** (TITLE 18 USC, SECTION 2332a) – Any weapon or device that is intended or has the capability to cause death or serious bodily injury to a significant number of people through the release, dissemination, or impact of toxic or poisonous chemicals or their precursors; a disease organism; or radiation or radioactivity. Any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, min or device similar to the above; poison gas; any weapon that is designed to release radiation or radioactivity at a level dangerous to life.

**WILDLAND** – An area in which development is essentially non-existent except for roads, railroads, power lines, and similar transportation facilities. Used in place of WILDERNESS, which frequently refers to specifically designated federal lands intended to remain in their natural state to the greatest extent possible.

**WILDLAND FIRE** – Fire that occurs in wildland areas made up of sagebrush, grasses, or other similar flammable vegetation.

**WILDLAND SEARCH AND RESCUE** – Search and rescue conducted in wildland areas. Due to the increasing wildland urban interface, wildland search and rescue strategy and tactics may also be employed for subjects lost or missing in urban or suburban areas. See SEARCH AND RESCUE, DISASTER SEARCH AND RESCUE, and URBAN SEARCH AND RESCUE.

**WIND (DF) MESSAGES** – Weather information concerning wind direction and speed. The information would be used for fallout forecasting.

# APPENDIX 2

## ACRONYMS

| ACRONYM | DEFINITION |
|---|---|
| AAR | After Action Report |
| AFN | Access and Functional Needs |
| AFRCC | Air Force Rescue Coordination Center |
| ALNOT | Search and Rescue Alert Notice |
| ALS | Advanced Life Support |
| APHIS | Animal and Plant Health Inspection Service |
| ARC | American Red Cross |
| ARES | Amateur Radio Emergency Services |
| BC | Battalion Chief |
| BCM | Business Continuity Management |
| BCP | Business Continuity Plan |
| BLS | Basic Life Support |
| BP | Business Process |
| CAR | Capabilities Assessment for Readiness |
| CDRG | Catastrophic Disaster Response Group |
| CEMNET | Comprehensive Emergency Management Network |
| CEMP | Comprehensive Emergency Management Plan |
| CERT | Community Emergency Response Team |
| CIP | Capital Improvement Program |
| COG | Continuity of Government |
| COOP | Continuity of Operations |
| CPOD | Community Point of Distribution |
| CPR | Cardiopulmonary Resuscitation |
| CSEPP | Chemical Stockpile Emergency Preparedness Program |
| DCE | Defense Coordinating Element |
| DCO | Defense Coordinating Officer |
| DEOC | Department Emergency Operations Centers |
| DHS | Department of Homeland Security |
| DMAT | Disaster Medical Assistance Team |
| DMCC | Disaster Medical Control Center |
| DMORT | Disaster Mortuary Team |
| DNR | Department of Natural Resources |
| DOC | Department Operating Center |

| | |
|---|---|
| DOD | Department of Defense |
| DOE | Department of Energy |
| DOH | Department of Health |
| DOT | Department of Transportation |
| DRC | Disaster Recovery Center |
| DSG | Dynamic Sound Generator |
| DSHS | Department of Social and Health Services |
| DWI | Disaster Welfare Information |
| EAS | Emergency Alert System |
| EAS | Emergency Alert System |
| EICC | Emergency Information and Coordination Center |
| ELT | Emergency Locator Transmitter |
| EM | Emergency Manager |
| EMA | Emergency Management Agency |
| EMAC | Emergency Management Assistance Compact |
| EMAT | Emergency Management Action Team |
| EMD | Emergency Management Division |
| EMS | Emergency Medical Services |
| EMS | Emergency Medical Services |
| EOC | Emergency Operations Center |
| EOP | Emergency Operations Procedures |
| EPA | Environmental Protection Agency |
| EPCRA | Emergency Planning & Community Right-to-Know Act |
| EPI | Emergency Public Information |
| ESF | Emergency Support Function |
| FAA | Federal Aviation Administration |
| FBI | Federal Bureau of Investigation |
| FCC | Federal Communications Commission |
| FCO | Federal Coordinating Officer |
| FEMA | Federal Emergency Management Agency |
| FHWA | Federal Highway Administration |
| FNARS | Federal Emergency Management Agency National Radio System |
| FNF | Fixed Nuclear Facility |
| FOGs | Field Operating Guidelines |
| FORSCOM | Fifth United States Army/US Army Forces Command |
| FRP | Federal Response Plan |
| GA | General Administration |
| GAR | Governor's Authorized Representative |
| Gets | Government Emergency Telecommunications Service |
| HAZMAT | Hazardous Materials |

| | |
|---|---|
| HIVA | Hazard Identification & Vulnerability Assessment |
| HLS | Homeland Security |
| HMP | Hazard Mitigation Plan |
| HSPD | Homeland Security Presidential Directive |
| IA | Individual Assistance |
| IAP | Incident Action Plan |
| IC | Incident Commander |
| ICP | Incident Command Post |
| ICS | Incident Command System |
| IFC | International Fire Code |
| IT | Information Technology |
| JFO | Joint Field Office |
| JIC | Joint Information Center |
| JIS | Joint Information System |
| JOC | Joint Operations Center |
| JTF | Joint Task Force |
| KCDOT | King County Department of Transportation |
| KCOEM | King County Office of Emergency Management |
| KCSO | King County Sheriff's Office |
| LEP | Limited English Proficiency |
| LEPC | Local Emergency Planning Committees |
| LNO | Liaison Officer |
| MAC | Multiagency Coordination |
| MACC | Multiagency Coordination Center |
| MCBO | Mission Critical Business Operations |
| MCI | Mass Casualty Incident |
| MOU | Memorandum of Understanding |
| NAWAS | National Alert and Warning System |
| NCH | Natural, Cultural, Historic |
| NDMS | National Disaster Medical System |
| NDRF | National Disaster Recovery Framework |
| NEST | Nuclear Emergency Support Team |
| NFA | National Fire Academy |
| NFPA | National Fire Protection Association |
| NGO | Non-Government Organization |
| NIMS | National Incident Management System |
| NOAA | National Oceanic Atmospheric Association |
| NRC | National Response Center |
| NRDA | Natural Resource Damage Assessment |
| NRF | National Response Framework |

| | |
|---|---|
| NRP | National Response Plan |
| NVOAD | National Voluntary Organizations Active in Disasters |
| NWACP | Northwest Area Contingency Plan |
| NWS | National Weather Service |
| OCCI | Office of Communications and Community Initiatives |
| OSC | On-Scene Commander |
| OTED | Office of Trade and Economic Development |
| PA | Public Assistance |
| PADD | Petroleum Administration for Defense Districts |
| PBX | Private Branch Exchange |
| PDA | Preliminary Damage Assessment |
| PFO | Principle Federal Official |
| PIO | Public Information Officer |
| PSAP | Public Safety Answering Point |
| RACES | Radio Amateur Civil Emergency Services |
| RCC | Rescue Coordination Center |
| RCECC | Regional Communications and Emergency Coordination Center |
| RCO | Regional Response Center |
| RCTV | Redmond Cable TV |
| RCW | Revised Code of Washington |
| RFA | Request for Assistance |
| RIA | Rapid Impact Assessment |
| RR | Resource Request |
| RRTF | Recovery and Restoration Task Force |
| SAR | Search and Rescue |
| SBA | Small Business Administration |
| SCADA | Supervisory Control and Data Acquisition |
| SCO | State Coordinating Officer |
| SECURE | State Emergency Communications Using Radio Effectively |
| SEPA | State Environmental Policy Act |
| SERC | State Emergency Response Commission |
| SLA | State and Local Assistance |
| SMP | Shoreline Master Program |
| SOGs | Standard Operating Guidelines |
| SOP | Standard Operating Procedure |
| SWAT | Special Weapons and Tactics |
| TTY | Text Telephone |
| UC | Unified Command |
| UMCD | Umatilla Chemical Depot |
| UPS | Uninterruptible Power Supply |

| | |
|---|---|
| USAR | Urban Search and Rescue |
| USCG | U.S. Coast Guard |
| USDA | U.S. Department of Agriculture |
| VA | U.S. Department of Veterans Affairs |
| WEA | Wireless Emergency Alert |
| WPS | Wireless Priority System |
| **MERCER ISLAND OR REGION-SPECIFIC ACRONYMS** | |
| CAO | City Attorney's Office |
| CMO | City Manager's Office |
| CST | Customer Service Team |
| CWA | Cascade Water Alliance |
| DNR | Department of Natural Resources (WA State) |
| DOE | WA Department of Ecology |
| DOH | WA Department of Health |
| EFR | Eastside Fire and Rescue |
| EHMT | Eastside Hazardous Materials Response Team |
| EM | Emergency Manager |
| GIS | Geographic Information System |
| ICW | Island Crest Way |
| JCC | Jewish Community Center |
| KCECC | King County Emergency Coordination Center |
| KCEMS | King County Emergency Medical Services |
| KCOEM | King County Office of Emergency Management |
| KCSARA | King County Search and Rescue Association |
| KSCO | King County Sheriff's Office |
| LBA | Luther Burbank Admin Building |
| MICEC | Mercer Island Community and Event Center |
| MIPD | Mercer Island Police Department |
| MISD | Mercer Island School District |
| NORCOM | Northeast King County Regional Public Safety Communication Agency |
| PHSKC | Public Health - Seattle & King County |
| PNEMA | Pacific Northwest Emergency Management Arrangement |
| PSE | Puget Sound Energy |
| PW | Public Works |
| RASKC | Regional Animal Services of King County |
| RCW | Revised Code of Washington |
| SPU | Seattle Public Utilities |
| ST | Sound Transit |
| TC | Town Center |
| TS (MITS) | Mercer Island Thrift Shop |
| WAC | Washington Administrative Code |

| | |
|---|---|
| WAVOAD | Washington Voluntary Organizations Active in Disasters |
| WDFW | Washington Department of Fish and Wildlife |
| WDNR | Washington Department of Natural Resources |
| WDOH | Washington Department of Health |
| WDPR | Washington Department of Parks and Recreation |
| WEIC | Washington State Emergency Information Center |
| WISHA | Washington Industrial Safety and Health Administration |
| WNG | Washington National Guard |
| WSDA | Washington State Department of Agriculture |
| WSDOT | Washington Department of Transportation |
| WSFC | Washington State Fusion Center |
| WSP | Washington State Patrol |
| WTD | King County Wastewater Treatment Division |
| WUTC | Washington Utilities and Transportation Commission |

# APPENDIX 3

## AUTHORITIES AND REFERENCES

### CITY OF MERCER ISLAND

- City of Mercer Island CEMP
- City of Mercer Island Annex to the King County Regional Hazard Mitigation Plan
- City of Mercer Island Emergency Operations Plan
- City of Mercer Island Municipal Code Title 3.32

### COUNTY GOVERNMENT/REGIONAL

- King County Comprehensive Emergency Management Plan (CEMP)
- King County Debris Management Plan
- Recovery Framework
- Regional Coordination Framework

### STATE OF WASHINGTON

- Washington State Comprehensive Emergency Management Plan, Washington State Military Department, Emergency Management Division
- Washington State Hazard Identification and Vulnerability Assessment, Washington State Military Department, Emergency Management Division, March 2003.
- Washington State Enhanced Hazard Mitigation Plan, Emergency Management Division, July 2004
- Washington State CEMP, ESF 1-15, 20
- RCW 4.24.480, civil immunity for members of the State Emergency Response Commission, Local Emergency Planning Committees and their members.
- RCW 35.33.081, Emergency Expenditures – Non-debatable Emergencies
- RCW 35.33.101, Emergency Warrants
- RCW 38.08, Powers and Duties of Governor.
- RCW 38.12, Militia Officers
- RCW 38.52, Emergency Management.
- RCW 38.52.70, Local and Joint operation.
- RCW 38.52.390, Emergency contracts.
- RCW 38.52.400, Search and Rescue.
- RCW 38.54, Fire Mobilization.
- RCW 43.06, Governor's Emergency Powers
- RCW 43.19.200, Emergency Purchases.
- RCW 43.21F.045, Duties of Energy.
- RCW 43.21F.060, Additional duties and authority of Energy Office.
- RCW 43.21G, Energy Supply Emergencies, Alerts.
- RCW 43.43, Washington State Patrol.

- RCW 43.105, Washington State Information Services Board (ISB)
- RCW 43.155.065, Emergency Public Works Projects.
- RCW 44.39.070, Meetings - Energy supply alert or energy emergency – Duties.
- RCW 47.32.130, Highway Dangerous Objects Removal.
- RCW 47.68, Aviation Search and Rescue.
- RCW 49.70, Worker and Community Right-to-Know.
- RCW 70.136, Hazardous Materials Incident.
- RCW 70.136.030, Incident Command Agencies- Designation by political subdivisions.
- RCW 90.48, Water Pollution Control.
- RCW 90.56, Oil and Hazardous Substance Spill Prevention and Response.
- WAC 118, Military Department, Emergency Management.
- WAC 118-04, Emergency Worker Program
- WAC 118-30, Local Emergency Management/Services Organizations, Plans and Programs
- WAC 118-040, Hazardous Chemical Emergency Response Planning and Community Right-to-Know Reporting.
- WAC 173-181, Facility Contingency Plan and Response Contractor Standards.
- WAC 194-22, Curtailment Plan for Electric Energy.
- WAC 296-62-3112, General Occupational Health Standards.
- WAC 296-305, Safety Standards, Firefighters.
- WAC 468-200, Management Air Search and Rescue.
- Washington State Fire Services Resource Mobilization Plan.
- Washington State Public Assistance Manual, December 1995.
- Washington State Department of Transportation Disaster Plan
- Washington State Integrated Fixed Facility Radiological and Chemical Protection Plan, June 1997 with changes.

## FEDERAL LEGAL AUTHORITIES

- National Response Framework, Draft, September 2007
- National Response Plan, December 2004, and Notice of Change, May 2006
- Federal Emergency Management Agency, www.fema.gov
- FEMA Independent Study Program: IS-235 Emergency Planning Course found at https://training.fema.gov/is/courseoverview.aspx?code=IS-235.c
- Guide for All-Hazard Emergency Operations Planning, FEMA, State and Local Guide (SLG) 101 September, 1996
- Multi-Hazard, Identification and Risk Assessment: A Cornerstone of the National Mitigation Strategy, FEMA, first edition 1997
- Code of Federal Regulations Title 44, Part 205 and 205.16.
- Public Law 93-288, The Disaster Relief Act of 1974, as amended by Public Law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act.
- Public Law 96-342, Improved Civil Defense 1980.
- Public Law 99-499, Superfund Amendment and Reauthorization Act (SARA) of 1986, Title III, Emergency Planning Community Right-to-Know Act (EPCRA).

- Public Law 920 Federal Civil Defense Act of 1950, as amended.
- Public Law 105-19 Volunteer Protection Act of 1997.
- Telecommunications Service Priority program.
- Robert T. Stafford Act (Public Law 93-208 as amended).
- National Response Plan/Framework ESF 3
- Federal Response Plan, ESF 9.
- 29 CFR 1910.120, Hazardous Waste Operations and Emergency Response.
- 40 CFR 300, National Oil and Hazardous Substances Pollution Contingency Plan.
- 40 CFR Part 355 Emergency Planning and Notification.
- FEMA Publication 262, Guide to Federal Aid in Disasters, April 1995.
- National Interagency and State Mobilization Guides.
- National Fire Protection Agency (NFPA) 1600.
- National Emergency Management Institute.
- National Fire Academy.
- Incident Command System, ICS Operational System description (ICS-120-1), National Interagency Incident Management System.
- National Search and Rescue Plan (U.S. Department of Defense Joint Publication 3-50.1).

# APPENDIX 4

## TRAINING, DRILLS, AND EXERCISES

### Training

**NIMS Training Requirements**

a. All Federal, State, Tribal, and Local entities, Private Sector and Nongovernmental personnel with a direct role in emergency management and response must be NIMS and ICS trained. This includes all emergency services related disciplines such as EMS, hospitals, public health, fire service, law enforcement, public works/utilities, skilled support personnel, and other emergency management response, support and volunteer personnel, as follows:
   i. Entry Level (all staff)
      FEMA IS-700: NIMS, An Introduction to ICS
   ii. First Line, Single Resource, Field Supervisors
      IS-700, ICS-100 and ICS-200: Basic ICS or its equivalent
   iii. Mid-level Management: Strike Team Leaders, Division Supervisors, EOC Staff, etc.
      IS-700, IS-800 A, ICS-100, ICS-200
   iv. Command and General Staff; Area, Emergency and EOC Managers
      IS-700, IS-800.A, ICS-100, ICS-200, ICS-300* and ICS-400*

b. Additional Specialized NIMS Training Requirements
   i. The National Fire Academy (NFA) offers a broad range of training that addresses key elements of NIMS within an all-hazard environment. The numerous command and control courses, for example, support provisions of the NIMS ICS. NFA also has courses that address incident-specific areas, including hazardous materials and terrorism emergency response and emergency medical services. NFA offers courses in preparedness planning, training and management as well as resident, field and self-study courses.
   ii. The NFA offers the following NIMS-required courses online:
      1) Q-462 ICS-100, Introduction to ICS for Operational First Responders
      2) Q-463 ICS-200, Basic ICS for Operational First Responders
      (They are located at: www.usfa.dhs.gov/training/
      For more information on the National Fire Academy, please click here: www.usfa.dhs.gov/training/nfa/)

The recommended target audience for each of the courses includes the following personnel:

*ICS-100: Introduction to ICS*
Entry level first responders (including firefighters, police officers, emergency medical services providers, public works on-scene personnel, public health on-scene personnel, and other emergency responders) and other emergency personnel that require an introduction to the basic components of the ICS.

*ICS-200: Basic ICS*
First line supervisors, single resource leaders, lead dispatchers, field supervisors, company officers, and entry level positions (trainees) on Incident Management Teams and other emergency personnel that require a higher level of ICS training.

*ICS-300: Intermediate ICS*
Middle management, strike team leaders, task force leaders, unit leaders, division/group supervisors, branch directors, and Multi-Agency Coordination System/Emergency Operations Center staff.

*ICS-400: Advanced ICS*
Command and general staff, agency administrators, department heads, emergency managers, areas commander, and Multi-Agency Coordination System/Emergency Operations Center managers.

*ICS-402: ICS Summary for Executives*
Elected officials, senior executive, senior managers, and agency administrators with a policy responsibility that do not have a specific ICS or Multi-Agency Coordination System function/role or responsibility.

**NIMS Compliance**
NIMS Compliance activities are presented annually.

## Drills and Exercises

Mercer Island Emergency Management designs, develops, and conducts drills and exercises regularly to test this and other plans. City staff also participate in regional drills and exercises to learn new skills, identify best practices, and work with partner agencies. Emergency Management conducts exercises annually, except during years when the City's EOC has been activated for a real-world incident. The City follows Homeland Security Exercise and Evaluation Program (HSEEP) methodology and practices.

# APPENDIX 5

## EMERGENCY SUPPORT FUNCTIONS

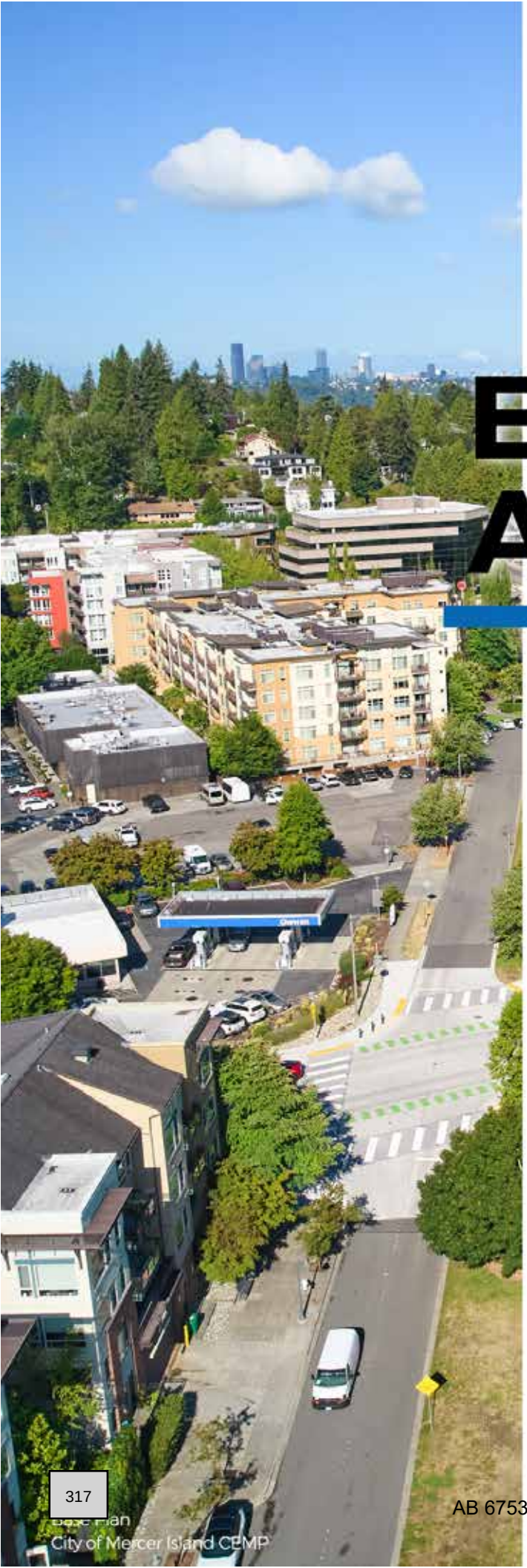
### MERCER ISLAND DEPARTMENTS RESPONSIBILITIES MATRIX

**Roles and Responsibilities In the Event of an Incident**

The following responsibilities are for each department. This list is not all inclusive but includes critical responsibilities that are necessary for preparedness, response, and recovery of an emergency or disaster.

| RESPONSIBLE CITY DEPARTMENTS OR TEAMS | 1 - TRANSPORTATION | 2 – TELECOMMUNICATIONS / INFORMATION SYSTEMS AND WARNING | 3 – PUBLIC WORKS AND ENGINEERING | 4 – FIREFIGHTING | 5 – EMERGENCY MANAGEMENT | 6 – MASS CARE, HOUSING, HUMAN SERVICES, SPECIAL NEEDS, PET SHELTERS | 7 – RESOURCE SUPPORT – VOLUNTEER INFO. | 8 – PUBLIC HEALTH AND MEDICAL SERVICES | 9 – SEARCH & RESCUE | 10 – HAZARDOUS MATERIALS | 11 – AGRICULTURE AND NATURAL RESOURCES (FOOD & WATER) | 12 – ENERGY | 13 – PUBLIC SAFETY, LAW ENFORCEMENT, AND SECURITY | 14 – LONG TERM COMMUNITY RECOVERY | 15 – EXTERNAL AFFAIRS | 20 – DEFENSE SUPPORT TO CIVIL AUTHORITIES | 23 - DAMAGE ASSESSMENT | 24 - EVACUATION AND MOVEMENT |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| All Departments | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S |
| Council | | | | | | | | | | | | | | | S | | | |
| City Manager's Office | | | | | JP | | | | | | | | | | | | | |
| Emergency Manager | | | | | JP | | | | | | | | | | | | | |
| Communications Manager / PIO | | JP | | | | | | | | | | | | | P | | | |
| Liaison Officer | | | | | SP | | | | | | | | | | SP | | | |
| City Attorney/Safety Officer | | | | | SP | | | | | | | | SP | | | | | |
| Community Planning and Development | | | JP | | | | | | | | | | | P | | | P | |
| Finance | | | | | | | JP | | | | | | | | | | | |
| Public Works | P | | JP | | | | JP | | | | JP | P | | | | | SP | SP |
| Recreation Division | SP | | | | | P | | | | | | | | | | | | |
| Human Resources Team | | | | | | | JP | | | | | | | | | | | |
| Info & Geographic Services Team | | JP | | | | | | | | | | | | | | | | |
| Eastside Fire & Rescue | | | | P | S | | | P | P | P | | | | | | | | |
| Police | | JP | | | JP | | | | SP | | | | P | | | P | | P |
| Youth and Family Services | | | | | | SP | | JP | | | JP | | | | | | | |
| Mercer Island Emergency Volunteers | S | S | S | | S | S | S | S | S | | S | | | S | | | S | S |
| Red Cross/ FEMA/ Homeland Security | | | | | | S | S | | | | S | | | S | | | | S |
| School District | S | S | | | | S | S | | S | | | | | | | | S | S |

JP: Joint Primary Responsibilities P: Primary Responsibilities SP: Support Primary Responsibilities S: Supporting Responsibilities



# ESF ANNEXES

ESF 1 – Transportation

ESF 2 – Telecommunications / Information Systems and Warning

ESF 3 – Public Works and Engineering

ESF 4 – Firefighting

ESF 5 – Emergency Management

ESF 6 – Mass Care, Housing, Human Services, Special Needs, Pet Shelters

ESF 7 – Resource Support – Volunteer Info.

ESF 8 – Public Health and Medical Services

ESF 9 – Search & Rescue

ESF 10 – Hazardous Materials

ESF 11 – Agriculture and Natural Resources

ESF 12 – Energy

ESF 13 – Public Safety, Law Enforcement, and Security

ESF 14 – Long Term Community Recovery

ESF 15 – External Affairs

ESF 20 – Defense Support to Civil Authorities

ESF 23 – Damage Assessment

ESF 24 – Evacuation and Movement



# EMERGENCY SUPPORT FUNCTION 1
# TRANSPORTATION

**PRIMARY DEPARTMENTS:** Public Works Department
**SUPPORT DEPARTMENTS:** All Departments
Mercer Island School District
Mercer Island Recreation Division
Mercer Island Emergency Volunteers
Private Transportation Services
Public Transit Authorities
Washington State Department of Transportation (WSDOT)

## INTRODUCTION

### PURPOSE

The purpose of Emergency Support Function (ESF) 1 is to provide for effective coordination and operations of all transportation services during emergency situations.

### SCOPE

The Public Works Department is designated as lead department for coordinating all transportation related activities within the City of Mercer Island.

The provision of transportation support includes:

- Coordinating transportation activities to supplement the efforts of Mercer Island departments with each other and other jurisdictions and or agencies.
- Establishing appropriate emergency notification and priority, mobilization, use, and/or allocation of transportation resources.
- Processing of all transportation requests, conducting infrastructure damage assessment, coordinating debris management, coordinating with Public Safety on marine traffic and island access routes, determining the priority of roadway restoration and recovery phase repair work, and coordination with all departments, local jurisdictions, and state and federal agencies.
- Participation in mitigation and preparedness activities.

## POLICIES

Transportation planning is directed towards satisfying two operational demands. The first is to ensure the integrity of the City's transportation infrastructure. The second is to coordinate and provide transportation assistance to other departments and jurisdictions, upon the direction of

the Emergency Manager.

The City of Mercer Island will perform emergency management functions within its jurisdictional boundaries as mandated by Washington State RCW 38.52.070.

## SITUATION

### EMERGENCY/DISASTER CONDITIONS AND HAZARDS

- A significant disaster may severely damage the transportation infrastructure.
- Localized transportation systems and activities may be hampered by the damaged transportation infrastructure and disrupted communications.
- Refer to the Regional Hazard Mitigation Plan.

### PLANNING ASSUMPTIONS

- The Mercer Island transportation infrastructure may sustain damage. The damage, dependent upon the integrity of the transportation network, will determine the effectiveness and efficiency of the response and recovery efforts.
- Disaster response and recovery activities, which require the use of the transportation system, may be complicated.
- Gradual clearing of access routes will permit a sustained flow of emergency relief efforts.
- The established snow evacuation routes will be the designated transportation routes during an event.
- The immediate need for a functional transportation system for response and recovery activities may exceed the capabilities of the City of Mercer Island and possibly other jurisdictions, thus requiring assistance from the Mercer Island School District, Mercer Island Emergency Management Volunteer Disaster Teams, King County and King County Metro, the state and federal government, and/or other agencies, to supplement efforts.
- Normal means of communications may not be available and repairs to communications networks could take days, weeks, or months. Non-traditional means of communication must be established and used.
- Critical City facilities are self-sufficient for at least seven days. The City of Mercer Island supports the efforts of employees to communicate with their families and return home as needed.

## CONCEPT OF OPERATIONS

### GENERAL

- In accordance with the Comprehensive Emergency Management Plan (CEMP), Base Plan

and this ESF, the Public Works Department is responsible for coordinating transportation activities and maintaining transportation infrastructure**.**

- The Public Works Director or designee shall coordinate all operations from the Emergency Operations Center (EOC) if activated.
- All City departments will support ESF 1 as requested.
- When transportation requests exceed the capability of the City and with the approval of the Emergency Manager, the Public Works Department will coordinate transportation activities with the King County ECC, WSDOT and other responsible agencies as necessary.
- Requests for assistance will be generated first through mutual aid agreements and / or the King County Regional Disaster Plan, King County RCECC and then forwarded to the WSDOT Emergency Operations Centers or state EOC.
- The City's emergency management planning takes a whole community approach – a strategy where residents, community leaders, and government officials assess the unique needs of the community and work together to organize and become better prepared to respond to, recover from, and thrive after an incident. The City recognizes that various populations may require specialized support during an incident. The City works to assess and identify specific needs for the entire Mercer Island community, and based on that assessment, creates plans to support the whole community, as resources allow.

## ORGANIZATION

- The Public Works Department offices are located at 9601 SE 36$^{th}$, Mercer Island, Washington and are responsible for maintaining the transportation infrastructure.
- The Public Works Department is organized into six teams: Water and Sewer Utilities Team, Right of Way & Stormwater Team, Support Services Team, Engineering & Capital Projects Team, Parks Operations Team, and Recreation Division. These teams span the Operations, Planning, and Logistics Sections of the Incident Command structure along with other supporting departments.
- The Public Works Department coordinates with the Police Department which is responsible for all marine transportation activities surrounding Mercer Island on Lake Washington and contracted jurisdictions.

## PROCEDURES

Follow all prescribed procedures in the Public Works Call Out Book, the EOC Handbook, and other supporting plans and documents, as well as:

1. Notifies all appropriate departments, agencies, and affected individuals as soon as possible to provide early warning of system changes and roadway conditions.
2. Identifies the most efficient and effective method of operating the transportation system to appropriately respond to the emergency.

3. Organizes alternate means of transportation as necessitated by the condition of the emergency in coordination with the Mercer Island School District, Metro/King County Transit, and other agencies and as part of King County Regional Disaster Plan.
4. Provides damage assessment of streets, overpasses, pedestrian/bicycle routes, traffic signals, other transportation facilities, and tracks available equipment in conjunction with CPD.
5. Provides for emergency repair and restoration of City-owned transportation facilities and coordinates the repair of facilities owned by other agencies that are essential to the functions of the City's transportation network.
6. Coordinates operational strategies with City departments and WSDOT, Washington State Patrol (WSP), and King County Department of Transportation Road Services Division (KCDOT), and others to ensure an integrated transportation system.
7. Coordinates additional resources of assistance that may be obtained through existing mutual aid agreements and/or contracts through private contractors.

## MITIGATION ACTIVITIES

- Regularly review and update hazards.
- Ensure all personnel are briefed on known hazards and departmental response requirements and capabilities.

## PREPAREDNESS ACTIVITIES

- Develops and maintains the department's Call Out Book, procedures, and checklists in support of the City CEMP and EOC Handbook and other documents.
- Coordinates and maintains a method of identifying available transportation resources to the EOC, which will be shared with county, state agencies, federal government, and private organizations.
- Coordinates and maintains a method of identifying damaged transportation resources to the EOC City which will be shared with county, state agencies, federal government, and private organizations.
- Develops and maintains a current inventory of transportation resources and other equipment.
- Maintains liaison with all supporting City departments, local jurisdictions, KCDOT, WSDOT, and other agencies as necessary.
- Provides access of all departmental documentation to the Emergency Manager.
- Coordinates with Police and EF&R to ensure operational readiness.
- Coordinates with Police and EF&R to maintain the EOC in a state of readiness.
- Coordinates with Police and EF&R in identifying available transportation capabilities.
- Maintains adequate sandbags, barricades, and other resources, replenishing stockpiles as required.

- Establishes and maintains liaison with contractors and construction and equipment rental companies.
- Develops contingency plans for detour routes and appropriate changes to traffic control devices in coordination with Police, EF&R, and other departments and agencies as needed to improve the safety and efficiency of the transportation network.
- Develops plans for alternative transportation solutions including but not limited to boat, air, and other options.

## RESPONSE ACTIVITIES

- Staffs the EOC for coordinating transportation related missions and damage assessment.
- Determines the usable portion of the transportation system (surface, pipeline, and maritime) to coordinate and control emergency traffic in conjunction with the Police Department and when necessary the WSP, State Military Department, and the Federal Highway Administration.
- Coordinates transportation related missions in support of the City, local jurisdictions, county, and state CEMPs.
- Coordinates the mobilization of field personnel and equipment required for services as related to the City transportation system.
- Coordinates the distribution and use of communications resources to personnel in support of citywide operational requirements in accordance with ESF 2, Telecommunications/Information Systems and Warning, providing resources are available.
- Provides information via status reports to the EOC and the Public Information Officer during response and recovery activities.
- Other supporting departments provide traffic, resource and transport support, purchasing and contracting.
- Ensures transportation routes to key distribution – community points of distribution (CPOD) – open at earliest possible juncture in support of ESF 11.
- Coordinates requests for assistance with the EOC, mutual aid, King County Regional Disaster Plan, King County ECC, state and federal agencies.

## RECOVERY ACTIVITIES

- Conducts, in coordination with CPD, inspections of the transportation systems and facilities.
- Conducts, in coordination with CPD, detailed damage assessments of the transportation systems and facilities.
- Coordinates and conducts with CPD the reconstruction and repairs of the City transportation system, including the designation of alternate routes in coordination with public and private agencies.

1. Coordinates with local jurisdictions, King County, state and federal agencies to provide support in accordance with the City, county, and State CEMPs.
2. Contributes to the Damage Assessment Reports required by the State including the forms DEM 129 and 130 and other required reports.
3. Contributes to the After-Action Report (AAR).

## RESPONSIBILITIES

### PRIMARY DEPARTMENT - PUBLIC WORKS

- Develops and maintains the department's Call Out Book, procedures, and checklists in support of the City CEMP and EOC Handbook and other documents.
- Coordinates transportation activities in support of the City CEMP.
- Coordinates the maintenance and repair of all signage and stop lights.
- Primary Department for initial damage assessment, in coordination with CPD, on all City transportation infrastructure.
- Conducts immediate field assessments in coordination with Police and EF&R of the status of the street network and reports findings to the EOC if activated and other agencies as appropriate.
- Takes immediate action as necessary to protect the public from unsafe conditions and implement detours and/or road closures as deemed appropriate, and as soon as possible, notifies the appropriate support departments and agencies.
- Coordinates with Police and EF&R or with the EOC if activated on the closing and opening of roads and coordinates activities required to accomplish this task.
- Coordinates assessment with CPD of major structural damage to roads and bridges and oversees the contracting of design and repair if accomplished through outside services.
- Coordinates with Police and EF&R the assessment of damage to street facilities and transportation routes and takes action to appropriately close or adjust the operation of those deemed unsafe.
- Notifies Police, EF&R, the Mercer Island School District, King County Metro Transit, and other agencies of routes affected by partial to total road closures and detours.
- Selects detour routes and makes appropriate changes to traffic control devices to improve the safety and efficiency of the transportation network.
- Conducts minor street and structure repair as necessary.
- Provides for the safe and effective operation of streets and walkways through the removal of debris.
- Purchases and maintains inventories of equipment (signs, barricades, paint, sandbags, etc.) to ensure ready availability for use in responding to road closures, detour route markings, etc. To the extent possible, delivers this equipment to the site in a timely manner.

## SUPPORT DEPARTMENTS - ALL

**Finance**

- Coordinates contracts and purchases of supplies and equipment as requested by City departments.
- Coordinates City disaster funding obligations and requests and prioritizes costs from appropriate funding sources.

**Community Planning and Development**

- Supports the Public Works Department by providing available resources including engineering support.

**Recreation Division**

- Supports the Public Works Department by providing available resources including vehicles and drivers.

**Police Department**

- Coordinates with Public Works citywide emergency traffic control pursuant to emergency traffic regulations.
- Coordinates the use of available law enforcement resources to assist with special emergency or disaster requirements.
- Coordinates identification and mitigation of high hazard accident locations and safety concerns.

**Police Department – Police Marine Patrol**

- Provides loading, off-loading, and staging assistance, if resources are available, to support the Public Works Department's mission of coordinating marine transportation requests, in support of the City's effort to repair or restore the overloaded transportation infrastructure.
- Coordinates emergency movement or evacuation of people as requested.

**Other Departments and External Support Agencies - All**

- Provides the Public Works Department with the use of available equipment and personnel resources to assist, as requested, with emergency or disaster requirements.
- Notifies the Public Works Department of system deficiencies as soon as possible and makes recommendations for corrective action.
- Ensures adequate training is provided to respond to emergencies.
- Keeps records of all actions taken, including personnel tracking and all purchases relating to transportation issues.

**Mercer Island School District**

- Supports the Public Works Department by coordinating school buses for the movement or evacuation of people.

## RESOURCE REQUIREMENTS

Primary and support departments will provide the required personnel, facilities, and equipment to support activities.

Local jurisdiction, regional, and national fire suppression resources may be required. The specific resources available are listed in the appropriate mobilization guides. Support organizations exist at each level of government to provide these assets.

## REFERENCES

- CEMP Base Plan
- Public Works Department, Call Out Book
- Emergency Operations Center Procedures Manual
- City Annex to the King County Regional Hazard Mitigation Plan
- Mercer Island Disaster Debris Management Plan
- King County Regional Disaster Plan (RDP)
- State of Washington CEMP, ESF 1
- Federal Response Plan, ESF 1

## DEFINITIONS AND ACRONYMS

**ACCESS CONTROL POINT (ACP) –** A road intersection or other logistically viable point on the relocation and food control boundaries, which enable law enforcement and other emergency workers to maintain access control of the respective area(s).

**CPOD –** Community Point of Distribution

**DAMAGE ASSESSMENT** – An appraisal or determination of the effects of the disaster on human, physical economic, and continuity of services.

**EOC –** Emergency Operations Center

**EMERGENCY SUPPORT FUNCTION (ESF)** – The functional approach that groups the types of assistance that a state is most likely to need, (e.g. mass care, health and medical services) as well as the kinds of federal operations support necessary to sustain State response actions (e.g., transportation, communications). ESFs are expected to support one another in carrying out their respective missions.

**FAA –** Federal Aviation Administration

**FHWA –** Federal Highway Administration

**ICP –** Incident Command Post

**KCDOT** – King County Department of Transportation

**WSDOT –** Washington Department of Transportation

**WSFC –** Washington State Fusion Center

**WSP –** Washington State Patrol

**See CEMP Base Plan, Appendices 1 and 2 for full list of definitions and acronyms.**



# EMERGENCY SUPPORT FUNCTION 2
# TELECOMMUNICATIONS

| | |
|---|---|
| **PRIMARY DEPARTMENTS:** | Police Department<br>City Communications Manager / PIO<br>Administrative Services - Information and Geographic Services |
| **SUPPORT DEPARTMENTS:** | All Departments<br>Mercer Island Radio Operators (MIRO)<br>National Weather Service (NWS)<br>National Oceanographic and Atmospheric Administration (NOAA)<br>Other External Agencies |

## INTRODUCTION

### PURPOSE

The purpose of Emergency Support Function 2 (ESF) is to organize, establish and maintain communication capabilities necessary to meet operational requirements of the City of Mercer Island in preparing for, responding to, and recovering from emergencies and disasters.

ESF 2 addresses the roles, responsibilities, and procedures the City will use in alerting and warning city officials and the general public of a potential or occurring emergency or disaster.

To provide guidance for organizing, establishing, and maintaining the telecommunications and information system capabilities necessary to meet the operational requirements of City departments in responding to, and recovering from, emergencies and disasters.

### SCOPE

- The Police Department has been designated as a joint lead agency for coordinating all communications, and alert and warning of events (or pending events).
- The Information and Geographic Services Team within the Administrative Services Department has been designated as a joint lead agency for providing service for telecommunications and information systems infrastructure. This includes managing the emergency computer data systems in place to respond to disasters electronically.
- The Communications Manager/PIO has been designated as a joint lead agency for providing messaging for the alerts and warnings to be disseminated to the public, and executing public information officer responsibilities.

- This ESF describes the coordination of actions to be taken to establish and maintain telecommunications, information systems, alert and warning support in preparation for, response to, and recovery from an emergency or disaster which affects the community and operations of the City.
- Support for this ESF includes city furnished telecommunications (including contracted), state government furnished telecommunications (CEMNET), commercially leased communications, and telecommunications services provided under the National Response Framework.
- These services are provided under the Federal Response Plan and the National Security Emergency Preparedness (NSEP) procedures for expediting service requirements covered under the Telecommunications Service Priority (TSP) program.
- This ESF describes the coordination of the departments' actions within the City that need to be taken to establish and maintain communications and warning support in preparation for, response to, and recovery from an emergency or disaster which affects the population and government operations in the City. It also addresses special considerations for communicating with segments of the population with limited English proficiency (LEP) and those with access or functional needs.
- The systems used include voice, data, internet, radio, or personal contact through voice, pictures, gestures, or by leveraging existing social networks. Specific procedures are addressed in the policy and procedure manuals of participating departments and agencies.

## POLICIES

It is the policy of the City to use normal communications and warning systems as much as possible during an emergency or disaster. The City aims to communicate emergency messages in a manner which can be understood by its population. The City will prioritize available communications systems with life safety first, followed by critical government functions, the protection of property, the environment, and the economy.

In the event communication support is needed beyond available capabilities, the City will request assistance through the King County Office of Emergency Management/Regional Communications and Emergency Coordination Center or directly to Washington State Emergency Management Division. The City may also rely on other external communications partners to assist as needed.

The CEMP, as described by this ESF, governs City telecommunications, information systems, alert and warning activities related to mitigating, preparing for, responding to, and recovering from emergencies or disasters.

The City has developed in this ESF, telecommunications, information systems, alert and warning plans, and systems commensurate with the City emergency requirements and needs. The City

plans compliment the King County and Washington State plans with systems interoperable with the county and state systems when and where feasible.

The Information and Geographic Services Team within the Administrative Services Department will develop departmental telecommunications and information system contingency plans, disaster recovery/business resumption plans, and information system security plans commensurate with the City's systems. Departmental standard operations guidelines (SOGs) or operations plans within each plan shall complement the city, county and state CEMP.

The City will make every reasonable effort to meet the communications requirements of the ADA during all phases of emergency management – mitigation, preparedness, response, and recovery.

## SITUATION

### EMERGENCY/DISASTER HAZARDS AND CONDITIONS

The Base Plan portion of this CEMP identifies the natural and technological emergencies or disasters the City of Mercer Island may experience that require full support of their communication systems.

The City's communications systems may be overwhelmed, damaged, or destroyed by a natural or technological disaster when they are needed the most. As backup communication is limited, it will be necessary to assess, prioritize, and allocate the use of all working systems.

Under normal circumstances, the City relies mainly on hard-wired and cellular telephone and radio communications for its communications transactions. The communication link with residents and neighborhoods also happens through Mercer Island's Cable TV Channel 21, MIHS Radio Station 88.9 FM, the City's website: www.mercerisland.gov, and social media outlets. However, the City is always subject to a variety of emergency or disaster events requiring dissemination of alert and warning and/or other emergency information to city, county, or state personnel and the community.

Emergency or disaster alert and warning may originate from any level of external government or other sources. Most weather forecasting resources are located within the federal government, the National Weather Service (NWS). This may include watches, alerts, and/or warnings for: floods, seismic sea waves (tsunami), avalanches, severe weather, volcanic eruptions, fixed nuclear facility incidents, hazardous material incidents, as well as earthquake confirmation notification.

The sudden and unexpected nature of a catastrophic event, such as an earthquake and its extensive damage, will result in numerous requests from all levels of government for services required to save lives, protect property, and preserve the environment and economy.

The City and specifically the Police Department will require accurate and timely information on which to base their decisions and focus their response actions. Concurrently, widespread

damage to commercial telecommunications facilities is likely. At a time when the need for real-time electronically processed information is greatest, the capability to produce it may be seriously restricted or nonexistent. All surviving telecommunications assets of the various levels of government, augmented by extra-regional assets, will be needed immediately to assure an expedient response to the needs of the victims of the event.

Refer to the City's annex to the 2020 Regional Hazard Mitigation Plan.

## PLANNING ASSUMPTIONS

- The City's primary concern will be with lifesaving responses and the restoration of vital city services necessitating the use of communication systems.
- The City and county, in conjunction with the telecommunications industry, will accomplish as much restoration and reconstruction of telecommunications facilities as the situation permits.
- Initial reports of damage may be fragmented, providing an incomplete picture on the extent of damage to telecommunications facilities.
- There will be occasions when there may be no time or mechanism to provide alerts or warnings.
- Weather and other environmental factors may restrict the ability to deploy mobile or transportable telecommunications equipment into the affected area.
- Conditions following the event will necessitate the careful consideration of sites located for establishing staging areas, shelters, assistance centers, alternate operations centers, the Command Post(s), and communications to support activation.
- A Proclamation Declaring an Emergency will be requested and announced as the situation warrants.
- A combination of warnings, including the Emergency Alert System (EAS) must be utilized. The EAS warning method is used in cooperation with King County OEM, local broadcasters, and cable providers.
- Communication systems are vulnerable and depending on the nature of the disaster and the extent of damage, repairs to these systems may take months.
- The 800 MHz radio system may be overwhelmed and unable to handle all public safety and emergency responder radio transmissions.
- The City would likely need to use multiple systems and approaches.
- The nature of the incident may not allow the time to provide for warning.
- Emergency information or warning relayed to the media is publicized at the discretion of the broadcasters.
- The activation of the EAS can be requested by the City, but the City is not an EAS warning point and does not control the use of that warning resource.
- Following an emergency or disaster, people within Mercer Island will expect to be informed of the actions the City is taking to protect life and property loss.

- Reverse dial telephone notification systems databases will not include all telephone numbers of affected individuals.
- Communication systems may not have sufficient capacity to handle the traffic generated by emergency conditions.
- The City may be forced to rely on alternate communication systems when normal communication systems are overwhelmed or inadequate.
- Not all warning and emergency notification messages will reach the intended audiences due to disruptions in communication systems.
- Members of the community with limited English proficiency and those with access and functional needs will have additional difficulties in receiving and understanding warning and emergency notification messages if special efforts are not made to reach them.
- Technological limitations may prevent communication with the public, including those with limited English proficiency and those with access or functional needs.
- National Oceanic Atmospheric Association (NOAA) Weather Radio announces weather forecasts only. Weather warnings, watches, and advisories are issued by the National Weather Service over the NOAA Weather Radio and other avenues.
- Additional communication resources for the City include:
- CEMNET (Comprehensive Emergency Management Network) – two-way VHF radio system or contact with the State EOC at Camp Murray.
- Mercer Island Radio Operators (MIRO) amateur radio volunteer group which is registered as both a RACES (Radio Amateur Civil Emergency Services) and ARES (Amateur Radio Emergency Services) group – two-way communication via voice, limited continuous wave/Morse code, limited radio teletype, and packet using amateur radio frequencies.
- NAWAS (National Warning System) – Federal landline warning system connecting the state warning network. The primary "drop" is located in King County Dispatch.
- NORCOM – 9-1-1 public safety dispatch center.
- Mercer Island will use the primary method EAS in some cases, the MIHS radio station, a public-address system of megaphones in police cars, if necessary, door-to-door neighborhood canvassing and messages posted to social media sites, as available.
- Use of message runners or couriers to convey written or verbal messages between locations if all communications are disrupted.

## CONCEPT OF OPERATIONS

### GENERAL

- Reliable telecommunications and information system capabilities are necessary at all levels of government for day-to-day communications, alert and warning of impending events, response and recovery operations, search and rescue operations, and coordination with other jurisdictions and public safety agencies. Such capabilities must

be available to the City for operations from the primary or alternate EOC as well as at all department locations or specific selected locations because of existing conditions at the time of the emergency or disaster.

- Emergency communication between the City and other local jurisdictions and King County ECC, as well as with other state and federal agencies, can be provided through the Communications Centers (911) (the Public Safety Answering Point (PSAP)), and in some cases to the Emergency Manager, and others.
- As Primary, the Police Department can activate the EAS through the King County Sheriff's Office (KCSO). EAS operates through designated radio and television stations and is intended to disseminate prompt alert and warning information concerning emergency or disaster events or situations.
- The Emergency Manager in coordination with the Information Technology Manager may advise the City on the availability, selection, and use of telecommunications and information system capabilities during all four phases of emergency management.
- The City's communications capabilities available include:
    - NORCOM PSAP located in Bellevue.
    - Puget Sound Emergency Radio Network (PSERN) 800 MHz Radio System (Secondary Voice) maintained and operated by the PSERN Operator.
    - Commercial telephone including the City's private branch exchange (PBX) system, private line, leased line, regular telephone, cellular telephone, facsimile, email, and the internet including satellite internet provided by Starlink.
    - Mercer Island Radio Operators (MIRO) amateur radio emergency communications.
    - EAS is activated by KCSO Communications Center during an emergency as Primary Voice. Secondary EAS is State EMD.
    - NAWAS, National Warning System, landline - voice, intra-state landline-voice. When receiving, primary is KCSO who will notify the Mercer Island Police and Eastside Fire & Rescue via their respective dispatch centers, Kirkland and Bellevue (911), secondary is City of Seattle.
    - National Oceanic Atmospheric Association (NOAA) Weather Wire through ACCESS (A Central Computerized Enforcement Service System, landline - teletype).
    - CEMNET (Comprehensive Emergency Management Network) two-way VHF radio systems for backup direction and control.
    - GETS (Government Emergency Telecommunications Service) – the City also participates in the Federal government's GETS program, which prioritizes calls over wireline networks.

- The communications capabilities presently available from county, state and federal are:
    - EAS Relay Network (Public Safety radio and the broadcast industry). When sending from the Communications Centers (911) primary is KCSO, secondary is State EMD.
    - CEMNET (Comprehensive Emergency Management Network) two-way VHF radio systems for backup direction and control.
    - NAWAS (National Warning System), landline - voice, intra-state landline-voice. When receiving, primary is KCSO who will notify Mercer Island via Communications Centers (911), secondary is City of Seattle.
    - National Oceanic and Atmospheric Association (NOAA) Weather Wire through A Central Computerized Enforcement Service System (ACCESS), which is a landline - teletype.
    - State Agency Emergency Network, 800 MHz two-way radio system for back-up direction and control.
    - SECURE (State Emergency Communications Using Radio Effectively), a point-to-point high frequency two-way radio system.
    - RACES (Radio Amateur Civil Emergency Services) and ARES (Amateur Radio Emergency Services) – two-way radio and/or packet systems via ham frequency bands.
    - FNARS (Federal Emergency Management Agency National Radio System), a high frequency radio system.
    - The federal government, under the National Response Framework (NRF) and the National Security Emergency Preparedness (NSEP) procedures may, through the Federal Emergency Management Agency (FEMA), provide temporary emergency communications assistance to the City of Mercer Island, King County, and the state prior to or during an emergency or disaster.
- The City's emergency management planning takes a whole community approach – a strategy where residents, community leaders, and government officials assess the unique needs of the community and work together to organize and become better prepared to respond to, recover from, and thrive after an incident. The City recognizes that various populations may require specialized support during an incident. The City works to assess and identify specific needs for the entire Mercer Island community, and based on that assessment, creates plans to support the whole community, as resources allow.
    - The City has identified a number of resources to support Limited-English Proficiency (LEP) populations and has detailed those resources in Appendix 5 of this ESF.

- While the City has limited resources, it endeavors to communicate with the whole community and deploys numerous methods to reach all members of the public. Most of these methods are written or visual and therefore would be accessible to hearing-impaired populations.

## ORGANIZATION

- The City's telecommunications infrastructure is maintained by the Information and Geographic Services Team within the Administrative Services Department which is responsible for repairing and/recovering telecommunications infrastructure.
- The Police Department is the primary agency for tactical communications response efforts and providing communications.
- Information and Geographic Services provides telecommunications, network, and cable TV support to the City departments, City EOC, Joint Information Center (JIC), and department recovery teams.
- The City's Communications Manager / PIO coordinates the City's public information releases.
- The PIO sets up and staffs the Joint Information Center (JIC).
- The Police Department maintains the City EOC, and the coordination of City communications systems for warning the public in an emergency.
- The City coordinates the use of the Emergency Alert System (EAS) through the King County Sheriff's Office. The City EOC can activate the local Emergency Alert System (EAS) plan through a Local Relay Network (LRN) that allows the local broadcast media to receive and disseminate the message if they so choose. The State EOC can activate the Emergency Alert System (EAS) either statewide or regionally through the State Relay Network (SRN).
- If a warning or alert that affects Mercer Island comes into the City via any of these means, a notification alert to City officials and department heads will commence.
- The City's dispatching is NORCOM PSAP for Police and Eastside Fire & Rescue.
- When the EOC is activated, a Phone Bank is implemented to receive calls from residents within the City.
- Alternate communication methods include 800 MHz, conventional radio UHF, MIRO amateur (HAM) radio, CEMNET radio, and MIHS Radio Station 88.9 FM, regular telephones, cellular telephones, facsimiles, satellite telephones, satellite internet, Alert King County - Code Red, e-mail, and social media; sites such as City accounts on Twitter, Facebook, and NextDoor; posters and A-Frame signage; utilization of public-address systems including megaphones in Police cars and City vehicles; and door-to-door neighborhood canvassing.
- Use of universal symbols/Unicode emojis to convey messages without words.
- Leveraging community-based social networks, which may include word of mouth, email, social media, and other means of informal information sharing by the public.

- Utilizing interpreters/translators to provide messaging that can be understood by significant segments of the population with limited English proficiency.

## PROCEDURES

1. Incident Command procedures are dictated by the National Incident Management System (NIMS).
2. Procedures detailing responsibility for and operation of emergency communications equipment are in the City of Mercer Island EOC procedures, maintained separately.
3. Procedures detailing the activation of warning systems are found in the City of Mercer Island EOC procedures, maintained separately.
4. Mercer Island Radio Operators (MIRO). MIRO is comprised of amateur radio operators/equipment of Amateur Radio Emergency Services (ARES) – two-way radio via ham frequency bands – and serves as a "tertiary" back-up communications system for direction, control, alert and warning, and coordination. Systems that can be employed by MIRO are (1) VHF two-meter repeater, (2) UHF cross-band repeater, (3) VHF two-meter simplex, and (4) UHF 440 repeater. See Appendix 3 of this ESF and the MIRO Plan 2004. Amateur radio support, RACES, is also established and available at the State EOC. See the State of Washington, Radio Amateur Civil Emergency Services (RACES) Plan, WA State CEMP ESF 2, Appendix 1.
5. Emergency Alert System (EAS). This system provides emergency information to the public via local radio and television stations. It may be activated as primary by contacting the KCSO, then as secondary, the State EOC. See the State of Washington CEMP, ESF 2.
6. Comprehensive Emergency Management Network (CEMNET). Serves as the "primary" back-up communications system for direction and control of emergency operations statewide. CEMNET is a low band VHF system employing twelve (12) remote mountaintop base stations. The 12 stations are operated and controlled at/by the State EOC through the Washington State Patrol microwave radio system. Channel assignment for Mercer Island is F1 - 45.20 MHz. See the State of Washington CEMP, ESF 2, Appendix 1, Tab B. MIRO supports and operates this radio system.
7. National Warning System (NAWAS). The federal portion of the Civil Defense Warning System, used for the dissemination of warnings and other emergency information from FEMA or Regional Warning Centers, to Warning Points in each state. Also used by the State Warning Points to disseminate information to local Primary Warning Points. Provides warning information to the City, local jurisdictions, and the State concerning severe weather, earthquakes, flooding, and other activities affecting public safety. See the State of Washington CEMP, ESF 2.
8. When an alert or warning is received via the Emergency Manager, notification will be made to appropriate staff.

## MITIGATION ACTIVITIES

1. Establish a mitigation program for all City computer and communications systems to protect them from the effects of an emergency or disaster. Included in this program will be the seismic protection of all essential City computer and communications systems.
2. Explore new technologies designed to improve the reliability of communication systems.
3. Establish a mitigation program for all radio and wireless communications systems to protect them from the effects of an emergency or disaster.
4. Explore new technologies designed to improve the reliability of radio and wireless communication systems.
5. The EOC is equipped with an emergency generator.
6. Extra radio batteries are rotated and kept charged.
7. The generator is capable of supplying power to vital services and is tested regularly. Fuel on hand is approximately 60 hours of diesel and oil. The Public Works Department will refuel as needed or upon request.
8. Since 2020, City staff have successfully worked remotely and could continue to do so as telecommunications are available. There is a contingency plan for staff to also work off-site.

## PREPAREDNESS ACTIVITIES

1. The Police Department is responsible for the overall direction and control of communications related to the E-911 and 800 MHz radio system during a disaster or emergency situation. The City's internal EOC frequency will be on the City 2 talk group. When conditions warrant, the EOC talk groups will be activated.
2. The Information and Geographic Services Team, within the Administrative Services Department, subscribes to the Government Emergency Telecommunications Service (GETS), which is offered by the Department of Homeland Security, Office of Emergency Communications, to meet national security and emergency preparedness requirements by Federal, State, and local government and other authorized users. GETS provides emergency access and specialized processing in local and long-distance telephone networks through a simple dialing plan and personal identification number. Subscriber cards (with instructions) are issued to EOC team members and select staff, and are available for use by members of the City's emergency management organization through those cardholders.
3. City Departments will maintain 800 MHz radios and batteries: Community Planning and Development (4), Recreation Division (1), Public Works (4), Police Department (6), and Youth and Family Services (1).

4. Mercer Island Emergency Volunteers will coordinate drills and exercises to test the capabilities of the MIRO volunteer radio nets and CEMNET checks.
5. Pre-stage relevant emergency messages and/or maps for the automated emergency notification system.
6. Maintain a resource list of translation/interpreter services.

## RESPONSE ACTIVITIES

1. The EAS provides emergency information to the public via local radio and television stations. Police and Eastside Fire & Rescue will coordinate activation. It may be activated as primary through the KCSO, then as secondary, the State EOC. See the State of Washington CEMP, ESF 2.
2. Notification of residents regarding emergency information and instructions may be handled through the EAS, MIHS Radio Station 88.9 FM, door-to-door by uniformed City personnel, mobile public-address systems in patrol cars, or any other means available to the command agency at the time.
3. The Public Information Officer (PIO) from the Administrative Services Department and Police Department can send emergency public safety information through conventional methods such as e-mail, social media channels, King County Alert – Code Red and broadcast fax to local media broadcasters. Once the initial warning is sent, the task of keeping the public informed of actions to take, to prevent injury or personal loss, lies with the PIO.
4. The National Warning System (NAWAS) is the primary system utilized by the Federal Government to disseminate warning information. Warnings received over NAWAS are received at the King County ECC Warning Point, which, in turn, disseminates the warning to local warning points. Alerts and warnings for the City are received at the Office of Emergency Management, who in turn notifies local emergency personnel, staff and the public.
5. Weather advisories, watches, alerts and warnings are provided via teletype by the National Weather Service (NWS) and via email from rping.org. Messages will be monitored on a 24-hour basis and determined when to notify appropriate City personnel. The NWS Seattle Office is also capable of sending civil emergency notices to their network of weather radios at the request of local, public safety officials. The newer generation weather radios are self-activated when warnings are initiated.
6. The Emergency Manager will be notified in the event the EOC is to be activated.
7. The Information and Geographic Services Team will coordinate repair and restoration of telecommunications infrastructure in case of partial or total loss of local services.
8. MIRO volunteer radio nets may be activated as necessary to supplement the City's radio system capabilities by local amateur radio operators. The Incident Command (IC) or EOC can activate the MIRO amateur radio operators when requested. MIRO will also be contacting the City and offering their emergency communication services.

9. Update and publish information to the emergency information web page if the necessary systems are accessible and operational.
10. Work together with the other City departments to develop content of warning messages.
11. Coordinate the communication strategy for reaching significant segments of the population with limited English proficiency.

### RECOVERY ACTIVITIES

1. Primary and alternate alert and warning systems will be used to coordinate recovery activities.
2. Conduct damage assessments of department facilities and equipment, and initiate repairs and mitigation activities.
3. Activated telecommunications and information systems will continue to support recovery operations, as required.
4. Restore telecommunications and information system facilities and systems not used in response activities until full services are available to the City.
5. Contribute to the Damage Survey Reports (DSRs) required by the state for the Public Assistance Program.
6. Departments will return to normal activities when resources are no longer needed to support recovery activities, and when normal systems and facilities are restored.
7. Contribute information to the After-Action Report (AAR).

## RESPONSIBILITIES

### PRIMARY DEPARTMENTS

**Police and Eastside Fire & Rescue (EF&R)**

- Directs emergency communications support activities of the City.
- Maintains continuous preparedness and response communication capabilities through the contracted Public Safety Answering Point (PSAP), known locally as the Communications Centers (911), and other methods.
- The EOC, Police, and EF&R have priority systems that must be supported and/or restored.
- Advises EOC on status and capability of emergency communications system.
- Arranges additional communications capabilities when necessary.
- Establishes restoration priorities for emergency telephone and radio systems in conjunction with IGS.
- Activates MIRO volunteer amateur radio emergency communication networks when necessary.

- Recommends relocation or redistribution of radio resources used by City departments as necessary to most effectively maintain adequate communications in emergency situations.
- Disseminates alert and warning information received through EAS, the NWS and ACCESS, to directors and staff in accordance with the situation.
- Maintains coordination with the EAS and MIRO (ARES/RACES systems).

**Information and Geographic Services**

- Overall responsibility for planning and coordinating the Information and Geographic Services program within the City.
- Coordinates repair and restoration of telephone and/or computer systems. Priority order for telecommunication restoration activities:
  - City and MICEC Networks
  - Internet Connectivity (City: KC INET, Comcast) (MICEC: Comcast, Starlink Satellite)
  - EOC Operations at MICEC
  - Police and Public Works servers and applications
  - City Manager, City Attorney, Administrative Services servers and applications
  - Finance, Community Planning and Development, Youth and Family Services servers and applications
  - All other department/City servers and applications
- Secures equipment to mitigate against damage or failure.
- Coordinates use and distribution of loaned cell phones during disasters.
- Assists the Emergency Manager with the City's subscription to the Government Emergency Telecommunication Service (GETS), as needed and requested.

## SUPPORT DEPARTMENTS - ALL

- Provides telecommunications and information system staff and system/equipment assistance, as available and in accordance with the department's primary mission.
- Provides internal telecommunications and information system support to the City and to return the City to its day-to-day activities following an emergency or disaster.
- Assures that communications systems can be utilized from or to the EOC and mobile facilities.
- Maintains operation of radio equipment owned or used by the City including any contract agreements.
- Trains personnel in proper radio protocol, including limiting communications during emergencies, and yielding to Departmental Command Center communications.

## RESOURCE REQUIREMENTS

The City and other supporting organizations should develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified in this ESF. At a minimum, all departments should expect to sustain immediate operations for seven (7) days and have other resources programmed for use up to fourteen (14) days.

## REFERENCES

- CEMP Base Plan
- City of Mercer Island EOC Manual.
- 2020 Regional Hazard Mitigation Plan
- State of Washington, Radio Amateur Civil Emergency Services (Races) Plan, July 2021 with changes.
- King County Regional Coordination Framework (RCF).
- State of Washington CEMP, ESF 2.
- State of Washington, Chapter 38.52 RCW.
- State of Washington, Information Services Board, Department of Information Services, Information and Technology Policy Manual.
- Federal Response Plan, ESF 2.
- Civil Preparedness Guide (CPG) 1-14: Principles of Warning and Criteria Governing Eligibility at National Warning System (NAWAS) Terminals.
- Civil Preparedness Guide (CPG) 1-16, titled: National Warning System Operations.

## DEFINITIONS AND ACRONYMS

**Access and functional needs (AFN)** – People who may have specific needs related to the emergency incident. In the context of this ESF, this includes those members of community who may be blind, visually impaired, deaf, have experienced hearing loss or may have other disabilities.

**CEMNET** – Comprehensive Emergency Management Network

**EAS** – Emergency Alert System

**GETS** – Government Emergency Telecommunication Service

**Limited English Proficiency (LEP**) – Language groups who self-identify as not speaking English very well.

**NAWAS** – National Warning System

**NSEP** – National Security Emergency Preparedness

**PSAP** – Accessible Radio Nets

**SIGNIFICANT SEGMENT OF THE POPULATION –** Five (5) percent of the total population of the City of Mercer Island, or 1,000 persons, whichever is smaller.

**TSP** – Telecommunications Service Priority

**See CEMP Base Plan, Appendices 1 and 2 for full list of definitions and acronyms.**

# APPENDIX 1

## EMERGENCY ALERT SYSTEM (EAS)

### SCOPE

This plan provides guidelines for activating the EAS in the Central Puget Sound Region, which includes the counties of Island, Jefferson (east portion), Kitsap, Snohomish, King, and Pierce.

### POLICY

It is the policy of all participating agencies to activate the EAS in order to alert and warn residents of life-threatening emergencies. The EAS will be utilized only when time limitations or incident severity prohibits information distribution to the media by normal channels. Further instructions and information to the public will be disseminated to the media by the originating agency or by the affected jurisdictions using normal channels.

### CONCEPT OF OPERATIONS

The decision to activate the EAS for weather-related incidents will generally be the responsibility of the National Weather Service (NWS). For localized non-weather-related incidents, the affected county will be the designated authority for activating the EAS. Within each county, specified jurisdictions may be authorized to activate EAS as identified by local plans.

If an event has a regional impact that affects more than one county, the county where the incident originated will coordinate all EAS messages. If the incident begins in one county and then moves to another county, either of those jurisdictions may initiate an EAS message but the message should be coordinated by both agencies. Should an incident affect more than two counties in the Central Puget Sound Region, requests for EAS activation will be coordinated with Washington State Emergency Management. In cases where multiple jurisdictions are affected, one EAS message should be sent that provides guidance to all populations affected by the incident.

### Request for Activation

1. When the Emergency Manager or highest-ranking official at the scene of an incident determines that an EAS message must be initiated to save lives, they will contact the authorized individual from their jurisdiction who has authority to request activation of EAS. The Police Department is responsible and will coordinate with the City Emergency Manager who will contact the KCSO as the authorized EAS agency. If the local EAS activation KCSO, or alternate (if designated in local plans), cannot be contacted, EAS activation may be requested through Washington State EMD.
2. It is the responsibility of the agency initiating the EAS message to confirm the incident with a reliable source (dispatch center or Emergency Manager). If the City EOC is

activated, the Emergency Manager approves and coordinates with the City PIO to implement. Many broadcast stations will automatically air all EAS messages and have no mechanism to confirm or edit information. It is critical that the agency sending the alert authenticates the information before transmission to broadcasters.

3. It is recognized that emergency situations that require the use of EAS are time critical and public notification must be done immediately, however, the EAS message must be clear and provide direction. Messages must include the following information:
   - The name and title of the person delivering the message
   - What will happen, when it will happen, and where it will happen
   - Geographic area affected (if multiple jurisdictions affected, include all)
   - Emergency protection measures for the public including, as the situation warrants:
     - Public health protection
     - Sheltering-in-place details
     - Mass care shelter location information
     - Areas to be evacuated, specify desirable transportation routes and/or direction of travel for evacuees
     - Food and water notices
   - Reassurance that officials are addressing the incident
   - A statement encouraging people to avoid using telephone systems for the first few hours except for life-threatening emergencies
   - Advise the public to listen to local news radio stations for more emergency information. MIHS Radio 88.9 FM will provide specific Mercer Island Information.
   - Information and details about available survivor assistance provided by the City as well as public and private organizations, as applicable, including:
     - Shelter locations
     - Available medical care
     - Debris management and collection
     - Financial and/or other public assistance
4. The PIO will identify a point of contact that is currently available for questions from the media. Personnel will also be available to handle inquiries from the public or other agencies. It might be appropriate to establish a Joint Information Center (JIC) for media inquiries and open the Customer Service Call Center to address inquiries from the public.

**Notification of Affected Agencies**

Notification of affected jurisdictions and government officials will occur simultaneously with the sending of the EAS message whenever possible. There will be times when warning the public is time critical and the EAS message will be sent before other notifications are made. In addition to affected jurisdictions, notification includes Washington State Emergency Management. A request will be made for Washington State Emergency Management to notify other counties to advise of the activation of EAS. The method of notification may include, but is not limited to, telephones, radios, computers, ACCESS, and NAWAS.

# APPENDIX 2

## CITY OF MERCER ISLAND COMMUNICATIONS CHART

Purpose: Identifies methods of communication between personnel with designated tasks and the EOC. Specific personnel will be assigned to work in the EOC as available or will be on-call. It is important that the City establish more than one method of communication with field personnel who are checking systems, in case the primary method fails. The chart below shows methods of contacting the EOC. Note: MISD UHF and City UHF are not compatible systems.

**EOC COMMUNICATIONS - DO NOT PUBLISH**

| Method | #, talk group, freq. | Comments |
|---|---|---|
| Phone - Police | NORCOM<br>911 or 425-577-5656 | MI Police Sergeant: 206-999-2621 |
| Phone – Eastside Fire & Rescue | NORCOM<br>425-577-5656<br>FAX: 425-452-7873 | Public#: Station 91<br>206-275-7607<br>EF&R Business Line: 425-313-3200 |
| Phone – City Main Line | 206-275-7600 | Direct to EOC, when EOC activated.<br>Do not use individual staff #'s/ voice mail. It could be days before they are checked.<br>If power available, numbers as usual. |
| FAX Alternate: | 206-275-7941 Police<br>206-275-7663 City. Mgr. | |

| Method | #, talk group, freq. | Comments |
|---|---|---|
| Conventional Radio | UHF Emer. Ops. Repeater<br>458.325mhz<br>(Mobile Xmit Freq.)<br>453.325mhz (Mobile Rcv Freq.)<br>PL 141.3hz<br>UHF Maint. Dept. Repeater<br>458.250mhz<br>(Mobile Xmit Freq.)<br>453.250mhz (Mobile Rcv Freq.)<br>PL 141.3hz<br>VHF Simplex<br>154.190mhz (PL 103.5hz) | City of Mercer Island Emergency Operations.<br>Monitored by EOC when activated.<br><br><br><br>Public Works Department Frequencies<br><br><br><br><br>Mercer Island Fire Conventional Frequency |
| MISD: Mercer Island School District<br><br>(See Emergency Contact info for MISD – Pink Book) | UHF Repeater<br>468.375mhz<br>(Mobile Xmit Freq.)<br>463.375mhz (Mobile Rcv Freq.)<br>PL DPL .032<br>800 MHz (4)<br>KIMH (88.9 FM) | School District repeater frequency used for transportation and school Emergency OPS.<br>(MISD cannot talk to City via UHF, Fire can talk to MISD)<br>4 programmed<br>MISD Radio KIMH 24/7 – on air for public broadcast, TBA; 230-6329 |
| Amateur Radio MIRO | 147.160 MHz Simplex VHF Repeater, +0.6 MHz offset, with a CTCSS tone of 146.2 Hz<br>Alt: 147.440 Simplex VHF | Monitored when HAM EOC is activated |
| Low Band | CEMNET<br>45.20 (Channel 1) | Hailing to State EOC, State talk group, monitored when EOC open, by HAMS. |
| Emergency Manager | Amanda.Keverkamp@mercerisland.gov<br>206-275-7905 | Amanda Keverkamp, Emergency Manager<br>Primary Internet address to the EOC when open (server based) |

# APPENDIX 3

## MERCER ISLAND RADIO OPERATORS (MIRO)

**Mercer Island Radio Operators** (**MIRO)** is a group of amateur radio operators who volunteer to provide emergency communication support for Mercer Island Emergency Management in case of a disaster. Amateur Radio Operators (aka Hams) are licensed by the Federal Communications Commission (FCC). MIRO was founded in 1993 under the name Mercer Island Amateur Radio Emergency Net. Currently 45 members actively participate in monthly meetings, the Mercer Island Emergency Net, and other drill and public service activities. There are 76 Hams on the MIRO roster with members living in most Island neighborhoods.

MIRO members volunteer under the authority of the Mercer Island Emergency Management, administered by the Emergency Manager. MIRO members are registered Emergency Workers specializing in Emergency Communications, pursuant to WAC 118-04-080. The group is also loosely affiliated with the Amateur Radio Emergency Service (ARES) of King County.

MIRO conducts a practice on-the-air Mercer Island Emergency Net on the second Thursday of every month at 7:00 PM Pacific Time on the 2-meter repeater (see below). All licensed amateur radio operators are invited to check in on the Net. A monthly meeting of the group is held on the third Thursday of every month at 7:00 PM at the Mercer Island LDS Church. All interested Mercer Island residents are welcome to attend.

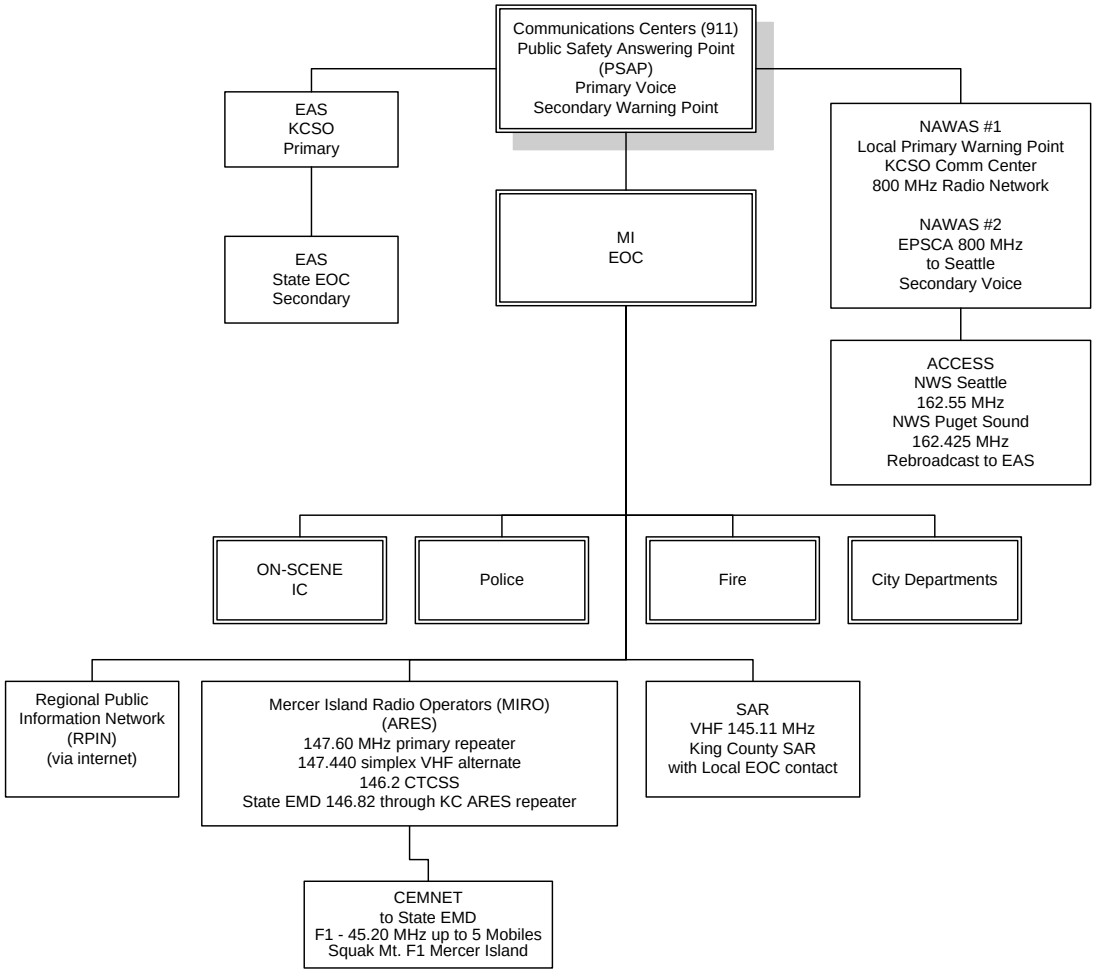
Besides member-owned radio equipment, MIRO volunteers maintain a digital infrastructure using the Winlink 2000 system for transmission of e-mail messages. In addition, dedicated installations for emergency communications are maintained at the following locations:

- Emergency Operations Center (EOC). Located at the Mercer Island Community and Event Center, the EOC facility provides both voice and digital communications to provide message handling for City officials. This facility provides communications at the island-wide, county and state level.
- Fire Stations. Voice amateur radio transceivers are installed at each of the two Mercer Island fire stations (FS 91 and 92).
- Water Reservoir. MIRO operates two repeater installations at this facility to provide island-wide communications:
    - 2-meter band. 147.160 MHz, + offset, CTCSS tone 146.2 Hz.
    - 70-centimeter band. 440.150 MHz, + offset, CTCSS tone 103.5 Hz.

Under the Mercer Island Emergency Volunteer plan, MIRO assigns volunteer members to staff the EOC and other communications facilities and to act as communicators for the various Mercer Island Emergency Volunteer teams during times of emergency. Persons seeking additional information or who would like to participate can learn more at https://miro.cmivolunteers.org.

# APPENDIX 4

## COMMUNICATIONS AND WARNING CHART



# APPENDIX 5

## LIMITED ENGLISH PROFICIENCY COMMUNICATIONS RESOURCES

Federal LEP Resources

www.LEP.gov – This website of the U.S. Department of Justice Civil Rights Division is a clearinghouse for a wide range of LEP-related resources for federal agencies, recipients of federal funds, users of federal programs and federally assisted programs. Included on this website are LEP guidance for recipients of federal funding (look for your primary funding agency), links to demographic data, federal agency LEP plans, and more.

- Title VI of the Civil Rights Act of 1964, 42 USC 2000d et. seq.
  - https://www.justice.gov/crt/fcs/TitleVI
- Presidential Executive Order 13166, *Improving Access to Services for Persons with Limited English Proficiency*, August 11, 2001.
  - https://www.gpo.gov/fdsys/pkg/FR-2000-08-16/pdf/00-20938.pdf
- Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 93-288, as amended, 42 USC 5151, July 22, 2024.
  - http://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title42-section5151&num=0&edition=prelim
- U.S. Department of Homeland Security Title VI regulations against national origin discrimination, 6 CFR part 21, March 6, 2003.
  - https://www.ecfr.gov/cgi-bin/text-idx?SID=ac08958ad1eeaba2855706e63fdcf796&mc=true&node=pt6.1.21&rgn=div5
- *Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons*, Department of Homeland Security, April 18, 2011.
  - https://www.gpo.gov/fdsys/pkg/FR-2011-04-18/pdf/2011-9336.pdf
- *Guidance to State and Local Governments and Other Federally Assisted Recipients Engaged in Emergency Preparedness, Response, Mitigation, and Recovery Activities on Compliance with Title VI of the Civil Rights Act of 1964*, U.S. Departments of Justice, Homeland Security, Housing and Urban Development, Health and Human Services, and Transportation, June 14, 2023.
  - https://www.justice.gov/crt/fcs/EmergenciesGuidance
- *Tips and Tools for Reaching Limited English Proficient Communities in Emergency Preparedness, Response, and Recovery*, U.S. Department of Justice, Civil Rights Division, August 2016.
  - https://www.justice.gov/crt/file/885391/download
- *I Speak language identification cards, US Census Bureau*
  - https://www.lep.gov/ISpeakCards2004.pdf

State LEP Resources

- Washington Law Against Discrimination, RCW 49.60

- http://app.leg.wa.gov/RCW/default.aspx?cite=49.60
- Washington State Civil Rights Act, RCW 49.60.400
  - http://app.leg.wa.gov/RCW/default.aspx?cite=49.60.400
- Governor Executive Order 17-01, *Reaffirming Washington's Commitment to Tolerance, Diversity and Inclusiveness*, February 23, 2017
  - http://governor.wa.gov/sites/default/files/exe_order/eo_17-01.pdf
- SSB 5046 – *Emergency Notices – Limited English Proficient Populations*, Chapter 312, 2017 Laws
  - http://lawfilesext.leg.wa.gov/biennium/2017-18/Pdf/Bills/Session%20Laws/Senate/5046-S.SL.pdf#page=1

Data sources for locations of LEP populations:

**Note**: Make sure to read disclaimers provided for the data so you know the origin of the data and its limitations. And, make sure to document which data source(s) are used to make decisions on languages into which emergency public information is translated.

- State Office of Financial Management (languages spoken by county; August 2022)
  - http://ofm.wa.gov/pop/subject/default.asp.
- Modern Language Association (languages spoken by county, available from the language map)
  - https://apps.mla.org/map_data.
- State Department of Health's Washington Tracking Network health information portal (LEP data by county and census tract, by number of people and percentage of population)
  - https://fortress.wa.gov/doh/wtn/WTNPortal/#!q0=1085.
- State Commission on Asian Pacific American Affairs (county data on Asian and Pacific Islander populations), 2020 census data.
  https://capaa.wa.gov/population-data
- Local health departments / districts that serve LEP populations
  - http://www.doh.wa.gov/AboutUs/PublicHealthSystem/LocalHealthJurisdictions.
- U.S. Environmental Protection Agency Environmental Justice Screening Tool (demographic indicators)
  - https://www.epa.gov/ejscreen.

Translation and Interpretation Service Providers:

Translation services are for the written word. Interpretation services are for the spoken word.

- Vendors available through State Master Contracts (fee involved).
  Any jurisdiction which has signed a no-cost Master State Usage Agreement with the State Department of Enterprise Services (DES) can use the master contracts listed below. The benefit of using a master contract is that vendors already have been vetted and their pricing structure approved through a request for proposal process run by DES. Information on how to contact vendors, schedule work, and vendor invoicing are part of the master contract documents.

- *Written translation services – Contract #04218*.
  https://apps.des.wa.gov/DESContracts/Home/ContractSummary/04218.
  Category 4: General Use. Note – Not all vendors provide service after normal business hours (M-F, 8a-5p); those that do may require additional set up in advance. Contact vendors for additional information.
  Category 6: Translations for Emergency and Urgent Situations.
- *In-person interpretation services – Contract #18222*.
  https://apps.des.wa.gov/DESContracts/Home/ContractSummary/18222
- *Sign-language interpretation – Contract #03919*.
  https://apps.des.wa.gov/DESContracts/Home/ContractSummary/03919
- *Sign language interpreter services – Contract #02120*, referral agencies:
  https://apps.des.wa.gov/DESContracts/Home/ContractSummary/02120

· DSHS list of *Certified/Authorized Interpreters and Translators* (fee involved)
- https://fortress.wa.gov/dshs/dshsltc/MyReports/Search.aspx
  Contact individual translator / interpreter on availability after normal business hours.

· *Washington State Courts Interpreter Program* (fee involved)
- http://www.courts.wa.gov/programs_orgs/pos_interpret/
  Contact individual interpreter on availability after normal business hours.

· *Washington State Coalition for Language Access*
- https://apps.wascla.org/directory/ (fee involved).
  Contact individual translator / interpreter on availability after normal business hours.

· City of Mercer Island Contract with LanguageLine Solutions phone interpretation services
- https://www.languageline.com/interpreting/on-demand/over-the-phone

State Comprehensive Emergency Management Plan's LEP Communications Plan
This plan is used to develop strategies to communicate with LEP communities during state emergency response and disaster recovery operations.
https://mil.wa.gov/asset/610b08d52115a
A template for a local LEP communications plan is available here:
CEMP -LEP Appendix - TEMPLATE v.5



# EMERGENCY SUPPORT FUNCTION 3
# PUBLIC WORKS AND ENGINEERING

**PRIMARY DEPARTMENT:** Public Works
**SUPPORT DEPARTMENTS:** Community Planning and Development (CPD)
Mercer Island Emergency Volunteers
King County Emergency Coordination Center
Washington State EOC
Washington State Department of Transportation
Puget Sound Energy
Washington State Department of Ecology
Environmental Protection Agency
Army Corps of Engineers

## INTRODUCTION

### PURPOSE

The purpose of Emergency Support Function (ESF) 3 is twofold:

- To provide Public Works and engineering support to assist the City of Mercer Island in meeting needs related to response and recovery, and;
- To provide for the restoration or demolition of unsafe structures, debris and wreckage clearance, temporary repair of essential facilities, restoration and repair of utilities, and the inspection of facilities for structural conditions and safety. ESF 3 includes emergency activities for solid waste, wastewater treatment, water supply (including potable water and ice), and surface water management. Refer to Appendix 7 - Mercer Island Debris Management Plan.

### SCOPE

The Public Works Department is designated as lead department for coordinating all Public Works activities within the City of Mercer Island. Support includes:

- Technical advice and evaluations.
- Engineering services.
- Construction management and inspection.
- Emergency contracting.
- Emergency repair of water, sewer, and stormwater facilities.
- Provision of potable water.
- Provision of emergency power.

Activities within the scope include:

- Participation in mitigation and preparedness activities.
- Participation in needs and damage assessment immediately following an event.
- Emergency clearance of debris to allow for reconnaissance and rapid assessment of the damaged areas and passage of emergency personnel and equipment for lifesaving, life protection, and health and safety purposes during response activities.
- Removal of debris from public streets and roads.
- Temporary repair or replacement of emergency access routes. Routes include damaged streets, roads, bridges, waterways, and any other facilities necessary for passage of rescue personnel.
- Emergency restoration of critical public facilities including temporary restoration of water supply, pumping, and sewer systems.
- Emergency demolition or stabilization of damaged structures and facilities. These damaged structures are designated by the City as immediate hazards to the public health and safety, or as necessary to facilitate the accomplishment of life saving operations.
- Emergency contracting to support public health, water quality and safety.
- Assisting in the preparation of status reports or situation reports (SitReps), Preliminary Damage Assessments (PDAs), and other documents as required.
- Supporting other ESFs as outlined in the City of Mercer Island Comprehensive Emergency Management Plan (CEMP).

## POLICIES

The City of Mercer Island provides public works services to lands, facilities and utilities under the City's jurisdiction. Response to private property problems is done when a City facility, such as a culvert, is causing the problem or when life or public health is threatened. Response outside of the City is facilitated through the City EOC, King County ECC, and/or mutual aid, on a case-by-case assessment.

Emergency response actions include steps to minimize or eliminate risk to endangered species covered under the Endangered Species Act Section 7 or their habitat to the greatest extent possible.

Emergency related projects may require an environmental review or permit before final project approval.

The Public Works and engineering activities shall be done in coordination with all departments and agencies having supporting roles and authority within the City to provide these related services.

Regulations shall be adhered to including:

- All applicable provisions of Mercer Island City Code.

- All model codes and related standards adopted by the Mercer Island City Code, as amended by the City of Mercer Island.
- RCW 43.155.065 Emergency public works projects, and
- Other applicable codes and policies.

The Public Works Department may advise other public or private utilities operating in the City of state or federal restrictions, or any emergency restrictions or operating policies established by City government, and may also coordinate with the Emergency Resources Management Organization if activated by the Governor.

Permitting fees and normal inspection procedures will remain in effect following a disaster unless otherwise directed by the City Council.

The CPD is responsible for initial inspection of its City-owned facilities or to those agencies where there are contractual agreements to manage facilities.

# SITUATION

## EMERGENCY/DISASTER CONDITIONS AND HAZARDS

- An emergency or disaster may cause unprecedented property damage. Structures may be destroyed or severely weakened. Homes, public buildings, bridges, and other facilities may have to be reinforced or demolished to ensure safety. Debris may make streets and highways impassable. Public utilities may be damaged and be partially or totally inoperable.
- A large event may affect the lives of many response personnel and prevent them from performing their prescribed emergency duties. Similarly, equipment in the immediate area of impact may be damaged or inaccessible.
- Sufficient local resources may not be available to meet emergency requirements. Mutual aid, King County Regional Disaster Plan (RDP), state and federal assistance may be required to identify and deploy resources from outside the affected area to ensure a timely, efficient, and effective response and recovery from the event.
- Refer to the current Regional Hazard Mitigation Plan.

## PLANNING ASSUMPTIONS

- All local Mercer Island resources will be utilized before other external resources are requested.
- Access to the event area is dependent upon the establishment of ground, air, and water routes. Activities related to emergency road repairs and closures, debris, snow, and ice clearance are addressed in ESF 1 Transportation. Rapid assessment of the incident area is made to determine critical response issues and emergency response priorities. Response is coordinated through the City EOC. Information is gathered, compiled, and emergency assistance is coordinated at the City EOC.
- Debris clearance and emergency road repairs will be given priority to support immediate lifesaving emergency response activities.

- Rapid damage assessment of the event area will be made to determine critical response time and potential workload.
- Emergency environmental waivers and legal authority may be granted by the state to dispose of materials from debris clearance and demolition activities. The City of Mercer Island will obtain the required waivers and clearances if and when applicable.
- Significant numbers of personnel with engineering and construction skills and construction equipment will be available from outside the event area but not necessarily available within the first three days or longer.
- Support departments will perform tasks under their Departmental standard operating guidelines (SOGs) or operational plans as applicable, in addition to tasking received under the authority of the City CEMP and other applicable documents.
- Previously inspected structures will require re-evaluation if after-shocks occur following an earthquake.
- Refer to the current Regional Hazard Mitigation Plan
- Normal means of communication may not be available and repairs to communication networks could take days, weeks, or months. In those situations, non-traditional means of communication are established and used.
- Critical City facilities are self-sufficient for at least seven days. Because government agencies may be overwhelmed by a disaster, on duty employees may be on their own for the first hours or even days after an event. The City will support the efforts of employees to communicate with their families and return home as needed. City departments will perform tasks under their own authorities as applicable, in addition to tasks received under the authority of this Plan.
- Basic needs such as water, wastewater, refrigeration, and emergency electrical power may be not be available with the loss of public services. ESF 3 is responsible for facilitating communication and coordination of emergency temporary restoration of these services.
- There may be a lack of resources, or the ability to obtain resources, and the City's emergency services could be impaired.

Environmental reviews may be necessary. Compliance issues may arise with environmental rules and regulations administered by local government and federal agencies. City authorities and private organizations are responsible for obtaining required waivers and clearances.

## CONCEPT OF OPERATIONS & RESPONSIBILITIES

### GENERAL

- Public Works and CPD will actively support response and recovery activities.
- Close coordination, using Incident Command System (ICS), will be maintained with all departments to determine potential tasks.

- The priority of tasks will be determined by the Emergency Operations Center (EOC) team.
- The ESF 3 will coordinate with and provide damage information to ESF 5, Information Analysis and Planning for overall damage assessment.

## ORGANIZATION

- Public Works and CPD are responsible for the coordination of this ESF.
- Public Works is responsible for providing maintenance and engineering assistance, as resources allow, to meet City needs related to emergencies and disasters.
- Coordination will be implemented by using the Incident Command System (ICS) with ESF 3 functionally integrated.

## PROCEDURES

- When the immediate life safety needs of the employees are met, personnel will assess the department to determine what resources are needed, and the department operational status. An initial status report will be sent to the City EOC concerning the status of employees, equipment, resources, and facilities.
- Rapid Damage Assessments plus Preliminary Damage Assessments (PDAs) will be a priority. Emergency repairs of City owned facilities and structures will follow. Repairs will be based upon critical needs as determined by the EOC, or as follows:
  - Buildings that house critical response units or staff.
  - Roads, streets or bridges that act as main evacuation routes.
  - Public facilities that serve or may need to serve as shelters.
  - Facilities providing essential services to the public (water, sewer, etc.).
  - Facilities used or needed to provide for emergency public information.
  - Debris clearance on City right-of-way.
- Command Centers and Field Command Posts may be established for the coordination of field operations.
- The Command Center Commanders shall provide regular status reports and provide timely reports regarding emergency public information to the EOC.
- Co-location of field command posts will be the preferred method of field operations when multiple departments/agencies have field command posts established.
- Communications between the Command Center Commanders and the EOC shall be through established channels.

## MITIGATION ACTIVITIES

### Primary Department – Public Works

- Implement hazard mitigation in the development of policy and the design and construction of City facilities, including water and sewer facilities and structures. This mitigation program will include the designation of methods to support emergency power sources for City wells, sewer pumping stations, water booster pump stations, and fuel supplies necessary to operations.
- Mitigate emergencies and disasters through engineering, building and land use codes, and inspections of buildings and structures.
- Identify opportunities to lessen the effects of future emergencies or disasters and make them known to all City departments or other organizations that could be impacted.
- Provide staff preparedness training that focuses on the office, home, and family, and vehicles, for emergencies or disasters.
- Identify and mitigate the effects of hazards at home and in the work place to minimize damage, injury, and disruption following an event.
- Ensure that field personnel have proper protection and equipment available in advance of an event.

## PREPAREDNESS ACTIVITIES

### General Activities

Ensure personnel and equipment are protected from the effects of disasters by:

- Staff and resources performing the functions of data collection and reporting, information analysis, damage assessment, and development of emergency proclamations, as needed.
- Staff generating the appropriate reports forwarded to the City EOC as required.
- Leadership staff developing Incident Action Plans (IAP) based on operational objectives.
- Staff participating in planning activities throughout the year as well as exercises at least yearly.

### Primary Department – Public Works

- Develops policies and procedures for emergency response and recovery personnel deployment and communications activities.
- Maintains liaison with county and state support agencies.
- Trains engineering staff in emergency procedures.
- Trains staff for Post-Earthquake Safety Evaluation of Buildings (ATC-20 training).
- Utilizes an electronic roster of architects, engineers, and contractors, and an

inventory of equipment and supplies that can provide support during emergencies or disasters.

- Develops, maintains, and distributes a phone notification list and communications process for rapid contact of key department and support personnel.
- Conducts periodic training and exercises and participates in citywide drills and exercises.

**Support Departments – All**

Takes actions necessary to ensure their staff are prepared to accomplish internal agency response and recovery activities for ESF 3, PDAs, and status reports.

## RESPONSE ACTIVITIES

**Primary Department – Public Works**

- Provide personnel for PDAs and execute initial damage estimates on City public utility facilities, roads, buildings, and other City owned facilities as a member of the PDA Team, as resources permit.
- Provide trained personnel to conduct post-earthquake safety evaluation of buildings. Coordinate with support agencies to supply requested services and resources.
- Coordinate contracts with the Finance Department of architects, engineers, contractors, and equipment suppliers to provide requested services and equipment.
- Coordinate the mobilization of personnel and equipment required for engineering services that support the transportation infrastructure.
- Conduct inspections of the City's transportation infrastructure and facilities.
- Maintain reconstruction and repairs to the City public utility facilities (water, sewer, pumping stations, and storm drains) and transportation infrastructure.
- Provide flood control, debris removal from streams and ponds, and assessment and condition reports for flood control facilities such as drainage and sanitary sewage systems.
- Designate alternate transportation routes in coordination with the Police Department.
- Coordinate with other local water and sewer connection purveyors, as appropriate, to identify and resolve issues where regional and local facility operations could affect one another.
- Provide potable water.
- Provide trucks and other heavy equipment in an emergency or disaster.
- Notify appropriate city department support groups.
- Identify support departments who may need to supply subject-matter expertise to the department.

- Establish communication with appropriate City departments and the City EOC.
- Upon detection of a water supply or wastewater incident, make an internal assessment of the situation. If it is determined that the event is of regional significance, inform the King County ECC of the situation in coordination with the City EOC.
- Maintain operations of the public water, water storage, pumping, and distribution systems.
- Maintain operations of the public sewer collection pumping systems and assist in meeting public sanitation needs and control sewage pollution to the environment.
- Coordinate with Seattle Public Utilities (SPU) and appropriate water purveyors and report to the City EOC.
- Communicate health and environmental issues to the City EOC.
- Address solid waste and debris management issues including:
  - Staging areas;
  - Mutual aid agreements;
  - Review of available resources;
  - Review of contracts already in place;
  - Requirements of regulatory agencies; monitoring data;
  - Contamination implications (i.e. biomedical, radioactive); and
  - Identifying locations/facilities that can accept contaminated waste.
  - For the complete plan, see the Debris Management Plan Appendix 7.
- Maintain passable vehicular circulation on priority routes.
- Maintain operation of fuel equipment and ensure adequate fuel supply for City owned vehicles and equipment.
- Provide damage assessment for City property, water, sewer, street, and City owned equipment.
- Provide for priority restoration of critical facilities.
- Provide information related to emergency public information through the City EOC regarding matters of public health and hazards related to damaged facilities.
- Provide for or contract for major recovery work, debris clearance, and/or services as appropriate.
- Coordinate repair operations with outside agencies as appropriate.
- Recommend emergency ingress/egress for responders, including access points to emergency responders.

**Support Departments – All**

**Community Planning and Development – Primary in Rapid Impact Survey (RIS) and damage assessment teams**

- Assures safety compliance for response and recovery activities.
- Verifies licenses of professional and technical personnel assisting in response and recovery activities.
- Executes assigned ESF 3 missions.
- Provides SitReps to the EOC.
- Provides damage assessments, ATC-20 and reports to the EOC.
- Utilizes designated support departments.

**Information and Geographic Services**

- Provide communications abilities for phone and networks.
- Provide data hardware and applications availability.

**Finance**

- Specifies and communicates funding of the emergency response and recovery activities.
- Activates emergency contracting procedures.
- Assists in contracting with architects, engineers, contractors, and equipment suppliers to provide requested services and equipment as requested.
- Maintains fiscal controls, accounting, and timekeeping for mission assignments.
- Assures there is physical and fiscal closure on response and recovery activities.

**Recreation Division**

- Tasks personnel, as necessary, to accomplish support responsibilities.
- Provides initial non-fire-related emergency or damage assessment reports on City facilities and City park property.
- Participates on ICS Teams to conduct inspections of parks and City owned facilities and lands, as well as other City facilities damaged by an emergency or disaster.

**Police Department**

- Reports EOC activation to King County ECC and the State EMD and requests a State mission number.
- Provides PDAs to KCECC.
- Coordinates with local jurisdictions and King County to maximize the use of available regional assets and identifies resources required from outside the City.
- Provides SitReps to King County ECC and the State EOC.
- Implements the Joint Information Center (JIC) if necessary.

- Executes assigned ESF 3 missions.
- Participates in the conduct of initial damage assessment estimates and reports to the EOC.
- Supplements City emergency communications.
- Supplies limited power generation.
- Provides transportation of key personnel.
- Provides security of facilities and facility property.
- Provides security, as requested.

**Emergency Manager**

- Supports the EOC.

**Police Marine Patrol**

- Investigates spills and pollution causes.
- Monitors water contamination and reports assessment to the EOC, if activated.

**Support Agencies**

**Eastside Fire & Rescue**

- Provides support in debris removal, emergency protective measures, and utility restoration when appropriate.
- Provides support in establishing on-scene command posts.
- Provides support in evacuating residents from potential landslides or environmental hazard areas as appropriate.

**King County Office of Emergency Management**

- Provide support and resource allocation for the Public Works response and recovery activities, when requested.

**Washington State Department of Transportation**

- Reconstruct, repair, and maintain the State transportation systems.
- Notify the City of Mercer Island EOC as to the status of the state transportation systems through the City of Mercer Island.
- Coordinate with the City of Mercer Island EOC on the designation of alternate transportation routes.
- Provide personnel to be part of the preliminary damage assessment (PDA) team for the City of Mercer Island transportation systems and facilities, when requested.

**Puget Sound Energy**

- Provide damage assessment evaluations to the City of Mercer Island Public Works Department and the City EOC, to include identification of outages, main breaks and their locations, and probable restoration times on the utility systems within the City of Mercer Island's jurisdiction.

**US Army Corps of Engineers, Environmental Protection Agency, and Washington State Department of Ecology**

- Provide regulatory information, technical and resource support for the City of Mercer Island Public Works Department response and recovery activities.

## RECOVERY ACTIVITIES

- All departments continue with response and recovery activities until completed.
- The specific recovery actions following an emergency or disaster will be determined by the event.
- Any requests for external agency personnel, equipment or materials should be coordinated through the KCECC as part of the King County Regional Disaster Plan activation.
- Additional resources or assistance may be obtained through contracts with private firms.
- Coordinate with private utilities/businesses responsible for electricity, natural gas, telephone, cable, and waste management through the EOC as necessary.
- Maintain operations or repairs of the public water storage, pumping, and distribution systems.
- Provide documentation of costs incurred for the disaster efforts of Public Works activities.
- Implement mitigation processes as required to support essential services.
- Resume normal working activities.
- Train personnel on new business processes, as necessary.
- Create After Action Reports (AAR) and Lessons Learned.
- Update this Plan and the department's emergency operations plan.

# RESOURCE REQUIREMENTS

- Mercer Island EOC Procedures Manual
- Public Works, Departmental Standard Operating Guidelines (DSOG) - *Call Out Book*

# REFERENCES

- CEMP Base Plan
- Public Works, DSOG - Call Out Book
- Mercer Island Debris Management Plan
- 2020 Regional Hazard Mitigation Plan

- King County Regional Disaster Plan (RDP)
- Washington State CEMP, ESF 3
- Federal Response Plan, ESF 3

## DEFINITIONS AND ACRONYMS

**EOC –** Emergency Operations Center

**EMERGENCY SUPPORT FUNCTION (ESF)** – The functional approach that groups the types of assistance that a state is most likely to need, (e.g. mass care, health and medical services) as well as the kinds of federal operations support necessary to sustain State response actions (e.g., transportation, communications). ESFs are expected to support one another in carrying out their respective missions.

**See CEMP Base Plan, Appendices 1 and 2 for full list of definitions and acronyms.**

## APPENDIX

- Summary of Mutual Aid Agreements

# APPENDIX 1

## SUMMARY OF MUTUAL AID AGREEMENTS

A mutual aid agreement provides the framework under which participating agencies may coordinate resources and maximize federal funding reimbursement during and after disasters/emergencies. For localized emergencies, such as a hazardous materials spill, it is desirable to have an agreement with nearby agencies in order to minimize response time. For regional disasters, such as an earthquake, it is desirable to have an agreement with agencies outside of the affected area.

The following agreements provide that balance of close-by and distant participants:

1. Public Works Emergency Response Mutual Aid Agreement for Signatory Agencies in the State of Washington (PWMAA),
2. Northwest Mutual Group Agreement (NWMAG),
3. King County Regional Disaster Plan (RDP),
4. King County Mutual Assistance for Fire and Emergency Medical Services
5. Mutual Aid Agreement for Fire Services with the City of Seattle
6. Regional Coordination Framework for Disasters and Planed Events in King County, and
7. Washington Intrastate Mutual Aid System (WAMAS).

Under mutual aid agreements, all personnel, resources and services would be provided voluntarily and at the sole discretion of the furnishing agency. No obligation to render aid would exist and refusal or failure to provide aid requested by another party shall not result in any liability for the party that did not provide such aid. Reimbursement by the borrower to the lender would be at the lender's current pay, equipment and materials rates, plus transport and handling charges if applicable, or as per written regulations in the document.

The first three agreements are wholly separate yet have the potential for having some common participants. All public works agencies in Washington State are eligible to participate in PWMAA. PWMAA is confined to Washington State and therefore was written under the precepts of State law. Large public works agencies in the States of Washington, Oregon, and Idaho are eligible to participate in NWMAG.

WAMAS is a mutual aid tool to use when other agreements do not exist. Out-of-state mutual aid resources are requested through the Emergency Management Assistance Compact (EMAC), established in Public Law 104-321, or the Pacific Northwest Emergency Management Arrangement (PNEMA), established in Public Law 105-381, both coordinated through Washington Emergency Management Division.

The decision to loan or borrow resources under these agreements would be approved by the Chief of Operations or the City Manager or his/her designee after consultation with the City Attorney's Office and the Finance Department.



# EMERGENCY SUPPORT FUNCTION 4
# FIREFIGHTING

**PRIMARY DEPARTMENTS:** Eastside Fire & Rescue (EF&R)
**SUPPORT DEPARTMENTS:** Police Department
Public Works Department
Community Planning and Development (CPD)
NORCOM – 911 Center
King County Mutual Aid/Automatic Aid Agencies
Puget Sound Energy
King County Office of Emergency Management
Washington State Department of Transportation

## INTRODUCTION

### PURPOSE

The purpose of this Emergency Support Function (ESF) is to establish guidelines for the organizational framework that will effectively provide for the coordination of fire resources, and, to effectively assign such equipment and manpower to locations where needed, in a prioritized manner, and to provide for effective operations at the scene during emergencies or disasters.

### SCOPE

Firefighting involves the organization and management of fire scene activities. This includes the resource assistance of other agencies through mutual aid agreements and the statewide mobilization plan.

For the purpose of this ESF, fire service is considered fire suppression and control. Other life-safety responses are detailed in other ESF's.

This ESF (4) addresses fire suppression and control activities that are expected to overwhelm existing fire suppression capabilities for the City of Mercer Island.

The Mercer Island contracts with Eastside Fire & Rescue (EF&R) for fire and emergency medical services. EF&R is the primary agency for all fire service, EMS, and rescue activities.

Firefighting involves:

- Management and coordination of firefighting activities.
- Detection and suppression of fires on city and private property.
- Provision of personnel, equipment, and supplies in support of city and
- other local jurisdictions involved in urban and urban interface firefighting and light search and rescue operations.

Specific EMS, rescue and recovery actions following an emergency or disaster will be determined by the event.

## POLICIES

The processes and procedures established in EF&R's Standard Operating Guidelines shall be followed in responding to an emergency or disaster.

All activations of and within ESF 4 will be conducted in accordance with the National Incident Management System (NIMS), and the National Response Framework (NRF), and will utilize the Incident Command System (ICS).

Priority shall be given to life-safety, property conservation, and environmental/economic considerations, in that order.

When Eastside Fire & Rescue has exhausted all resources through automatic/mutual aid agreements, one or more of three (3) established fire resource plans may be activated. These three (3) plans consist of the King County Fire Resource Plan, the South Puget Sound Regional Fire Defense Plan and the Washington State Fire Services Mobilization Plan (RCW 38.54.030).

The Mercer Island Emergency Operations Center (EOC), if activated, will be informed when resources are reasonably anticipated to be exhausted and will communicate critical resource updates to the Policy Group when policy level decisions are required for the continued management of the incident.

## SITUATION

### EMERGENCY/DISASTER CONDITIONS AND HAZARDS

- Under the best of circumstances, the management of firefighting, EMS, and rescue operations can be complex, often involving hundreds of people and several different federal, state, and local jurisdictions and agencies. Fires, rescues, or EMS incidents resulting from or independent of, but coincident with, a catastrophic earthquake or other disaster will place extraordinary demands on available resources and logistics support systems.
- A significant natural, man-made, or technological event may result in many urban fires. Ignition sources, of little concern under normal conditions, could cause hundreds of fires during and after an earthquake. The damage potential from fires in urban areas during and after a major earthquake exceeds that of all other causes.
- Urban fire departments not incapacitated by an earthquake will be totally committed to emergency responses involving fires, rescues, and EMS incidents in urban areas. Under the worst conditions, these fires may have the potential to spread rapidly, causing extensive damage, and posing a serious threat to life, property, and the environment.
- Disasters such as earthquakes may create simultaneous rescue situations caused by structural and geologic integrity issues taxing the ability of fire personnel to respond to EMS or rescue incidents.
- Available firefighting and mutual aid resources may be difficult to obtain and utilize

because of massive disruption of communications, transportation, utilities, and water systems.

- Refer to the 2020 Regional Hazard Mitigation Plan.

### PLANNING ASSUMPTIONS

- Urban fires or rescue situations may result from or occur coincident with an earthquake or as the result of another significant event.
- Landline communications may be interrupted. Radio communications may be relied upon heavily and will be through established channels. If the 800 MHz system fails, backup communications systems such as VHF, 800 MHz site trunking, line-of-site radio channels, and amateur radio may be needed.
- Wheeled-vehicle access may be hampered by such occurrences as falling trees and power lines, bridge failures and landslides, making wheeled vehicle travel to the emergency/disaster scenes extremely difficult or impossible.
- Agencies which commonly support large fire suppression operations (automatic/mutual aid, fire mobilization, police, public works, the Department of Ecology, the American Red Cross, etc.), will receive many fire and non-fire related requests, rendering these type resources unavailable.
- Support normally given by electric, gas, and water utility companies may be hampered by the magnitude of an incident and may not be available to respond. Additionally, a utility failure such as a disruption of firefighting water supply will compound or add to the size of the incident.
- Availability of fire service personnel may be limited due to injuries, family issues or limited access to the work location. First arriving recalled staff may be assigned to initial first response for emergencies.
- All departments will support this ESF as necessary.

## CONCEPT OF OPERATIONS

### GENERAL

- EF&R will manage and coordinate firefighting, EMS, and rescue activities.
- Actual firefighting or rescue operations will be managed using NIMS.
- Established firefighting processes, and procedures, as listed in EF&R's Standard Operating Guidelines (SOGs), WAC 296-305, and other associated regulations and standards will be used in support of firefighting activities.
- Responsibility for situation assessments and determination of resource needs lies primarily with the Emergency Manager in coordination with the City EOC, Zone 1 local jurisdiction Emergency Operations Centers (EOCs), King County ECC, and the State.
- Requests for Assistance (RFAs) for firefighting assistance and resources will be transmitted from the Mercer Island EOC and escalated to Zone 1 local jurisdiction Emergency Operations Centers (EOCs), and if need be to the King County ECC and the

state.

- Situation and damage assessment information will be transmitted through established fire channels and directly to the EOC.
- EF&R will be operational on a 24-hour basis for the duration of the incident or as needed.
- All communications will be through established channels and procedures.
- The Police Department will support EF&R during fires and rescue incidents from emergencies and disasters.
- The City's emergency management planning takes a whole community approach – a strategy where residents, community leaders, and government officials assess the unique needs of the community and work together to organize and become better prepared to respond to, recover from, and thrive after an incident. The City recognizes that various populations may require specialized support during an incident. The City works to assess and identify specific needs for the entire Mercer Island community, and based on that assessment, creates plans to support the whole community, as resources allow.

## ORGANIZATION

- King County is divided into three (3) Zones. The City of Mercer Island is located within Zone 1. The King County Fire Resources Plan (separately published document) provides for the coordination of countywide fire resources during localized emergencies.
- The Washington State Fire Services Resource Mobilization Plan provides for the coordination of statewide and interstate fire resources during localized emergencies.
- During localized emergencies expanding beyond the City limits of Mercer Island but within Zone 1, the Zone 1 Fire Coordinator shall coordinate the zone-wide allocation of incoming fire resources.
- The firefighting, EMS, and rescue activities of the City will be accomplished according to EF&R's Standard Operating Guidelines (SOGs), and the EOC Handbook. These activities will be supported by the City EOC.
- The National Incident Management System (NIMS) will be executed and integrated with support from all City departments.
- EF&R shall serve as the Fire Operations Section in ICS when the EOC activates.
- Command posts may be established for the coordination of field operations.
- Co-location of command posts will be the preferred method of field operations when multiple departments/agencies have command posts established in a Unified Command (UC).

## PROCEDURES

1. In an emergency or disaster, EF&R's *Standard Operating Guidelines (SOGs)* will be implemented and other plans and documents as necessary.

2. The notification method used to mobilize off-duty personnel shall be by telephone. Backup notification shall be by emergency public information procedures covered in existing policies.
3. EF&R Fire Chief or his/her designee shall provide direction and control over EF&R resources and coordination with the EOC. EF&R personnel shall operate according to specific directives, standard operating guidelines (SOGs), and by exercising reasonable personal judgment when unusual or unanticipated situations arise, and command guidance is not available.
4. On-scene management of emergencies will follow the National Incident Management System (NIMS) and the Incident Command System (ICS) as published by the National Emergency Management Institute and the National Fire Academy.
5. The assigned EF&R Deputy Chief or designee shall provide regular status reports to the EOC.
6. The coordination of resources and requests for assistance will normally be through the EOC.
7. Requests for Assistance (RFAs) from King County shall be through the EOC Logistics Section. The King County Fire Service Coordinator shall coordinate the distribution of incoming fire resources in major emergencies involving areas greater than a single Fire Zone.
8. Coordination for Zone 1 activities is through the King County Zone 1 Coordinator and the King County ECC. Communications for this coordination will normally be between the City Mercer Island EOC and King County ECC.

## MITIGATION ACTIVITIES

**Primary Agency – Eastside Fire & Rescue**

- Local businesses and organizations including city facilities shall submit Building Fire Safety Plans as required under the Fire Inspection Program.
- City Code Officials shall manage the Fire Prevention Program and Fire Codes, consistent with the terms of the contract between the City of Mercer Island and EF&R, including but not limited to:
  - Develops and proposes amendments to fire and building codes, reflecting solutions to latest trends and advances in building construction.
  - Organizes fire and life safety inspections of all applicable occupancies and fire protection systems and appliances.
  - Oversees the investigation of all fires.
  - Provides plan review services for all new construction and tenant improvements.
  - Reviews zone changes, lot divisions and devises solutions to diverse land development projects.
  - Maintains the fire management data processing systems for the preservation of records and of fire prevention programs.

- Public Education and Training:
  - Annual inspections of commercial occupancies for life safety and fire hazards are periodically done based on existing policies.
  - EF&R provides fire safety information starting at the earliest ages feasible, through to the senior community.
  - Continual education and implementation by fire personnel of the latest information, techniques, and programs for the prevention of injuries, and prevention of fires and reduction of property damage as a result of natural or man-made causes.) CPR and First Aid are taught on an ongoing basis.

**Support Departments**

- **All Departments:** Support EF&R as requested.
- **Community Planning and Development:** Coordinate with EF&R on all requested building plans.

## PREPAREDNESS ACTIVITIES

**Primary Department – Eastside Fire & Rescue**

- Coordinates ESF 4, Firefighting, of the City Comprehensive Emergency Management Plan (CEMP).
- Trains personnel in firefighting using established standards.
- Develops a list of resources, which includes apparatus, equipment, personnel and supply sources.

**Support Departments – All**

- Provides personnel for sandbagging, evacuation assistance, and other emergency or disaster work.
- Develops and maintains departmental standard operating guidelines (SOGs) or operational plans for managing response and recovery activities in relation to this ESF.

## RESPONSE ACTIVITIES

**Primary Department – Eastside Fire & Rescue**

- Provides fire suppression and control, and immediate life safety services within City of Mercer Island.
- Coordinates urban search and rescue services.
- Provides 24-hour response to any hazardous substance occurrence.
- Provides and coordinates firefighting assistance to other organizations and to local jurisdiction fire organizations, as requested per mutual aid agreements, under the terms of existing or future agreements and the City's CEMP.
- Implements the King County Fire Resources Plan when appropriate.
- Participates in the implementation of the Washington State Fire Services Resource Mobilization Plan when appropriate.

**Support Departments**

- **Police Department**
  - Coordinates urban search & rescue services.
- **City Communications Manager / PIO**
  - Provides the EF&R Public Information Officer (PIO) and/or Joint Information Center (JIC) support during response and recovery activities as requested by the EF&R. The City Communications Manager / PIO will operate under a Joint Information System (JIS), when established at the regional level.
- **Finance Department**
  - Assists by providing resource logistics, including sourcing and procurement, distribution, and replacement of equipment.
  - Supports in tracking incident costs and documenting and maintaining administrative records.
- **Public Works**
  - Transports available water tanks to selected sites for potable water as requested.
  - Provides available road repair equipment as requested.
  - Provides operational support with equipment, staff trained in the use of the equipment, traffic control, and control utilities.
- **Recreation Division**
  - Provides shelter for emergency or disaster victims, including the coordination of the transportation to the shelter.
- **Youth & Family Services**
  - Provides services as necessary for those families displaced by the event.
- **Community Planning and Development**
  - In an earthquake, Community Planning and Development coordinates and/or performs Rapid Impact Surveys (RIS) and preliminary damage assessments (PDA), and reports findings to the EOC.

## RECOVERY ACTIVITIES

**Primary Department – Eastside Fire & Rescue**

- Contributes to the Damage Assessment Reports required by the state including the forms DEM 129 and 130 (located in the EOC Handbook) and other required reports as necessary.
- Contributes to the After-Action Report (AAR).
- Provides regular reports and information regarding operational and resource needs to the City EOC.
- Coordinates the documentation and reporting of emergency disaster-related

expenditures to qualify for state or federal reimbursement.

**Support Departments - Internal**

- **General**
  - Coordinates with the Emergency Operations Center (EOC) team the preparation of After-Action Reports (AAR).
  - Supports the recovery effort.
- **Finance**
  - Coordinates the requests for funding for mitigation and recovery activities following a fire.
  - Distributes Federal Emergency Management Agency (FEMA/DHS) funds, if made available.
  - Coordinates and prioritizes fire-related budget requests and awards of expenses.
  - Coordinates purchase orders for resources.
- **City Communications Manager / PIO**
  - Provides Public Information Officer or Joint Information Center (JIC) support during response and recovery activities as requested by EF&R.
- **Recreation Division**
  - Coordinates with Community Organizations Active in Disasters (COAD) agencies.

**Support Agencies**

- King County Fire Service Coordinator – Coordinates the county-wide allocation of fire resources during regional emergencies through the King County ECC when activated.
- King County Zone 1 Coordinator – Coordinates the zone-wide allocation of fire resources during regional emergencies through the Eastside Communications Center or the Zone Coordination Center when activated.

## RESPONSIBILITIES

### PRIMARY DEPARTMENT – EASTSIDE FIRE & RESCUE

- Manage and support firefighting activities, EMS, and rescue activities.

### SUPPORT DEPARTMENTS

**All City Departments, Mutual & Automatic Aid Agencies, ARES, Utility Companies**

- Support firefighting activities in the City consistent with this ESF.

## RESOURCE REQUIREMENTS

Primary and support departments will provide the required personnel, facilities, and equipment to support activities.

Local jurisdiction, regional, and national fire suppression resources may be required. The specific resources available are listed in the appropriate mobilization guides. Support organizations exist at each level of government to provide these assets.

## REFERENCES

- CEMP Base Plan
- Eastside Fire & Rescue SOGs
- City of Mercer Island CEMP, ESF 9
- City of Mercer Island EOC Procedures Manual
- King County Regional Disaster Plan (RDP)
- King County CEMP
- King County Fire Resources Plan
- Washington State CEMP
- Washington State Fire Services Resource Mobilization Plan
- National Interagency and State Mobilization Guides
- National Fire Protection Agency (NFPA) 1600

## DEFINITIONS AND ACRONYMS

**EF&R** – Eastside Fire & Rescue

**EOC –** Emergency Operations Center

**EMERGENCY SUPPORT FUNCTION (ESF)** – The functional approach that groups the types of assistance that a state is most likely to need, (e.g. mass care, health and medical services) as well as the kinds of federal operations support necessary to sustain State response actions (e.g., transportation, communications). ESFs are expected to support one another in carrying out their respective missions.

**FAA –** Federal Aviation Administration

**FHWA –** Federal Highway Administration

**ICP –** Incident Command Post

**JIC** – Joint Information Center

**JIS** – Joint Information System

**PIO** – Public Information Officer

**UNIFIED COMMAND (UC)** – Multiple jurisdictions, agencies, or originations work together to communicate and make command decisions. While there is no one "Commander," the Unified Command can allocate resources regardless of ownership or location.

**SOG** – Standard Operating Guidelines

**See CEMP Base Plan, Appendices 1 and 2 for full list of definitions and acronyms.**



# EMERGENCY SUPPORT FUNCTION 5
# EMERGENCY MANAGEMENT

**JOINT PRIMARY DEPARTMENTS:** Police Department – Emergency Manager
City Manager

**SUPPORT DEPARTMENTS:** All Departments
External Agencies

## INTRODUCTION

### PURPOSE

The purpose of Emergency Support Function (ESF) 5 is to collect and analyze information, estimate damages, prepare reports, and disseminate shared information about a potential or actual emergency or disaster. This ESF provides guidance in reporting information to the City Emergency Operation Center (EOC) including local jurisdictions, county, and state agencies to enhance the response and recovery activities of the City of Mercer Island. The goal is to ensure that the efforts of the City government in this area are coordinated, efficient, and effective.

### SCOPE

The City Manager and the Emergency Manager are the joint primary leads for ESF 5 and are responsible for the management of information received in the City EOC.

This ESF is applicable to all departments, agencies, and other organizations that report information to the City EOC during activation. It is applicable to all other entities in that they have a requirement to provide situation reports (SitReps) when their businesses or organizations are affected by an event within the City of Mercer Island.

ESF 5 serves as support for all City departments and community agencies involved in the disaster, across the spectrum of incident management from prevention to response and recovery.

## POLICIES

All City departments are required to keep the EOC informed of their readiness, needs, and situation.

Reports and paperwork generated by the EOC are collected and organized throughout the emergency. Once the emergency or disaster is over, an analysis of the reports will be performed and an after-action report (AAR) prepared by the Emergency Manager. The Emergency Manager will facilitate each department in making their reports.

The Emergency Manager, or his/her designee, has the responsibility to develop and maintain emergency management plans and programs for the City, and such other duties as may be assigned by the Police Chief and/or City Manager.

Damage assessments are critical to recovering costs and must be conducted on a regular basis.

# SITUATION

## EMERGENCY/DISASTER CONDITIONS AND HAZARDS

See the City of Mercer Island's annex in the 2020 Regional Hazard Mitigation Plan for a description of potential hazards effecting the City of Mercer Island.

## PLANNING ASSUMPTIONS

- Reporting from each department is sent as soon as possible to the activated City EOC with an initial status report by voice, radio, email, fax, or written, and thereafter according to the agreed upon Incident Action Plan (IAP). SitReps, preliminary damage assessments (PDAs), and other reports are sent as required.
- Early in the course of the incident, little information may be available, and the information received in the City EOC from local residents and businesses may be vague and inaccurate.
- The central source of information gathering is the City EOC in order to compare and determine the validity of information and provide situational awareness to field staff.
- Documentation of all information is standardized on ICS forms and reports. (See the Mercer Island EOC Procedures Manual.
- Reporting to the state or county as the incident matures.
- Information collected provides a basis for:
  - Developing and revising City EOC operational objectives.
  - Briefing City EOC representatives, policy staff, and elected officials.
  - Development of City EOC Incident Action Plans guiding response and recovery actions.
  - Allocation of resources.
  - Requests for assistance and proclamations.
  - Overall damage assessment.

# CONCEPT OF OPERATIONS

## GENERAL

- The City of Mercer Island is organized under the concepts of the Incident Command System (ICS).

- The Emergency Manager assigns staff to the ICS management positions in the Operations, Planning, and Logistics Sections and coordinates the efforts of other ESFs.
- Department staff and volunteer emergency workers located in the City EOC work to meet the information requirements of the City EOC. These may include receiving or running periodic reports to or from departments, field staff, section chiefs, and residents. Essential information includes:
  - Hazard type and hazard specific information
  - Boundaries of the disaster area and jurisdictions impacted
  - Number of dead or injured persons
  - Social/economic/political impacts
  - Status of communications systems
  - Status of transportation systems
  - Access routes/points to disaster area
  - Status of operational facilities in the disaster area
  - Shelters
  - Weather data
  - Status of critical facilities
  - Status of reconnaissance activities (air and ground)
  - Status of key personnel
  - Status of ESFs
  - Status of disaster/emergency proclamation(s)
  - Major activities/issues of ESFs
  - Resource needs/shortfalls
  - Overall priorities for response
  - Status of forthcoming activities
  - Status of donations
  - Historical information
- The City of Mercer Island supports mitigation activities to eliminate or reduce disaster damages and to coordinate recovery efforts with long-term development and hazard mitigation plans of the City. This is done a number of ways, including, but not limited to, the land use planning process and the enforcement of existing codes and mitigation requirements in the permit process.
- Whole Community Engagement. The City's emergency management planning takes a whole community approach – a strategy where residents, community leaders, and government officials assess the unique needs of the community and work together to organize and become better prepared to respond to, recover from, and thrive after an incident. The City recognizes that various populations may require specialized support

during an incident. The City works to assess and identify specific needs for the entire Mercer Island community, and based on that assessment, creates plans to support the whole community, as resources allow.

## ORGANIZATION

Operating under a Declaration of Local Emergency Proclamation, the Emergency Manager is responsible for managing EOC operations.

- **Organizational Structure**

  This ESF is established in accordance with the National Incident Management System (NIMS). ESF 5 supports the general staff functions of the overall emergency management organization described in the NIMS: command operations, planning, logistics, and administration. In accordance with NIMS, the size of the event will determine the actual number of personnel and functions that are staffed. In some small incidents, one person may handle several functions.

- **Command**

  ESF 5 includes the command function (Command Staff and Section Chiefs) and provides support with senior staff by providing incident action planning, information, administrative, logistical, and financial support functions. The Emergency Manager acts with the authority of the City Manager.

- **Operations**

  ESF 5 assigns Operations Section Chief who coordinate the efforts of the ESFs within their area of responsibility and initiate and manages the mission assignment process.

- **Planning**

  ESF 5 assigns the Planning Section Chief. ESF 5 provides for the collection, evaluation, dissemination, and use of information regarding the incident and the status of resources. The Planning Section is responsible for the entire Incident Action Planning process. This includes preparing and documenting incident priorities, establishing the operational period, and developing contingency, long-term, demobilization, information technology systems services and other plans related to the incident, as needed, and producing and disseminating SitReps.

- **Logistics**

  ESF 5 assigns the Logistics Section Chief for managing the finance branch, the support branch, and the service branch. Logistics is responsible for control and accountability of supplies and equipment, resource ordering; delivery of equipment, supplies, and services; resource tracking; facility location and operations; transportation coordination; and administrative services to include employee and volunteer tracking.

- Finance branch monitors funding requirements and incident costs.

## PROCEDURES

Procedures are implemented using the following plans and guidelines:

1. Emergency Operation Center Emergency Operations Plan (EOP) (City EOC Procedures Manual).
2. Departmental Standard Operating Guidelines (DSOGs).
3. Departmental Continuity of Operation Plans (COOP).
4. City of Mercer Island Comprehensive Emergency Management Plan (CEMP).
5. Other documents and plans as required.
6. Departments report the following information to the City EOC:
   - Situation status,
   - Resource status (personnel, equipment and facilities),
   - Preliminary damage assessment (PDAs), and
   - Projected needs.
7. All data comprised in required ICS forms and reports are saved, and help create SitReps, Incident Action Plans, and periodic press releases.
8. The collection and dissemination of written reports are accomplished within the City EOC and approved by the Emergency Manager, Section Chiefs, and Policy Group (as needed) before distribution.
9. Briefings are held periodically by the Emergency Manager, Section Chief, City Manager, or other designees at designated intervals to update personnel and the public on response and recovery activities.
10. Working meetings are held throughout the emergency or disaster to set objectives, assignments, and tactics. Outcomes of these meetings aid in the compiling of the SitReps.
11. Information and reports collected by the City as part of an emergency or disaster may be released as public information only with the approval of the Emergency Manager, City Manager, or designee.

## MITIGATION ACTIVITIES

- Regularly review and update hazards.
- Ensure all personnel are briefed on known hazards and departmental response requirements and capabilities.

## PREVENTION ACTIVITIES

### Joint Primary Departments: City Manager and Emergency Manager

- Creates various maps with Information and Geographic Services (IGS) to support mitigation activities for the City's annex in the 2020 Regional Hazard Mitigation Plan.
- Provides information and expertise in hazard mitigation and planning for preparedness.
- Prepares and maintains all requirements for this ESF.

### Support Agencies

- **All Departments**
  - Identifies opportunities to lessen the effects of future emergencies or disasters and makes them known to the Police Department – Emergency Manager.
  - Supports all mitigation planning efforts and activities with personnel, expertise, supplies and equipment.

## PREPAREDNESS ACTIVITIES

**Primary Agency: Police Department – Emergency Manager**

- Prepares and updates standardized reporting formats according to the ICS and, if necessary, special formats requested by county, state, or federal agencies.
- Creates and updates the City's Damage Assessment forms to be used by inspectors in the PDA in post-earthquake or other events.
- Places requests for procurement for display boards, computers and any other necessary equipment needed.
- Oversees the Mercer Island Emergency Volunteer workers program.

**Support Agencies:**

- **General: All Departments**
  - Prepares departmental reporting templates per standardized forms.
- **City Attorney**
  - Prepares a standard template for a Declaration of Emergency Proclamation.
- **City EOC**
  - Establishes all reporting requirements and procedures.

## RESPONSE ACTIVITIES

**General**

- Notify the King County ECC and State EOC of any activation or demobilization of the City EOC.
- Upon activation of the City EOC, a call-out is conducted to each City department to inform them of the activation (see the City EOC Procedures Manual).
- Department Directors provide staffing to the City EOC depending on the emergency or disaster or at the request of the Emergency Manager.
- Department Directors, or their designees, report the following information to the City EOC: situation status, resource status (personnel, equipment and facilities), preliminary damage assessment, and projected needs.
- The City EOC Planning Section compiles disaster information into a SitRep and sends the report to King County ECC and the State EOC with a reasonable account of the situation. The information is updated throughout the emergency or disaster.

- Upon activation of the City EOC, the Declaration of Local Emergency Proclamation and any request for assistance (RFA) is sent in the most expedient means possible (WebEOC, e-mail, telephone, radio, facsimile) to the King County ECC and State EOC.
- Activate the Emergency Volunteer network, if warranted by situation.
- Any request for assistance (RFAs) from state or federal agencies or requests beyond the purview of ordinary mutual aid agreements or the King County Regional Disaster Plan, will be sent to the State EOC.

**Primary Agency: City Manager and Emergency Manager**

- Manages the City emergency response and coordinates with other jurisdictions and non-governmental agencies as needed.

**Support Agencies:**

- **General: All Departments**
  - Reports information to the City EOC regarding situation status, resource status (personnel, equipment and facilities), preliminary damage assessment, and projected needs.
  - Analyzes the information specific to their department IAP and makes recommendations to the Emergency Manager on actions to be taken.
  - Makes requests of field staff for special information.
- **Human Resources**
  - Initiates City department notification call-out as necessary, until City EOC or other staff can assume responsibility.
- **City Attorney's Office**
  - Prepares the Declaration of Local Emergency Proclamation and any necessary amendments.
- **Emergency Operation Center (City EOC)**
  - Provides information to local jurisdictions, King County ECC and State EOC on the status of personnel, facilities, equipment, and programs as necessary.
  - Ensures notification of initial City EOC activation, or demobilization, and subsequent local declaration of emergency and daily SitReps are sent to King County ECC and Washington State EMD or upon request as long as missions to save lives and to protect property are continuing, or more often if a significant finding occurs.
- **City Clerk**
  - Collects and displays the information provided to and requested from the City EOC staff and field operations.
  - Analyzes the information provided and shares with the General and Command staff.
  - Analyzes the information provided and posts recommended action strategies to display boards and geographical information systems (GIS).
  - Manages paperwork flow in the City EOC.

- Supports the City EOC in the collection, analysis, reporting, displaying and sharing of information, including the use of geographical information systems (GIS), about potential or actual emergencies that could affect the City of Mercer Island.
- Coordinates and prepares periodic SitReps.
- Requests special information from all field commanders, departments, local jurisdictions, volunteer organizations, and other agencies as directed by the Emergency Manager or designee.
- Sends copies of SitReps signed and released by the Emergency Manager to all positions in the City EOC and field commanders as well as the King County ECC and State EOC at designated time intervals established by the Emergency manager as long as missions to save lives or to protect property are continuing.

**f. Community Planning and Development (CPD)**

- Coordinates Rapid Impact Survey (RIS) with Emergency Management Volunteers, conducts damage assessments, and evaluates safety of facilities, buildings, and homes as necessary.

## RECOVERY ACTIVITIES

**Primary Agency: City Manager and Emergency Manager**

- Overall responsibility for directing, controlling, collection, analysis, and sharing of information about potential or actual emergencies or disasters that could affect the City.
- Ensure that proclamations and timely operational SitReps are forwarded to the King County ECC and the State EOC as required.

**Support Agencies:**

- **General: All Departments**
  - Continue to provide information to the City EOC staff, as necessary.
  - Review and revise reporting procedures and formats, as necessary.
- **City Clerk**
  - Prepare SitReps, as required.
  - Continue to gather and disseminate information, as necessary.
  - Ensure that proclamations and timely operational SitReps are forwarded to King County ECC and State EOC as required.
  - Provide information guidance on all ICS forms and instructions to all City departments for the retention of information and supporting data and procedure for forwarding operational reporting information to the City EOC.
  - Review and revise reporting procedures and formats, as necessary.
- **City Attorney**

- Prepare documents, if necessary for the Emergency Manager to terminate the Declaration of Local Emergency Proclamation or demobilize City EOC activation.

- **Finance Department**
  - Collect and prepare reports required to support requests for assistance (RFAs).
  - Prepare, submit, and track all documentation necessary for federal and state reimbursement of Presidential declared disasters.

## RESPONSIBILITIES

### PRIMARY AGENCY: CITY MANAGER AND EMERGENCY MANAGER

- Coordinate the collection, evaluation, documentation and dissemination of information regarding potential or actual emergencies or disasters that could affect the City of Mercer Island.
- Provide emergency management staff to the City EOC.

### SUPPORT AGENCIES: INTERNAL/EXTERNAL

- Support the City EOC in the collection, evaluation, and dissemination of information in regard to potential or actual emergencies or disasters that could affect the City of Mercer Island.
- Provide personnel to the City EOC as assigned and/or as requested.

## REFERENCES

- CEMP Base Plan.
- City of Mercer Island EOC Procedures Manual.
- 2020 Regional Hazard Mitigation Plan

## TERMS AND DEFINITIONS

**AAR** – After Action Report

**DAMAGE ASSESSMENT** – An appraisal or determination of the effects of the disaster on human, physical economic, and continuity of services.

**EOC –** Emergency Operations Center

**EMERGENCY SUPPORT FUNCTION (ESF)** – The functional approach that groups the types of assistance that a state is most likely to need, (e.g. mass care, health and medical services) as well as the kinds of federal operations support necessary to sustain State response actions (e.g., transportation, communications). ESFs are expected to support one another in carrying out their respective missions.

**IAP** – Incident Action Plan

**PDA** – Preliminary Damage Assessment

**SITREPS** – Situation Reports

**See CEMP Base Plan, Appendices 1 and 2 for full list of definitions and acronyms.**



# EMERGENCY SUPPORT FUNCTION 6
# MASS CARE, EMERGENCY ASSISTANCE, HOUSING AND HUMAN SERVICES

| | |
|---|---|
| PRIMARY DEPARTMENTS: | Recreation Division |
| SUPPORT PRIMARY: | Youth and Family Services |
| SUPPORT DEPARTMENTS: | All Departments |
| | Mercer Island School District (MISD) |
| | American Red Cross (ARC) |
| | Mercer Island Emergency Volunteer Disaster Teams |
| | External Agencies |

## INTRODUCTION

### PURPOSE

The purpose of this Emergency Support Function (ESF) is to coordinate efforts to: provide sheltering, feeding, and emergency first aid following an emergency or disaster requiring response assistance, to operate a Mass Care Shelter system, to collect, receive, and report information about the status of victims and assist with family reunification within the City of Mercer Island, and to coordinate bulk distribution of emergency relief supplies vital to the delivery of services, to victims following an emergency or disaster.

This ESF covers the inclusion of pet shelters. For specifics and the detailed plan for long term sheltering/housing and pet evacuation and sheltering, see the City's Shelter Manual.

### SCOPE

- The Recreation Division has been designated as the lead department for coordinating all Mass Care Community Shelter activities within the City of Mercer Island. Youth and Family Services has been designated as primary support to the Recreation Division ESF 6. Youth and Family Services are primary lead with ESF 11, Food and Water. Youth and Family Services are primary lead for ESF 8 Mental Health Services as well. The City of Mercer Island Recreation Division will work with local non-governmental organizations (NGOs) such as the American Red Cross (ARC) in an effort to facilitate delivery of mass care services within the City of Mercer Island. Human Resources will facilitate registration and will provide food to staff working in the Mercer Island EOC and to Mercer Island Emergency Volunteers.
- Initial response activities will focus on meeting urgent needs of victims on a mass care basis. Recovery assistance, such as temporary housing, loans and grants for individuals under the traditional disaster assistance programs of the Federal Emergency Management Agency (FEMA) and other federal agencies' initial recovery efforts, may commence as response activities are taking place. Likewise, the provision of the

customary American Red Cross (ARC) disaster services of emergency assistance and additional assistance will be considered based on the needs of the victims, the situation, and available resources. As recovery activities are introduced, close coordination will be required between those federal agencies responsible for recovery activities, and NGOs providing recovery assistance.

- The ARC independently provides mass care to disaster victims as part of a broad program of disaster relief, as outlined in charter provisions enacted by the United States Congress, Act of January 5, 1905, and the Disaster Relief Act of l974 (P.L. 93-288, as amended by the Stafford Act of 2000, and 2006).
- Department of Homeland Security/FEMA assumes primary agency responsibility under the National Response Plan/Framework (NRF) to coordinate federal response assistance to mass care response of state and local jurisdictions, and the efforts of other NGOs, including ARC relief operations.
- Mass Care includes:
  - Shelters (to include provisions for special needs survivors as well as pets:. The provision of emergency shelter for victims includes the use of designated shelter sites in existing structures, creation of temporary facilities such as tent cities, or the temporary construction of shelters, and use of similar facilities outside the affected area, should evacuation be necessary. Mercer Island currently has one fully supplied shelter site, one additional shelter site identified needing supplies, and supplies for a pet shelter site, location to be determined.
  - Feeding: The provision for feeding victims and emergency workers through a combination of fixed sites, mobile feeding units, and bulk food distribution. Such operations will be based on sound nutritional standards and will attempt to include provisions for meeting dietary requirements of victims with special dietary needs.
  - Emergency First Aid: Emergency first aid services are provided to victims and workers at mass care facilities and at designated sites within the affected area. This emergency first aid service is supplemental to emergency health and medical services established to meet the needs of the victims.
  - Disaster Welfare Information Collection and Dissemination: Disaster Welfare Information (DWI) regarding individuals residing within the affected area will be collected and provided to immediate family members outside the area though a Disaster Welfare Information (DWI) System. Disaster Welfare Information (DWI) will also be provided to aid in reunification of family members within the area who were separated at the time of the event.
  - Bulk Distribution of Emergency Relief Items – CPODS: Community Points of Distribution (CPOD) sites will be established within the affected area for distribution of emergency relief items. The bulk distribution of these relief items will be determined by the requirement to meet urgent needs of victims for essential items.

- The Mercer Island Community Shelter will be established and operated according to Department of Homeland Security/FEMA guidelines, training, and the documentation required for the ARC to assist with shelter responsibilities, as available.
- No information will be released about status of a victim without consent and approval by the Mercer Island EOC Emergency Manager. The Mercer Island EOC and the King County Medical Examiner's Office will decide the best method and or mechanism to inform outside family members about a fatality.
- The initial provision for emergency assistance will be considered based on the priority needs of the victims, the situation, accessibility of Mercer Island, and available resources. ARC will coordinate with WAVOADs additional support services.
- As recovery activities are introduced, close coordination will be required between each department, local jurisdictions, county and State and those federal agencies responsible for recovery activities, and voluntary agencies providing recovery assistance, including the ARC.

## POLICIES

- The Recreation Division is the lead department for coordinating all ESF 6 Mass Care Community, Pet Shelter, and special needs activities.
- ESF 6 will be implemented and coordinated through the EOC.
- Upon request, resources will be used as available from City, MISD, the private sector, before activating the voluntary agencies, and King County RDP, King County ECC, state EOC, and federal agencies.
- Services will be provided without regard to economic status or racial, religious, political, ethnic, or other affiliation.

**Information Collection and Dissemination**

- Information disseminated about those injured, deceased or remaining within the affected area will be by approval of the Director of Emergency Services.
- Disaster Welfare Information (DWI), consisting of those persons identified on shelter lists, National Disaster Medical System (NDMS) casualty lists, and any further information made available by the State Emergency Operations Center (EOC), local jurisdiction EOCs, and hospitals, but not limited to these sources, will be collected and made available to immediate family members within or outside the affected areas.
- An initial moratorium, not to exceed 48 hours, can be issued to allow activation of the Disaster Welfare Information (DWI) System and determination of the affected area.
- Information about those injured and remaining within the affected area will be limited to that provided by local medical care units to the Disaster Welfare Information (DWI) System.
- Information on casualties evacuated from the affected area to other medical facilities will be restricted to that provided by the National Disaster Medical System (NDMS)

tracking capability. The listing of incident related deaths will be limited to officially confirmed fatalities.

- Federal communications support agencies identified in Federal ESF 2 (Telecommunications) will be tasked with transmitting information to the Disaster Welfare Information (DWI) Center. Fatality lists are not to be transmitted via amateur radio or the ARC 47.42 MHZ system.
- The Disaster Welfare Information (DWI) operation is to be discontinued as soon as practical after recovery operations.

## SITUATION

### EMERGENCY / DISASTER CONDITIONS AND HAZARDS

- The magnitude of damage to structures and lifelines could rapidly overwhelm the capacity of City of Mercer Island resources to assess the event and respond effectively to basic and emergency human needs. Damage to communications systems, roads, buildings, and more, could hamper emergency response efforts. The movement of emergency supplies could be seriously impeded if SeaTac International Airport was affected. Many professional registered Emergency Workers and others who normally would help during an event could be incapacitated due to the emergency, and unable to reach their assigned posts. City of Mercer Island, local and county jurisdictions, state and emergency operations facilities could be severely damaged or inaccessible.
- In a catastrophic event, hundreds of victims could be forced from their homes, depending on such factors as time of occurrence, area demographics, building construction, and existing weather conditions. There could be large numbers of dead and injured. Thousands of family members may be separated immediately following a sudden impact event, with children in school and parents at work. Large numbers of transient populations defined as workers at Mercer Island businesses, tourists, students, foreign visitors, or commuters along Interstate 90 (I-90) may be affected. Interpreters may be needed to support the City's Limited English Proficiency (LEP) populations.
- The uniqueness of the City being on island creates additional challenges for staff and their family members. Most City personnel live off island and may not be able to get to Mercer Island. Additionally, most residents work off island creating an immediate need for parents and children to receive information about each other's safety and timely return to Mercer Island.
- The City of Mercer Island would have difficulty managing and operating a Community Shelter if an event occurred at night or on the weekend. To this end we have created the Mercer Island Emergency Volunteer registered Emergency Worker program.
- The Mercer Island Emergency Volunteer Disaster Teams are an important component of Mercer Island's emergency preparedness. The volunteer response teams consist of 15 different teams that are tasked with meeting at a predesignated place after a disaster in order to augment the efforts of City staff. These teams are prepared to support most ESFs, if needed: ESFs 1, 2, 3, 5, 6, 7, 8, 9, 11, 14, Annex A & B, damage assessment, and

evacuation respectively. Specifically, to ESF 6, the Shelter, Child Care, Elder Care, Disaster Mental Health, Disaster Medical, and Ham teams will provide assistance to staff.

- For procedures on Animal Shelters, see Appendix 1 to this ESF.
- For procedures on assistance with special needs victims, see Appendix 2 to this ESF.
- Refer to the current City of Mercer Island annex to the Regional Hazard Mitigation Plan and the Mercer Island Shelter Operations Manual.

## PLANNING ASSUMPTIONS

- Planning for ESF 6 is based on a worst-case scenario in which an event occurs without warning at a time of day that will produce widespread building damage necessitating the temporary relocation of victims to a Community Shelter. Only those with dire needs would require a Community Shelter location.
- The primary shelter location is the Mercer Island Community and Event Center. A secondary site at Islander Middle School has been designated but not yet supplied. Locations for the Pet Shelter have been identified. If these facilities are compromised, it might be necessary to use MISD or private facilities. The City must coordinate with MISD or the private entity for co-use of the facility as a Community Shelter.
- Mass Care Community Shelter facilities should receive priority consideration for structural ATC-20 inspections to ensure safety of occupants.
- The nature and extent of the event requires a planned, immediate, and automatic response from the Recreation Division with cooperating supporting departments, MISD, registered Emergency Workers, other volunteer organizations, and the private sector.
- The Recreation Division, with Mercer Island Emergency Volunteer registered Emergency Workers, will provide shelter, feeding, and emergency first aid services, if possible. The plan is to provide these services without external support for at least the first seven days, or however long resources dictate, following the onset of the event.
- The impacts of the emergency or disaster may necessitate the provision of emergency food, water, shelter, clothing, childcare, health and mental health care for disaster victims and pets, as well as crisis and mental health support for City staff and volunteers.
- The magnitude of the event may require the operation of long-term shelters or housing relocation services.
- Sheltering and feeding activities may be required to accommodate a large number of victims for seven days or longer after the onset of the event.
- Some dire need victims may go to the Mass Care Community Shelter. Others may find shelter with friends and relatives, many victims may remain with or near their damaged homes, others may evacuate Mercer Island.
- Many of the injured or more seriously injured may be transported, if safely possible, to a local first aid treatment location or hospitals outside the event area respectively.

- Medical clinics and disaster medical registered Emergency Workers may be so overtaxed that accurate record keeping on individuals may be compromised, however it is still necessary to attempt to gain as much accurate information as possible.
- Surviving telephone service into and within the event area may be either inadequate or prioritized to emergency uses to the extent that it will be unable to handle community inquiries.
- Loss of connectivity with the mainland should the I-90 bridge be damaged may limit or prevent most services.
- The restoration of communication systems, disrupted by damages and overloads, may take weeks.
- Mass Care Community Shelter operations and logistical support requirements should be given high priority by departments and supporting organizations.
- Large numbers of spontaneous volunteers in the affected area will require City Human Resources to register them as Emergency Workers, and they will be assigned to duty stations in accordance with the EOC needs.
- The Emergency Operations Center (EOC) team will coordinate ESF 6 planning activities to ensure an appropriate immediate and automatic response.
- A formal ESF 6 organizational structure will be in place to support the efforts of Non-Governmental Organizations (NGOs) and government agencies, provide feeding, shelter, emergency first aid stations, bulk distribution centers, and to provide Disaster Welfare Information (DWI) in the incident area within 48 hours after the activation of the State EOC
- The Disaster Welfare Information (DWI) system should be capable of responding to one million disaster welfare inquiries, from around the world, within 30 days of the onset. These inquiries will relate to persons who are residents of the affected area, as well as transients such as foreign and domestic tourists, business travelers, students, and their immediate families, etc. In addition, the system must provide information needed to reunite family members separated at the time of the incident.
- Language challenges may prevent emergency messaging from reaching portions of the Mercer Island population.

## CONCEPT OF OPERATIONS

### GENERAL

- The Recreation Division, of the Public Works department, has been designated the primary lead responsible for managing the activities of ESF 6, and Youth and Family Services is designated as support primary to the Recreation Division. If all local resources and private sector are overwhelmed or exhausted, the Mercer Island EOC can activate mutual aid, the King County Regional Disaster Plan (RDP), and state and federal agencies designated to support the ESF 6 mission.

- The EOC is responsible for notifying supporting departments and organizations that an event has occurred that requires staffing the EOC.
- Requests for assistance will be recommended by the Recreation Division and forwarded to the EOC. The Recreation Division will work directly with coordinating department counterparts to provide the needed support, as identified.
- Direction for support of ESF 6 will originate from the EOC.
- Support organizations will be notified and expected to provide 24-hour representation, as necessary. Support representatives will have sufficient knowledge of the capabilities and resources of their departments, organizations and agencies, with appropriate authorities to commit resources to the response and recovery effort.
- Upon notification of the staffing of the EOC and activation of ESF 6, the EOC will inform ESF 6 lead and support departments and organizations of the activation and share information about what has occurred including initial response actions.
- ARC or Washington volunteer support agencies will notify their local representatives to report to the appropriate locations as designated in their plans or at the request of the EOC.
- ARC upon request and if available, may assume, manage, and support established Mercer Island Community Shelters and would provide related services needed by displaced populations.
- The City will integrate National Center for Missing & Exploited Children (NCMEC) protocols to facilitate the identification and reunification of children with their families through MIPD. MIPD will take the lead on managing unaccompanied minors in mass care settings.
- The City is limited in the facilities available for mass care and sheltering. The City will need assistance from and to coordinate with King County, the State, and federal governments to provide shelter for persons affected by court-ordered limitations or restrictions, registered offenders, or other populations with a legal justification for alternative arrangements
- All supplies or equipment used must be documented for accounting and resupply needs.
- Whole Community Engagement. The City's emergency management planning takes a whole community approach – a strategy where residents, community leaders, and government officials assess the unique needs of the community and work together to organize and become better prepared to respond to, recover from, and thrive after an incident. The City recognizes that various populations may require specialized support during an incident. The City works to assess and identify specific needs for the entire Mercer Island community, and based on that assessment, creates plans to support the whole community, as resources allow.

## ORGANIZATION

### City of Mercer Island

- The Recreation Division will activate its departmental SOGs or operational plans to implement Community Shelter site(s) depending on the size of emergency or disaster, in coordination with the EOC.
- EFS 7 (Resource Support) will be coordinated and provided by the Human Resources team of the Administrative Services department, City Manager's Office, and Finance department.
- ESF 11 (Agriculture and Natural Resources / Food and Water) will be coordinated and provided by Youth and Family Services and Public Works.
- ESF 8 (Health and Medical Services) will be coordinated and provided by Eastside Fire & Rescue EMS with assistance from Youth and Family Services.
- The Human Resource Manager will manage and track the assignment of City workers to disaster relief efforts in cooperation with other City lead departments and for the registration of emergent volunteers as Emergency Workers and the assignments in coordination with the EOC, as specified in WAC 118-04-200.

### King County Department of Natural Resources and Parks (DNRP)

- King County DNRP is responsible for mass care for unincorporated King County. For local jurisdictions the King County RDP may activated.

### State Level Response Structure

- The State-level response structure is initially composed of representatives at the FEMA Region X Regional Response Center (RRC) and representatives on the Emergency Response Team A (ERT-A) element. When fully operational, the State-level response structure includes the State Joint Field Office (JFO) element and the State EOC.
- The State EOC will coordinate federal resources to support mass care response activities. This element will channel requests for assistance to the ARC relief operation and other voluntary agencies for action and exchange information with these organizations.
- Support agency liaisons will be available to state ESF 6 units at the JFO, as necessary, and available on a 24-hour basis for the duration of the incident.
- ESF Liaisons will be identified and deployed by the State ESF 6 JFO element. Public Affairs and Congressional Affairs liaisons will be identified and deployed.

### National Level Response Support Structure

- The national ESF 6 will operate under the direction of FEMA and the Department of Homeland Security.
- The State EOC will coordinate federal resources to support mass care response activities. This element will channel requests for assistance to the ARC relief

operation and other voluntary agencies for action and exchange information with these organizations.

- In the event of a Presidential Disaster Declaration, additional assistance may become available to eligible individuals. This may include low interest loans, housing grants, disaster food stamps (D-SNAP), disaster counseling, and unemployment benefits. These services are normally available through a tele-registration process coordinated by the Federal Emergency Management Agency (FEMA).
- Representatives of agencies designated to support ESF 6 will be available on a 24-hour basis for the duration of the emergency response period.

## PROCEDURES

- The Recreation Division Mass Care Community Shelter operations and management and departmental SOGs or operational plans will be implemented in accordance with this ESF.

## MITIGATION ACTIVITIES

**Primary Department – Recreation Division**

- Reconfirms with Community Planning and Development possible helicopter landing sites and GPS coordinates and updates and maintains the list in the EOC procedures manual.
- Creates departmental SOGs or operational plans to support this ESF.

**Support Primary – Youth and Family Services**

- Creates departmental SOGs or operational plans to support this ESF.

**Support Departments – All**

- Develop departmental SOGs or operational plans to support this ESF.

## PREPAREDNESS ACTIVITIES

**Primary Department – Recreation Division**

- Develops departmental SOGs or operational plans consistent with FEMA and the Department of Homeland Security as well as ARC's Mass Care Community Shelter operations, management and training.
- Coordinates with Youth and Family Services, ARC, and Mercer Island emergency volunteers for assistance.
- Identifies safe routes of travel to and from the predesignated possible shelter sites.
- Inventories emergency shelter supplies and replenishes when necessary.
- Coordinates and executes training, drills, and exercise activities with appropriate departments and support agencies on an ongoing basis to conform to FEMA/ Homeland Security guidelines.

**Support Departments – All**

**Human Resources**

- Updates procedures for processing registered Emergency Workers as initially developed by the Emergency Manager.
- Maintains, updates, and resupplies mobile registered Emergency Worker's registration kits initially developed by the Emergency Manager.
- Coordinates the registration of Emergency Workers. Works with MI Emergency Volunteers assisting in this administrative job.
- Participates in training, drills, and exercises to support Mass Care Community Shelter operations with The Recreation Division.

**Eastside Fire & Rescue/Community Planning and Development**

- Ensures building safety plans of the designated shelters are in place with appropriate fire safety equipment on site.

**Support Agencies**

**General**

- Coordinates anticipated response and recovery activities in accordance with support to ESF 6 functions.

**Public Health-Seattle and King County**

- Provide mass care services for medically dependent or fragile community members.
- Review, inspect, and approve mass care sites, as necessary and appropriate.
- Provide assistance in coordinating medical support at mass care sites.
- Coordinate and provide public health technical assistance for mass care and feeding operations.
- Provide guidance and direction for the care of deceased shelter clients.

**Regional Animal Services of King County**

- Provide assistance for sheltering and care of pets.

**Mercer Island Emergency Volunteers**

- Consist of 15 Emergency Worker disaster response teams:
- Animal Shelter
- Child Care
- Communications: HAM Radio Operators
- Damage Assessment/Windshield Survey
- Disaster Medical
- Disaster Mental Health
- Faith Community

- Neighborhood Preparedness (includes businesses)
- Registration
- Resource Inventory
- Search and Rescue
- Senior Care
- Shelter
- Transportation
- Well Operation/CPOD

## RESPONSE ACTIVITIES

### Primary Department – Recreation Division

- Coordinates overall citywide operations and shelter management in accordance with FEMA / Homeland Security Guidelines.
- Coordinates required mass care services and tracks victim status.
- Coordinates feeding sites, potable water and ice with ESF 11.
- Coordinates bulk emergency relief items, as needed.
- Coordinates shelters, pet shelters, and emergency first aid stations.
- Coordinates transportation and needed supplies.
- Coordinates communications between shelters, feeding sites, emergency first aid stations, and relief operation locations.
- Provides supplies such as cots, blankets, as needed, from emergency supply inventories.
- Coordinates mass care activities with support agencies, ARC, NGO and other volunteer WAVOAD organizations, as present.

### Support Primary – Youth and Family Services

- Prepares, coordinates, and provides meals to the EOC and Community Shelter, provides mobile feeding, or other sites, as required. Supplies food for meals at fixed feeding locations and provides mobile feeding, as required.
- Supplies potable water and ice with assistance from the Public Works Department.
- Supplies bulk emergency relief items or receives donations via the Thrift Shop and ARC.
- Coordinates transportation and receiving of needed supplies.
- Assists with Community Points of Distribution (CPOD).

**Support Departments – All**

**General**

- All departments will support this ESF as requested and or according to their assigned ESF functions.

**Human Resources**

- Human Resources executes SOGs or operational plans for processing Emergency Workers.
- Maintains four mobile Emergency Worker's registration kits.
- Registers spontaneous volunteers as Emergency Workers and assigns them to their duty station in accordance with the EOCT's needs.
- Signs in/out Emergency Workers for assignment or demobilization to or from their duty location.

**City Communication's Manager / Public Information Officer**

- Disseminates Community Shelter availability and locations.
- Assures that appropriate information is disseminated to the local residents, businesses, and visitors.

**Eastside Fire & Rescue**

- Provides fire suppression and emergency medical services at shelters or food services areas.

**Public Works**

- Coordinates disposal of waste and solid waste from shelters.
- Assists in identifying safe routes of travel for shelter staff and the transport of supplies.
- Assists in crowd control operations with temporary traffic control measures and barricades.

**Police Department**

- Assists in providing emergency communications between shelters and the EOC.
- Provides security at shelters, CPODs, and other City sites as requested in support of ESF 6.
- Provides crowd and traffic control at Emergency Well, CPODs, and as requested.
- Assists in identifying and assessing safe routes of travel to and from possible or established shelter site(s).

**Support Agencies**

- Coordinates anticipated planned response activities in accordance with support to ESF 6 functions.
- Supports response activities consistent with the mission and capabilities.

### RECOVERY ACTIVITIES

**Primary Department – Recreation Division**

- Supports recovery activities consistent with the mission and required follow up to pre-disaster readiness.
- Restocks and replenishes supplies to pre-disaster conditions.

**Support Primary – Youth and Family Services**

- Supports recovery activities consistent with the mission and required follow up to pre-disaster readiness.
- Restocks and replenishes supplies to pre-disaster conditions.

**Support Departments – All**

- Supports recovery activities consistent with the mission and required follow up to pre-disaster readiness.
- Maintain accurate and extensive logs to support the After-Action Report (AAR) and other documentation of event conditions.
- Keep a record of ESF 6 activities via ICS forms shall be maintained by each of the participating departments in accordance with EOC standard operating guidelines (SOGs) or operational plans.

**Support Agencies**

- Coordinates planned recovery activities in accordance with directives.
- Supports recovery activities consistent with the mission and required follow up to pre-disaster readiness.

## RESPONSIBILITIES

### PRIMARY DEPARTMENT – RECREATION DIVISION

- Lead department in EFS 6 Mass Care on Mercer Island.
- Manages the operations of the emergency Mass Care Community Shelters in coordination with supporting departments.
- Provides staff and supplies to manage pet shelters.
- Coordinates efforts of local organizations, ARC, WAVOAD, and others as appropriate to support mass care operations.
- In recovery, coordinates with FEMA to establish Disaster Assistance Centers (DACs) in support of individual recovery efforts.

### SUPPORT PRIMARY – YOUTH AND FAMILY SERVICES

- Takes support primary lead in the administration and execution of ESF 6 and 8.

- Develops and assists in implementing plans that utilize volunteer groups to identify and assist special needs for individuals in their homes and senior care facilities that may need assistance or shelter in an emergency or disaster.
- Supports the Recreation Division in setting up emergency shelters and transporting special needs individuals to designated shelter sites as necessary.
- Supplies mass care sites with needed food and water.
- Develops emergency, safety, and evacuation plans for facilities under department management, including the Mercer Island Thrift Shop.
- Manages, trains, and coordinates the volunteer Community Mental Health Response Team Committee in concert with Emergency Management.

## SUPPORT DEPARTMENTS – ALL

### General

- Supports the EOC in the accomplishment of ESF 6 roles and activities.
- Provides staff to assist with Mass Care Community Shelter operations, as requested.

### Human Resources

- Manages the administration of staff and registered Emergency Workers.

### City Communication's Manager / Public Information Officer

- Coordinates the dissemination of public information concerning mass care and individual assistance with ARC, local jurisdictions, King County ECC, state and federal government agencies.
- Ensures that EOC approved information is disseminated to the public during response and recovery.

### Development Services Group

- Provides ATC 20 building safety inspections of possible Community Shelter location(s) prior to activating ESF 6.

### Information and Geographic Services

- Assists with computer and/or telephone services in shelters.

## SUPPORT AGENCIES

### General

- Coordinates planned and anticipated response and recovery activities in accordance with their directives.
- Supports response activities consistent with their mission and capabilities.

### Mercer Island Emergency Volunteers

- Support ESF 6 as previously stated.

**Local American Red Cross (ARC)**

The following are standard services that the American Red Cross stands ready to offer in statewide or large regional disasters:

- Sheltering – Work through the ESF 6 Coordinator to open temporary mass care congregate shelters where residents will find comfort with a hot meal, recovery information, emergency supplies and a place to rest. Support other shelters run by government or community partners with supplies and feeding, if resources permit.
- Feeding – Work through the ESF 6 Coordinator to provide emergency feeding for persons in shelters and those returning to their homes, either at fixed sites or through mobile delivery of food appropriate for the situation and population being served. The American Red Cross will coordinate with state ESF 6 for assistance when voluntary contributions do not meet the level of needed services. Requests may be in the form of direct financial assistance, reimbursement for services, and or an agreement to purchase necessary commodities to fulfill the needs of impacted residents.
- The American Red Cross and other Voluntary Organizations Active in Disasters coordinate with state level ESF 6 to meet the needs of persons returning to their homes after a disaster.
- Welfare Information – The American Red Cross Safe and Well Website is always available. Promotion of the site is triggered by one or more of the following:
  - Mass fatalities or injuries
  - Disaster is catastrophic in scope
  - Large scale evacuations
  - Widespread power outages
  - Affected area has a large number of residents with access or functional needs
  - Considerable media coverage
  - The Safe and Well Website is a tool for the general welfare inquiry, that is, the inquiry on someone in the affected area who does not have a health or mental health condition. The American Red Cross is committed to client privacy. A successful search result provides only the registrant's name, a date/time stamp, and the safe and well messages that the registrant chose using check boxes. No personal or location information is shown.
- American Red Cross trained caseworkers meet with each person individually to determine how he/she was affected by the disaster and the course of recovery to best meet his/her immediate needs. American Red Cross caseworkers work closely with the state ESF 6 Coordinator through the American Red Cross government liaison to ensure persons affected by the disaster have access to all available resources.
- American Red Cross disaster mental health professionals on relief operations provide psychological triage; crisis intervention; psychological support; instrumental support (i.e., taking action in support of an individual); advocacy (i.e., an intervention made on

behalf of an individual and intended to benefit the person or cause being supported); problem solving; and referrals.

- American Red Cross Disaster health professionals are available in shelters for emergency first aid, medical assessment, triage and replacement of emergency medications. American Red Cross Disaster Health Services teams meet these needs through item distribution, financial assistance or referrals to community partners. In the event of other unforeseen events or situations in which human suffering is involved, the American Red Cross will coordinate with appropriate government and non-government partners to provide mass care, including shelter, feeding, first aid, and other assistance to address basic human needs as resources are available to assist.

**Private Sector Volunteer Organizations, and Others**

- Supports mitigation and disaster preparedness concepts of self-sufficiency for seven plus days on Mercer Island.
- Provides resources to assist in the response and recovery phases of emergency or disaster operations.
- Participates as members of Mercer Island Emergency Volunteers.
- Participates and supports drills and exercises and by including the City in business and industry activities.

## RESOURCE REQUIREMENTS

- The City will provide space, telephones, and limited administrative support at the EOC for ARC, WAVOAD, and liaison personnel.
- The support agencies may provide phone representatives, on a 24-hour basis, to the EOC and shelter locations.
- Support organizations or agencies are responsible for their own vehicles, transportation, and supplies.
- Available undamaged facilities may be augmented by large tents, as available.
- Personnel resources will include the Recreation Division, Youth and Family Services staff, Mercer Island Emergency Volunteers, volunteers such as members of ARC, WAVOAD, and private organizations and businesses, if available. Specially skilled individuals will be identified from among these groups.

## REFERENCES

- CEMP Base Plan
- City of Mercer Island Shelter Operations Manual to include long term shelter/housing plan and animal shelter plan. Refer to ESF 24 for pet evacuation.
- 2020 Regional Hazard Mitigation Plan
- King County Regional Disaster Plan (RDP), ESF 6.

- Washington State CEMP, ESF 6.
- The National Response Framework, ESF 6, dated April 1992.
- Disaster Relief Act of 1974, (P.L. 93-288, as amended by the Stafford Acto of 1988).
- American Red Cross. See national website at www.redcross.org, and local at www.seattleredcross.org.

## DEFINITIONS AND ACRONYMS

**CPOD –** Community Points of Distribution

**DAMAGE ASSESSMENT** – An appraisal or determination of the effects of the disaster on human, physical economic, and continuity of services.

**EOC –** Emergency Operations Center

**EMERGENCY SUPPORT FUNCTION (ESF)** – The functional approach that groups the types of assistance that a state is most likely to need, (e.g. mass care, health and medical services) as well as the kinds of federal operations support necessary to sustain State response actions (e.g., transportation, communications). ESFs are expected to support one another in carrying out their respective missions.

**See CEMP Base Plan, Appendices 1 and 2 for full list of definitions and acronyms.**

## APPENDICES

- Appendix A – Pet Shelter Policy

# APPENDIX A

## PET SHELTER POLICY

The National Pets Evacuation and Transportation Standards (PETS) Act of 2006 (HR 6858) dictates that the City will make available pet shelter facilities to the extent practical, recognizing that the City may have limited availability to provide these services directly and may rely upon mutual aid or other outside support for this function.

The City has a limited capacity for animal services and may need to partner with federal, state, or county government agencies, or non-government organizations to accommodate animal mass care needs. The City will work with partner agencies to support and implement animal mass care services. When possible, pet shelters will be co-located with human shelters to facilitate animal care by pet owners. Service animals will be allowed to shelter with their owners whenever possible.

To the best of its ability, the City of Mercer Island has identified and planned for locations to host a pet shelter including stocking supplies.

If large animal owners need mass care support for their pets, the City will coordinate with the county or non-government organizations, like Washington State Animal Response Team (WASART) for the limited number of horses that reside within City limits.

The City has limited resources for the care and coordination of unclaimed, abused, ineligible, or aggressive animals who may not be suited to a congregate animal shelter. Due to limited onsite animal containment and care options, the City will coordinate with county and non-government organizations, local veterinarians, animal rescue organizations, and/or individuals for assistance in providing animal care and/or housing.

FEMA Disaster Assistance Policy 9523.19-Eligible Costs Related to Pet Evacuation And Sheltering (DAP 9523.19) provides specific guidelines on reimbursable expenses regarding incident-related animal care. See details below.

DAP9523.19

# FEMA
## DISASTER ASSISTANCE POLICY

I. TITLE: **Eligible Costs Related to Pet Evacuations and Sheltering**

II. DATE: OCT 24 2007

III. PURPOSE:

The purpose of this policy is to identify the expenses related to State and local governments' emergency pet evacuation and sheltering activities that may be eligible for reimbursement following a major disaster or emergency declaration.

IV. SCOPE AND AUDIENCE:

This policy is applicable to all major disasters and emergencies declared on or after its date of issuance. It is intended to be used by FEMA personnel involved in making eligibility determinations under the Public Assistance Program.

V. AUTHORITY:

Sections 403 and 502 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), 42 U.S.C. 5170b, 42 U.S.C. 5192; the Pets Evacuation and Transportation Standards Act (PETS Act) of 2006, P.L. No. 109-308, § 4, 120 Stat. 1725 (2006); and 44 CFR §§ 206.223(a), 206.225(a).

VI. BACKGROUND:

On October 6, 2006, the PETS Act was signed into law, amending Section 403 of the Stafford Act. Section 403, as amended by the PETS Act, authorizes FEMA to provide rescue, care, shelter, and essential needs for individuals with household pets and service animals, and to the household pets and animals themselves following a major disaster or emergency.

VII. POLICY:

A. **Definitions:**

1. Household Pet. A domesticated animal, such as a dog, cat, bird, rabbit, rodent, or turtle that is traditionally kept in the home for pleasure rather than for commercial purposes, can travel in commercial carriers, and be housed in temporary facilities. Household pets do not

include reptiles (except turtles), amphibians, fish, insects/arachnids, farm animals (including horses), and animals kept for racing purposes.

2. Service Animal[1]. Any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items.

3. Congregate Household Pet Shelters. Any private or public facility that provides refuge to rescued household pets and the household pets of shelterees in response to a declared major disaster or emergency.

B. **Eligibility.** State and local governments that receive evacuees from areas declared a major disaster or an emergency may seek reimbursement for eligible pet rescue, sheltering, and evacuation-support costs.

1. State and local governments outside the designated disaster area may seek reimbursement under mutual aid protocols through the affected and supported state(s). (44 CFR § 206.223(a)(2)).

2. State and local governments are the only eligible applicants for sheltering and rescuing household pets and service animals. Contractors or private nonprofit (PNP) organizations that shelter or rescue household pets and service animals cannot be reimbursed directly as an applicant. However, contractors and PNPs can be reimbursed for sheltering and rescuing household pets and service animals through a state or local government, provided a written statement from an eligible applicant is presented in which the applicant verifies that the contractor or PNP is performing or has performed sheltering or rescuing operations on the applicant's behalf and the expenses are documented.

C. **Household Pet Rescue.** State and local governments may conduct rescue operations for household pets directly or they may contract with other providers for such services. Eligible costs include, but are not limited to, the following:

1. Overtime for regular full-time employees.

[1] Department of Justice, Americans with Disabilities Act (ADA), 42 USC 1201 et seq, implementing regulations at 28 CFR § 36.104.

2. Regular-time and overtime for contract labor (including mutual aid agreements) specifically hired to provide additional support required as a result of the disaster.

3. The use of applicant-owned or leased equipment (such as buses or other vehicles) to provide eligible pet transportation to congregate pet shelters may be reimbursed according to 44 CFR § 206.228(1)(a) (does not include operator labor). The cost of leasing equipment for this purpose may also be eligible for reimbursement.

D. **Congregate Household Pet Sheltering.** State and local governments may conduct sheltering operations for pets directly, or may contract with other sheltering providers for such services. Eligible Category B congregate pet sheltering costs may include, but are not limited to, the *reasonable* costs for:

1. Facilities.

- Minor modifications to buildings used for congregate household pet sheltering, if necessary to provide increased capacity for the accommodation of shelterees' household pets.
- Facility lease or rent.
- Increase in utility costs, such as power, water, and telephone.
- Generator lease and operation (but not purchase).
- Shelter safety and security.
- Shelter management.
- Shelter and crate/cage cleaning.

2. Supplies and Commodities. Eligible items are those needed for, and used directly on, the declared disaster, and are reasonable in both cost and need. Examples include:

- Food, water, and bowls.
- Crates/Cages.
- Pet transport carriers.
- Animal cleaning tables and supplies.
- Medication for animal decontamination and parasite control to ensure that the animal is not a health threat to humans or other animals.

3. Eligible Labor. If the regular employees of an eligible applicant perform duties in direct support of congregate pet sheltering operations, any overtime pay related to such duties is eligible for reimbursement. However, the straight-time pay of these employees is not eligible. Regular-time and overtime for contract labor, including mutual aid agreements,

specifically hired to provide additional support required as a result of the disaster or emergency is also eligible for reimbursement.

4. Equipment. The use of applicant-owned or leased equipment (such as buses, trucks, or other vehicles) to provide eligible pet evacuation or sheltering support may be reimbursed according to 44 CFR §206.228(1)(a) (does not include operator labor). The cost of leasing equipment may also be an eligible expense for reimbursement.

5. Emergency Veterinary Services. For the purposes of screening the health of household pets and service animals, and assessing and treating minor illnesses and injuries, congregate pet shelters may be staffed with emergency veterinary teams. The following costs related to the provision of emergency veterinary services in a congregate pet sheltering environment are eligible for reimbursement:

- Veterinary diagnosis, triage, treatment, and stabilization.
- Provision of first aid, including materials (bandages, etc.).
- Medicine.
- Supervision of paid and volunteer veterinary staff.
- Vaccinations administered to protect the health and safety of congregate shelter and supporting emergency workers including but not limited to tetanus and hepatitis.
- Vaccinations administered to protect the health and safety of congregate shelter pets for transmissible or contagious diseases including but not limited to bordetella/kennel cough.

6. Transportation. Transportation of evacuees' household pets and service animals to congregate shelters from pre-established pickup locations is an eligible expense when the means of transportation used is the most cost-effective available.

7. Shelter Safety and Security. Additional reimbursable safety and security services may be provided at congregate pet shelters, based upon need.

8. Cleaning and Restoration. The costs (to the Applicant) to clean, maintain, and restore a facility to pre-congregate pet shelter condition are eligible.

9. Removal and Disposal of Animal Carcasses. The costs (to the Applicant) to remove and dispose of animal carcasses in a safe and timely manner and in compliance with applicable laws and regulations are eligible.

DAP9523.19

# FEMA
## DISASTER ASSISTANCE POLICY

10. Cataloging/Tracking System for Pets. The reasonable costs (to the Applicant) for tracking animals at congregate pet shelters for the purposes of reuniting them with their owners are eligible.

E. **Service animals.** Service animals will be sheltered with their owners in congregate shelters.

F. **Length of Operation.** Costs of sheltering/caring for household pets will no longer be eligible for FEMA reimbursement when the pet owner transitions out of Section 403 emergency sheltering.

VIII. ORIGINATING OFFICE: Disaster Assistance Directorate (Public Assistance Division).

IX. SUPERSESSION: This policy supersedes all previous guidance on this subject.

X. REVIEW DATE: Three years from date of publication.

Carlos J. Castillo
Assistant Administrator
Disaster Assistance Directorate

Page 5 of 5

**VET CLINICS AND STABLES**

| | | | |
|---|---|---|---|
| Mercer Island Veterinary Clinic | | 2448 76th Ave. SE #107<br>Mercer Island, WA 98040 | 206 232-0333 |
| | Dr. Evan Crocker<br>Dr. Melissa Wu<br>Dr. Courtney Roller | *Available Facilities*: Kennels for approx. 25 pets; large supply of food; pet pharmacy | |
| Island Animal Hospital | | 7803 SE 27th St #174,<br>Mercer Island, WA 98040 | 206 207-1093 |
| | Dr. Blanchette | | |
| Island Cats Veterinary Hospital | | 3024 78th Ave. SE<br>Mercer Island, WA 98040 | 206 232-2837 |
| | *Available Facilities:* Kennels for approx. 14 cats; supply of food; no shelter available for dogs | | |
| Mercy Vet | | 2630 77th Ave SE, #116,<br>Mercer Island, WA 98040 | 206 232-7667 |
| | Jacqueline S. Sehn DVM<br>*Available Facilities*: Limited space; 2 Kennels; approx. 30 small cages; use only as last resort | | |
| Animal Hospital of Factoria | | 4205 Factoria Blvd. SE<br>Bellevue, WA 98006 | 425 746-3373 |
| | Dr. Shlomo Freiman<br>*Available Facilities*: Cats & dogs boarding only | | |
| Aerowood Animal Hospital | | 2975 156th Ave SE<br>Bellevue, WA 98007 | 425-746-6557 |
| Stables | | | |
| | MI Saddle Club | 8635 SE 68th Street<br>Mercer Island, WA 98040 | 206 232-7538 |



# EMERGENCY SUPPORT FUNCTION 7
# RESOURCE SUPPORT

**PRIMARY DEPARTMENTS:** Public Works
Administrative Services – Human Resources
Finance

**SUPPORT DEPARTMENTS:** All Departments
Mercer Island Emergency Volunteers
Mercer Island School District (MISD)
External Agencies

## INTRODUCTION

### PURPOSE

The purpose of this Emergency Support Function (ESF) is to provide personnel, logistical, and resource support following an emergency or disaster. This ESF provides for the effective prioritization, utilization, and conservation of available local resources within the City of Mercer Island.

### SCOPE

Public Works, the Human Resources Team, in the Administrative Services Department, and the Finance Department are lead departments responsible for coordinating all resource support for the City of Mercer Island. Resource support involves the provision of personnel, services, commodities, and facilities to the City during the response and recovery phases of an emergency or disaster. This includes but is not limited to:

- Emergency supplies
- Equipment
- Office supplies
- Contracting services
- Transportation services
- Personnel required to support emergency activities.

The Finance Department will manage the identification and procurement of other resources, either governmental or from the private sector, as needed. The Human Resources Team will manage essential human resource activities in the City, knowing that it may become necessary to reallocate how City personnel, registered Volunteer Emergency Workers, equipment, vehicles, materials, and facilities are utilized and coordinated through the EOC, as needed.

## POLICIES

- The City of Mercer Island will operate under existing authorities and regulations.
- To the maximum extent possible, the continued operation of a free-market economy using existing distribution systems will be utilized.
- Whenever possible, voluntary controls are preferred. The public, through extensive public information programs, will be encouraged to cooperate with emergency resource management measures imposed by the City.
- Mandatory controls on the allocation, utilization, or conservation of resources can be used when necessary for the continued protection of public health, safety, and welfare.
- It is the policy of the City of Mercer Island that mandatory controls will only be placed when necessary and will be removed as soon as possible.
- The City will operate under existing authorities and regulations for the procurement of resources. Although, in order to carry out its resource support responsibilities effectively, the City of Mercer Island will make provisions for the development and administration of policies, programs, and measures for the management of resources under its jurisdiction in times of emergency or disasters.
- The City of Mercer Island adheres to RCW 38.52.070(2) which states

  "…each political subdivision, in which any disaster as described in RCW 38.52.020 occurs, shall have the power to enter into contracts and incur obligations necessary to combat such disaster, protecting the health and safety of persons and property, and providing emergency assistance to the victims of such disaster. Each political subdivision is authorized to exercise the powers vested under this section in the light of the exigencies of an extreme emergency situation without regard to time-consuming procedures and formalities prescribed by law (excepting mandatory constitutional requirements), including, but not limited to, budget law limitations, requirements of competitive bidding and publication of notices, provisions pertaining to the performance of public work, entering into contracts, the incurring of obligations, the employment of temporary workers, the rental of equipment, the purchase of supplies and materials, the levying of taxes, and the appropriation and expenditures of public funds."
- Spontaneous volunteers will show up and be available to help during any emergency or disaster. These volunteers must be registered as Emergency Workers per RCW 38.52 and WAC 118. Appropriate personal information will be obtained from volunteers for the purpose of documenting his/her assigned activities, and to meet State law concerning Emergency Workers. See Appendix 1, Emergency Worker Standards and Registration of this ESF.

# SITUATION

## EMERGENCY/DISASTER CONDITIONS AND HAZARDS

- In an emergency, the City of Mercer Island is responsible for the management of available local resources and logistical support necessary to health and safety.
- A significant emergency or disaster may severely damage and limit access to the resource infrastructure.
- See the CEMP Base Plan, and the 2020 Regional Hazard Mitigation Plan.

## PLANNING ASSUMPTIONS

- Following an emergency or disaster, there may be a need to provide resources, goods, and services to the affected areas.
- The City's support of the response to the disaster may be severely impacted.
- No guarantee of a perfect response system is expressed or implied by this ESF. The City of Mercer Island will make every reasonable effort to respond based on the situation, information, and resources available at the time of the emergency or disaster.
- The management and logistics of resource support is highly situational and is dependent upon the situation itself, resource accessibility, transportation systems available, and location of vendors and suppliers.
- Resources may be exhausted due to the impact of multiple emergencies or disasters. Extraordinary measures may have to be taken in order to re-supply City departments.
- Fundamental resources such as water, food, first aid, shelter, sanitation supplies, fuels, and tools may be needed. The City of Mercer Island does not have sufficient supplies and equipment on hand for long-term use.
- Disaster recovery may be limited by the inability of the general community to be self-sufficient for more than seven days without additional supplies of food, water, medical, and shelter resources. There may be shortages of critical drugs and medicines at medical facilities or pharmacies due to limited storage capacities.
- Due to the unique situation of the City being an island, medical needs may be severely hampered including access to drugs, medical doctors, and external hospital support.
- Personal preparedness is a responsibility of residents, businesses, local organizations, and the City staff.
- MISD and the City have an agreement to share fuel, transportation, mass feeding, generators, allow a Community Shelter at Islander Middle School, and will coordinate with others as signatory to the King County Regional Coordination Framework (RCF).
- Normal forms of communications may be severely interrupted during the early phases of an emergency or disaster.
- Transportation to affected areas may be cut off due to damage to roads, bridges, and other transportation means.

# CONCEPT OF OPERATIONS

## GENERAL

- This ESF will be implemented upon notification of a potential or actual major emergency or disaster. Implementation will be the mechanism through which it provides support activity to all other ESFs. Actions undertaken will be coordinated with all departments through the EOC.
- The City will commit all resources necessary to protect lives and property and to relieve suffering and hardship.
- Should the emergency be of such magnitude that all local resources are committed or expended, immediate requests for outside assistance will be made by the Emergency Manager, or designee, to neighboring jurisdictions via the RDP, King County, and the State.
- Needs for resources will be submitted to the EOC and coordinated by each department, field staff, and Emergency Operations Center (EOC) team in alignment with the National Incident Management System (NIMS) and National Response Framework.
- Responsibilities for administering individual resource programs will be assigned to existing departments within the City, with the utilization of private businesses if appropriate.
- The City's emergency management planning takes a whole community approach – a strategy where residents, community leaders, and government officials assess the unique needs of the community and work together to organize and become better prepared to respond to, recover from, and thrive after an incident. The City recognizes that various populations may require specialized support during an incident. The City works to assess and identify specific needs for the entire Mercer Island community, and based on that assessment, creates plans to support the whole community, as resources allow.

## ORGANIZATION

- Resource needs will be coordinated through the City EOC and will be the focal point of all resource management for the City government.
- The Emergency Manager is responsible for overall resource coordination and utilization in the EOC.
- Public Works, the Finance Department and Human Resources Team, under Administrative Services, are the primary leads for the management of resources and services. Those roles include:
  - Public Works: The Support Services Manager is the lead for all resource needs.
  - Finance Department: The Finance Director or his/her designee is the lead for inventory, allocation, utilization, and conservation of resources necessary to respond to and recover from major emergencies.

- Human Resources Team: The Human Resources Manager is the lead for essential human resource activities in the City. They are also the lead for the City's credentialing system – for both staff and registered volunteers (emergency workers).

- Spontaneous volunteers will be registered as Emergency Workers by Human Resources and will be assigned to a duty through the EOC. See Appendix 1, Emergency Worker Standards and Registration of this ESF.
- Requests from departments and field staff for additional assistance should be coordinated through the Logistics Section of EOC.
- City departments, although retaining responsibility for the day-to-day supervision of their work force, should coordinate their personnel needs with the Human Resources Manager.
- Since non-essential services and activities may be postponed during an emergency or disaster, City employees may be required to work either overtime or "out of class," and shall be compensated in accordance with existing rules and bargaining unit agreements. Requirements of the Fair Labor Standards Act (FLSA) shall apply.
- Departments will utilize their personnel, equipment, and supplies to the maximum extent possible including use of personnel not assigned emergency responsibilities before mutual aid is requested.
- It may be necessary to hire temporary contract employees to meet staffing requirements.
- Additional personnel, equipment, and supply resources may be obtained through existing mutual aid agreements with schools, private businesses, and others. Should the need extend beyond local mutual aid agreements, the City would request assistance from King County and the State and other jurisdictions via the Washington Intrastate Mutual Aid System (WAMAS) and follow prescribed procedures, checklists, forms, and processes as detailed in WAMAS.

## PROCEDURES

1. All resource requests will be received and processed through the EOC.
2. Resource requests will be evaluated by the Finance Director or his/her designee and assigned a mission number, and then assigned to the proper ICS Sections for completion of the task.
3. Management of any resource may involve the following processes:
   a. Evaluating the supply and the need for a particular resource.
   b. Determining the current and long-term needs of available resources.
   c. Taking actions necessary to channel resources for use in essential activities.
   d. Ensuring the most effective use of existing and potential supplies of the resource, while considering the future supply.

e. Evaluating and amending policies, programs, and measures to meet new emergency needs and conditions.

4. It will be the responsibility of the Finance Department to track the status of mission requests through to completion.
5. Existing department procedures for purchasing during an emergency or disaster will be followed in accordance with RCW 43.19.200.
6. Spontaneous volunteers will be registered as Emergency Workers and provided identification and assignments appropriate to their qualifications, and administrative details, in accordance with WAC 118-04.
7. Unsolicited donations will be managed by Youth and Family Services (YFS) and the Thrift Shop, following regular donations procedures, with the exception of expanding hours and services as needed, and supported by Emergency Management Volunteers/Emergency Workers.

## MITIGATION ACTIVITIES

### Joint Primary Departments

#### Public Works

- Works with the Human Resources Team, Finance Department, and support departments to establish and review departmental roles and responsibilities for preparedness, and for providing resource support during the response and recovery phases of an emergency or disaster.
- Creates and participates in emergency management ESF 7 training at the City, local jurisdiction, state, and federal levels.

#### Administrative Services – Human Resources Team

- Works with Emergency Manager and department leads to establish and review departmental roles and responsibilities for preparedness, and for providing resource support during the response and recovery phases of an emergency or disaster.
- Creates and participates in emergency management ESF 7 training at the City, local jurisdiction, state, and federal levels.

**Finance.** Purchases appropriate liability and property insurance.

### Support Departments - All

- Develops departmental standard operating guidelines (SOGs) or operational plans to identify internal resource needs and to identify resources that can be provided to other City departments and mutual aid agreements during response and recovery phases of an emergency or disaster event.
- A needs assessment for internal and external resources should include, but is not limited to, the following:
  - Identifies essential personnel and staffing for internal and external support requirements.

- Identifies emergency supplies needed for personnel.
- Identifies essential records, equipment, and office supply needs.
- Maintains equipment inventory list by category – following standardized resource typing.
- Identifies essential office space requirements.
- Identifies leasing requirements for City-owned or City-leased facilities.
- Identifies additional transportation requirements in support of an emergency.
- Identifies and prioritizes all internal activities and ones that may require Finance Department assistance in an emergency or disaster.

**Safety Officer / City Attorney.** Provides technical assistance about potential liability issues and safety concerns.

**Support Agencies**

**MISD.** Identifies essential MISD service priorities.

## PREPAREDNESS ACTIVITIES

**Joint Primary Departments – Public Works, Administrative Services, and Finance**

- Identifies, develops, creates, and prioritizes an inventory list for essential services and resource requirements in an emergency or disaster in support of ESF 7.
- Participates in emergency management training, drills, and exercises at the City, local jurisdiction, state, and federal levels.
- Establishes and maintains liaison with Mercer Island Emergency Volunteers Resource Volunteer Lead, MISD, private sector and government resource providers.

**Public Works**

- Identifies, develops, creates, and prioritizes a departmental inventory list for essential services and resource requirements in an emergency or disaster.
- Develops resource management SOGs or operational plans.
- Participates in emergency management training, drills, and exercises at the City, local jurisdiction, state, and federal levels.

**Administrative Services**

- Coordinates a back-up plan for staffing the EOC in the event that designated staff are unavailable to respond due to event timing and or conditions.
- Assists the EOC and other departments in identifying and assigning employees and registered Emergency Workers to assist in response and recovery.
- Updates SOGs or operational plans for Emergency Worker registration and recruitment and maintains the four mobile registration kits that the Emergency Manager initially developed.

**Finance**

- Develops procedures in coordination with the City Manager's and City Attorney's Offices to expedite emergency leasing requirements for City-owned or City-leased facilities and or equipment.
- Participates in emergency management training, drills, and exercises at the City, local jurisdiction, state, and federal levels.

**Support Departments – All**

- Identifies, develops, and prioritizes an inventory list for essential services and department resource requirements for an emergency or disaster.
- Develops departmental guidelines and training that increase capabilities to respond and recover from emergencies and disasters.
- Creates and participates in internal coordinated emergency management training, drills, and exercises to further develop understanding of roles and responsibilities of departments in relation to ICS, organizations and / or agencies during an actual event.

**Support Agencies**

- Identifies, develops, creates, and prioritizes an inventory list for essential services and resource requirements for an emergency or disaster.
- Participates in emergency management training, drills, and exercises to further develop understanding of roles and responsibilities of agencies or divisions during an actual event.

**Mercer Island Emergency Volunteers**

- The Emergency Manager works with the Mercer Island Emergency Volunteer teams with expertise in the following areas: Disaster Medical, Disaster Mental Health, Damage Assessment/Rapid Impact Survey (RIS), Resource Inventory, Transportation, Search & Rescue, Registration, Emergency Well/CPOD, Sheltering, Child Care, Senior Care, Communications - HAM Radio Operators, Neighborhood Preparedness, Faith Community, and Animal Shelter Care.
- Refer to EOC Manual as well as the Mercer Island Emergency Volunteer Manual for further information.

## RESPONSE ACTIVITIES

**Joint Primary Departments**

**Public Works**

- Identify needs and submit resource requests to procure physical resources and supplies necessary for responding to the emergency, disaster, or incident.
- Submit resource requests through the City EOC. Provide reports and tracking to the Finance Department.
- Assures that City work site conditions are in compliance with City standards. Coordinates the allocation, utilization, and/or conservation of resources.

- Assesses the impacts of the emergency on available resources and identifies repairs, public works projects, and replenishment needs.
- When necessary, requests liaison representatives to the EOC from the MISD, other local facilities, and private organizations as advisors on use and distribution of resources.
- Provides personnel for sandbagging, evacuation assistance, barricade crews, and other emergency or disaster work.
- Provides heavy equipment such as backhoes and trucks.
- Provides road access to and from the affected areas to the staging areas.
- Provides appropriate motor vehicles to the City EOC personnel, and other departments on a priority basis during an emergency or disaster.

**Finance Department**

- Recommends economic stabilization measures, such as the coordinated rationing of food, water, petroleum, and other essential items.
- Coordinates, with Public Works, the allocation of appropriate motor vehicles to the City EOC personnel and other departments on a priority basis during a disaster.
- Provides supplemental purchasing and contracting support for goods and services.
- Coordinates the documentation and reporting of emergency disaster related expenditures to qualify for state or federal reimbursement.
- Documents and submits claims of employees and volunteers registered as Emergency Workers on the appropriate forms.

**Human Resources Team**

- Shall designate an EOC representative to maintain liaison with spontaneous volunteers, organizations, and registered Emergency Workers, and assists in responding to the needs of City employees.
- Shall designate an EOC representative to coordinate employee and personnel needs.
- Assists with personnel issues during an emergency or disaster at the EOC.
- Assures that any site selection and personnel areas meet the City's work place safety standards in support of this ESF.

**Support Departments – All**

**General**

- Assists in the coordination, management, distribution, and conservation of supplies and resources necessary for City government emergency operations.
- Makes available and provides resource support services, personnel, equipment, technical support services, information, and advisory assistance to the EOC as requested.
- Provides personnel and equipment for emergency work in support of this ESF.

**Safety Officer / City Attorney.** Assists Finance with listing disaster expenditures.

**City Manager and City Council**

- Makes policy, adopts, and enacts ordinances and motions to place economic controls in effect.
- Hosts, in conjunction with the EOC, all dignitaries visiting the emergency or disaster site.

**Community Planning and Development**

- Coordinates with Recreation Division on the relocation of City-owned offices, buildings, and facilities under the department's control, and acquisition of new space, as necessary.
- If necessary, assists with office relocation in leased office space, not under the department's control, if resources permit.

**Recreation Division**

- Makes park facilities available as assembly, relocation, and dispatch areas for emergency or disaster operations, mass care, and temporary housing.
- Provides shelter for emergency or disaster victims at pre-designated possible mass care Community Shelter facilities, as possible.

**City Communications Manager / PIO**

- Provides Public Information Officer (PIO) support to the EOC.
- Coordinates with Public Safety PIOs.
- Implements a public information and public education strategy that clearly defines the resource support needs of the City and how residents and businesses can support the program.

**Police**

- Provides personnel for security, barricading, evacuation assistance, and other emergency or disaster work.
- Prioritizes mission requirements in support of ESF 7, and potentially other ESFs, activated by an emergency or disaster.
- Provides communications links for resource support and services, as requested.
- Confirms road closure information and accessibility to and from the disaster area.
- Provides transportation route evacuation and resources.

**Youth and Family Services**

- Assists in the EOC with coordinating emergency or disaster donated goods and services.
- Provides disaster relief food related supplies meeting City requirements to mass care Community Shelters.

## Support Agencies

### MISD

- Provides resources to assist in the response phase of emergency or disaster operations, as requested in the following categories:
  - Fuel,
  - Possible shelter facilities,
  - Feeding,
  - Transportation, and
  - Emergency generators.
- School buses will be used to transport evacuees.
- Provides a representative or liaison to communicate, report activities, and coordinate resources with the City EOC.

### Mercer Island Emergency Volunteers

- Resident volunteers are available to assist in response and recovery activities. Some are registered as Emergency Workers and will self-mobilize in a natural disaster by checking in at the Mercer Island Community and Event Center (MICEC) for instructions.
- The registered Emergency Workers categories are as follows:
- Disaster Medical
- Disaster Mental Health
- Damage Assessment/Rapid Impact Survey (RIS)
- Resource Inventory
- Transportation
- Search & Rescue
- Registration
- Emergency Well Operation/CPOD
- Sheltering
- Child Care
- Senior Care
- Communications/HAM Radio Operators
- Neighborhood Preparedness
- Faith Community
- Animal Shelter Care
- Refer to EOC Manual as well as Mercer Island Emergency Volunteer Manual for further information.

## RECOVERY ACTIVITIES

### Joint Primary Departments

#### Public Works

- Continues to support response and recovery transition activities, as required.
- Demobilizes resources at conclusion of response.
- Restocks and replenishes equipment inventory and supplies.

#### Human Resources

- Continues to support response and recovery transition activities, as required.
- Revises procedures based on lessons learned from the emergency or disaster.

#### Finance

- Coordinates the reallocation, utilization, and/or conservation of resources.
- Follows appropriate policies and procedures in completing required documentation to approve emergency services, purchases, or expenditures.

### Support Departments – All

- Continues to support response and recovery transition activities, as required.
- Revises procedures based on lessons learned from the emergency or disaster.
- Restocks and replenishes equipment inventory and supplies.
- Provides departmental representatives or liaisons to recovery teams.

### Support Agencies

- Continue to support response and recovery transition activities, as required.
- Revise procedures based on lessons learned from the emergency or disaster.

# RESPONSIBILITIES

## PRIMARY DEPARTMENTS

### Public Works

- Acts as the lead department for procurement requests physical resources and supplies necessary for responding to the emergency, disaster, or incident.
- Works with each department Director to identify, develop, create, and prioritize an inventory list for essential City services and resource requirements in an emergency or disaster in support of ESF 7.
- Recommends economic stabilization measures, such as the coordinated rationing of food, water, petroleum, and other essential items.
- Submits resource requests through the City EOC. Provide reports and tracking to the Finance Department.
- Lead department responsible for ensuring that City work site conditions are in

compliance with City standards. Coordinates the allocation, utilization, and/or conservation of resources.

- Identifies passable routes for transporting personnel and equipment to provide sandbagging, barricades, debris management and evacuation assistance.

**Human Resources**

- Coordinates a back-up plan for staffing the EOC in the event that designated staff are unavailable to respond due to event timing and or conditions.
- Acts as the lead department for coordinating human resource activities and the hiring of temporary personnel.
- Coordinates assignment of employees, as necessary, to make best use of employee resources in disaster response and recovery.
- Provides representation in the EOC, when activated, to monitor human resources, employee and volunteer safety, and assignment status.
- Prioritizes needs for human resources assistance for City staff.
- Coordinates and tracks the reassignment of City employees to disaster tasks.
- Responsible for the coordination of spontaneous volunteers registered as Emergency Workers and assigns volunteers appropriately with EOC coordination.
- Oversees the procurement of and maintains food, water, and other associated supplies for City staff and the EOC.
- Coordinates the arrival and location of registered Emergency Workers and other mutual aid resources and ensures they have access to food and water.

**Finance**

- Coordinates resource support activities with Public Works and Human Resources.
- Coordinates with Public Works for required logistical and resource procurement.
- Manages the inventory, allocation, utilization, and conservation of resources necessary to respond to and recover from major emergencies.
- Manages all disaster procurement and contracting for the City.
- Implements procedures for the documentation of private resources utilized during times of emergency or disaster.

## SUPPORT DEPARTMENTS – ALL

**General**

- Supports primary departments in the accomplishment of ESF 7.
- Supports resource requirements as needed in an emergency or disaster.
- Inventories personnel, equipment, and supplies and provides lists as requested by Public Works, the Finance Department, or the Emergency Manager.

- Coordinates resource use under emergency or disaster conditions with the Finance Department and through the EOC.
- Designates specific department representatives to coordinate specialized resources.
- Develops procedures to utilize all City staff for emergency assignments, noting essential and non-essential employee categories, and identifies staff that could be released to assist other departments.

**Emergency Manager**

- Supervises all requests for procurement, storage, and distribution of supplies and equipment in an emergency or disaster though the EOC.
- Works with Public Works, Human Resources, and Finance to establish specific priorities in the assignment and use of all resources.
- Establishes staging areas in support of resource management.
- Requests emergency supplies and equipment not available through the City government to the King County Regional Coordination Framework (RCF), King County ECC and State EMD and federal agencies.
- Provides King County ECC and State EMD with periodic situation reports (SitReps) including supply requirements and anticipated needs.
- Manages the Mercer Island Emergency Volunteer program.

**Community Planning and Development**

- Provides support to Public Works and Finance in coordinating resources during community wide recovery from emergencies.

**City Attorney**

- Assist with emergency proclamations which could affect the utilization of emergency resources.

**Recreation Division**

- Responsible for supplies at shelter sites.

**City Communications Manager / PIO**

- Coordinates information about resource availability or instructions with Public Works through the EOC and communicates with the public.

**Police Department**

- Provides security and mobile radio communication at resource distribution centers.

**Eastside Fire & Rescue**

- Provides Fire suppression, Fire EMS, Search and Rescue (SAR).

**Youth and Family Services / Thrift Shop**

- Provides donation management.

### SUPPORT AGENCIES

- Supports resource requirements in an emergency or disaster.
- Supports the City of Mercer Island in the accomplishment of ESF 7 with external resources.

## RESOURCE REQUIREMENTS

- Resources required by this ESF will be established in coordination with support agencies.
- Resources will be taken from current City stock first, MISD if necessary and not in use by MISD, mutual aid, King County RDP, and other commercial venders as needed.

## REFERENCES

- CEMP Base Plan, Appendix 3.
- EOC Procedures Manual
- Mercer Island Emergency Volunteer Manual
- 2020 Regional Hazard Mitigation Plan
- King County Regional Coordination Framework (RCF), ESF 7.
- RCW 43.19.200. Emergency Purchases.
- Washington State CEMP, ESF 7.
- National Response Framework, ESF 7.

## DEFINITIONS AND ACRONYMS

**EOC –** Emergency Operations Center

**EMERGENCY SUPPORT FUNCTION (ESF)** – The functional approach that groups the types of assistance that a state is most likely to need, (e.g. mass care, health, and medical services) as well as the kinds of federal operations support necessary to sustain State response actions (e.g., transportation, communications). ESFs are expected to support one another in carrying out their respective missions.

**EMERGENCY WORKER** – Emergency worker means any person including but not limited to an architect registered under Chapter 18.08 RCW or a professional engineer registered under Chapter 18.43 RCW, who is registered with a local emergency management organization or the department and holds an identification card issued by the local emergency management director or the department for the purpose of engaging in authorized emergency management activities or is an employee of the State of Washington or any political subdivision thereof who is called upon to perform emergency management activities.

**RESOURCE MANAGEMENT**– A system for identifying available resources to enable timely and unimpeded access to resources needed to prevent, mitigate, prepare for, respond to, or recover from an incident.

**SUPPORT AGENCY** – An agency designated to assist a specific primary or joint primary agency with available resources, capabilities, or expertise in support of Emergency Support Function (ESF) activities under the coordination of the primary or joint primary, agency. An example of a support agency is the Department of Agriculture for ESF 8 - Health and Medical Services.

**See CEMP Base Plan, Appendices 1 and 2 for full list of definitions and acronyms.**

## APPENDICES

Appendix 1 – Emergency Worker Standards and Registration.

Appendix 2 – Vendor Reference List.

Appendix 3 – Mercer Island Emergency Volunteer Resource Lists.

# APPENDIX 1

## EMERGENCY WORKER STANDARDS AND REGISTRATION

### AUTHORITY

"Registration is a prerequisite for eligibility of emergency workers for benefits and legal protection under chapter 38.52 RCW. Emergency workers shall register in their jurisdiction of residence or in the jurisdiction where their volunteer organization is headquartered by completing and filing an emergency worker registration card, Form EMD-024 or equivalent, with the local emergency management agency. The information provided during registration may be used by local authorized officials to conduct criminal history and driving record background checks." (WAC 118-04-080).

### STANDARDS

These standards are in addition to any requirements set forth in RCW 38.52 and WAC 118-04.

It is the responsibility of each City department to establish reasonable standards and criteria for the level of expertise, physical ability, or recommended assignment requests of Emergency Workers.

### REGISTRATION

- Whenever possible, resident volunteers are requested to register in advance as Emergency Workers with the Emergency Manager in certain categories and self-identify any unique skills that may be needed in the event of an emergency or disaster.
- Registration forms are located in the EOC procedures manual and EMAC/EOC share drive.
- Resident volunteers who wish to hold registration as Emergency Workers must meet the following minimum requirements upon a signed application:
  - Be in adequate physical condition to perform the duties of their emergency assignment(s).
  - Be qualified to perform the tasks assigned to the position.
  - Be willing to sign any necessary waivers, hold harmless agreements, or documents required by the City before performing emergency work.
  - Be willing to update and participate in emergency training classes, such as First Aid and CPR or other training, as recommended by the Emergency Manager, or RACES/ARES.
- If City personnel become aware of circumstances whereby a registered Emergency Worker could cause unnecessary risk or liability to the City of Mercer Island or the Emergency Workers Program, or when continued registration of said person would otherwise not be in the best interests of the City, or if false statements were made in the application, the Police Chief or designee may temporarily suspend or

permanently revoke the Emergency Worker's registration, badge, and vest if required for the program category.

**Registration Categories**

- Registration is available to residents in the following skill categories:
  - Disaster Medical
  - Disaster Mental Health
  - Damage Assessment/Windshield Survey
  - Resource Inventory
  - Transportation
  - Search & Rescue
  - Registration
  - Emergency Well Operation/CPOD
  - Sheltering
  - Child Care
  - Senior Care
  - Neighborhood Preparedness
  - Faith Community
  - Animal Shelter Care
  - Mercer Island Radio Operators (MIRO), Emergency Communicators as local HAM radio operators.
- All other spontaneous emergency volunteers must be registered by Human Resources as Emergency Workers as soon as possible at the time of the emergency or disaster.
- Emergency Workers who wish to hold registration with the Emergency Management Office must meet the minimum requirements as previously stated.

## REGISTRATION DURING A DISASTER

Emergency Worker volunteer mobile registration kits are managed and maintained by the Human Resources Director for deployment to various locations as deemed appropriate and necessary. There are kits located in the EOC. The kits contain everything necessary to set up a mobile registration site including signage, rosters, registered Emergency Worker badges for volunteers, instructions, camera for photos, and more.

## ASSIGNMENTS

Human Resources Manager will work with Mercer Island Emergency Volunteer Lead to determine and manage volunteer needs and concerns. Refer to EOC Procedures manual as well as Mercer Island Emergency Volunteer Resource Book for further information

# APPENDIX 2

## VENDOR REFERENCE LIST

### SMALL WORKS ROSTER AND CONSULTANT ROSTER

As an alternative to advertising for bids for projects under $300,000, the City of Mercer Island participates with a number of other public agencies in using a shared small works roster that is administered by the Municipal Research and Services Center (MRSC) of Washington.

Additional information and application materials can be obtained from the MRSC website at: http://www.mrscrosters.org.

MRSC Rosters is a roster service that provides a membership database used by participating Washington public agencies to efficiently and affordably contact registered businesses about small public works construction projects, consulting opportunities, and contracting of goods or services. MRSC Rosters has no involvement in how public agency members procure services through the roster process.

MRSC serves Washington counties, cities, and special purpose districts authorized to use a roster contracting process and businesses who meet the eligibility requirements for providing services to local governments.

# APPENDIX 3

## VOLUNTEER RESOURCE LISTS

### I. RESOURCE SUPPORT LISTS

Refer to EOC Procedures manual, as well as Mercer Island Emergency Volunteer Resource Book, for further information. Both are located in the EOC.



# EMERGENCY SUPPORT FUNCTION 8
# HEALTH AND MEDICAL SERVICES

**JOINT PRIMARY DEPARTMENTS:** Eastside Fire & Rescue
Youth and Family Services

**SUPPORT DEPARTMENTS:** All Departments
Mercer Island Emergency Volunteers
Police Department
Human Resources
American Red Cross
King County Emergency Medical Services
King County Medical Examiner
Public Health of Seattle and King County
Private Ambulance Companies

## INTRODUCTION

### PURPOSE

The purpose of this ESF is to outline the local organization, operational concepts, responsibilities, and procedures/guidelines to accomplish coordinated public health and medical services to reduce death and injury during emergency situations and restore essential health and medical services within a disaster area on Mercer Island.

### SCOPE

This ESF will identify and meet the health and medical needs of individuals and communities within the City of Mercer Island, impacted by an emergency or disaster through coordination with Public Health Seattle & King County (PHSKC).

## POLICIES

The City of Mercer Island and the Eastside Fire & Rescue (EF&R) will use mutual aid agreements when the City's resources are depleted or committed. The Incident Command System (ICS) should be used in any size or type of disaster to manage response personnel, facilities, and equipment.

It is the policy of the Eastside Fire & Rescue to operate under the King County Comprehensive Emergency Management Plan, Emergency Support Function 8 (ESF) for disaster related health and medical services. Emergency Medical Technicians or other responders who provide

emergency medical assistance in the City of Mercer Island shall operate under King County's procedures and protocols.

A Mass Casualty Incident (MCI) may be declared to allow Emergency Medical Services personnel to follow the established written emergency protocols as referenced in the Seattle-King County Mass Casualty Incident (MCI) Plan and Public Health Seattle & King County's Catastrophic Fatality Management Guidelines for Cities.

## SITUATION

### EMERGENCY/DISASTER CONDITIONS AND HAZARDS

- A significant emergency or disaster that overwhelms City of Mercer Island resources would necessitate mutual aid agreements with local jurisdictions, King County Regional Disaster Plan (RDP), King County RCECC, PHSKC, State Emergency Management Division (EMD), and other organizations or agencies including federal public health, medical, and mental health care assistance.
- A major earthquake may cause casualties, depending on population density, quality of building construction, and the location, time, magnitude, and duration of the earthquake.
- Hospitals are located off island, reducing the ability to quickly transport victims and gain appropriate medical support. Mercer Island pharmacies may expend their supplies very quickly or have none at all in certain categories.
- Uninjured persons who require maintenance medications (e.g., insulin) may have difficulty in obtaining them because of damage or destruction of normal supply locations, off island, and general shortages within the disaster area.
- In the face of massive increases in demand and the damage sustained, medical supplies and equipment may likely be in short supply or not available. Disruptions in local communications and transportation systems could prevent the ability to re-supply. Refer to Appendix 3 of this ESF Mercer Island Emergency Volunteer Resource Lists.
- The sudden onset of such a large number of victims will stress the local Mercer Island medical system, including EF&R EMS, necessitating time-critical assistance from mutual aid local jurisdictions with the activation of the RDP, King County RCECC, state and federal government and other medical specific organizations. Such an emergency or disaster may also pose certain public health threats, including problems related to food, disease vectors, water, wastewater, solid waste, and mental health.
- Nursing homes, pharmacies, and other medical/health care facilities may be structurally damaged or destroyed. Those facilities that survive with little or no structural damage may be rendered unusable or only partially usable because of damage to, or reduction of utilities, power, water, and sewer. Staff may be unable to report for duty due to personal injuries and damage or disruption of communication and transportation systems.

- Medical and health care facilities which remain in operation and have the necessary utilities, and staff may be overwhelmed by the "walking wounded" and seriously injured victims who arrive or are transported there in the immediate aftermath of the occurrence.
- Secondary disasters may not generate the casualty volume of a major earthquake but there will be an increased emphasis on relocation, shelters, vector control, and returning water, sewer, wastewater, and solid waste operations.
- An emergency or natural disaster, or those incidents resulting from chemical, biological, radiation release, and/or an explosive event could occur that may not damage the infrastructure of the local medical system. However, such an event could produce a large concentration of specialized injuries that would overwhelm the EF&R EMS system, the local medical system, and/or result in the contamination of fire and medical treatment personnel or medical facilities which could reduce or eliminate the ability of those personnel or facilities to continue providing services.
- Refer to the current Mercer Island annex to the 2020 Regional Hazard Mitigation Plan

## PLANNING ASSUMPTIONS

- The intent of the ESF 8 Health and Medical Services is to supplement and assist by utilizing initial local resources and/or mutual aid primarily available from:
  - Supporting departments, organizations and agencies responsible to support ESF 8.
  - ESF 8 related registered Emergency Workers categories are:
    - Disaster Medical
    - Disaster Mental Health
    - Damage Assessment/Rapid Impact Survey (RIS)
    - Resource Inventory
    - Transportation
    - Search & Rescue
    - Registration
    - Well Operations/CPOD
    - Sheltering
    - Child Care
    - Senior Care,
    - Communications - HAM Radio Operators
    - Neighborhood Preparedness
    - Faith Community
    - Animal Shelter Care.

- Refer to Emergency Operations Center (EOC) Procedures manual as well as the Mercer Island Emergency Volunteer Manual for further information.
- Local suppliers of Mercer Island (see EOC Procedures Manual for a list).
- Other local health jurisdictions and organizations, including PHSKC and those signatory to the King County RDP and King County Mass Casualty Incident Plan (MCI).

- ESF 8 provides assistance in identifying and meeting the health, medical, and mental health needs of victims of an emergency or natural disaster. This support is categorized in the following functional areas:
  - Assessment and delivery of health, medical, and mental health needs.
  - Health surveillance.
  - Medical care personnel.
  - Health and medical equipment and supplies.
  - Transportation to local hospitals.
  - Patient evacuation.
  - Public health information.
  - Vector control.
  - Potable water, wastewater, and solid waste disposal.
  - Victim identification and mortuary services.
  - Veterinary services.
- Resources on Mercer Island may not be adequate to clear casualties from the scene or to transport and treat them in local hospitals on the mainland.
- Additional medical capabilities will urgently be needed to supplement and assist EF&R's EMS to triage and treat casualties in the affected area and then to transport them to the closest appropriate health care facility. Additionally, medical re-supply may be needed to support response and recovery operations.
- In a major event, operational necessity may require the further transportation of patients by water or air to the nearest hospital with sufficient concentrations of available hospital beds where patient needs can be matched with the necessary definitive medical care. Pre-designated landing zones (air) and marine patrol meet points (water) may be utilized.
- The damage and destruction caused by an emergency or disaster will produce urgent needs for mental health crisis counseling for victims and emergency responders.
- Registered Emergency Workers will self-mobilize in a natural disaster. Refer to EOC Procedures Manual as well as Emergency Volunteer Manual.
- Disruption of sanitation services and facilities, loss of power, and massing of people in shelters may increase the potential for disease and injury.

- Damage to sewer lines as well as water sources, distribution, and storage and secondary hazards such as fires may result in toxic environmental and public health hazards to the surviving population and response personnel.
- During the first seven days after the emergency or disaster, the public should not expect, when calling 911, the usual emergency medical services response from the various pre-hospital providers.
- The public should not expect normal public health services, such as immunizations, special nutritional programs for children, or public health nursing services, routine dental care for at least the first week after the emergency or disaster.
- In a major catastrophic event, including but not limited to epidemics, pandemics, and chemical, biological, radiological, nuclear and explosive attacks (CBRNE), EF&R EMS medical resources will be insufficient to meet demand, specialized equipment and / or treatment materials will be unavailable, and transportation assets will also be restricted due to possible contamination. Emergency plans, standard operating guidelines (SOGs), or operational plans may not be adequately defined to ensure the provision of local resources in such catastrophic circumstances.
- Use of Mercer Island School District (MISD) facilities are as follows. If an event happens, MISD has control over their facilities; coordination must be made with MISD and the City for co-use of the facility as a Community Shelter.

## CONCEPT OF OPERATIONS

### GENERAL

- Eastside Fire & Rescue EMS will lead health and medical assistance with Youth and Family Services (YFS) leading in mental health services.
- ESF 8 will be assisted by resident support: the Mercer Island Emergency Volunteer registered Emergency Workers of the Disaster Medical and / or the Disaster Mental Health emergency response teams, and Mercer Island Radio Operators (MIRO) as contained in ESF 2, 6, and 8.
- Registered Emergency Workers will self-mobilize in a natural disaster. In a terrorist event or CBRNE event, registered Emergency Workers will wait for a request from the Mercer Island EOC.
- Eastside Fire & Rescue and YFS will each designate a primary liaison to the EOC. Upon activation of the EOC, the EOC will notify EF&R and the YFS Administrator or designated alternates. Such notification could be to advise of a potential event or announce an activation of the EOC.
- Eastside Fire & Rescue and YFS liaisons will make further notifications in accordance with internal plans, guidelines, or practices.
- Eastside Fire & Rescue and YFS liaison may also request the EOC to notify ESF 8 supporting departments and, if necessary, other organizations or agencies for their continued assistance, as needed.

- Supporting American Red Cross (ARC) or Washington Voluntary Organizations Active in Disasters (WAVOAD) representatives responding to the emergency or disaster should notify their parent organization and report to the appropriate location, as requested.
- Direction and control will be from the EOC, under the functions of the Incident Command System (ICS) in alignment with the National Incident Management System (NIMS), and the Emergency Manager, with EF&R and YFS in charge of the Medical Response Team when it is activated under the Operations Section. EMS will be made up of designated staff from EF&R, YFS, Mercer Island Emergency Volunteer, registered Emergency Worker personnel, and supporting organizations.
- Support departments, organizations and agencies will be notified by the EOC, when resources are requested, and tasked to provide 24-hour representation, as necessary (except for those self-mobilizing teams). Each support department, organization and agency is responsible for ensuring that sufficient program staff is available to support the Incident Command (IC) / Unified Command (UC) and carry out the activities tasked to their organization or agency on a continuous basis. Individuals representing departments, organizations and agencies that are liaison to the EOC must have extensive knowledge of the resources and capabilities of their respective organizations or agencies and have access to the appropriate authority for committing such resources during response and recovery operations.
- The EOC will establish and maintain coordination with the appropriate local jurisdiction EOCs as defined in the King County RDP, medical and public health officials (PHSKC), organizations and agencies to obtain current medical and public health assistance information. Requests can also be made by telephone, radio, or face-to-face conversations and, when able, by formally written requests.
- Eastside Fire & Rescue and YFS will continuously acquire and assess information about the situation in coordination with the EOC. The extent of health and medical problems will continue to be identified. Appropriate monitoring and surveillance of the situation will be established to obtain valid ongoing information. Sources of information may include assessment teams dispatched by EF&R, YFS, supporting departments, organizations and agencies, various county and state officials in the affected area, local health officials, local health districts, or the broadcast media.
- In the early stages of a response, it may not be possible to fully assess the situation and verify the need for the level of assistance that is being requested. In such circumstances, it shall be the responsibility of the EOC to decide whether to request and authorize assistance. Every attempt shall be made to verify the need before providing assistance. However, it may be necessary to proceed with assistance on a limited basis before verifications are obtained. In such a situation, EF&R and YFS will use their judgment and will be flexible and responsive to meeting perceived time critical needs.
- Because of the potential complexity of the health, medical and mental health response issues and situations, conditions may require special advisory groups and subject matter experts (SMEs) to be assembled by EF&R and YFS. They would review health and

medical intelligence information and advice on specific strategies to be employed in order to appropriately manage and respond to specific situations.

- By direction of the county, PHSKC, or state and at the request of the EOC, health personnel or teams from Department of Health (DOH) may be deployed as needed to provide appropriate medical, public health, and environmental health assistance.
- Local Hazardous Materials (HazMat) Teams, the Washington State National Guard (WNG) medical, transportation, weapons of mass destruction response teams, and other assets may be requested through the Mercer Island EOC in support of ESF 8 requirements.
- Requests for information may be received for EF&R or YFS from various sources, such as the media and the general public. These requests will be referred to the EOC, Joint Information Center (JIC) Phone Bank, or City's Communications Manager / Public Information Officer (PIO) for response.
- A record of ESF 8 activities via ICS forms, or equivalent means, shall be maintained by each of the participating departments in accordance with EOC standard operating guidelines (SOGs) or operational plans.
- The EOC will utilize locally available health, medical, and mental health resources to the greatest extent possible to meet the needs identified. The King County ECC and State ESF 8 will meet additional requirements primarily from coordinated sources.
- Throughout response and recovery activities, EF&R and YFS in coordination with the EOC will evaluate and analyze health, medical, and mental health assistance requests and responses, and develop and update assessments of medical and public health status. All requests from appropriate local jurisdictions for medical and public health assistance will be assumed to be valid. Upon receiving conflicting or questionable requests, ESF 8 will attempt to confirm the actual need. ESF 8 will maintain accurate and extensive logs to support the After-Action Report (AAR) and other documentation of event conditions.
- Any supplies that are used will be documented for re-supply control and possible future reimbursement by state and federal programs.
- In the absence of a designated City employee, or an outside agency such as the American Red Cross, designated as in charge at the site, the Disaster Medical health care professional representative at the shelter site or triage and field medical treatment areas will be in charge. They are expected to resolve issues where there is conflict concerning medical mitigation between elements or activities operating at those locations.
- Eastside Fire & Rescue and YFS will, upon completion of the event, review the event logs and prepare a summary for the After-Action Report (AAR). The AAR, which summarizes the major activities of ESF 8, will identify key problems, indicate how they were solved, and make recommendations for improving response and recovery operations in subsequent activations. Support departments, organizations and agencies will assist in the preparation of the AAR and endorse the final report.

- The City's emergency management planning takes a whole community approach – a strategy where residents, community leaders, and government officials assess the unique needs of the community and work together to organize and become better prepared to respond to, recover from, and thrive after an incident. The City recognizes that various populations may require specialized support during an incident. The City works to assess and identify specific needs for the entire Mercer Island community, and based on that assessment, creates plans to support the whole community, as resources allow.

## ORGANIZATION

- Eastside Fire & Rescue is the lead agency responsible for ESF 8 health and medical services, and YFS is the lead agency for mental health response activities. All other departments will support as requested.
- On-scene management of emergencies will follow the Incident Command System (ICS) in alignment with the National Incident Management System (NIMS).
- Emergency standard operating guidelines SOGs or operational plans are maintained in this ESF, ESF 4 (Firefighting), EF&R SOGs, and/or the YFS Emergency Manual. External procedures to support operations are the PHSKC Emergency / Disaster Operations Plan and King County RDP.
- In the event of structural failure or inaccessibility to medical clinics and hospitals in a disaster, any City facility or temporarily established site may act as a remote emergency first aid station, or morgue for its local area until coordination of more permanent facilities can be established by the EOC.
- The EOC will provide initial coordination and notification of outside agencies providing operational support based on requests for assistance from field personnel.
- The EF&R Fire Chief and Youth and Family Services Administrator shall provide direction and control over their respective resources in cooperation with the Emergency Manager and EOC.
- Eastside Fire & Rescue and YFS will develop and provide periodic health, medical and mental health situation reports (SitReps) to the EOC.
- Eastside Fire & Rescue and YFS will activate in accordance with internal plans and procedures.
- Any site designated by the Incident Commander may serve as a command post, staging area, triage, treatment, transportation station, communications center, first aid station, temporary morgue, or in any other functional capacity appropriate for the situation. Any field location(s) selected will be communicated to the EOC.
- Eastside Fire & Rescue shall establish a system to expand emergency medical support and provide support to first aid stations and the EOC in the coordination and establishment of expanded first aid facility needs if necessary during an emergency.

- Eastside Fire & Rescue will utilize the King County Mass Casualty Incident (MCI) Plan, a separately published document which is based on the Incident Command System (ICS). When activated, EF&R will work with the EOC to coordinate expansion of first aid care to field operations when required.
- Mutual aid agreements exist with several jurisdictions in King County. Requests for Assistance (RFA) will be coordinated through the EOC.
- Personnel shall operate according to specific directives, department standard operating guidelines (SOGs), or operational plans and by exercising reasonable personal judgment when unusual or unanticipated situations arise, and command guidance is not available.
- Communications will be through established channels.
- In the event that mental health counseling is necessary for staff or Emergency Workers, the City will utilize the services of YFS and PHSKC when available. Mental health counseling for residents and disaster victims may also be obtained through the American Red Cross (ARC) and other local area mental health organizations following the disaster, as available.
- Response capabilities to incidents involving biological or chemical agents can be bolstered by the activation of the Center for Disease Control's Pharmaceutical Stockpile Program. The EOC can request state assets and services for the program from the Director of the Center for Disease Control (CDC). The CDC Director has the authority, in consultation with the Surgeon General and Secretary of Health and Human Services, to order deployment of pharmaceuticals, vaccines, antidotes, and other medical supplies and equipment necessary to counter the effect of nerve agents, biological pathogens and chemical agents. A CDC Technical Advisory Response Unit team deploys simultaneously. The team, made up of pharmacists, emergency responders, and logistics experts, helps the City of Mercer Island with receiving, distributing, dispensing, replenishing and recovering program materials.
- A PHSKC Duty Officer is on duty on a 24-hour basis to respond to requests for assistance from Public Health. The Health Duty Officer can be paged by calling the Public Health EOC at 206-296-4606. During a disaster, PHSKC will be co-located at the King County ECC.

## MITIGATION ACTIVITIES

### Primary Department – Eastside Fire & Rescue

- Eastside Fire & Rescue EMS shall develop an inventory of medical facilities, local clinics, emergency medical personnel, medical transportation options, communications, and supply resources.
- Develops departmental SOGs or operational plans in support of this ESF.
- Provides first aid training classes to the public.

### Primary Support Department

- Youth and Family Services
- Develops an inventory of mental health facilities, emergency mental health personnel, mental health transportation options, communications, and supply sources in coordination with EF&R.
- Develops departmental SOGs or operational plans in support of this ESF.

**Support Departments – All**

- Develops departmental SOGs or operational plans in support of this ESF.
- American Red Cross – Establishes a method whereby names of victims will be obtained for health and welfare communications by appropriate agencies and immediate family.

## PREPAREDNESS ACTIVITIES

### Primary and Other Departments

#### Eastside Fire & Rescue

- Develops departmental SOGs or operational plans for the accomplishment of response and recovery activities. Works with YFS and support departments to develop procedures for response and recovery activities for mental health.
- Plans for the management of mass causalities and mass fatalities.
- Supports Mercer Island Emergency Volunteer Disaster Medical response plans and activities.
- Conducts and participates in drills and tests to validate response and recovery procedures.
- Revises procedures based on drills, tabletops and exercises, or real event findings.

#### Youth and Family Services

- Develops the composition of staff and resident based mental health assessment teams based on hypothetical emergency or disaster situations.
- Develops departmental SOGs or operational plans for the accomplishment of response and recovery activities. Works with EF&R EMS and support departments to develop procedures for response and recovery activities for mental health services.
- Revises procedures based on drills, tabletops and exercises, or real event findings.

### Other Support Departments

#### General

- Develops departmental SOGs or operational plans in support of this ESF for the accomplishment of response and recovery activities.
- Participates in drills, tabletops and exercises to validate response and recovery procedures when requested.
- Revises departmental SOGs or operational plans based on drills, tabletops and exercises or real event findings.

### Emergency Manager

- Continues to develop and refine the resident-based emergency management program and its capabilities to self-mobilize in emergencies or disasters.

## RESPONSE ACTIVITIES

### Joint Primary Departments

#### Eastside Fire & Rescue

- The EF&R Fire Chief or designee in charge of the incident shall establish Incident Command and provide incident evaluation to ensure appropriate coordination of resources and management of the incident as outlined in EF&R SOGs or operational plans.
- Mobilizes department staff who coordinate with the Disaster Medical registered Emergency Workers to support EF&R EMS to assist in determining specific health and medical needs and priorities.
- Assures that the implementation of the Simple Triage and Rapid Treatment (S.T.A.R.T.) system is not delayed pending the arrival of the primary medic units. The IC shall assure that all responsibilities of the Medical Branch positions are completed according to the Incident Action Plan (IAP).
- Provides technical assistance and consultation on medical treatment of injured victims.
- Implements the King County MCI Plan.
- Coordinates all aspects of medical care and transportation of patients at a specific scene including, but not limited to, triage, treatment, transportation, and set-up of an initial morgue area.
- Contacts as primary Harborview Medical Center, the hospital control facility, with Overlake Hospital as backup, when appropriate.
- Provides assistance to health care facilities in the implementation of plans to reduce patient populations if evacuation is necessary and with provisions for continuing limited medical care for patients that cannot be evacuated.
- Advises or seeks assistance on protective actions related to direct human and animal exposure to communicable diseases, environmental hazards, or other toxic agents and on indirect exposure through contaminated food, drugs, water supply, and other media.
- Provides incident status and operational needs to the EOC at regular intervals.

#### Youth and Family Services

- Mobilizes department staff and coordinates with Emergency Volunteers to support YFS to assist in determining specific mental health needs and priorities.

- Assists in assessing mental health effects of a disaster on the general population and on high-risk population groups.
- Provides initial technical assistance and initial consultation on mental health treatment of injured victims upon request, if licensed or certified individuals are available.
- Provides incident status and operational needs to the EOC at regular intervals.

**Support Departments – All**

**General**

- All departments will support this ESF when requested.

**Public Works**

- Assesses potable water and waste/solid waste disposal issues.
- Provides potable water and or water purification information, supplies and equipment.
- Conducts collection of wastewater/solid waste and wastewater/solid waste disposal equipment and supplies.
- Provides or seeks technical assistance and consultation on potable water and wastewater/solid waste disposal issues.

**Police Department**

- Provides limited first aid capability.
- Assists the Medical Examiner with the identification of deceased persons.
- Secures medical scenes.

**Human Resources**

- Facilitates support for employee critical incident stress debriefing.

**Support Agencies**

**Public Health – Seattle and King County (PHSKC)**

- A Public Health Duty Officer is on duty on a 24-hour basis to respond to requests for assistance from Public Health. The Public Health Duty Officer can be paged by calling the Public Health EOC at 206-296-4606.
- Provides technical assistance and consultation for field investigations including collection and laboratory analysis of relevant samples.
- Advises protective actions related to direct human and animal exposure to communicable diseases, environmental hazards, and other public health dangers, and on indirect exposure through contaminated food, drugs, water supplies, and other media.

## RECOVERY ACTIVITIES

**Joint Primary Departments**

**Eastside Fire & Rescue**

- Requests for the Critical Incident Stress Debriefing (CISD) Team will be coordinated through the EOC.
- Coordinates movement of patients from the field to area hospitals through Hospital Control (HC). Primary HC is located at Harborview Medical Center. Back up HC is Overlake Hospital.
- Prepares summaries for the After-Action Report (AAR).

**Youth and Family Services**

- The IC shall evaluate the on-scene situation and determine whether or not there is a need for post-incident critical incident stress debriefing (CISD).
- Supports mental health recovery activities consistent with the Department's mission and capabilities.
- Prepares summaries for the AAR.

**Support Departments – All**

**General**

- Supports recovery activities consistent with the department's missions and capabilities.
- Provides input to the AAR.

**Police Department**

- Provides assistance to the medical examiner in the identification of the deceased when applicable in coordination with EF&R.
- Provides security to field morgue operations and facilities, as requested.
- Provides perimeter control at incident scenes when requested.

## RESPONSIBILITIES

### JOINT PRIMARY DEPARTMENTS

**Eastside Fire & Rescue**

- Primary lead for health and medical services with Mercer Island Emergency Volunteers resident Disaster Medical support as available in an emergency or disaster.
- Eastside Fire & Rescue EMS works with YFS in the coordination and management of mental health activities. Refer to above responsibilities for mitigation, preparedness, response, and recovery.

**Youth and Family Services**

- Coordinates the planning for, and provision of, the City's mental health assistance to the populous affected by an emergency or disaster.

- Primary lead for mental health services with Mercer Island Emergency Volunteers Mental Health Emergency Response Team and ARC support as available in an emergency or disaster.
- Develops a "crisis plan" for each school facility utilizing on-site available counselors to assist in psychological support as needed.
- Develops and maintains a list of referral agencies and/or mental health professionals to assist on a long-term basis victims affected by trauma

## SUPPORT DEPARTMENTS – ALL

- Provides support to EF&R and YFS in planning for and providing medical, public health, and mental health assistance to the populous affected by an emergency or disaster.

## SUPPORT AGENCIES

### Public Health – Seattle and King County (PHSKC)

- Organize and mobilize public health services during an emergency.
- Monitor potential causes of communicable diseases in the wake of a disaster.
- Identify and coordinate activation of additional mental health professionals when needed.
- Establish monitoring facilities for problems regarding public health, water supplies, sanitation and food needs when appropriate.
- Provide information and instructions to facility managers and the general public to safeguard public health, water supplies, sanitation, and food.
- Provide inoculation of individuals if warranted by threat of disease.
- Provide information on health department activities via the King County ECC.
- Coordinate public information programs dealing with personal health and hygiene such as disease control operations, sanitation activities, and potable water supply.

### King County Medical Examiner

- Coordinate with the local morticians to expand mortuary services as appropriate for the situation.
- Establish temporary morgues (refer to King County Department of Health Morgue Procedures Plan), determine cause of death, coordinate the disposition of corpses, and notification of relatives.
- Coordinate activities with the EOC, morticians, police, and Emergency Manager.
- Provide liaison at the EOC to assist in coordination activities when appropriate.

### Local County Coroner and Morticians

- Assist the medical examiner by establishing temporary morgues and transporting and storing corpses until final dispositions are determined.
- Provide liaison at the EOC to assist in coordination activities when requested, as available.

**Northwest Mosquito and Vector Control Association**

- Directly or indirectly involved with understanding the biology and control of insects and rodents of public health importance; enhances public health and quality of life through the suppression of such insects and/or rodents; disseminates information; promotes and develops public interest in accomplishing these objectives. (www.nwmvca.org).

**American Red Cross**

- Provide available personnel to assist in temporary infirmaries, immunization clinics, morgues, hospitals, and nursing homes.
- Acquaint families with available health resources and services and make appropriate referrals.
- Provide supportive counseling for the family members of the dead and injured.
- Provide emergency first aid, supportive counseling, health care for minor illnesses and injuries to victims in mass care shelters, selected disaster clean-up areas, and other sites deemed necessary by the Department of Health.
- Supplement the existing health system, subject to the availability of staff.
- Provide blood and blood products through regional blood centers at the request of the appropriate agency.

**Local Hospitals**

- Harborview Medical Center (HMC) will function as the Disaster Medical Control Center (DMCC) for King County. In this capacity, HMC directs the distribution of EMS patients to appropriate hospitals in King County in an emergency or disaster. Overlake Hospital Medical Center is the designated back up DMCC facility.
- The Northwest Healthcare Response Network will activate the Healthcare Emergency Coordination Center (HECC) to establish healthcare system response and recovery objectives, coordinate incident information with HMAC and to manage the acquisition and use of medical resources.

## RESOURCE REQUIREMENTS

### MEDICAL TRANSPORTATION

- Normally transportation requirements are to be handled by EF&R. Arrangements for medical transportation can be made by other means, such as private ambulance or transport by air or water. The EOC in coordination with EF&R EMS will identify the need for patient evacuation support from the affected area. If it is determined by the EOC that resources are inadequate to meet the requirements, a request for mutual aid assistance will be submitted to the King County ECC and / or state ESF 8 and will be coordinated with representatives.

### MEDICAL FACILITIES

- Coordination for medical clinics and external hospital-controlled facilities is primarily the function of EF&R EMS with EOC support, as requested. Requests for additional

assistance should be referred to mutual aid jurisdictions, King County Mass Casualty Incident Plan, the King County ECC, and the state ESF 8, as needed.

## COMMUNICATIONS

- The EOC will establish communications necessary to coordinate with EF&R EMS and registered Emergency Workers for health, medical, and mental health assistance, as available including utilizing registered Emergency Workers and MIRO. The EOC is expected to maintain communications with EF&R EMS, YFS, local jurisdiction EOCs as part of the King County RDP, and King County ECC, and others. As the situation dictates, communications will be established with other agencies such as the PHSKC and the state Department of Health (DOH).

## ASSETS CRITICAL FOR INITIAL 12 HOURS

- The most critical requirements during the first 12 hours of an emergency or disaster will be medical response personnel, necessary medical supplies and equipment, transportation, logistical and administrative support, and communication systems support. The principal requirements will be:
- In the absence of EF&R EMS personnel, resident Disaster Medical registered Emergency Workers and the Community Mental Health Response Team will self-mobilize during a natural disaster to help themselves and their neighborhoods, and report to the Mercer Island Community and Event Center (MICEC) for assignments.
- Eastside Fire & Rescue EMS and YFS will notify and deploy available personnel to the EOC for emergency response support, and other necessary ESF 8 personnel including resident Mercer Island Emergency Volunteer support.
- External medical personnel and teams, and other supporting medical units to assist the EF&R EMS in the delivery of patient care to victims of the event and the provision of mortuary services will also be required. Volunteer morgue team may also assist with this.
- Medical supplies, including pharmaceutical products, and equipment necessary to replace those damaged or destroyed by the emergency or disaster will be needed. Additionally, resupply will be needed for deployed EF&R EMS or registered Emergency Workers medical teams, other supporting medical units, and EF&R EMS providing patient care in the affected area.
- Transportation support, provided local resources are available, is needed to include:
  - Ground transportation for deployment of local assets and includes MISD buses or large private vehicles.
  - Ground transportation for movement of casualties.
  - Transportation for patient evacuation.
  - Air or marine assets for transport of incoming medical response personnel, supplies, equipment, movement of casualties, or patient evacuation.
- EOC logistics and administrative support, including:

- One or more representatives of the supporting departments or other organizations or agencies to be located at the EOC, or to be available via telecommunications or MIRO, as appropriate, to support EF&R EMS, YFS, and others.
- One or more representatives of the support organizations or agencies to deploy, as required, to assist EF&R EMS and YFS with emergency response coordination.
- An EOC support team representative will provide administrative or clerical support personnel at the EOC.
- Available referenced materials including plans, directories, and maps necessary for coordination of medical and public health response.

· Communication systems, including:
  - Voice and data communications systems connecting the EOC to local jurisdictions, Zone Coordination Center (RDP), King County ECC, and the State EOC, in support of EF&R and YFS, ESF 8.
  - Communications required to support casualty clearing, aero (air) medical staging, and patient evacuation and reception operations.
· The assets required for the initial 12 hours will also be required for the remainder of the response and recovery activities. Requirements may be modified depending on confirmation of casualty and structural damage estimates and available locations, and the time required for medical and public health response and recovery.
· The discovery of new or previously undetected damage, hazardous conditions, or other requirements could also modify the medical and public health response.
· Some significant increases in public health and mental health assistance will be required following the initial response activities and will need to continue well into the recovery activities. Such assistance may include the provision of environmental health services for shelters.

## REFERENCES

· CEMP Base Plan
· 2020 Regional Hazard Mitigation Plan
· City of Mercer Island Emergency Volunteer Manual
· City of Seattle Biological Incident Plan (also reflects King County and Cities resources).
· King County Regional Disaster Plan (RDP).
· Public Health, Emergency /Disaster Operations Plan.
· RCW 38.52.070, Establishment, operation -- Emergency powers, procedures.
· Washington State CEMP.
· Washington Voluntary Organizations Active in Disaster (WAVOAD).

- National Disaster Medical System (NDMS), Operations Plan, Puget Sound Area, Short Title, NDMS OPLAN, PSA.
- Federal Response Plan.
- Public Health Seattle & King County Health, Medical and Mortuary Services Plan.
- Seattle-King County Mass Casualty Incident (MCI) Plan.
- Public Health Seattle & King County Catastrophic Fatality Management Guidelines for Cities.

## DEFINITIONS AND ACRONYMS

**EF&R** – Eastside Fire & Rescue

**EOC –** Emergency Operations Center

**EMERGENCY SUPPORT FUNCTION (ESF)** – The functional approach that groups the types of assistance that a state is most likely to need, (e.g. mass care, health and medical services) as well as the kinds of federal operations support necessary to sustain State response actions (e.g., transportation, communications). ESFs are expected to support one another in carrying out their respective missions.

**MCI** – Mass Casualty Incident

**PHSKC** – Public Health – Seattle and King County

**PIO** – Public Information Officer

**SOG** – Standard Operating Guidelines

**See CEMP Base Plan, Appendices 1 and 2 for full list of definitions and acronyms.**

## APPENDICES

Appendix 1 – Disaster Health, Medical and Mental Health; Operational Concepts.

# APPENDIX 1

## TEAM OPERATIONAL CONCEPTS FOR MENTAL HEALTH FOLLOWING A MAJOR DISASTER

*Recommended and written by Bart Vincent, M.D., Mental Health Coordinator.*

### I. MITIGATION AND PREPAREDNESS PRIOR TO AN EVENT

Every person should make every effort to store an adequate emergency supply of daily life sustaining medications for at least 7 days, or longer, that if not taken might cause medication withdrawal or an exacerbation of symptoms.

### II. RESPONSE

In the event of a disaster, and after taking emergency self-protective measures first, credentialed mental health care workers will respond to Mercer Island Community and Event Center (MICEC) for an assignment.

Mental Health Team members should follow these steps in their approach to a victim:

1. From the beginning, make every effort to explain to the victim what has happened, what is being done about it, and what the likely positive outcome will be.
2. Communicate confidence in yourself and your ability to help the victim.
3. Encourage the victim to speak freely about whatever is on their mind. If they are having difficulty, some general statement about what may have happened may increase their confidence in you to the point they will begin talking. Talking and expressing feelings to a compassionate person relieves fear and facilitates acceptance and hope.
4. When the person starts talking, interrupt them as little as possible. After you have heard their full story, you can ask for details and what would help. Just a couple of minutes of the victim talking and the first aid member actively listening can add tremendous relief and truly work wonders.
5. Remember, it is normal to be fearful, to feel badly or to grieve the loss of home and possessions. Keep in mind, too, reduction of fear is the major task of the actively listening First Aid Team member.
6. Consider too, that for some victims the opportunity to participate or to play a role in the recovery efforts by means of an assigned job may have a very stabilizing effect.
7. For those who do not appropriately respond to talking and listening, or who have no apparent physical injuries, there may be the need for a more specific mental health or medical approach. Obtain a consultation from a Mercer Island Mental Health Emergency Response Team member to provide further instructions and / or intervention strategies. This can be facilitated by using the Ham Radio emergency communications system.

8. For those victims who have had acute stress reactions characterized by becoming dazed and/or unable to function, they may benefit from a more formal follow-up in 24 to 48 hours. Referrals for an appropriate mental health agency may be obtained from the City of Mercer Island's YFS. Mercer Island Youth and Family Services may be able to provide and coordinate grief counseling and mental health support during and after times of crisis.



# EMERGENCY SUPPORT FUNCTION 9
# SEARCH AND RESCUE

**PRIMARY DEPARTMENTS:**
Eastside Fire & Rescue
Police Department

**SUPPORT DEPARTMENTS:**
All City Departments
Mercer Island Emergency Volunteers
King County Office of Emergency Management
Mutual Aid Agencies
Washington State Emergency Management Division
Washington State Military Department, National Guard
Washington State Department of Transportation, Aviation Division

## INTRODUCTION

### PURPOSE

This ESF identifies urban search and rescue (USAR or SAR – from this point forward, SAR will be used to represent both USAR and SAR unless specified otherwise) roles and responsibilities within Mercer Island during an emergency or disaster and establishes a system to search for, rescue, or recover by means of ground, air, or water activity, any person who is lost, injured, trapped, or killed in the jurisdiction of the City of Mercer Island.

### SCOPE

- The City of Mercer Island contracts with Eastside Fire & Rescue (EF&R) for fire and medical services, including SAR services, as such, EF&R is the lead for all fire service technical rescue (structural collapse, trench, confined space, and low-angle rope rescue) related, EMS, and SAR activities in the City of Mercer Island.
- The Police Department of the City of Mercer Island is responsible for ground SAR operations (RCW 38.52.400). Together, EF&R and the Police Department are responsible for SAR operations.
- "Search and Rescue" means the acts of searching for, rescuing, or recovering by means of ground, air, or water activity any person who becomes lost, injured, or is killed while outdoors or as a result of a natural or technological accident, emergency, or disaster.
- SAR is defined by State law (RCW 38.52) as the act of searching for, and rescuing, any person who is lost injured or killed in the out of doors, or as a result of a human caused or natural disaster.

- Eastside Fire & Rescue will implement SAR operations, in coordination with the Police Department, and the Mercer Island Emergency Operations Center (EOC) when applicable, and request mutual aid, King County, and State resources when needed.
- The Police Department Marine Patrol services previously agreed upon contract areas outside of Mercer Island including the Interstate – 90 (I-90) adjoining bridges (East Channel bridge and the West I-90 Floating bridges), and surrounding Lake Washington waterfront.

## POLICIES

- The National Incident Management System (NIMS) is the preferred method of on-scene incident management for SAR operations. In accordance with RCW 38.52.400 (1), NIMS shall be used for multi-agency / multi-jurisdiction SAR operations with Unified Command (UC) in alignment with the National Incident Management System (NIMS).
- Land SAR operations on Mercer Island and the perimeter of the island into Lake Washington are initiated, coordinated, and directed by the City of Mercer Island and EF&R. Land, SAR operations include water SAR.
- Air SAR for missing or downed civil aircraft is the responsibility of Department of Transportation (WSDOT) (Chapter 47.68 RCW).
- The City of Mercer Island may not be able to provide the necessary equipment or sufficient numbers of trained personnel to successfully carry out a SAR mission. The City of Mercer Island EOC may request additional resources including special skills, expertise, or equipment.
- Registered Emergency Workers shall be organized as per Chapter 118-04 WAC.

## SITUATION

Under the best of circumstances, the management of SAR operations can be complex, often involving hundreds of people from different local areas and agencies. SAR incidents resulting from, or independent of but coincident with, a catastrophic earthquake or other disaster may place extraordinary demands on available resources and logistical support systems.

A significant natural or technological event may result in many incidents around the City. Immediate response is crucial to be able to properly manage and control multiple emergency SAR situations.

Eastside Fire & Rescue, if not incapacitated by an earthquake, or other disaster may be initially committed to SAR and EMS incidents.

Disasters such as earthquakes may create simultaneous rescue situations caused by structural and geologic integrity issues taxing the ability of personnel to respond to all EMS or SAR incidents.

Available SAR personnel and mutual aid resources will be difficult to obtain and utilize because of massive disruption of communications, transportation, utilities, and water systems.

## EMERGENCY/DISASTER CONDITIONS AND HAZARDS

- Mercer Island will periodically experience emergency or disaster situations, which may overwhelm current SAR capabilities. Equipment and personnel may be damaged or unavailable at times when they are most needed.
- SAR includes instances involving search for downed aircraft when ground personnel are used, drowning off the shores of Lake Washington, building collapse, trench and excavation incidents, landslides, and other incidents which require SAR response.
- Evidence searches of crime scenes may be so vast or complex that they require SAR resources.
- Refer to the City of Mercer Island annex to the 2020 Regional Hazard Mitigation Plan.

## PLANNING ASSUMPTIONS

- Eastside Fire & Rescue will lead in limited heavy rescue operations in coordination with trained EF&R SAR personnel and other mutual aid resources as appropriate under the IC/UC. These include state and federal resources such as FEMA USAR teams.
- Water SAR will be a coordinated effort with EF&R and Police Department resources and personnel.
- An emergency or disaster can cause buildings to collapse, or leave people stranded due to rising water, mudflows, or landslides, threatening lives and requiring prompt SAR or medical care.
- Construction or building sites can also cause SAR incidents including structural collapse, trench, or excavation situations.
- Local residents and volunteers may initiate activities to assist in SAR operations and will require coordination and direction, and registration as Emergency Workers (WAC 118.04).
- Natural and technological disasters may greatly increase the scope of SAR operations.
- A major earthquake in the Puget Sound area may result in major multi-jurisdictional SAR operations.
- SAR is an emergency and will be recognized as such by all members of EF&R, Police Department, and other City of Mercer Island departments.

# CONCEPT OF OPERATIONS

## GENERAL

- Eastside Fire & Rescue will have lead responsibility for SAR operations in coordination with the Police Department using local resources as available.
- The goal of SAR operations is to save the lives of victims who are unable to ensure their own survival without assistance. This includes, but is not limited to, locating persons lost

in urban areas or parks and waterways, and assisting injured people in unsafe areas to reach safety.

- The recovery of bodies will be conducted only after the rescue of survivors has been completed and the environment will allow for safe operation by SAR Teams and recovery personnel.
- When the City of Mercer Island SAR resources are exhausted, or if needed resources are not locally available, assistance will be requested from mutual aid agreements with other local jurisdictions, King County Regional Disaster Plan (RDP) activation, and Washington State Emergency Management Division (EMD).
- Land SAR operations within the City of Mercer Island are initiated, coordinated, and directed by the EOC in accordance with standard operating guidelines using volunteer resources registered in accordance with Chapter 118-04 WAC. Requests for additional resources, if needed including special skills, expertise, or equipment are coordinated by the EOC. Multi-jurisdictional SAR operations may be coordinated by King County ECC and King County Sheriff's Office (KCSO) and/or State EMD, Zone 1, 5 and/or 3 EF&R Technical Rescue Teams, or FEMA USAR Teams, when requested.
- Air SAR for missing or downed civil aircraft is the responsibility of WSDOT Aviation Division.
- If a catastrophic event results in major multi-jurisdictional SAR operations on Mercer Island or if the Mercer Island resources are requested, the State Rescue Coordination Center (RCC) may be activated to provide coordination and support for extensive city, state, out-of-state, federal and international SAR resources required by the magnitude of the disaster.
- Communications with the EOC from the incident command post, King County RCC, the State RCC, and/or from the local jurisdictions EOCs, if requested, will be through normal radio and telephone capabilities, augmented by back-up direction and control systems, and possibly by resources provided by the Washington State National Guard (WNG), federal military organizations, and/or FEMA/DHS, as appropriate.
- The City's emergency management planning takes a whole community approach – a strategy where residents, community leaders, and government officials assess the unique needs of the community and work together to organize and become better prepared to respond to, recover from, and thrive after an incident. The City recognizes that various populations may require specialized support during an incident. The City works to assess and identify specific needs for the entire Mercer Island community, and based on that assessment, creates plans to support the whole community, as resources allow.

## ORGANIZATION

### Eastside Fire & Rescue

Eastside Fire & Rescue will initiate SAR operations in coordination with the Police Department. NIMS will be implemented upon execution of SAR operations. The EOC will activate at the request of the Emergency Manager, when appropriate. The Communications Centers (911) will coordinate all response communications. The EOC will coordinate direct support to SAR operations and register volunteers as registered Emergency Workers.

Surface water rescue is supported by both EF&R and Mercer Island Police. Eastside Fire & Rescue has trained rescue swimmers for surface water rescue. Mercer Island Police has trained divers. Eastside Fire & Rescue and the Police Department Marine Patrol will work together as needed to deploy appropriate resources for SAR operations on surface water.

Eastside Fire & Rescue is further supported by nine (9) members who are part of the FEMA/DHS USAR system, as well as all EF&R Operations Personnel being certified at operations / technician level for the recognized technical rescue disciplines. Eastside Fire & Rescue provides technical rescue response from multiple locations throughout their service area.

### Volunteer Organizations

The City of Mercer Island Emergency Volunteers, otherwise known as registered Emergency Workers, are registered with the City of Mercer Island Emergency Manager in specific categories for response to natural disasters in accordance with Chapter 38.52 RCW and Chapter 118-04 WAC. During an event the Human Resources Manager coordinates the Emergency Worker registration and manages assignments. Emergency Workers are able to respond to a spectrum of emergencies or disasters. SAR volunteer units with varying capabilities can be organized under the direction of the Emergency Manager. Volunteers specific to the air SAR mission are registered by WSDOT, Aviation Division under Chapter 47.68 RCW and Chapter 468-200 WAC.

### State Organizations

The State EMD appoints a State coordinator of SAR operations, maintains a 24-hour capability to respond to requests for assistance from local jurisdictions, and will coordinate the resources of other political subdivisions, as well as state, out-of-state, federal, and international agencies in support of the requesting jurisdiction. The State SAR Coordinator may be deployed to the scene to provide this coordination. Multi-jurisdictional SAR operations may be coordinated by the State EMD, when requested. Major multi-jurisdictional SAR operations, such as may result from a natural or technological disaster, may require the activation of the State RCC.

The WSDOT Aviation Division maintains a response capability to conduct air SAR for missing or downed civil aircraft as mandated by Chapter 47.68 RCW. The WSDOT Aviation Division Emergency Manager exercises command over all aircraft and aircrew personnel participating in the mission. The State SAR Coordinator may be deployed to

the scene to provide for coordination of land SAR resources or for other assistance, as may be required.

**Federal Organizations**

The U.S. Air Force directs inland SAR operations for downed or missing military aircraft, scheduled carriers, aircraft carrying people or things of national significance, and aircraft of international origin. The U.S. Air Force also coordinates federal military assistance for local and State SAR operations through the Air Force Rescue Coordination Center (AFRCC).

Water SAR mission's response may be initiated by the Police Department Marine Patrol with immediate notification through the City of Mercer Island contracted Communications Centers (911) to the Emergency Manager.

The U.S. Coast Guard directs maritime SAR operations on or above navigable waters or off the Pacific shores and may assist with inland SAR operations. Within the State of Washington this occurs through the Seattle Rescue Coordination Center (RCC), 13th Coast Guard District Command Center.

At the request of the appropriate federal agency, the State SAR Coordinator may be deployed to the scene to provide for the coordination of State resources.

The National Response Framework (NRF) ESF 9 provides for the establishment of a National Urban Search and Rescue (US&R) Response System with FEMA/DHS as the lead agency. There are twenty-eight Task Forces within the system capable of responding anywhere in the nation. One task force, Washington State US&R, (WATF-1), is located in Washington State. US&R Task Forces may begin arriving in the State within twelve hours of an event.

## PROCEDURES

**General USAR Procedures (Land and Water)**

- When a report of a SAR incident is encountered or received by EF&R or the Police Department, a SAR unit will be dispatched to the scene to evaluate the need for SAR.
- The unit will then alert EF&R/Police Department, IC, of the pending SAR incident. The IC will communicate with the Communications Centers (911), who will notify the chain of command.
- The EOC will also activate, if needed, with the Emergency Manager mobilizing the appropriate staff to support EOC operations.
- The EOC will request the appropriate SAR agencies, organizations, and volunteers, as needed, for a SAR operation.
- Water SAR missions in response may be initiated by the Police Department Marine Patrol with immediate notification of an incident through the City of Mercer Island contracted Communications Center(s) (911) to the chain of command. RFAs for mutual aid and other organizations or agencies will be as stated.

- A SAR Rescue Group Supervisor (RGS) will be sent to the area where the SAR operations are to be conducted to establish a command post and to coordinate support required for SAR operations.
- Existing EF&R SAR personnel and volunteer SAR units qualified in accordance with RCW 38.52, and WAC 118.04, will be used as a nucleus, around which greatly expanded rescue operations may be conducted in a major emergency.
- The Emergency Manager or designee will notify the KCSO, King County RCECC and/or State EMD, when a SAR mission is in operation. The State EMD will issue a State mission number. The issuance of this mission number authorizes the employment of Emergency Worker volunteers under the provisions and protection of Chapter 38.52 RCW.
- When the Emergency Manager notifies the KCSO, King County RCC and / or State EMD, in response to a downed aircraft for land SAR operations, the State EMD will issue a mission number and will coordinate the SAR operations with WSDOT Aviation Division. The Aviation Division may obtain the mission number on behalf of the City of Mercer Island or King County RCECC in order to facilitate response.
- The State EMD, upon receiving a request for assistance (RFA) from the Emergency Manager or designee, will coordinate the resources of other political subdivisions, King County, as well as state, out-of-state, federal, and international agencies in support of the request, if necessary. The State SAR Coordinator may be deployed to the scene to provide this coordination.
- Upon a multi-jurisdictional SAR operation, the Emergency Manager or designee may request the State EMD, to coordinate support resources.
- Major multi-jurisdictional SAR operations that result from a natural or technological disaster may require the activation of the State RCC. The State RCC may either be collocated with the State EMD or at a location in proximity to the incident site. The director of the State RCC is the State SAR Coordinator.
- The WNG and other State agencies as required provide personnel and equipment to staff and operate the State RCC. RFAs from the Emergency Manager will be received, processed, and prioritized.
- The RCC will coordinate the reception, staging, preparation for employment, and deployment to the scene of in-state, state, out-of-state, federal, and international SAR resources responding to the emergency or disaster.
- The State RCC will serve as the State's interface with ESF 9 when the National Response Framework (NRF) is implemented.
- The WNG establishes a US&R Joint Task Force (JTF) to conduct light US&R operations and to provide support to State and local US&R resources. The NRF ESF 9 provides for the establishment of a U.S. Department of Defense (DOD) JTF to support federal US&R efforts. However, federal US&R task forces may begin arriving in the state within twelve hours of an event; the DOD JTF may not be in place to provide support. The WNG must, therefore, be prepared to undertake this JTF mission initially.

### Air SAR Procedures

- Upon location and confirmation of a downed aircraft, the incident becomes a land (or water) SAR operation under the direction and control of the City of Mercer Island Police Department in coordination with EF&R, in whose jurisdiction the incident site is located. The WSDOT Aviation provides support as available and assumes responsibility for the crash site for investigatory purposes.
- The Emergency Manager or designee may employ the Police Department Marine Patrol and request the mobilization of the Dive Team if the incident is in Lake Washington within the jurisdiction of the City of Mercer Island.
- The WSDOT Aviation may notify the State EMD and obtain a mission number on behalf of the Emergency Manager for coverage of volunteers involved in related land/water SAR operations. The State SAR Coordinator may be deployed to the scene to provide for coordination of these resources, or for other assistance, as may be required.
- Air SAR for missing or downed civil aviation aircraft is the responsibility of WSDOT Aviation Division (Chapter 47.68 RCW).
- WSDOT Aviation Division may receive an alert notice (ALNOT) of overdue aircraft from the Federal Aviation Administration and/or be notified of an activated Emergency Locator Transmitter (ELT) from the AFRCC or other sources.
- The WSDOT Aviation Division IC exercises command over all aircraft and air crew personnel participating in the air SAR mission.

## MITIGATION ACTIVITIES

### Primary Department –Eastside Fire & Rescue

- Reviews standard operating guidelines (SOGs) or operational plans to assure it is supportive of the City's emergency management SAR mission.
- Supports preventive SAR programs.
- Develops and presents preventive SAR programs through public awareness and school education programs.
- Trains and exercises surface water rescue capabilities with the Police Department.
- Trains and exercises technical rescue disciplines, as adopted by the Department, and as defined in NFPA 1670.

### Support Primary Department – Police Department

- Reviews SOGs or operational plans to assure it is supportive of the City's emergency management SAR mission.
- Supports preventive SAR, and survival programs with available resources, in coordination and cooperation with EF&R.
- Reviews Emergency Alert System (EAS), Amber Alert procedures for initiating a missing child notification via WSP.

**Support Departments – All**

- Supports preventive SAR, and survival programs with available resources, as requested.
- All departments will support this ESF when requested.

**Support Agencies – All**

**General**

- All agencies identified in this ESF will support this ESF when requested.

**Local Jurisdictions and Volunteer Organizations**

- Develops and presents preventive SAR programs through public awareness and school education programs.

## PREPAREDNESS ACTIVITIES

**Primary Department – Eastside Fire & Rescue**

- Appoints a lead coordinator of SAR operations.
- Establishes systems to coordinate requests for SAR resources.
- Supports Police Department and volunteer organizations and individuals with SAR related training.
- Creates and organizes SAR units.
- Prepares to provide support to the State SAR and Air SAR programs with available resources, when requested.
- Supports Emergency Worker volunteer organization training, in accordance with RCW 38.52 and WAC 118-04.
- Creates and executes training, drills and exercises of the SAR unit
- Ensures personnel have certifications as required.

**Support Primary Department – Police Department**

- Appoints a coordinator of SAR operations in cooperation with EF&R.
- Establishes systems to coordinate requests for SAR resources.
- Amber Alert processes will follow Washington State Patrol procedures for Missing and Unidentified Persons as addressed in ESF 13.
- Supports EF&R and volunteer organizations and individuals with SAR related training.
- Creates and organizes a SAR unit in coordination with EF&R and according to internal requirements.
- Prepares to provide support to the State SAR and Air SAR programs with available resources, when requested.
- Supports Emergency Worker volunteer organization training, in accordance with RCW 38.52 and WAC 118-04.

- Creates and executes training, drills, and exercises of the SAR unit and Dive Team.
- Ensures personnel have certifications as required.

**Support Departments – All**

- All departments will support this ESF when requested.

**Support Agencies – All**

- Plans for and prepares resources for mutual aid.
- Appoints a coordinator of SAR operations.
- Establishes systems to coordinate requests for in-state, state, out-of-state, federal, and international SAR resources.
- Supports fire and law enforcement personnel, and volunteer organizations and individuals with SAR related training.
- Assists local jurisdictions in the organization of SAR units.
- Prepares to provide support to the State SAR and Air SAR programs with available resources, when requested.
- WSDOT publishes and is prepared to implement the State and Regional Disaster Airlift (SARDA) Plan.
- Supports Emergency Worker volunteer organization training, in accordance with RCW 38.52 and WAC 118-04.

## RESPONSE ACTIVITIES

**Primary Department – Eastside Fire & Rescue**

- Conducts initial interviews, mobilizes resources and forms initial search plan in coordination with Police Department and the EOC as needed.
- Establishes a perimeter to confine the subject within the area.
- Search areas shall be considered possible crime scenes and evidence shall be collected and handled properly in coordination with Police Department.
- Assures notifications are made to the EOC and mutual aid response if necessary.
- A Unified Command (UC) System may be established to include such mutual aid or agency representation if it meets the needs of the mission.
- Assures notification of local Fire EMS personnel, if needed and will request that they report to a designated Command Post (CP) to develop the Medical Plan for the Incident Action Plan (IAP).
- The availability of EMS may be critical in a SAR mission. EMS may be required, not only to treat the missing subject once found, but also to provide medical services to any injured personnel.

**Support Primary Department – Police Department**

- Conducts initial checks and sweeps to locate the subject and deploys necessary resources such as Fire EMS, Dive Team, canine teams, trackers, or other SAR resources.
- Provides representation to the EOC to assist in the identification and establishment of SAR routes.
- Provides internal and perimeter control and security of the SAR area, unless life threatening to personnel.
- Provides incident scene security and evacuation, if necessary.
- Search areas shall be considered possible crime scenes and evidence shall be collected and handled properly in coordination with EF&R and the EOC.
- Mercer Island Marine Patrol supports all water related missions.
- Provides Mercer Island Police/Fire Dive Team personnel as requested.
- Assists in the removal of stalled vehicles and equipment from SAR routes.
- Provides personnel to assist with traffic control, communications, or other logistical assignments.
- Requests temporary air space restrictions when necessary.

**Support Departments – All**

**General**

- All departments will support this ESF when requested.

**Public Works**

- Provides available road repair equipment, as requested.
- Assists in crowd and traffic control operations by providing signs and barricades.
- Provides personnel and equipment to keep SAR routes clear.
- Provides for the maintenance or repair of SAR routes.
- Coordinates the maintenance, use, and allocation of City owned transportation resources to City departments for emergency transportation of people, equipment, and supplies.
- Provides operational support with equipment, the staff trained in the use of the equipment, traffic control and control of utilities during a SAR situation, when requested.
- Coordinates the rental of equipment required by the EOC in support of the SAR mission for emergency transportation of people, equipment, and supplies.

**Support Agencies**

**King County RCECC / KCSO**

- Obtains or confirms a State mission number for the incident, as requested.
- Collects information regarding damage, casualties, evacuations needs, and warning

requirements.

- Initiates an EAS message if appropriate via KCSO.
- Supports the management of available response and recovery resources.
- Participates in supporting local jurisdiction activities.

**Washington State Patrol**

- Assists EF&R and Police Department with traffic control when requested on the I-90 corridor.

**Public Health Seattle and King County**

- Prioritizes, coordinates, and provides emergency health services, including disease control, immunizations, quarantine, and isolation procedures, and first aid.
- Assists emergency medical service providers with coordination of basic and advanced life support (BLS / ALS) services.
- Monitors, coordinates, and provides medical examiner services, including investigating causes of sudden, unexpected, or unnatural deaths, body identification and disposal or burial.
- Provides Environmental Health Support to IC / UC.

**Washington State Department of Health**

- Closes an incident site area for human health or safety reasons, as requested.
- Provides health laboratory support and services to the City On-Scene Commander / Coordinator (OSC) or IC.

**Washington State EMD**

- Coordinates requests for in-state, state, out-of-state, federal, and international SAR resources.
- Provides personnel and equipment to establish the State RCC.
- Activates the State RCC and provides the State SAR Coordinator to be the RCC Director. Resource requests made to state emergency operations center (SEOC).
- Provides resources for SAR operations, when available.

**Washington State Department of Transportation**

- Directs and controls air SAR operations for downed civil aircraft.
- Provides staff representation to the State EOC.
- Provides air resources, when available, for land SAR operations.
- Implements the SARDA Plan in accordance with established WSDOT procedures.

**Washington State National Guard**

- Establishes a unified urban search and rescue (US&R) joint task force (JTF) to conduct light US&R operations, to provide support to local and State US&R resources, and to coordinate support for federal US&R resources until such time as

the federal Department of Defense (DOD) JTF can be established.

- Provides resources for SAR operations, when available.
- Provides personnel and equipment to establish the State EOC.

## RECOVERY ACTIVITIES

**Primary Department – Eastside Fire & Rescue**

- Continues to support SAR operations and plans for a reduction of operations.
- Inventories any lost or damaged equipment and records any personnel injuries or equipment accidents.
- Requires ESF 9 team members to maintain appropriate records of costs incurred during the incident.
- A record of ESF 9 activities via ICS forms shall be maintained by each of the participating departments in accordance with EOC standard operating guidelines (SOGs) or operational plans.
- Maintain accurate and extensive logs to support the After-Action Report (AAR) and other documentation of event conditions.

**Support Primary Department – Police Department**

- Assists EF&R in area patrol, marine patrol, and security.
- Works with SAR teams to create a smooth recovery.
- A record of ESF 9 activities via ICS forms shall be maintained by each of the participating departments in accordance with EOC standard operating guidelines (SOGs) or operational plans.
- Maintain accurate and extensive logs to support the After-Action Report (AAR) and other documentation of event conditions.

**Support Departments – All**

- All departments will support this ESF when requested.

**Support Agencies**

**King County RCECC / KCSO**

- Supports SAR recovery operations when requested.

**Washington State EMD**

- Assists in the return of all SAR organizations and personnel to a high state of preparedness, so as to be able to respond to future SAR missions, with available resources, when requested.

**Washington State Department of Transportation**

- Assists in the return of all SAR organizations and personnel to a high state of preparedness, so as to be able to respond to future SAR missions, with available resources, when requested.

**Washington State National Guard**

- Assists in the return of all SAR organizations and personnel to a high state of preparedness, so as to be able to respond to future SAR missions, with available resources, when requested.

## RESPONSIBILITIES

### PRIMARY DEPARTMENT – EASTSIDE FIRE & RESCUE

- Responsible for SAR operations on Mercer Island and waterway jurisdictions in coordination with the Police Department.
- Provides support through activation of the EOC.
- Coordinates and monitors SAR operations with supporting mutual aid.
- Requests and coordinates the use of registered Emergency Workers, as needed.
- The SAR Coordinator tracks volunteer registered Emergency Workers training requirements under WAC 118.04.

### SUPPORT PRIMARY DEPARTMENT – POLICE DEPARTMENT

- Responsible for SAR operations on Mercer Island and waterway jurisdictions in coordination with EF&R.
- Provides support through activation of the EOC.
- Collects and handles possible evidence in a crime scene SAR incident in coordination with EF&R and the EOC.
- Requests and coordinates the use of registered Emergency Workers, as needed.
- Coordinates and monitors SAR operations with supporting mutual aid in cooperation with EF&R.
- The SAR Coordinator tracks volunteer training requirements under WAC 118.04.

### SUPPORT DEPARTMENTS – ALL

- All departments will support this ESF when requested.

### SUPPORT AGENCIES – ALL

- During the planning or implementation of a response, mutual aid, county, state and federal agencies are prepared to provide assistance in their respective areas of expertise.
- The assistance provided by each organization or agency is consistent with its capability and legal authority.

## RESOURCE REQUIREMENTS

- Eastside Fire & Rescue and the Police Department will provide the required personnel, facilities, and equipment in support of their respective SAR missions. The Communications Centers (911) will support all SAR communications requirements. Other City departments will support SAR operations with available resources, when requested.
- USAR volunteers are organized and can be trained at the local, state and federal level. Personal clothing and equipment and unit equipment is provided by the individual and/or the volunteer organization. Compensation for lost or damaged personal and unit equipment and reimbursement for medical and extraordinary expenses is available through the State EMD per Chapter 38.52 RCW and Chapter 118-04 WAC.
- Federal agencies will support SAR operations with available resources when requested and as coordinated by U.S. Department of Defense and/or U.S. Department of Transportation.

## REFERENCES

- CEMP Base Plan
- 2020 Regional Hazard Mitigation Plan
- Emergency Volunteer Manual
- King County Regional Disaster Plan (RDP)
- Mercer Island Disaster Debris Plan
- Chapter 38.52 RCW, Emergency Management.
- Chapter 47.68 RCW, Aeronautics.
- Chapter 118-04 WAC, Emergency Worker Program.
- Chapter 468-200 WAC, Department of Transportation.
- Washington State CEMP.
- Underground (Mine) Rescue Plan, State of Washington, Emergency Management Division, 1985.
- State and Regional Disaster Airlift (SARDA) Operations Plan, Washington State DOT, Aviation Division, August 2004.
- Federal Response Plan.
- Incident Command System, NIMS Operational System description (NIMS-120-1), National Interagency Incident Management System.
- National Search and Rescue Plan (U.S. Department of Defense Joint Publication 3-50.1).

## DEFINITIONS AND ACRONYMS

**EF&R** – Eastside Fire & Rescue

**EOC –** Emergency Operations Center

**EMERGENCY SUPPORT FUNCTION (ESF)** – The functional approach that groups the types of assistance that a state is most likely to need, (e.g. mass care, health and medical services) as well as the kinds of federal operations support necessary to sustain State response actions (e.g., transportation, communications). ESFs are expected to support one another in carrying out their respective missions.

**FAA –** Federal Aviation Administration

**ICP –** Incident Command Post

**JIC** – Joint Information Center

**JIS** – Joint Information System

**PHSKC** – Public Health Seattle and King County

**PIO** – Public Information Officer

**UNIFIED COMMAND (UC)** – Multiple jurisdictions, agencies, or originations work together to communicate and make command decisions. While there is no one "Commander," the Unified Command can allocate resources regardless of ownership or location.

**SOG** – Standard Operating Guidelines

**WSDOH** – Washington State Department of Health

**WSDOT** – Washington State Department of Transportation

**WNG** – Washington State National Guard

**WSP** – Washington State Patrol

**See CEMP Base Plan, Appendices 1 and 2 for full list of definitions and acronyms.**



# EMERGENCY SUPPORT FUNCTION 10
# HAZARDOUS MATERIALS

**PRIMARY DEPARTMENTS:** Eastside Fire & Rescue
**SUPPORT DEPARTMENTS:** All City Departments
Mutual Aid Agencies
United States Department of Energy
Washington State Patrol
United States Coast Guard
United States Environmental Protection Agency
Federal Bureau of Investigation
King County Bomb Squad
Puget Sound Clean Air Agency
King County Office of Emergency Management
Washington State Department of Transportation
Washington State Department of Labor & Industry
Public Health – Seattle and King County
Washington State Military Department, National Guard
Washington State Department of Ecology
King County Sheriff's Office

For radiological accidents or incidents, either suspected or confirmed, use the Washington State Department of Health, Division of Radiation Protection, Radiological Emergency Response Plan and Procedures, or call 1-206-682-5327. The lead state agency for Radiation Accident/Incident Response is the Washington State Department of Health. This, however, does not preclude invoking other applicable Emergency Support Functions (ESFs) in support of the Radiation Emergency Response Plan and Procedures.

## INTRODUCTION

### PURPOSE

The City of Mercer Island has contracted with Eastside Fire & Rescue (EF&R) for fire and medical services. Eastside Fire & Rescue will serve as the lead for activation of Emergency Support Function (ESF) 10 activities to coordinate the command, control, and effective mitigation of hazardous materials (Haz-Mat).

This ESF supports and designates City departments responsible to support the management of emergent Haz-Mat incidents, oil spills, pollutants, and other unanticipated releases. It also identifies the City of Mercer Island, local jurisdictions, state agencies, and federal responsibilities for Haz-Mat in order to minimize exposure and/or damage to human health and

safety or to the environment caused by the actual or threatened release of Haz-Mat, and oil spills.

### SCOPE

This ESF establishes the lead coordination roles of EF&R, the specification of responsibilities among departments, mutual aid, and external agencies, and the on-site National Incident Management System (NIMS) response organization that may be brought to bear in response actions.

This ESF is applicable to all City departments, mutual aid and agencies with responsibilities and assets to support local response to actual or potential discharges and/or releases of hazardous materials in an emergency or disaster.

## POLICIES

- EF&R's standard operating guidelines (SOGs) serve as the basis for planning and utilization of resources for responding to releases or threats of a release of hazardous substances. Response actions under this ESF will follow the policies, directives, and guidance developed by those departments responding to such incidents. Additional guidelines may be developed and maintained in coordination with private sector firms, volunteer groups, community awareness and emergency response planning groups, and other response organizations, as appropriate.
- State regulations require that certain employers that use hazardous materials in their business operations develop Emergency Response Plans that include safety data sheets (SDS). If applicable, EF&R should request a copy of the Emergency Response Plans to keep on file for EF&R response planning. Planning requirements may include coordination with Mutual Aid Agreements, outside agencies, recognition procedures, safe distances and places of refuge, site security and control procedures, evacuation routes and procedures, and lists of required personal protective equipment (PPE).
- State policies applicable to emergency response in a Haz-Mat incident include Chapter 296-824.100 WAC.
- See ESF 10, VII References, for additional references to state and federal statutes and regulations.
- WAC 296-824 specifies general operational practices to be employed during emergency response to hazardous substance releases. It is the intent of EF&R to comply with such practices, as further defined in their standard operating guidelines (SOGs).
- EF&R will comply with Occupational Safety and Health Administration (OSHA) regulation 29CFR 1910.120 and equivalent laws issued by Washington State Department of Labor and Industries to ensure training to first responders at the operations level.
- The National Incident Management System (NIMS) will be the operational response system in alignment with the National Incident Management System (NIMS).

# SITUATION

## EMERGENCY / DISASTER CONDITIONS AND HAZARDS

- Hazardous materials or oil spill incidents can occur anywhere and at any time throughout Mercer Island or on Lake Washington surrounding Mercer Island. The volume and distribution of hazardous materials in a community determines the likelihood of an incident. The Interstate 90 (I-90) transportation route poses a major threat because of the volume and variety of hazardous materials being transported along the I-90 corridor across the north end of the City of Mercer Island**.**
- Oil spills and hazardous materials incidents have different characteristics:
  - Major oil spills can occur in the marine waters from vessels and land-based sources and on land as result of tanker truck accidents on roads, highways, and fueling and storage facilities. Oil spills can cause environmental damage as well as fire, explosion, and other physical hazards.
  - The threat presented by hazardous material incidents is often to both public health and safety and the environment. While hazardous material incidents may involve smaller volumes of material, they do require specific approaches to different types of chemical and waste releases. It is important to identify the material, assess the characteristics of the hazard, acquire the necessary resources, and develop a site-specific emergency response plan.
  - The commencement of emergency response operations of hazardous material incidents may require multi-agency and multi-disciplinary responses. Disciplines involved may include fire responders, emergency medical services, law enforcement, environmental containment and cleanup specialists, fish and wildlife experts, environmental health, and other agencies. While upon initial assessment some incidents may not have obvious impacts on life, property, and the environment, they may have subtle long-term consequences for human health and the environment that will require further remediation.
  - Refer to the current City of Mercer Island annex of the Regional Hazard Mitigation Plan.

## PLANNING ASSUMPTIONS

- Not all detailed response actions are listed in this ESF. *This ESF is for planning purposes only*. Specific state and federal laws apply to planning, response, and recovery of Haz-Mat incidents. Tactical applications and execution are developed and updated in EF&R and the Police Department's SOGs.
- A hazardous material incident may develop slowly, may be undetectable for a long time, or occur without warning.
- While some hazardous material incidents may be minor in scope and can be handled by trained local responders, others may have a high impact and will involve mutual aid and request of Haz-Mat Teams.

- Actual or threatened releases of hazardous materials, oil spills, and other releases, often require immediate response and may overwhelm the City of Mercer Island's resources required to assess, mitigate, monitor, cleanup and/or dispose of.
- Additional Haz-Mat response/clean up personnel and equipment will be needed to supplement existing capabilities and to provide backup or relief resources.
- Emergency provisions may be needed for disposal of contaminated material.
- Terrorist incidents could occur, involving weapons of mass destruction (WMD). Incidents involving WMD will require additional coordinated SOGs and the need to follow specific response plans executed by specialized Haz-Mat Teams requested to assist.
- Training requirements of the Washington State Department of Labor and Industries standard WAC 296-824 Emergency Response are as follows:
    - **Awareness Level**. Are likely to witness or discover a hazardous substance release. Are trained to initiate an emergency response by notifying the proper authorities of the release. Take no further action beyond notifying the authorities.
    - **Operations Level**. WAC 296-824-30005 addresses the anticipated activities and the eight (8) hour training requirement for first responder operations level. First responder's operations level function is in a defensive fashion without actually trying to stop the release of a hazardous substance. Anticipated duties might include the plugging of leaking fuel tanks, which assume an aggressive role in stopping the release.
    - **Technician Level**. WAC 296-824-30005 addresses the role of a hazardous material technician in an emergency response. Hazardous material technicians assume a more aggressive role than first responder operations level in that they will approach the point of release in order to plug, patch or otherwise stop the release of a hazardous substance. Technicians are trained to fully mitigate the Haz-Mat incident. Hazardous materials technicians must receive aa minimum of 24 hours of training which provides the equivalent of the first responder operations level training, and which will also provide other specific competencies.
    - Per this ESF and state laws, a Hazardous Materials Response (Haz-Mat) Team is an organized group of employees, designated by the employer, who are expected to perform work to handle and control actual or potential leaks or spills of hazardous substances requiring possible close approach to the substance. The team members perform responses to releases or potential releases of hazardous substances for the purpose of control or stabilization of the incident.
    - EF&R has responders trained at both the operations and technician level and is part of the Eastside Regional Haz Mat Consortium. Should an incident exceed the capacity of the Eastside Regional Haz Mat Team, regional resources may be requested including the Seattle Haz-Mat Team and Zone 3 resources.

# CONCEPT OF OPERATIONS

## GENERAL

- EF&R is the designated On-Scene Commander (OSC) for incidents within the City. Upon identification of a Haz-Mat incident, the EF&R Battalion Chief will request resources as needed through the Dispatch Center. At the discretion of the Emergency Manager, the Emergency Operations Center (EOC) will activate in support of the Haz-Mat incident.
- On-Scene, when the incident occurs, EF&R will establish a NIMS response. Where resources are expended, a unified command (UC) system will be established with external fire departments, emergency medical services (EMS), and other local jurisdictions according to mutual aid agreements in place.
- The City EOC will provide important support functions including notification and other functions, as requested, by EF&R IC or the OSC.
- Significant incidents will be managed from a command post established by EF&R.
- Major oil spills will be co-managed in a UC by the City of Mercer Island EOC, local jurisdictions, State Department of Ecology (Ecology), responsible party, and federal response organization(s) such as the U.S. Environmental Protection Agency (EPA) and others as applicable.
- The responsible party has ultimate accountability for assuring effective abatement of the release or threatened release of oil or hazardous materials (RCW 4.24.314) to include cleanup costs and reimbursement. During these incidents, EF&R is responsible for overseeing the protection of public health and safety, and the environment.
- On state and interstate roadways, the senior Washington State Patrol (WSP) officer on scene will assume the UC role and coordinate with EF&R and the Police Department.
- The Ecology has overall responsibility for 24-hour environmental pollution prevention, preparedness, and response within the State of Washington. Ecology acts as the pre-designated state incident agency for incidents that occur on marine and fresh waters, and for inland spills where the local OSC has curtailed emergency response operations. In these instances, the Ecology provides the state OSC to continue management of the response action.
- The Ecology will act as the lead agency for spill containment, clean up, and natural resources damage assessment activities. Refer to the 2020 Northwest Area Contingency Plan (NWACP), for more information on spill preparedness and response. The NWACP is a joint agreement between EPA, U.S. Coast Guard (USCG), and the states of Oregon, Idaho, and Washington.
- On coastal navigable waterways, the senior U.S. Coast Guard Officer may assume the role of OSC. On inland waterways the Washington State Department of Ecology OSC or other designated official may assume the UC manager role.
- By letter of understanding, the USCG jurisdiction ends in the Mountlake Cut and the Washington State Department of Ecology begins at that point inland for Lake

Washington and connected waterways.

- For CBRNE terrorist incidents, the FBI is the designated Incident Command authority. Usually, this is managed within a UC structure including all impacted jurisdictions.
- For non-terrorist incidents, the Public Health Seattle and King County (PHSKC) may direct consequence management of a biological/disease outbreak. The State Department of Health (WADOH) may assist.
- A WMD incident will require additional and specialized coordination per SOGs and Fire and Police Department SOGs, as applicable for tactical response and mutual aid requests.
- The City's emergency management planning takes a whole community approach – a strategy where residents, community leaders, and government officials assess the unique needs of the community and work together to organize and become better prepared to respond to, recover from, and thrive after an incident. The City recognizes that various populations may require specialized support during an incident. The City works to assess and identify specific needs for the entire Mercer Island community, and based on that assessment, creates plans to support the whole community, as resources allow.

## ORGANIZATION

The responsibility for coordinating ESF 10 is with EF&R. The Police Department within the City of Mercer Island will coordinate with EF&R on Haz-Mat incidents. Where the WSP requests assistance or is requested by EF&R, specifically for incidents within the I-90 corridor that may impact the City of Mercer Island, the Police Department will coordinate on-scene IC/UC activities relating to perimeter control and other activities as deemed necessary. General responsibilities, not necessarily all inclusive, are outlined in the following pages of this ESF for potential involvement in hazardous material and oil spill incidents.

## PROCEDURES

1. This ESF will be implemented under the direction of the EF&R Fire Chief, EF&R Deputy Chief of Operations, the EF&R Battalion Chief on duty, or designee as IC. This ESF will also be implemented under the coordinated direction between the EF&R Fire Chief, City officials, Seattle Haz-Mat Team, WSP officials, when applicable, and others consistent with local agreements and applicable RCW, as appropriate in larger UC incidents.
2. Following an initial situation assessment, the IC, in consultation with EOC personnel, if activated, will determine which external agencies will be required to continue to provide representatives in support of the ESF on a 24-hour basis, (either by phone or in person) during the emergency response period. ESF 10 support response will operate from the EOC, or other command post locations as deemed appropriate by the IC/UC. ESF support agencies will have representatives available immediately by phone on a 24-hour basis.
3. Policies and SOGs will be followed in carrying out an oil/hazardous substance response as per stated regulations. In certain circumstances, some administrative SOGs can be streamlined during the immediate response phase.

## MITIGATION ACTIVITIES

### Primary Department – EF&R

- Coordinates with the Police Department in identifying responsible parties for cost recovery actions and investigates all accidents, incidents or emergencies involving hazardous materials to determine cause.
- Conducts fire inspections of facilities where hazardous materials are generated, used, stored, disposed of, or destroyed.
- Creates, updates, and maintains SOGs in support of this ESF.

### Support Departments

#### Police Department

- Conducts assessments of hazardous materials; coordinates with EF&R, WSP, and supporting agencies when requested.
- Assists in identifying responsible parties for cost recovery actions and through investigations for cause, of collisions involving the transportation of hazardous materials.
- Creates, updates, and maintains SOGs in support of this ESF.

#### Public Works

- Assists in the management of City owned aquatic lands and associated habitat to reduce or eliminate the effects of hazardous materials or spills.
- Assists in the management of biological, cultural, natural, and structural resources to reduce or eliminate the effects of hazardous materials or spills.

### Supporting Departments and Agencies – All

- Share their internal plans, standard operating guidelines (SOGs), and checklists detailing disposition of their resources in support of ESF 10.

## PREPAREDNESS ACTIVITIES

### Primary Department – EF&R

#### General

- Develops guidance and emergency procedures.
- Provides liaisons in the EOC in support of training, drills, and exercises.
- Develops and conducts appropriate hazardous materials exercises.
- Participates in City, state, and federal exercises when appropriate.
- Maintains and updates ESF 10.
- Coordinates and updates notification lists of Haz-Mat Teams, local jurisdictions, state agencies, and federal incident response contacts.

#### Fire Emergency Medical Services (EMS)

- Assists in and evaluates the development of safety and health programs.

- Develops SOGs and criteria to close an incident site for health and safety reasons.

**Support Departments - All**

**General**

- Provides support to EF&R as requested.
- Requires training for employees involved in emergency response operations for releases of hazardous substances as defined in WAC 296-62-3112.

**Emergency Manager**

- Coordinates and maintains the Mercer Island Comprehensive Emergency Management Plan (CEMP).
- Establishes communications links to local city jurisdictions, King County RCECC, and the State EMD as appropriate.
- Participates in training, drills, and exercises, where appropriate.

**Public Works**

- Develops and maintains SOGs in support of ESF 10.

**Police Department**

- Develops procedures to support EF&R for the conduct of hazardous materials clean-up activities on City streets and coordinates with WSP on state highways (I-90).
- Responsible for perimeter control, crowd control and traffic issues, security of contaminated area, public safety, and evacuation.
- Implements established procedures for coordinating the rescue and rehabilitation of injured or endangered wildlife.

**Police Department - Marine Patrol**

- Assists Ecology in developing the priorities for containment booming high value resources.

**Recreation Division**

- Prepares to provide Community Shelter facilities for displaced residents as needed.

**Youth and Family Services**

- Assists in and evaluates the development of mental health programs.
- Develops procedures and assistance criteria for mental health concerns relating to an incident.

## RESPONSE ACTIVITIES

For radiological accidents or incidents, either suspected or confirmed, use the Washington State Department of Health, Division of Radiation Protection, Radiological Emergency Response Plan and Procedures, or call 1-206-682-5327. The lead state agency for Radiation Accident/Incident Response is the Washington State Department of Health. This however, does not preclude invoking other applicable ESFs in support of the Washington State Radiation Emergency Response Plan and Procedures.

**Primary Department – EF&R**

- Upon notification or response to an incident, the Battalion Chief may request Haz mat team resources if necessary. This would allow early notification to responding teams and open a channel of communications with their Haz-Mat Technicians.
- Upon response to an incident, the Battalion Chief will be assigned a talk group by the Communications Center(s) (911); this will facilitate Police and EF&R operations on the same talk group. Upon arrival at the scene, the Battalion Chief should establish direct communications with the Police Watch Commander.
- In the event of a Haz-Mat Team response, the Battalion Chief will establish a command post (CP) and communicate with the incoming Haz-Mat Team to provide them a short report and directions for their arrival.
- EF&R personnel should request Police Department assistance when a resident approaches with a suspicious object.
- Patients with significant exposure or medical symptoms must be evaluated, treated, and documented.

**Support Departments - All**

**General**

- Provides support to EF&R as requested by the IC.
- This ESF will be the mechanism through which close coordination will be maintained among all departments.
- EF&R IC will ensure that response actions are properly coordinated and carried out.

**Emergency Operations Center (EOC)**

- Activates the City EOC.
- Coordinates City response activities within the City EOC, including procurement of City resources, as requested.
- Maintains capabilities to make reports to local jurisdictions, county, state, and federal response agencies.
- Provides PIO support to JIC or Command Posts.
- Provides communication links on an ongoing basis.

**Public Works**

- Supports EF&R in Haz-Mat response.
- Protects the water supply and water/sewer and surface water system.
- Ensures that appropriate agencies are contacted if utilities or drainage systems are impacted.

**Police Department**

- Issues alert and warning, at the direction of the IC, activates EAS, as identified in ESF 2 Telecommunications / Information Systems and Warning.

- Responds to all incidents and works with EF&R IC on all incidents. Where the Haz-Mat team is called, the use of UC may be appropriate.
- Isolates any substance and continues to evaluate the credibility of an incident. When on scene, the Police IC is responsible for requesting resources appropriate to the credibility of the incident.
- Develops strategies for area security, access control point systems, resolution of major traffic problems, and resolution of problems impacting road or highway traffic.
- Assists EF&R and the Haz-Mat Team to maintain the evidentiary chain when appropriate.
- Under no circumstances will Mercer Island Police personnel not trained or equipped in hazardous materials, handle, open, smell, taste, or touch a potentially dangerous substance or object.
- Establishes contact with a non-exposed person, if possible, in a safe location.
- If suspected exposure of any person may have taken place, documentation should be completed for each person at the scene.
- Notifies FBI and PHSKC, in the event of a credible incident.
- Provides PIO assistance, as requested.
- Participates in critiques, debriefings, and post-incident activities.

#### Recreation Division

- Executes ESF 6 Mass Care, as requested.
- Prepares to provide shelter facilities for displaced community members as needed.

#### Youth and Family Services

- Executes ESF 8 mental health related services, as requested.
- Assists in and evaluates the development of mental health programs.
- Develops SOGs and assistance criteria for mental health concerns relating to an incident.

### Support Agencies

#### Eastside Hazardous Materials Response Program

- The Eastside Hazardous Materials Response Team is a consortium operated by several Zone 1 fire agencies including EF&R. Command personnel are required to satisfy Hazardous Material On-Scene Commander competencies, and all team members are trained at the technician level.
- The Eastside Hazardous Materials Response Team is comprised of equipment and personnel from Bothell Fire, Redmond Fire, Kirkland Fire, Bellevue Fire, and EEF&R. The Eastside Teams covers most of Fire Zone 1, with some exceptions. They are available for mutual aid response with jurisdictions having similar capabilities as the Seattle Fire Department Haz-Mat Team.

**Seattle Fire Haz-Mat Team**

- The Seattle Haz-Mat Team covers the City limits of Seattle and I-90 in the City limits of Seattle. Seattle is Fire Zone 5 in King County. They are available for mutual aid response with the City of Mercer Island.

**King County RCECC**

- Assists with obtaining or confirming a State mission number for the incident.
- Collects information regarding damage, casualties, evacuations needs, and warning requirements.
- Supports the management of available response and recovery resources.
- Participates in local jurisdiction activities.

**King County Sheriff's Office (KCSO)**

- Initiates an EAS message if appropriate.
- Contacts appropriate responder dispatch agencies and emergency management.
- Contacts the FBI if the incident is a confirmed or highly credible threat of release.
- Contacts the Public Health Seattle and King County.
- Participates in UC.
- Provides a liaison to the EOC as requested.

**Public Health Seattle and King County (PHSKC)**

- Prioritizes, coordinates, and provides emergency health services, including disease control, immunizations, isolation, and quarantine procedures, and first aid.
- Provides public health advisors or declares a Public Health emergency.
- Assists emergency medical service providers with coordination of basic and advanced life support (BLS/ALS) services.
- Monitors, coordinates, and provides medical examiner services, including investigating causes of sudden, unexpected or unnatural deaths, body identification and disposal or burial.
- Provides Environmental Health Support to IC/UC.

**Washington State Department of Health (DOH)**

- Closes an incident site for human health or safety reasons, as indicated.
- Provides health laboratory support and services to the City OSC or IC.

**Washington State Military Department EMD**

- Activates the State EOC, to support a local activation.
- Coordinates State agency response activities within the EOC, including procurement of resources, as requested.
- Maintains capabilities to receive 24-hour reports from city, state, and federal response agencies.

- Provides PIO support to JIC or Command Posts, as requested.
- Provides communication links on an ongoing basis.

**Washington State Department of Transportation (DOT)**

- Provides traffic control, equipment, and personnel for non-hazardous materials clean up on State interstate highways (I-90), as required.

**Washington State Department of Ecology (DOE)**

- Implements and reviews response procedures following an incident.
- Coordinates the preparation of an After Action Report (AAR), where appropriate, for oil and hazardous materials incidents when Ecology is the Incident Command agency.
- Recommends and oversees long-term remedial actions.
- Follows-up on enforcement actions.

**Washington State Patrol (WSP)**

- Coordinates with Mercer Island Police Department.
- Develops strategies for area security, access control point systems, resolution of major traffic problems, and resolution of problems impacting highway traffic.
- Supports the needs of Mercer Island Police Department in affected areas along I-90.
- Assists in the recovery activities of other local and State agencies.

**United States Coast Guard, Environmental Protection Agency, Federal Bureau of Investigation, King County Bomb Squad, Puget Sound Clean Air Agency, Washington State Department of Labor & Industry, Public Health – Seattle and King County**

- Provides support as needed.

## RESPONSIBILITIES

### PRIMARY DEPARTMENT – EF&R

- The NIMS shall be used in managing all incidents as previously discussed. All first responders and their communications shall be controlled through the IC / UC. Necessary resources shall be requested and, when appropriate, released through the IC.
- First responders should be alert to any and all clues indicating the presence of radiological materials. In the absence of medical emergencies in the hot zone, entry should not be made until an operational radiation survey meter is available.
- Once it becomes evident that a hazardous material incident release or radiological emergency has occurred, access to the scene of the emergency shall be strictly controlled. Physical demarcation of the exclusion (“hot”) zone (e.g., barrier tape) is desirable. Once radiation survey instrumentation is available, the size of the hot zone shall be adjusted to ensure that exposure outside the hot zone shall not exceed 2 mR/hour.

- In case of a transportation accident involving a nuclear weapon, FEMA/DHS recommends that the radius of the exclusion zone be set at 2,000 feet.
- Until it is known that no respiratory hazard is present, emergency responders shall wear positive pressure self-contained breathing apparatus (SCBA). All personnel at the scene shall attempt to minimize potential contact with hazardous substances whenever possible. The selection of other protective clothing will depend on expected hazards (dust, liquids, flammable atmospheres, etc.).
- When personnel are available with the necessary equipment and training to perform such operations, EF&R will establish command and scene control and immediately assess the situation. Those personnel at the discretion of the IC, with Operations Level training, may decontaminate and provide immediate emergency medical treatment to exposed victims, and contain and control the release of escaping substances only if such containment and control could reasonably be expected to favorably impact the outcome of the emergency to protect life, until the requested Haz-Mat Team arrives.
- EF&R will ensure that the appropriate agencies for detection, further mass decontamination, clean up and disposal of spilled Haz-Mat are contacted, and that all state reporting requirements are met.

## SUPPORT DEPARTMENTS – ALL

- All City departments will assist EF&R when requested. In addition, Mutual Aid Agreements will be executed with local jurisdictions, KCSO, King County ECC, the state and federal agencies.

## SUPPORT AGENCIES

### General

- During the planning or implementation of a response, mutual aid, county, state, and federal agencies are prepared to provide assistance in their respective areas of expertise.
- The assistance provided by each agency is consistent with its capability and legal authority.
- Develop damage assessments and support environmental investigation procedures.
- Assist State DOE in developing the priorities for containment booming high value resources.
- Implement established procedures for coordinating the rescue and rehabilitation of injured or endangered wildlife.
- Develop cleanup methods and standards consistent with fish and wildlife habitat.
- Maintain a 24-hour notification capability.

# RESOURCE REQUIREMENTS

## RESOURCE DEVELOPMENT

- Specialized equipment and supplies are often necessary to effectively respond to oil and hazardous materials incidents. Equipment and supplies should be appropriate to the anticipated needs and application.
- There should be scheduled upgrades and inspections of equipment to stay properly equipped for any possible scenario.
- Certain equipment use must be accompanied by trained personnel per OSHA requirements.
- **Personal Protective Equipment (PPE)** – EF&R, as part of the Eastside Regional Hazardous Materials Team, will maintain an inventory of personal protective equipment to allow safe entry for assessment and remediation of a wide variety of chemical hazards. PPE will include gloves, boots, respirators, chemical protective clothing, and other equipment to safeguard responders working in the presence of hazardous materials. Haz mat team members will consult SOGs and manufacturer's guidelines when selecting.

## TRAINING REQUIREMENTS TO EXECUTE THIS ESF

- Safe, effective, and coordinated response to a hazardous materials incident requires spill knowledge and training ranging from basic awareness to highly technical skills.
- City, state, and federal agencies are responsible for providing training appropriate to the hazardous materials incident response and incident management missions according to OSHA requirements. Section VII, References, is important to the training of first responders, local jurisdictions, and State agencies.

# REFERENCES

- CEMP Base Plan
- 2020 Regional Hazard Mitigation Plan
- King County Regional Disaster Plan (RDP)
- King County Debris Management Plan
- Mercer Island Debris Management Plan
- Washington State CEMP
- RCW 4.24.480, Civil immunity for members of the State Emergency Response Commission, Local Emergency Planning Committees, and their members.
- Chapter 24.310 RCW, Transporters responsibility for cleanup of spills.
- Chapter 38.52 RCW, Emergency Management, Radioactive and Hazardous Waste Program Coordinator.
- Chapter 49.70 RCW, Worker and Community Right-to-Know.

- Chapter 70.136 RCW, Hazardous Materials Incident.
- RCW 70.136.030 Incident Command Agencies Designation.
- Chapter 90.48 RCW, Water Pollution.
- Chapter 90.56 RCW, Oil and Hazardous Substance Spill Prevention and Response Act.
- Chapter 118-040 WAC, Hazardous Chemical Emergency Response Planning and Community Right-to-Know Reporting.
- Chapter 173-180D WAC, Facility Oil Spill Prevention Plan.
- Chapter 173-181 WAC, Facility Contingency Plan and Response Contractor Standards.
- Chapter 296-62-3112 WAC, General Occupational Health Standards.
- Chapter 296-824 WAC, Safety Standards for Emergency Response
- Northwest Area Contingency Plan (NWACP), 2020.
- Washington State Department of Ecology, Spill Response Operations Manual.
- Washington State Fixed Nuclear Facilities Plan, 2023.
- 29 CFR 1910.120, Hazardous Waste Operations and Emergency Response.
- 40 CFR 300, National Oil and Hazardous Substances Pollution Contingency Plan.
- 40 CFR Part 355, Emergency Planning and Notification.
- Federal Response Plan.

## DEFINITIONS AND ACRONYMS

**Clean-up operation** – an operation where hazardous substances are removed, contained, incinerated, neutralized, stabilized, cleared-up, or in any other manner processed or handled with the ultimate goal of making the site safer for people or the environment.

**Decontamination** – the removal of hazardous substances from employees and their equipment to the extent necessary to preclude the occurrence of foreseeable adverse health effects.

**DOA** – U.S. Department of Agriculture

**DOC** – U.S. Department of Commerce

**DOD** – U.S. Department of Defense

**DOE** – U.S. Department of Energy

**DOH** – Department of Health, Washington State

**DHHS** – U.S. Department of Health and Human Services

**DOT** – Department of Transportation, Washington State

**DOJ** – U.S. Department of Justice

**Ecology** – Department of Ecology, Washington State

**EMD** – Emergency Management Division, Washington State

**EOC** – Emergency Operations Center

**ESF** – Emergency Support Function

**Emergency response or responding to emergencies** – a response effort by employees from outside the immediate release area or by other designated responders (i.e., mutual-aid groups, local fire departments, etc.) to an occurrence which results, or is likely to result, in an uncontrolled release of a hazardous substance. Responses to incidental releases of hazardous substances where the substance can be absorbed, neutralized, or otherwise controlled at the time of release by employees in the immediate release area, or by Public Works personnel, are not considered to be emergency responses within the scope of this standard. Responses to releases of hazardous substances where there is no potential safety or health hazard (i.e., fire, explosion, or chemical exposure) are not considered to be emergency responses.

**Facility** – (A) any building, structure, installation, equipment, pipe or pipeline (including any pipe into a sewer or publicly owned treatment works), well, pit, pond, lagoon, impoundment, ditch, storage container, motor vehicle, rolling stock, or aircraft, or (B) any site or area where a hazardous substance has been deposited, stored, disposed of, or placed, or otherwise come to be located; but does not include any consumer product in consumer use or any water-borne vessel.

**Hazardous materials response (Haz-Mat) team** – an organized group of employees, designated by the employer, who are expected to perform work to handle and control actual or potential leaks or spills of hazardous substances requiring possible close approach to the substance. The team members perform responses to releases or potential releases of hazardous substances for the purpose of control or stabilization of the incident. A Haz-Mat team is not a fire brigade nor is a typical fire brigade a Haz-Mat team. A Haz-Mat team, however, may be a separate component of a fire brigade or fire department.

**Hazardous substance** – any substance designated or listed under paragraphs (A) through (D) of this definition, exposure to which results or may result in adverse effects on the health or safety of employees:

- Any substance defined under section 101(14) of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA).
- Any biological agent and other disease-causing agent which after release into the environment and upon exposure, ingestion, inhalation, or assimilation into any person, either directly from the environment or indirectly by ingestion through food chains, will or may reasonably be anticipated to cause death, disease, behavioral abnormalities, cancer, genetic mutation, physiological malfunctions (including malfunctions in reproduction) or physical deformations in such persons or their offspring;
- Any substance listed by the U.S. Department of Transportation (USDOT) as hazardous materials under 49 CFR 172.101 and appendices; and
- Hazardous waste as herein defined.

**Hazardous waste** – A waste or combination of wastes as defined in 40 CFR 261.3, or those substances defined as hazardous wastes in 49 CFR 171.8.

**Hazardous waste operation** – any operation conducted within the scope of this standard.

**Hazardous waste site or Site** – any facility or location within the scope of this standard at which hazardous waste operations take place.

**Health hazard** – a chemical, mixture of chemicals or a pathogen for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees. The term "health hazard" includes chemicals which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic system, and agents which damage the lungs, skin, eyes, or mucous membranes. It also includes stress due to temperature extremes. Further definition of the terms used above can be found in appendix A to 29 CFR 1926.59.

**IC** – Incident Command

**IPost emergency response** – that portion of an emergency response performed after the immediate threat of a release has been stabilized or eliminated and clean-up of the site has begun. If post emergency response is performed by an employer's own employees who were part of the initial emergency response, it is considered to be part of the initial response and not post emergency response. However, if a group of an employer's own employees, separate from the group providing initial response, performs the clean-up operation, then the separate group of employees would be considered to be performing post-emergency response and subject to paragraph (q)(11) of this section.

**JIC** – Joint Information Center

**NIMS** – National Incident Management System

**NOAA** – U.S. National Oceanic and Atmospheric Administration

**NWACP** – Northwest Area Contingency Plan

**TSD** – Treatment, Storage, or Disposal

**OSC** – On-Scene Commander

**UC** – Unified Command

**Uncontrolled hazardous waste site** – an area identified as an uncontrolled hazardous waste site by a governmental body, whether federal, state, local or other where an accumulation of hazardous substances creates a threat to the health and safety of individuals or the environment or both. Some sites are found on public lands such as those created by former municipal, county or state landfills where illegal or poorly managed waste disposal has taken place. Other sites are found on private property, often belonging to generators or former generators of hazardous substance wastes. Examples of such sites include, but are not limited to, surface impoundments, landfills, dumps, and tank or drum farms. Normal operations at treatment, storage, or disposal (TSD) sites are not covered by this definition.

**USCG** – U.S. Coast Guard

**WSP** – Washington State Patrol

**See CEMP Base Plan, Appendices 1 and 2 for full list of definitions and acronyms.**

## APPENDIX

- Appendix 1, City, State, Federal Government, and Private Agency Resource List.
- Appendix 2, Roles and Duties of Emergency Responders.

# APPENDIX 1

## CITY, STATE, FEDERAL GOVERNMENT, AND PRIVATE AGENCY RESOURCE LIST

### PURPOSE

To provide a general overview and resource list of local, federal government, and private agency response capabilities to a hazardous material, oil spill or release incident.

### LOCAL JURISDICTIONS

Local agencies involved in hazardous material incidents may include:

**Fire**

Generally, this is a primary local response agency. Many are designated as Incident Command Agencies per Chapter 70.136 RCW. As capabilities differ, this may range from fully equipped Hazardous Material (Haz-Mat) teams that do most response actions, to lesser capability where fire command personnel provide incident management.

**Police**

Responsible for crowd control, site scene security, and local evacuations.

**Emergency Management**

May be involved with planning, training, and assisting with interagency coordination. During incidents, may activate the local Emergency Operations Center (EOC) to support on-scene operations, make notifications, and respond to requests for resources and other assistance. May be involved with the Local Emergency Planning Committee (LEPC) under SARA, Title III.

**Public Works**

May provide resources such as heavy equipment, sand, sandbags, barricades, etc., at the request of the on-scene agencies. Public works has the capability to control sewer, water and storm sewer lines, and associated pump stations.

**Health Department**

May deal with such issues as personnel protection, public health, environmental impacts, and identification of unknown products. May declare public health emergencies and make public health advisories. May also assist the Incident or Unified Command with information on disposal techniques or selection of disposal contractors.

**Other**

There may be other local government agencies, and private sector firms that may have some responsibility or capability in support of emergency response.

## FEDERAL GOVERNMENT

### Primary Support Agencies

#### U.S. Environmental Protection Agency (EPA)

The EPA ensures that timely and effective response action is taken to control and remove discharges of oil and releases of hazardous substances, including substantial threats of discharges and releases to inland zones, (except hazardous materials incidents at U.S. Department of Defense (DOD) or U.S. Department of Energy (USDOE) vessels or facilities). Provides cleanup funding when incident exceeds state and local resources.

#### Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA).

FEMA provides advice and assistance to the On-Scene Coordinator (OSC) on coordinating civil emergency planning and mitigation efforts to other federal agencies, state, and local governments, and the private sector. FEMA provides extensive rapid deployment mobile communications capabilities for use on a not-to-interfere basis with other emergency situations. In the event of a disaster declaration or emergency determination by the President, FEMA will coordinate all federal disaster or emergency action with the federal OSC.

#### U.S. Department of Transportation (USDOT)

The USDOT has the responsibility to regulate the transportation of hazardous substances as authorized by the Hazardous Materials Transportation Act. An agency within the USDOT with hazardous materials responsibilities include:

#### U.S. Coast Guard (USCG)

The USCG ensures timely and effective response action is taken to control and remove discharges of oil and releases of hazardous substances, including threats of substantial discharges and releases into coastal zones, (except hazardous material incidents at DOD or USDOE vessels or facilities) including monitoring removal actions which are being conducted by the responsible party. Provides clean up funding.

### Support Agencies

#### U.S. Department of Agriculture (USDA)

The USDA has scientific and technical capability to measure, evaluate, and monitor, either on the ground or by use of aircraft, situations where natural resources including soil, water, wildlife, and vegetation have been impacted by hazardous substances and other natural or technological (human-caused) emergencies.

#### U.S. Department of Commerce (USDC)

Through the National Oceanic and Atmospheric Administration (NOAA), the USDC provides scientific support for response and contingency planning in coastal and marine areas. This includes assessments of the hazards that may be involved, predictions of movement, dispersion through trajectory modeling, and information on the sensitivity of environments.

**U.S. Department of Defense (DOD)**

DOD has responsibility to take all action necessary with respect to releases where the release is on, or the sole source of the release is from, any facility or vessel under DOD jurisdiction, custody, or control.

**U.S. Department of Energy (USDOE)**

The USDOE has the responsibility and capability to provide assistance in incidents involving radioactive materials (including special nuclear materials). The USDOE provides assistance to state and local agencies in accordance with the inter-agency Radiological Assistance Plan. The USDOE provides assistance in identifying the source and extent of radioactive contamination, and in the removal and disposal of radioactive discharges.

**U.S. Department of Health and Human Services (US DHHS)**

The US DHHS provides information and advice when chemical discharges violate or may violate public laws administered by the Food and Drug Administration (FDA). The HHS makes determinations that illness, disease, or complaints thereof may be attributable to exposure to a hazardous substance, pollutant, or contaminant. The HHS provides expert advice and assistance on actual or potential discharges or releases that pose a threat to public safety and health.

**U.S. Department of the Interior (USDOI)**

The USDOI provides assistance in investigations to evaluate the magnitude and severity of discharges on or affecting lands under their bureaus' jurisdiction and in documentation of damage to natural resources for which they have trustee responsibilities. Other DOI bureaus with hazardous materials responsibilities include:

**U.S. Fish and Wildlife Service (USFWS)**

The USFWS provides advice on migratory birds, anadromous fish, and endangered and threatened species. The USFWS also coordinates with the State Department of Fish and Wildlife in establishing bird and marine mammal collecting, cleaning, and recovery centers.

**U.S. Geological Survey (USGS)**

The USGS may provide expertise in geology and hydrology, sample collection and measurements.

**Bureau of Indian Affairs (BIA)**

The BIA shall assist in obtaining access to Indian land areas as needed for response actions and shall coordinate with the incident public information officer to ensure pertinent information is made available to tribal authorities on a timely basis.

**U.S. Department of Justice (DOJ)**

The DOJ may provide expert legal advice on complicated legal questions arising from hazardous material incidents and federal agency responses. The DOJ represents the federal government, including its agencies, in litigation relating to hazardous material incidents.

### U.S. Department of Labor/Occupational Safety and Health Administration (DOL/OSHA)

The DOL/OSHA provides advice and assistance to the EPA and other National Response Team/Regional Response Team agencies as well as to the OSC regarding hazards to persons engaged in hazardous materials incident response activities. Technical assistance may include review of safety plans and work practices and help with other compliance questions. OSHA may take any action deemed necessary to ensure that employees are properly protected at the scene of hazardous materials incidents.

### U.S. Department of Transportation (USDOT)

The USDOT has the responsibility to regulate the transportation of hazardous substances as authorized by the Hazardous Materials Transportation Act. Other agencies within the USDOT with hazardous materials responsibilities include:

#### Research and Special Programs Administration (RSPA)

The RSPA is the lead agency for developing hazardous materials regulations for all forms of transportation.

#### Office of Hazardous Materials Transportation (OHMT)

The OHMT issues regulations covering the designation and classification of hazardous materials, container specification, and requirements for testing packaging, labeling, marking, handling, shipping papers, and placards.

#### Federal Aviation Administration (FAA)

The FAA carries out enforcement of hazardous materials regulations for air transportation.

#### Federal Highway Administration (FHA)

The FHA has the responsibility of inspecting highway shipments by interstate motor carriers and enforcing the federal hazardous materials regulations in cooperation with the States under the Motor Carrier Safety Assistance Program.

## PRIVATE AGENCIES

### Chemical Transportation Emergency Center (CHEMTREC)

CHEMTREC is a 24-hour public service of the Chemical Manufacturers Association (CMA). It has the capability of providing the following:

- Immediate emergency action information for spill, leaks, exposure, or fire control measures.
- Precautionary information.
- Assistance in identification of hazardous substances, if the manufacturer is known or shipping papers are present.
- Immediate notification of manufacturers or shippers through their emergency contacts or notification of industry mutual aid networks.

**Community Awareness and Emergency Response (CAER)**

The Chemical Manufacturers Association's (CMA's) CAER Program encourages chemical plant managers to take the initiative in cooperating with local communities to develop integrated emergency plans for responding to hazardous materials incidents.

**National Poison Antidote Center (NPAC)**

The NPAC is a working part of the CHEMTREC system. It provides immediate information for treatment of most known poisons. It can communicate with all major hospitals.

**Poison Control Centers**

Local poison control centers provide toxicological information concerning hazardous materials incidents.

**Chemical Manufacturers**

If known, the manufacturer of a spilled chemical provides detailed technical information (including special precautions, disposal procedures, etc.) on their products, and may provide an emergency response team, if needed.

**Transportation Company Dispatch Centers**

Carriers, including railroads, can be contacted for additional information and waybill or cargo manifest readouts. Carriers may also provide assistance with chemical and wreckage removal.

**Underground Service Alert (USA) – 8-1-1**

The USA is a 24-hour service subscribed to by major public utilities that have the capability of providing the location of any underground structures that could impact the response to hazardous material incidents.

**Chlorine Emergency Plan (CHLOREP)**

A CHLOREP is organized by the Chlorine Institute for emergency response to chlorine emergencies.

**Industrial Chemical Waste Removers**

These organizations provide services under contract. They have the capability to clean up, haul, and decontaminate a hazardous material incident scene, as well as conduct restoration and repair of highways or other damaged property. They are a resource that should be identified during pre-incident planning.

**Emergency Worker Volunteers**

The City of Mercer Island has established an Emergency Worker program per RCW 38.52, WAC 118.04, for natural disasters only. Agency and jurisdiction specific plans should establish procedures to allow for well-organized, worthwhile, and safe use of volunteers, including compliance with appropriate health and safety regulations. If Emergency Workers are deployed for any event other than a natural disaster, direction of volunteers is by the appropriate officials, knowledgeable in contingency operations, and capable of providing leadership and training. The leadership direction should also identify specific areas in which volunteers can be used, such as beach surveillance, logistical support, and or bird and wildlife treatment.

# APPENDIX 2

## ROLES AND DUTIES OF EMERGENCY RESPONDERS

### FIRST RESPONDERS AT THE AWARENESS LEVEL

- Are likely to witness or discover a hazardous substance release.
- Are trained to initiate an emergency response by notifying the proper authorities of the release.
- Take no further action beyond notifying the authorities.

### FIRST RESPONDERS AT THE OPERATIONS LEVEL

- Respond to actual or potential releases in order to protect nearby persons, property, and/or the environment from the effects of the release.
- Are trained to respond defensively, without trying to stop the release.
- May try to:
  - Confine the release from a safe distance
  - Keep it from spreading
  - Protect others from hazardous exposures
  - Decontaminate victims

### HAZARDOUS MATERIALS TECHNICIANS

- Respond to releases or potential releases with the intent of stopping the release.
- Are trained to approach the point of release offensively in order to, either:
  - Plug
  - Patch
  - Stop the release using other methods

### HAZARDOUS MATERIALS SPECIALISTS

- Respond along with, and provide support to, hazardous materials technicians.
- Are required to have more specific knowledge of hazardous substances than a hazardous materials technician.
- Act as the site activity liaison when federal, state, local, and other government authorities participate.

### EMERGENCY MANAGERS

- Have ultimate responsibility for:
  - Direction
  - Control
  - Coordination of the response effort.
  - Will assume control of the incident beyond the first responder awareness level.

## SPECIALIST EMPLOYEES

- Are a technical, medical, environmental, or other type of expert.
- May represent a hazardous substance manufacturer, shipper, or a government agency.
- May be present at the scene or may assist from an off-site location.
- Regularly work with specific hazardous substances.
- Are trained in the hazards of specific substances.
- Are expected to give technical advice or assistance to the emergency manager or incident safety officer, when requested.

## SKILLED SUPPORT PERSONNEL

- Are needed to perform an immediate, specific emergency support task at the site.
- Are skilled in the operation of equipment including:
  - Earth moving equipment
  - Cranes
  - Hoisting equipment

## INCIDENT SAFETY OFFICERS

- Are designated by the emergency manager.
- Are knowledgeable in operations being implemented at the site.
- Have specific responsibility to:
  - Identify and evaluate hazards
  - Provide direction on employee safety matters



# EMERGENCY SUPPORT FUNCTION 11
# AGRICULTURE AND NATURAL RESOURCES

**PRIMARY DEPARTMENTS:** Youth and Family Services (Food)
Public Works (Water)

**SUPPORT DEPARTMENTS:** All Departments
Mercer Island Emergency Volunteers
External Agencies

## INTRODUCTION

### PURPOSE

The purpose of this Emergency Support Function (ESF) is to provide food and water for mass feeding or distribution, and to provide for the transportation of the food and water to recognized relief organizations following a Proclamation of Emergency by the City of Mercer Island, State Governor or the Secretary, U.S. Department of Agriculture (USDA), or a Presidential Disaster Declaration.

This ESF also ensures that animal, veterinary, and wildlife issues in natural disasters are supported in coordination with Public Health and Medical Services (ESF 8), and include appropriate response actions to conserve, rehabilitate, recover, and restore natural resources.

### SCOPE

ESF 11 closely supports ESF 6, Mass Care, Housing and Human Services. ESF 11 is a functional annex to the Mercer Island Comprehensive Emergency Management Plan (CEMP) and to the extent possible, information contained in other sections of the CEMP will not be repeated in this ESF. ESF 11 includes four primary functions:

- **Nutrition assistance (food and water):**
  - Determine nutrition assistance needs,
  - Obtain appropriate food supplies,
  - Arrange for delivery of the supplies, and
  - Request state authorized disaster food stamps or D-SNAP (Disaster Supplemental Nutrition Assistance Program).
  - Protection of natural resources. This includes appropriate response actions to conserve, rehabilitate, recover, and restore natural resources.
- **Animal and plant disease and pest response:**
  - Includes implementing an integrated local, state, federal, and tribal response to an outbreak of a highly contagious or economically devastating animal/zoonotic

disease, an outbreak of a highly infective exotic plant disease, or an economically devastating plant pest infestation.

- Ensures that animal/veterinary/wildlife issues, and shelters in natural disasters are supported.

- **Food safety and security:**
  - The City has limited resources for the assurance of the safety and security of the commercial food supply. However, there are some aspects that the City can help to support the State in the control of products suspected to be adulterated, and with field investigations.
- This ESF is applicable to situations within the City of Mercer Island when it will be necessary to provide feeding to large groups of people and animals during an emergency or disaster. ESF 11 will closely support ESF 6 Mass Care and coordinate with ESF 8 Health, Medical, and Mental Health Services.

## POLICIES

- Youth and Family Services and Public Works are the primary leads for this ESF and will operate according to departmental standard operating guidelines (SOGs) or operational plans for providing food supplies to designated Mass Care Community Shelters, command posts, staging areas, EOC, and other sites as applicable during an emergency or disaster.
- Operational planning and response procedures will be according to the Incident Command System (ICS) and in alignment with the National Incident Management System (NIMS). Coordinate with the State Veterinarian and Animal and Plant Health Inspection Service (APHIS) Area Veterinarian-in-Charge, who serves as the focal point for coordinating the disease management decision-making process for the federal government APHIS.
- Coordinate with federal, state, county, local jurisdictions, and tribal agencies for the protection of natural and cultural resources and historic properties (NCH) resources prior to, during, and/or after an incident of national significance.
- Support actions undertaken, guided by, and coordinated by state, and local food safety officials, emergency preparedness and response officials, and Homeland Security officials and existing Washington State Department of Agriculture (WSDA) and Washington State Department of Health (WDOH) internal policies and procedures.
- It is the policy of the City of Mercer Island to educate its residents, businesses, and City staff regarding their responsibility for self-sufficiency and to provide for their own food and water for a minimum of seven days following an emergency or disaster.

# SITUATION

## EMERGENCY/DISASTER CONDITIONS AND HAZARDS

- A significant emergency or disaster may deprive a substantial portion of the population access to and/or the means to prepare food and obtain water. In addition to substantial disruption to the commercial supply and distribution network, an event may partially or totally destroy food products stored in the affected area.
- A highly contagious outbreak or economically devastating zoonotic (animal) disease, or devastating plant pest infestation can occur at either the national or local levels.
- A significant emergency or disaster will negatively affect the natural and cultural resources of the City.
- Food borne diseases or human tampering will cause adulterated food products that will need to be recalled and/or investigated.
- Refer to the current City of Mercer Island annex to the Regional Hazard Mitigation Plan.

## PLANNING ASSUMPTIONS

- The following conditions may exist within the event area:
- Requests from the City to disaster relief organizations for the release of state-controlled food supplies should be received at the state, via King County ECC by 72 hours after the incident.
- The following conditions exist within the incident area:
- Individuals and families displaced from their homes may be provided shelters by one or more volunteer organizations, depending on availability.
- On-hand food inventories at volunteer organizations will be inadequate to support the number of individuals in the shelter.
- Seventy-five percent of the water supply will be unusable, requiring potable water supplies to be made available.
- A near total disruption of energy sources including electricity and/or fuel for generators and propane tanks.
- Most commercial cold storage and freezer facilities in the affected area would be rendered inoperable due to damage or lack of electricity or fuel for back-up generators.
- Land delivery to affected areas will be temporarily cut-off, requiring the use of water or air delivery.
- Partner agencies, such as schools, institutions, and other facilities need to have sufficient supplies to feed the population and provide fluids for seven days.
- Displaced persons may require transportation to shelter facilities.
- Shelter operations should have sufficient sanitation and cooking facilities, including cold and frozen storage, to maximize the use of the available products.

- This ESF encourages the use of congregate care feeding arrangements as the central location for the distribution of food supplies.
- A contagious animal disease and/or plant pest infestation requires animal control and the disposition of dead animals, and/or a pest control function that includes the safe disposition of infected plants.
- The natural disaster or incident causes the City to coordinate with the Washington State Department of Natural Resources (DNR) for guidance and assistance in the response and recovery phases.
- The City of Mercer Island will work in conjunction with local, state, and federal government for food product safety for its residents. This may require City personnel to assist with field operations in support of investigation(s).
- American Red Cross (ARC) and/or Washington Voluntary Organizations Active in Disaster (WAVOAD) services may not be available for three days or longer.
- Mercer Island School District (MISD), other local institutions, organizations, or facilities with inventories of commodities, and in proximity to the event, may have supplies to feed their students and staff and provide fluids.
- Emergency food and supply procurement will be assisted by the Finance Department and their standard operating guidelines (SOGs) or operational plans.
- Language challenges may prevent emergency messaging from reaching portions of the Mercer Island population.

## CONCEPT OF OPERATIONS

### GENERAL

- At all times, requests for food and water from YFS, including the types, amounts, and destination locations will be recorded and processed through the EOC Logistics Section.
- After initial food and water assistance requests are received by the EOC, YFS and Public Works will coordinate efforts to obtain and transport these items.
- After the first three days or at periodic intervals following an emergency or disaster, this ESF will be reassessed by the Incident Commander as to whether twenty-four-hour operations will be continued. Reassessment will continue depending on the recommendations of YFS and the Incident Commander/Unified Commander (IC/UC) dictated in the Incident Action Plan (IAP).
- There will be coordination through the City EOC for an integrated state, county, local, and tribal response to an outbreak of a highly contagious or economically devastating animal/zoonotic (i.e. transmitted between animals and people) disease, an outbreak of a highly infective exotic plant disease, or an economically devastating plant or animal pest infestation in Washington State.
- The City will support the state efforts for ensuring the safety and security of the nation's

commercial supply of food (e.g., meat, poultry, and egg products) following a potential or actual incident, and mitigate the effect of the incident(s) on all affected parts of the City's population, economy, and environment.

- Actively mitigate against and respond to disasters or emergencies to the Natural, Cultural, and Historic (NCH) resources within the City. The City EOC will coordinate with county and state agencies, under the State's DNR plan, to organize and coordinate the capabilities and resources to facilitate the delivery of services, technical assistance, expertise, and other support for the protection, conservation, rehabilitation, recovery, and restoration, of the City NCH resources.
- The City's emergency management planning takes a whole community approach – a strategy where residents, community leaders, and government officials assess the unique needs of the community and work together to organize and become better prepared to respond to, recover from, and thrive after an incident. The City recognizes that various populations may require specialized support during an incident. The City works to assess and identify specific needs for the entire Mercer Island community, and based on that assessment, creates plans to support the whole community, as resources allow.

## ORGANIZATION

- Youth and Family Services and Public Works, with the support of City departments, have the responsibility to coordinate this ESF. All direction and control will be implemented by the ICS through the EOC.
- For nutrition assistance, the YFS Administrator is the point of contact and coordinates the City's response activities through the City EOC.
- For animal and plant disease and pest response, the Public Works - Parks Maintenance assumes primary responsibility, and coordinates with county and state agencies, respectively.
- For an incident involving food safety and security, YFS assumes primary responsibility for the City and coordinates with county and state agencies for response activities.
- For an incident involving NCH resources protection, the Public Works - Parks Maintenance assumes primary responsibility.
- The Emergency Manager at the State EOC convenes a conference call with appropriate state support agencies, federal, and non-federal partners to assess the situation and determine appropriate actions. The State Emergency Manager, determining a need to activate the State EOC, also alerts other affected areas and their EOC's to coordinate the response and recovery efforts.

## PROCEDURES

1. Organized relief may not be available to residents or businesses or transient populations of Mercer Island for several days. During this period, feeding operations shall be focused at designated Mass Care Community Shelters, specifically the Mercer Island Community

and Event Center and the Islander Middle School Shelter, if operational, with possible warming and cooling centers opening privately within the faith community. See ESF 6.

2. Youth and Family Services and Public Works will contact the EOC which will coordinate with Mercer Island Emergency Volunteers, American Red Cross (ARC), and Washington Voluntary Organizations Active in Disaster (WAVOAD) to request assistance in providing food and water. YFS and Public Works will appoint a team to identify and manage the distribution of food and water during emergencies. Specifically, YFS will facilitate food, and the Public Works department will oversee water distribution.
3. Management and procurement of food and water will be coordinated by YFS and Public Works with the assistance of Finance. These efforts will be coordinated through the Emergency Operations Center (EOC).
4. The EOC, in conjunction with the King County ECC, would coordinate county, state, and federal services needed in providing food and water on a long-term basis.
5. Public information regarding distribution sites of food and water will be coordinated through the EOC Public Information Officer (PIO).
6. Public Health Seattle and King County (PHSKC) may be called to assist the PIO in preparing and issuing information regarding the safe storage and consumption of food and water after an emergency or disaster.
7. External procedures to support operations are in the PHSKC Emergency / Disaster Operations Plan and King County Regional Disaster Plan (RDP).

## MITIGATION ACTIVITIES

### Joint Primary Departments – Youth and Family Services and Public Works

- Identifies sources of surplus foods.
- Creates, updates, and maintains departmental SOGs or operational plans in support of this ESF, including ESF 6 and 8.
- Develop mutual aid agreements with government agencies, professional associations, and private agencies/organizations.
- The Public Works Department develops procedures for emergency water quality testing and distribution of potable water (well water).
- Youth and Family Services will manage the emergency shelter at the Mercer Island Community and Event Center, and Human Resources or other designated team will oversee procurement of food for staff and volunteers.

### Support Departments – All

- Human Resources or other designated team purchases and locates disaster kits and potable water (well water) for a 7-day supply for staff.
- Human Resources works with Emergency Management with providing meals and shelter for the staff and registered Emergency Workers.
- Create departmental SOGs or operational plans in support of this ESF.

Public Works – Parks Maintenance

- Animal and Plant Disease and Pest Response.
- Set up communications channels with recognized animal health care providers, and agencies.
- Determine which animal health care and response personnel are qualified to enter an area during an incident.

**NCH Resources**

- Coordinate NCH resources identification and vulnerability assessments.

## PREPAREDNESS ACTIVITIES

**Joint Primary Departments – Youth and Family Services and Public Works**

- Maintain hard copy data on food and water inventories controlled by the department.
- Conduct emergency management training and exercises with ESF 11 support organizations and agencies.
- Provide departmental SOGs or operational plans and emergency communications training to the staff.
- Attend preparedness programs and review materials from the Emergency Manager that instruct the public and staff on the need to be self-sufficient for a minimum of seven days following a disaster, and the methods to become self-sufficient.
- Conduct training, drills, and exercises with ESF 11 support organizations.
- Participate in training, drills, and exercises at the city, county, and state levels.
- YFS will manage food programs, and Public Works will manage water programs.

**Public Works – Parks Maintenance**

- Animal and plant disease and pest response.
- The City has identified facilities that can board pets and has amassed supplies for a temporary pet shelter, location to be determined.
- There may be a need to dispose of contaminated carcasses and other materials using expedient burial operations. Coordination with the county and state for the land used for such burials has been identified and meets environmental requirements.
- Listings of these disposal sites are kept on file in the department and in the Emergency Management office.

**NCH Response**

- Facilitate development and application of protection measures and strategies.
- Create and maintain a list of structures registered in the national or state historical registries, or those structures eligible for inclusion in those registries.

**Support Agencies: External**

**Washington State Department of Agriculture**

- Trains inspection teams to determine the quality of stored food stocks.

**Washington State Department of Health**

- Prepares procedures for determining whether foods are fit for human consumption.
- Identifies potential problems caused by contaminated foods.
- Prepares food preparation and storage health training and education activities and instruction for emergency or disaster situations.

**Washington State Superintendent of Public Instruction**

- Prepares monthly inventories of food and water supplies located in schools throughout the State.

**American Red Cross**

- Develops procedures to identify and assess the requirements for food and their water distribution. Procedures will be for:
- Critical emergency needs during or immediately after the incident.
- Long-term sustained needs after the incident is over.

**Support Departments – All**

- Participates in training, drills, and exercises in support of this ESF, as requested.

## RESPONSE ACTIVITIES

**Primary Departments – Youth and Family Services and Public Works**

**Youth and Family Services**

- Coordinates with the EOC, and requests support from Public Works for transportation (ESF 1), and coordinates with ESF 6 for distribution of food and water.
- Youth and Family Services will assess and monitor the need for food for the shelters, and the Public Works Department will assess and monitor the need for water.
- Provides food supplies to the specified location(s).
- Coordinates the food supply for meals at fixed feeding locations and provides mobile feeding, as required and if available.
- Coordinates bulk emergency relief food items, as needed.
- Coordinates with ESF 6 for communications with food distribution areas at relief operation locations.
- Maintains contact with the ARC representative in the King County ECC or State Emergency Management Division (EMD) EOC.
- Assists state inspection and verification of meat, poultry, and egg products in citywide areas.

- Coordinate with state recalls and tracing of adulterated products.
- Maintain accurate and extensive logs to support the After-Action Report (AAR) and other documentation of event conditions.
- A record of ESF 11 activities via ICS forms shall be maintained by each of the participating departments in accordance with EOC SOGs or operational plans.

**Public Works**

- Provides emergency potable water. (Refer to Emergency Well Operations Manual.)
- Coordinates disposal of solid and human waste from shelters or the food distribution centers.
- Assists in identifying safe routes of travel for shelter staff and the transport of supplies.
- Assists in crowd control operations with temporary traffic control measures and barricades.
- Maintain accurate and extensive logs to support the After-Action Report (AAR) and other documentation of event conditions.
- A record of ESF 11 activities via ICS forms shall be maintained by each of the participating departments in accordance with EOC SOGs or operational plans.

**Support Departments – All**

**General**

- All departments will support response activities upon request.
- A record of ESF 11 activities via ICS forms shall be maintained by each of the participating departments in accordance with EOC SOGs or operational plans.

**Eastside Fire & Rescue**

- Provides fire suppression and emergency medical services at shelters or food services areas.

**Police**

- Assists in providing emergency radio communications between temporary shelters, food distribution centers, and the EOC.

**Public Works – Parks Maintenance**

- Animal and plant disease and pest response.
- Coordinate with state integrated response to an outbreak of an economically devastating or highly contagious animal/zoonotic, exotic plant disease, or plant pest infestation.
- Coordinate veterinary and wildlife services in the City's affected areas.

**NCH Response**

- Provide Incident Management teams to assist in NCH resource response and recovery actions.

- Assist in emergency compliance with relevant federal and state environmental laws during emergency response activities, such as emergency permits/consultation for natural resources use or consumption.
- Manage, monitor, and assist in or conduct response and recovery actions to minimize damage to citywide NCH resources.

**Support Agencies**

**Nutritional Assistance**

**Public Health Seattle King County (PHSKC)**

- Supports this ESF, as requested and supplies safe food storage, consumption, and water purification information to the City Communication's Manager / PIO.
- Identifies problems that will be or have been caused by contaminated foods or storage.
- Conducts health education activities on proper food preparation and storage.

**Washington State Department of Social and Health Services (DSHS)**

- Identifies and certifies foods and water which are fit for human consumption.
- Identifies problems that will be or have been caused by contaminated foods.
- Conducts health education activities on proper food preparation and storage.
- Requests the authorization of the Disaster Food Stamp Program (D-SNAP).

**Washington State Superintendent of Public Instruction**

- Provides information on the availability of school buses and school facilities to satisfy requirements for transportation and feeding facilities.
- Provides the inventory of food and water supplies located in schools throughout the State.

**Food Supply Safety and Security**

**Washington State Department of Agriculture, Department of Health (WSDA/WDOH)**

- Evaluates the adequacy of available inspectors, program investigators, and laboratory services relative to the emergency.

**Animal and Plant Disease and Pest Response**

**Washington State Department of Agriculture, Department of Health Department of Fish and Wildlife (WSDA/WDOH/WDFW)**

- Provides for the inspection, fumigation, disinfection, sanitation, pest extermination, and destruction of animals or articles found to be so infected or contaminated as to be sources of dangerous infection to human beings and takes such other measures as necessary.

**NCH Resources Protection**

**DNR/WDOE/WDFW/WDPR/GA**

- Coordinates provision of necessary assistance within the City.

**American Red Cross and/or Washington Voluntary Organizations Active in Disaster**

- Assists in the identification and assessment of the requirements for immediate and long-term food and food distribution services.

**Police**

- Provides support for traffic control and security as necessary at the emergency well and Community Points of Distribution (CPOD).

## RECOVERY ACTIVITIES

### Joint Primary Agencies - Youth and Family Services and Public Works

**Youth and Family Services**

NUTRITIONAL ASSISTANCE

- Prepares a request to the USDA to replace department and Superintendent of Public Instruction food stocks within 30 days after the termination of the emergency or disaster.

FOOD SAFETY AND SECURITY SUPPLY

- Coordinates and prepares a request to the EOC to replace food stocks and those located in the emergency supply containers after the emergency or disaster.
- Provides assistance to state inspectors and laboratory services.
- Assist with disposal of contaminated food products.

**Public Works - Parks Maintenance**

**Animal and plant disease and pest response**

- Provide assistance when quarantine actions are required.
- In response to a bio-hazardous incident, the decontamination and/or destruction of animals and plants as well as associated facilities may be required.

**NCH Response**

- Provides assistance in contract management, contracting, procurement, construction inspection, and NCH resources assessments and restoration (natural resources), preservation, protection, and stabilization.
- Provides assistance to landowners as appropriate to help assess the restoration needs for important fish and wildlife habitat.
- Coordinate with ESF #3 and #10 on the removal of debris affecting NCH resources.

### Support Departments – All

**General**

- Continues to support response activities, as required.

- Revises procedures based on the lessons learned from the emergency or disaster.
- Any supplies that are used will be documented for re-supply control and possible future reimbursement by state and federal programs.
- Revises procedures based on drills, tabletops and exercises, or real event findings.

**Nutritional Assistance**

**DSHS**

- Emergency issuance of food stamp benefits to qualifying households.
- Emergency issuance of emergency food supplies available to households for take-home consumption in lieu of providing food stamp benefits for qualifying households.

**Food Safety and Security Supply**

- WSDA/WDOH: Conducts tracing, recall, and control of adulterated products. This includes proper disposal of contaminated products in order to protect public health and the environment.

**Animal and plant disease and pest response.**

**WSDA/WDOH/WDFW**

- Coordinates tasks with other ESFs, Veterinary Medical Assistance Teams, and voluntary animal care organizations.
- Coordinates surveillance activities along with ESF 8 (Public Health and Medical Services) in zoonotic diseases.
- Coordinates with ESF 8 in the case of a natural disaster in which animal/veterinary/wildlife issues arise, to ensure support for such issues.

**NCH Resources**

**WDNR/WDOE/WDFW**

- Provides scientific/technical advice, information, and assistance to help prevent or minimize injury to and to restore or stabilize NCH resources. Areas covered include terrestrial and aquatic ecosystems; biological resources, including fish and wildlife, threatened and endangered species, and migratory birds; historic and prehistoric resources; mapping and geospatial data; geology; hydrology, including real-time water flow data; earthquakes and other natural hazards; on and offshore minerals; energy; and coal mining. Additional areas covered include: plant materials propagation; soil surveys; drought preparedness and mitigation; critical habitat, including environmentally sensitive and culturally significant areas; watershed survey, planning, protection, and rehabilitation; and reforestation and other erosion control.
- Provides the response resources of DNR, such as incident management teams, communications equipment, transportation resources, temporary housing and feeding resources, etc.

# RESPONSIBILITIES

## JOINT PRIMARY DEPARTMENTS– YOUTH AND FAMILY SERVICES AND PUBLIC WORKS

- Takes primary lead in the administration and execution of ESF 6 and joint primary with ESF 8 in coordination with this ESF.
- Identifies local grocery stores with the ability to supply non-perishable food, potable water, ice, and equipment needed to handle commodities in a disaster, and attempts to have pre-disaster written agreements, including agreements between other relief agencies and their suppliers.
- Identifies with the aid of ESF 7 Resource Support, the procurement of sites for the distribution of food, water and ice following a disaster. Refer to ESF 6 Mass Care.
- Evaluates field team reports on availability of sites and status of shelter sites as distribution and feeding centers.
- Coordinates the transportation of food, water and ice to distribution sites and operating feeding sites.
- Coordinates communication with ESF 12 information on restoration of power to grocery stores and ice producers, in order to reduce the need to distribute food, water and ice.
- Human Resources oversees the procurement of food, water, and other associated supplies for City staff and the EOC.
- Human Resources coordinates the arrival and location of registered Emergency Workers and other mutual aid resources and ensures they have access to food and water.
- Develops and assists in implementing plans that utilize registered Emergency Workers to identify and assist “special needs” for individuals in their homes and senior care facilities that may need specialty food assistance in an emergency or disaster.
- Coordinates with assisting agencies such as ARC, FEMA, and Small Business Association (SBA) to establish disaster assistance centers (DACs) to support recovery efforts, when requested.
- Develops emergency, safety, and evacuation plans for facilities under department management, including the Mercer Island Thrift Shop.
- Manages, trains, and coordinates resident Disaster Mental Health Response Team in concert with the Emergency Manager.

## SUPPORT DEPARTMENTS AND EXTERNAL AGENCIES – ALL

- Supports YFS and Public Works in the accomplishment of ESF 11.

**Public Works - Parks Maintenance**

**Animal and plant disease and pest response.**

- Primary department to assist an integrated state, local, and tribal response to an outbreak of a highly contagious or economically devastating animal/zoonotic (i.e.,

transmitted between animals and people) disease, an outbreak of a highly infective exotic plant disease, or an economically devastating plant or animal pest infestation.

**NCH Resources**

- Organizes and coordinates the capabilities and resources of the City to facilitate the delivery of services, technical assistance, expertise, and other support for the protection, conservation, rehabilitation, recovery, and restoration of NCH resources in prevention of, preparedness for, response to, and recovery from an incident.

## RESOURCE REQUIREMENTS

- Food and water are required essential resources. As such, sustainability of emergency well operations is a critical need.
- City owned and leased food storage facilities are needed.
- Volunteer organization, food storage sites as well as MISD support are essential to the accomplishment of this ESF.
- Training: Local jurisdictions, state, and federal government and other organizations are responsible for providing training appropriate to ESF 11 components, to include Community Points of Distribution (CPOD) training.

## REFERENCES

- CEMP Base Plan
- City of Mercer Island ESF 6 and 8.
- 2020 Regional Hazard Mitigation Plan
- Emergency Well Operations Manual
- Emergency Volunteer Manual
- King County Regional Disaster Plan (RDP), ESF 6, 8, and 11.
- Washington State CEMP, ESF 6, 8, and 11.
- U.S. Department of Agriculture 7 CFR 250.43.
- Federal Response Plan, ESF 11.
- City of Mercer Island Water System Plan

## DEFINITIONS AND ACRONYMS

**ARC** – American Red Cross

**DNR** – Washington State Department of Natural Resources

**DSHS** – Washington State Department of Social and Health Services

**D-SNAP** – Disaster Supplemental Nutrition Assistance Program

**EMERGENCY WORKER** – Emergency worker means any person including but not limited to an architect registered under Chapter 18.08 RCW or a professional engineer registered under Chapter 18.43 RCW, who is registered with a local emergency management organization or the department and holds an identification card issued by the local emergency management director or the department for the purpose of engaging in authorized emergency management activities or is an employee of the State of Washington or any political subdivision thereof who is called upon to perform emergency management activities.

**EOC –** Emergency Operations Center

**FOOD** – The term "Food" means articles used for food and drink for human or animals. (RCW 69.04.008(1)).

**EMERGENCY SUPPORT FUNCTION (ESF)** – The functional approach that groups the types of assistance that a state is most likely to need, (e.g. mass care, health and medical services) as well as the kinds of federal operations support necessary to sustain State response actions (e.g., transportation, communications). ESFs are expected to support one another in carrying out their respective missions.

**NCH** – Natural and cultural resources and historic properties

**PHSKC** – Public Health Seattle and King County

**SOG** – Standard operating guidelines

**USDA** – U.S. Department of Agriculture

**WAVOAD** – Washington Voluntary Organizations Active in Disaster

**WDFW** – Washington State Department of Fish and Wildlife

**WSDA** – Washington State Department of Agriculture

**WDOH** – Washington State Department of Health

**See CEMP Base Plan, Appendices 1 and 2 for full list of definitions and acronyms.**



# EMERGENCY SUPPORT FUNCTION 12
# ENERGY

**PRIMARY DEPARTMENTS:** Public Works
**SUPPORT DEPARTMENTS:** All Departments
External Agencies
Puget Sound Energy
Seattle Public Utilities

## INTRODUCTION

### PURPOSE

To provide for the effective use of available energy and utilities required to meet the essential needs of the City of Mercer Island, and to facilitate restoration of energy utility systems affected by an emergency or disaster and throughout the recovery period.

### SCOPE

Response and recovery actions following any emergency or disaster will be determined by the specific event.

There are public and private utilities providing services on Mercer Island. The Mercer Island public utilities are water, sewer, storm water (water is provided by Seattle Public Utilities and managed by the City of Mercer Island). The private utilities are Puget Sound Energy (PSE) providing electricity and natural gas, solid waste (Recology), and petroleum products provided to the local fueling and gas stations. The Shorewood Apartments receive water supply directly from Seattle Public Utilities (SPU) and is served directly from King County for sewage conveyance and treatment. This ESF will describe the activities of the Public Works Department as lead with all other departments supporting as requested.

## POLICIES

- The City of Mercer Island Public Works Department will coordinate with utility agencies to facilitate restoration through the City of Mercer Island EOC.
- RCW 43.21F.045(1) states that each agency (City of Mercer Island) shall prepare and update contingency plans for implementation in the event of energy shortages or emergencies. This duty is to be carried out with the requirements of Chapter 43.21G RCW, which deals with energy emergencies and alerts, and establishes necessary emergency powers for the Governor.

- WAC 194-22, Washington State Curtailment Plan for Electric Energy, establishes the process by which the state of Washington and Washington State Utilities will initiate and implement Statewide electric load curtailment when there is an insufficient supply of electrical power.
- Response operations will use the Incident Command System (ICS) in alignment with the National Incident Management System (NIMS).

# SITUATION

## EMERGENCY / DISASTER CONDITIONS AND HAZARDS

- The City of Mercer Island is vulnerable to many natural and technological (manmade) emergencies or disaster events. Historically, emergencies and disasters tend to have cumulative impacts that disrupt utility, communications, medical, transportation, and food service systems at the same time. Because of these impacts, emergency response efforts can be seriously reduced. The movement of disaster supplies and service providers, and registered Emergency Workers can be impeded.
- Overall, Mercer Island is vulnerable to localized, short-term energy emergencies brought about by accidents and storms. Most of these emergencies are restored by the affected industry. The effects of energy shortages could include inconvenience to consumers, reduced heating and lighting capability, reduced production in all sectors, potential failure of transportation, water and waste, communication, information, and banking systems.
- The City of Mercer Island receives its electricity from PSE and serves over 25,000 electricity customers on the island. The electric utilities are an organized collection of public and private generating and distribution facilities. Most of the power lines are above ground. Tree wire has been installed in many areas on Mercer Island in the last several years to reduce power outages caused by falling limbs and trees on power lines.
- PSE's natural gas services are quite different. Most of the infrastructure is located underground in the form of pipelines. Two submerged natural gas supply pipelines reach the northeast part of Mercer Island from the east. Once on Mercer Island, the two pipelines merge and a single pipeline extends inland to the west and south. The pipeline feeds several district regulator stations that further distribute gas throughout the island.
- All of the City's water is purchased from and supplied by Seattle Public Utilities (SPU). A majority of the water originates in the Cedar River Watershed, with occasional supplementation from the Tolt River supply system. Water is provided by SPU via 24-inch water transmission line traveling across the East Channel, through the Mercer Island Boat Launch and East Mercer Way, then west along SE 40th Street, through steep and difficult-to-access terrain. The existing critical transmission line is comprised of a steel cylinder wrapped with a concrete casing. Areas where the transmission line is located have a history of slope instability, requiring multiple repairs to joints in the pipeline since shortly after its installation in 1956. Access to areas of the pipeline is very

difficult, as the 24-inch water main is located under a steep slope, and in close proximity to high- and low-pressure natural gas pipelines. A second 16-inch supply line parallels the 20-inch line and is attached to the I-90 Freeway East Channel Bridge Structure and serves as a backup line if the main line is under repair or fails.

- King County provides sewer/wastewater treatment services with two pump stations on Mercer Island conveying wastewater to their wastewater treatment plan in Renton.

### PLANNING ASSUMPTIONS

- The occurrence of a major disaster could destroy or damage portions of the City's energy and utility systems and disrupt natural gas supplies and petroleum deliveries. Disaster response and recovery activities will be difficult to coordinate.
- Widespread and possibly prolonged electric power failures could occur in a major disaster. Sewer pump stations have backup generator/emergency power but will need delivery of petroleum products to remain operational.
- Transportation, media, and telecommunications infrastructures could be affected.
- Delays in the production, refining, and delivery of petroleum-based products to Mercer Island gas stations and other Mercer Island fuel stations could occur as a result of transportation infrastructure problems and loss of commercial electrical power.
- Water pressure may be low or non-existent, hampering firefighting, impairing sewer system function, and reducing potable water availability.
- Most electrical power lines are above ground, making them susceptible to high winds and interference from trees and vegetation.
- Solid waste needs to be removed as soon as possible or a public health situation could occur within three to four days depending on the weather. Human waste needs to be put in biohazard bags as the preferred method and disposed of separately.
- Residents and staff are encouraged to keep their vehicle gas tanks fueled at no less than one-half full as gas stations do not have generators and fuel will not be readily available.
- Residents and staff are encouraged to prepare for self-sufficiency for seven to fourteen days.
- Refer to the City of Mercer Island annex in the 2020 Regional Hazard Mitigation Plan.

## CONCEPT OF OPERATIONS

### GENERAL

- The Public Works Department as lead to this ESF will respond to energy or private utility shortages or disruptions to support the preservation of public health, safety, and general welfare of our residents. Support activities during an energy emergency or disaster could include:

- Assessing electric power outages and or damages to utility infrastructure or pumping stations.
- Assessing energy and utility supply outages and demand.
- Coordinating closely with the EOC to establish priorities to repair damaged utility systems.
- Assessing fuel shortages and emergency generator fueling needs for pumping stations, EOC, and designated emergency vehicles and equipment.
- Coordinating with PSE electric and natural gas utilities emergency outage contacts to identify and report location requirements to repair prioritized energy systems.
- Coordinating temporary, alternate, or interim sources of emergency fuel and power; obtaining current information regarding damage to energy supply and distribution systems.
- Assessing special requirements for restoration.
- The City's emergency management planning takes a whole community approach – a strategy where residents, community leaders, and government officials assess the unique needs of the community and work together to organize and become better prepared to respond to, recover from, and thrive after an incident. The City recognizes that various populations may require specialized support during an incident. The City works to assess and identify specific needs for the entire Mercer Island community, and based on that assessment, creates plans to support the whole community, as resources allow.

## ORGANIZATION

- The electric power industry within Washington State is organized into a network of public and private generation and transmission facilities that form a part of the Northwest Power Pool. Through such networks, the electric power industry has developed a capability to transmit electric power under even the most extreme conditions. Power is then distributed by local utilities to individual end users (with varying levels of distribution reliability.) Many end users with high reliability needs (e.g., hospitals, media) have their own in-house generation sources.
- Natural gas enters Washington state through two major international and interstate pipeline systems. Local distribution companies deliver gas to consumers with the exception of some large industrial and commercial users. These large customers may purchase gas directly from the supplier and pay pipeline companies the transmission and delivery fees. Natural gas service is only available along the I-5 corridor, in the Spokane and Tri-Cities vicinities with spurs to Moses Lake, Ellensburg, Yakima, and Pullman. A large underground storage facility in Jackson Prairie and a smaller liquefied natural gas storage facility in the Columbia Gorge, as well as other storage facilities outside of the State, are heavily relied on to serve peak winter usage. During the remainder of the year, lower usage is important for refilling the storage facilities. The

pipeline could not meet peak winter demand without the use of storage.

- Office of Trade and Economic Development (OTED) crude oil enters the State through an international pipeline from Canada to the refineries in Ferndale and Anacortes and from tankers that also supply refineries in these two areas. The five refineries in Ferndale and Anacortes, along with two smaller refineries in Tacoma, provide the majority of products consumed in Washington State and supply a significant amount to other Northwest states. The Olympic Pipeline carries refined petroleum products from these refineries south to Seattle, Tacoma, Olympia, crossing the Columbia River in Vancouver and ending in Portland, Oregon. Refined petroleum products also enter the State from the Yellowstone Pipeline through Spokane ending around Moses Lake and from the Chevron Pipeline to the Tri-Cities. Refined products from Puget Sound and California are barged into the Columbia River and are transported as far inland as Idaho and Montana, while serving locations along the way. A significant amount of petroleum products are brought to the state through trains and trucks as well. From the pipelines, trucks owned by petroleum companies are the primary way of distributing petroleum products to consumers. Information about petroleum is often organized by Petroleum Administration for Defense Districts (PADDs). Washington State is part of PADD 5, which includes Alaska, Oregon, California, Nevada, and Arizona. The PADDs were created in 1950 as a part of the World War II Petroleum Administration for War Districts. The aggregation has remained in use mostly for statistical and administrative purposes.
- The Public Works Department is organized into Water and Sewer Utilities Team, Right of Way & Stormwater Team, Support Services Team, Engineering & Capital Projects Team, Parks Operations Team, and Recreation Division. These teams span the Operations, Planning, and Logistics Sections of the Incident Command structure along with other supporting departments.
- During an emergency or disaster, the EOC operates under the Incident Command System (ICS) in accordance with the National Incident Management System (NIMS). The Incident Commander or designee activates the Utilities Team of the ICS with Public Works as lead.

## PROCEDURES

1. Electric power and natural gas fuel is provided to Mercer Island customers by PSE whose headquarters and Customer Call Center are located in Bellevue and whose EOC is located in Redmond. PSE operations are regulated by the Washington Utilities and Transportation Commission as well as state and federal statutes.
2. Under ordinary conditions, resident and business requests for service from PSE are routed to their Customer Call Center. The Mercer Island EOC maintains emergency contact information for PSE EOC. Refer to the Emergency Operations Procedures Manual located in the EOC cabinet, and data in the EMAC / EOC share drive(s) on the City's local area network.

3. The energy, utility, and petroleum distribution systems will continue to provide services through their normal means during an emergency or disaster to the maximum extent possible.
4. PSE utility information will be furnished to the EOC to inform the public on the proper use of services, or as requested.
5. PSE will compile damage assessment reports and transmit them to the EOC, as needed or requested. Public Works will collect, evaluate, and report current conditions to the EOC relative to staffing, equipment and supplies.
6. Public Works will access local petroleum suppliers and major oil companies to facilitate the delivery of adequate amounts of emergency petroleum fuel supplies.

## MITIGATION ACTIVITIES

**Primary Department – Public Works**

- Mitigates critical areas and creates, updates, and maintains the departmental Call Out Book SOGs or operational plans on transmission infrastructure, specifically the two above ground water storage facilities, the primary and alternate pipeline locations on the Island, and the emergency well located at Rotary Park in case of an emergency or disaster.
- Supports and maintains franchise agreements, letters of understanding, and/or contracts with Seattle Public Utilities for water, with PSE responsible for electricity and natural gas to ensure response and recovery operations are conducted in an orderly manner and in citywide priority sequence to the greatest extent possible.
- Prepares and updates contingency plans for implementation in the event of energy and water shortages, emergencies or disasters, and maintains liaison with energy and utility companies regarding these plans.

**Support Departments – All**

**General**

- Creates, updates and maintains departmental SOGs or operational plans in support of this ESF.

**Support Agencies: External**

**Eastside Fire & Rescue**

- Maintains two special fuel pumps for City department use during emergencies or disasters with power outages.

## PREPAREDNESS ACTIVITIES

**Primary Department – Public Works**

- Coordinates the identification of supplemental local energy or utility resources such as petroleum and emergency lighting or generators with the EOC.

- Collects and analyzes energy data and reports to the Incident Commander on probable, imminent, and existing energy shortages or by coordination with the Emergency Manager.
- Coordinates with appropriate departments to ensure operational readiness.
- Maintains an inventory of city resources and equipment, PSE utility resources, noting contacts and response criteria.
- Coordinates with appropriate departments in training, drills, and exercises to ensure operational readiness.

**Support Departments – All**

**General**

- Participates in training, drills, and exercises when requested in support of this ESF.

**Emergency Management**

- Maintain an operational City EOC and the City EOC Emergency Operations Plan.
- Educate residents on preparedness measures they can take to prepare for utility outages.
- Coordinate with appropriate departments to ensure operational readiness.
- Coordinate the identification of supplemental local energy or utility resources such as emergency lighting or generators with local jurisdictions.
- Coordinate with appropriate departments to provide for supplemental energy, utility, and petroleum resources.
- Coordinate with OTED and the Utilities and Transportation Commission in the development of an inventory of available state energy and utility resources.
- Maintain an inventory of statewide volunteer, private, and federal emergency energy or utility resources.
- Maintain liaison with the State EMD and the Washington State Emergency Management Council (EMC).

**Support Agencies: External**

**King County Zone 1 Agencies, King County Office of Emergency, Management, Washington State Emergency Management Division, Puget Sound Energy, Seattle Public Utilities, King County**

- Maintain individual agency emergency plans.

**Washington State Office of Trade and Economic Development**

- Prepares and updates contingency plans for implementation in the event of energy shortages or emergencies and maintains liaison with energy and utility companies regarding these plans.
- Collects and analyzes energy data and reports to the Governor and Legislature on probable, imminent, and existing energy shortages.

- Maintains lists of public and private utilities, petroleum companies, including names, addresses, and telephone numbers of key officials.
- Develops and maintains an inventory of energy, utility, and petroleum contacts and resources, noting availability and response criteria.
- Develops feasible supplemental energy and utility resource guidelines.

## RESPONSE ACTIVITIES

**Primary Department – Public Works**

- Provide liaison with utility and petroleum companies.
- Apprise the Incident Commander when conditions exist that may warrant the proclamation of a citywide or energy supply alert or emergency.
- Compile damage assessment estimates from energy and utility companies.
- Assist with transportation issues regarding utility vehicles responding to energy emergencies.
- Provide information to the City EOC regarding:
- Status of City and private utilities serving the community and fuel supply adequacy.
- Location, extent, and restoration status of electricity supply outages or disruptions.
- Status of shortages or supply disruptions for natural gas.
- Extent and restoration status of water supply disruptions.
- Serve as coordinator of energy availability and distribution issues during emergency or disaster situations.
- Coordinate public information concerning energy, utilities, and petroleum emergencies with the EOC and City Communications Manager / Public Information Officer (PIO).
- Contact PSE to obtain information about damage and/or assistance in the impacted areas.
- Determines City's generating capacity, expected peak loads, expected duration of emergency event, explanation of utilities' actions, and recommendations of other City departments and reports the information to the EOC.
- Coordinates with all departments and the EOC to establish priorities and develop strategies for the initial response.
- Requests liaison from PSE, SPU, King County, or other entity directly or via King County ECC, as needed.
- Apprises the Incident Commander when conditions exist that may warrant the declaration of a Citywide or energy supply alert or emergency.
- Compiles damage assessment estimates or repair time from PSE, SPU, King County, and fuel companies for ESF 5.

- Assists with transportation issues regarding utility vehicles responding to energy emergencies or disasters.

**Support Departments – All**

**General**

- Supports this ESF upon request.

**Police Department**

- Provides support in securing areas where electrical, water, sewer, or natural gas incidents pose a danger to the public.
- Provides assistance in implementing road closures and detours for roadways.
- Provides support in field operations as appropriate.

**Support Agencies: External**

**Eastside Fire & Rescue**

- Provides support in field operations as appropriate.

**Washington State EMD**

- Assist with contacting utilities and gathering and assessing information.
- Assist utilities in the provision of continued services during the response and recovery phases.

**Federal Emergency Management Agency**

- Coordinate the activities of federal agencies having supplemental energy, utility, and petroleum resource capabilities during a presidentially declared emergency or disaster.

**U.S. Department of Energy**

- Gather, assess, and share information on energy system damage and estimations on the impact of energy system outages within affected areas. Works closely with, and aids in, meeting requests for assistance from state and local energy officials, suppliers, and deliverers.

## RECOVERY ACTIVITIES

**Primary Department – Public Works**

- Compile damage and operational capability information from PSE, SPU, King County or other utility entities.
- Recommend, in accordance with the Governor's energy emergency powers, priorities among users if adequate utility supply is not available to meet all essential needs.
- Administer energy allocation and curtailment programs in accordance with the Governor's energy emergency powers legislation.

- Coordinate supporting resources for utility restoration and repair to meet essential needs.
- Review recovery actions and develop strategies for meeting local energy needs.

**Support Departments – All**

- Support this ESF upon request.

**Support Agencies: External**

**King County Zone 1 Agencies, King County Office of Emergency Management, Washington State Emergency Management Division, Puget Sound Energy, Seattle Public Utilities, King County**

- Continue to provide support for recovery operations.

**Washington State Utilities and Transportation Commission**

- Assist the State EOC and the OTED in recovery activities.

**Federal Emergency Management Agency**

- Coordinate the activities of federal agencies having supplemental energy, utility, and petroleum resource capabilities during a presidentially declared emergency or disaster.

**U.S. Department of Energy**

- Gather, assess, and share information on energy system damage and estimations on the impact of energy system outages within affected areas. Work closely with, and aid in, meeting requests for assistance from state and local energy officials, suppliers, and deliverers.

## RESPONSIBILITIES

### PRIMARY DEPARTMENT – PUBLIC WORKS

**General**

- As the lead department for this ESF, the Public Works Department will coordinate with support departments and ESFs in directing resources and prioritizing needs for energy restoration.
- Designates an EOC representative to coordinate emergency response and recovery operations with private utility companies when the EOC is activated.
- Apprises the EOC when conditions exist which may warrant the declaration of a Citywide energy supply alert or emergency.
- Serves as coordinator of energy availability and distribution issues during emergency or disaster situations.
- Provides support to Citywide evacuation planning and assists in evacuation efforts.
- Administers energy allocation and curtailment programs.

- Provides information to the City's Communications Manager / PIO during response and recovery activities.
- Coordinates directly with or through King County ECC for PSE, SPU, King County or other utility assistance during EOC operations.
- Supports and maintains franchise agreements, letters of understanding, contracts, etc. with PSE, SPU, and private fuel vendors to ensure response and recovery operations are conducted in an orderly manner and in Citywide priority sequence to the greatest extent possible.

**Right of Way Team**

- Takes the primary lead in the administration and execution of ESF 1, 3, and 12.
- Responsible for initial damage assessments to roads, transportation routes, debris clearance estimates. Identifies alternate routes and provides temporary traffic control devices.
- Executes necessary emergency repairs to open critical transportation routes.
- Provides expertise and recommendations for reconstruction, demolition, and mitigation during the recovery period.
- Provides support to Citywide evacuation planning and assists in evacuation efforts.
- **Support Services Team**
- Maintains the City's fleet of vehicles and equipment, and provides and dispenses emergency supplies of fuel, with EOC generator as priority, and for generators and vehicles.
- Maintains food, water, and other associated supplies for department members in coordination with the Recreation Division and Youth and Family Services.

**Utility Team**

- Coordinates with Capital Projects Team on utility damage and prioritization of emergency repairs.
- Provides light and heavy equipment and supplies.
- Responsible for initial damage assessments of water and sewer systems.
- Executes necessary emergency repairs to utilities as needed.
- Implements an emergency water resource plan for conserving and distributing water during an emergency or disaster, if necessary.

**Capital Projects Team**

- Coordinates with Utility Team and ROW Team to assess damage to utilities and roadways.
- Coordinates with private utilities the restoration of public utilities to critical and essential services.

### SUPPORT DEPARTMENTS – ALL

- Supports this ESF as requested.

### SUPPORT AGENCIES

- Utility companies will respond and execute their plans and SOGs or operational plans as applicable to the emergency or disaster, and when requested.

## RESOURCE REQUIREMENTS

The Public Works Department will provide the materials and equipment in an energy and utility emergency for the utility services it provides. Resources might include energy, water, utility and petroleum contact lists, GIS maps, and office supplies. These items will also be updated and available in the EOC Procedures Manual located within the EOC.

## REFERENCES

- CEMP Base Plan
- City of Mercer Island Public Works Call Out Book. Located within EOC Procedures Manual.
- 2020 Regional Hazard Mitigation Plan
- King County Regional Disaster Plan (RDP), ESF 12.
- King County Regional Debris Management Plan
- Mercer Island Disaster Debris Management Plan
- Washington State CEMP, ESF 12.
- RCW 43.21F.045, Duties of Energy.
- RCW 43.21F.060, Additional duties and authority of Energy Office.
- RCW 43.21G, Energy Supply Emergencies, Alerts.
- RCW 44.39.070, Meetings - Energy supply alert or energy emergency - Duties.
- Chapter 194-22 WAC, Washington State Curtailment Plan for Electric Energy.
- Regional Curtailment Plan for Electric Energy.
- Implementation Guide for the Washington State Petroleum Products Contingency Plan.
- Federal Response Plan, ESF 12.

## DEFINITIONS AND ACRONYMS

**EOC –** Emergency Operations Center

**EMERGENCY SUPPORT FUNCTION (ESF)** – The functional approach that groups the types of assistance that a state is most likely to need, (e.g. mass care, health and medical services) as

well as the kinds of federal operations support necessary to sustain State response actions (e.g., transportation, communications). ESFs are expected to support one another in carrying out their respective missions.

**FAA –** Federal Aviation Administration

**FHWA –** Federal Highway Administration

**ICP –** Incident Command Post

**JIC** – Joint Information Center

**JIS** – Joint Information System

**PIO** – Public Information Officer

**UNIFIED COMMAND (UC)** – Multiple jurisdictions, agencies, or originations work together to communicate and make command decisions. While there is no one "Commander," the Unified Command can allocate resources regardless of ownership or location.

**See CEMP Base Plan, Appendices 1 and 2 for full list of definitions and acronyms.**




# EMERGENCY SUPPORT FUNCTION 13
# LAW ENFORCEMENT

**PRIMARY DEPARTMENTS:** Police Department
**SUPPORT DEPARTMENTS:** Eastside Fire & Rescue
City Attorney / Safety Officer
All Departments
External Agencies

## INTRODUCTION

### PURPOSE

The purpose of this Emergency Support Function (ESF) is to establish responsibilities and roles of the Mercer Island Police Department during an emergency or disaster.

This ESF describes law enforcement system components and task assignments to assure effective response in emergencies and disasters.

### SCOPE

- This ESF is intended to give guidance when an incident goes beyond the normal day-to-day field law enforcement operations. Such incidents could be stand-alone situations, or the result of a larger disaster.
- The Mercer Island Police Department is the primary division for law enforcement emergency and disaster activities within the City of Mercer Island.
- The Mercer Island Police Department will implement law enforcement procedures in coordination with the Emergency Operations Center (EOC) when applicable and when using mutual aid, activating the King County Regional Disaster Plan (RDP), and State resources when needed.
- The Mercer Island Police Department has jurisdiction throughout Mercer Island and midway to the opposite shore of Lake Washington.
- The Mercer Island Marine Patrol provides services for the City and contracted jurisdictions, providing both waterfront reconnaissance of disaster impacted areas as well as emergency and disaster missions including but not limited to the movement of resources, including people, to/from the Island and evacuating residents.

## POLICIES

- It is the policy of the City of Mercer Island that upon the occurrence of a major disaster, field units will assess their own condition and situation and make an assessment of their immediate area. This information will be relayed to the On-Duty Commander and appropriate information passed on to Command Staff and Emergency Manager.
- The Police Department will, within the limits of their resources and authority, coordinate and support essential law enforcement operations. Coordination between the Mercer Island Police Department and other law enforcement agencies is facilitated by the Washington Mutual Aid Peace Officers Powers Act (RCW chapter 10.93).
- It is the policy of the City of Mercer Island that Police Department personnel sent to assist other jurisdictions will maintain their own supervision and chain of command. They will accept mission assignments through a supervisor who will coordinate with the command structure of the requesting agency. It is anticipated that other jurisdiction's personnel who respond to requests for assistance from the City of Mercer Island will operate the same way.
- Under emergency or disaster conditions, law enforcement activities are the responsibility of the Mercer Island Police Department and will be throughout any emergency or disaster within their jurisdiction.
- The Incident Command System (ICS) will be implemented for execution of law enforcement activities and will align with the National Incident Management System (NIMS). Where mutual aid or supporting agencies are requested, direction and control will be a unified command (UC) structure.

## SITUATION

### EMERGENCY/DISASTER CONDITIONS AND HAZARDS

- Any large-scale emergency or disaster, natural or man-made, holds potential for causing disruption and the need for control and coordination by law enforcement to ensure the safety and security of the community.
- The City will periodically experience emergency situations that may overwhelm current law enforcement capabilities. Equipment and personnel may be damaged or unavailable at times when they are most needed. The Mercer Island annex to the Regional Hazard Mitigation Plan, and the Comprehensive Emergency Management Plan describe situations and planning assumptions that affect our area that may impact resource availability.
- The Mercer Island Police Department could be faced with, but not limited to, unforeseen events, emergency and disaster conditions, and hazards such as:
  - Major Crime Scenes - hostage situations, barricaded persons and robberies.
  - Civil Disturbances - demonstrations, picketing, improvised explosive devices.
  - Natural Disasters - landslides, severe storms, earthquakes, volcanic ash fall.

- Local Emergencies - plane crashes, tank truck hazardous material (HazMat) spills, fires, power failures.
- National Emergencies – Department of Homeland Security (DHS) Red Alerts.
- Large Public Gatherings - parades, fireworks displays, school sports events, Seafair festivals, Summer Celebration events.

- The Mercer Island Police Department must be prepared to meet and resolve any situation, regardless of its source or magnitude.
- Refer to the current City of Mercer Island annex to the Regional Hazard Mitigation Plan.

### PLANNING ASSUMPTIONS

- The Police Department maintains a 24-hour operational capability.
- General law enforcement issues are compounded by emergency and disaster related community disruption as described in the current Regional Hazard Mitigation Plan
- The capabilities of the Mercer Island Police Department may be strained or exceeded.
- Equipment may be damaged or personnel unavailable at times when they are needed most.
- The Mercer Island Police Department will exhaust their law enforcement resources before seeking assistance from mutual aid and supporting agencies.
- Eastside Fire & Rescue will assist as requested.
- Supplemental assistance shall be requested through county and state emergency management channels, or by stated mutual aid requirements.
- Jail services may be unavailable during a disaster. The number of Mercer Island holding cells is limited.
- Mutual aid, other local jurisdictions, county, and state agency personnel and resources may provide assistance, when requested, during an emergency or disaster.
- The Washington State Patrol (WSP) conducts traffic control activates on Interstate – 90 (I-90) via the State EMD EOC.
- Search and Rescue (SAR) activities are described in ESF 9 Search and Rescue.
- Evacuation activities and procedures are described in ESF-24 Evacuation and Movement.

## CONCEPT OF OPERATIONS

### GENERAL

- The Police Chief or designee will coordinate law enforcement field activities and use of resources associated with an emergency or disaster through the EOC.
- Mobilization of personnel and equipment will be determined by the degree of mobilization required to handle an event or series of events and may include the

activation of mutual aid agreements already in place. The operational structure of the Police Department may be modified during emergency or disaster operations.

- When necessary, a field command post may be established and staffed to handle field operations using ICS.
- Communication between the EOC and the On-Scene Commander (OSC) shall be through established channels.
- Field command posts may be established from a single Incident Command (IC) to Unified Command (UC) whenever the disaster requires the response of multiple agencies and the coordination of police activities with those agencies in the field. Co-location is the preferred method.
- The Field Commander will provide regular status reports and coordinate all requests for additional resources through the EOC.
- In time of an emergency or disaster, the Police Department will perform a wide range of functions. These include but are not limited to those listed in section V, A – Responsibilities, below.
- When the City of Mercer Island law enforcement resources are exhausted, assistance may be requested through mutual aid. Supplemental law enforcement should be requested through the EOC when activated.
- The City's emergency management planning takes a whole community approach – a strategy where residents, community leaders, and government officials assess the unique needs of the community and work together to organize and become better prepared to respond to, recover from, and thrive after an incident. The City recognizes that various populations may require specialized support during an incident. The City works to assess and identify specific needs for the entire Mercer Island community, and based on that assessment, creates plans to support the whole community, as resources allow.

## ORGANIZATION

- The City of Mercer Island Emergency Manager or designee assumes the role of Incident Commander in an emergency or disaster and coordinates briefings, manages, and directs activities in the EOC.
- Law enforcement operations are conducted by the Police Chief within the limits of his/her resources and authority.
- The Incident Commander or Police Chief will designate an EOC representative to assist with field activities and resources.
- In the event additional law enforcement resources through the King County Regional Disaster Plan are required, they may be requested through the EOC, mutual aid local jurisdictions, and the Washington State Military Department, EMD, EOC.

## PROCEDURES

Law enforcement response will be in accordance with department policy or operational plans of the City of Mercer Island Police Department and the City of Mercer Island Comprehensive Emergency Management Plan (CEMP) and other documents or plans, as applicable.

## MITIGATION ACTIVITIES

### Primary Department – Police Department

- The Mercer Island Police Department will assess, identify, and comply with personnel protection of self, facilities, property, and mitigation plans enacted by the City of Mercer Island.
- Develops emergency and disaster SOPs or operational plans for the effective use of resources.

### Support Departments - All

#### Eastside Fire & Rescue

- Coordinates with the Police Department in writing operational plans in accordance with the departmental policy and the City of Mercer Island CEMP to support mitigation related processes prior to an incident, crisis, emergency, or disaster.

#### Public Works

- Supports the Police Department in identifying appropriate quantities of equipment and supplies needed to support an emergency, disaster, or hazardous materials incident and documents policy or operational plans for this ESF.

## PREPAREDNESS ACTIVITIES

### Primary Department – Police Department

- Updates emergency and disaster operational guidance for the effective use of resources.
- Assists other local law enforcement agencies in the coordination of emergency management plans.
- Participates in city, county and state emergency response training, drills, and exercises.
- Coordinates and maintains liaison with all City departments, as appropriate.
- Develops familiarity with coordinating an Emergency Alert System (EAS) message or Amber Alert through the Washington State Patrol (WSP).
- Identifies and plans resource needs for functions listed in Concept of Operations section of this Plan.
- Evaluates, maintains, and updates the departmental emergency or special equipment needs.

### Support Departments – All

#### General

- Develops policy or operational plans to identify resources that can be provided to the Police Department and mutual aid agreements in preparation for an emergency or disaster.
- Departments will become knowledgeable on staff protocols for isolation and quarantine on PHSKC orders to implement department actions.

#### Eastside Fire & Rescue

- Eastside Fire & Rescue will coordinate with the Police Department in planning, training, drills, and exercises in accordance with this ESF and the City of Mercer Island CEMP in preparation for an emergency or disaster.

### Support Agencies

#### King County Emergency Coordination Center

- The King County ECC will participate in providing support to Zones in activation of the King County RDP with the City of Mercer Island Police Department which has the lead for a major emergency under the City of Mercer Island's jurisdiction.

#### King County Sheriff's Office

- The KCSO will provide at the King County ECC a representative who will support local EOCs in providing department and regional coordination of law enforcement services during times of emergencies and disasters.
- Per King County Ordinance 2.16.060, the KCSO is responsible to keep and preserve the public peace and safety, including the discharge of all duties of the office of sheriff under state law, except those duties relating to jails and inmates which are performed by other departments of county government.
- The functions of the KCSO department include a plan to coordinate resources for public safety and welfare in the event of a major emergency or disaster. These tasks include, but are not limited to:
- Law enforcement.
- SAR activities.
- Enforcement of emergency orders designated by the County Executive.
- Emergency traffic control.
- Security and perimeter control at incident scenes, shelters/staging areas in unincorporated King County, and the King County ECC when needed.
- Providing resources for warning, emergency information, and emergency evacuations.

#### Washington State Military Department, Emergency Management Division

- Coordinates with State agencies to ensure operational readiness.
- Maintains the State EOC and emergency operations procedures for the State.

- Coordinates with the WSP in the development of an inventory of available State law enforcement resources.
- Develops and maintains agency procedures to reinforce the WSP during emergencies or disasters.

## RESPONSE ACTIVITIES

### Primary Department - Police Department

- Provides the City of Mercer Island law enforcement operations on land and on the surrounding waterways by the Marine Patrol.
- Provides communications systems in support of City emergency and disaster operations.
- Provides communications resources in support of the City of Mercer Island's emergency operational needs.
- Coordinates and executes evacuation processes and procedures as needed. See ESF-24.
- Provides a representative to the City EOC.
- Coordinates with other Mercer Island departments, organizations, and agencies for use of available law enforcement resources to assist with special assignments.
- Coordinates requests for additional law enforcement assistance through KCSO or by mutual aid or other plans.
- On-Scene Commander (OSC) provides regular status reports and request additional resources though the EOC.
- Provides City Communication's Manager / Public Information Officer (PIO) support to the EOC, as requested.
- Provides security to vital City facilities or Community Shelter locations in the event of civil disturbance or hostilities, and emergencies and disasters.
- Coordinates law enforcement of emergency orders and emergency traffic control throughout the City of Mercer Island.
- Coordinates via the State EMD EOC, in conjunction with the WSP and Washington State Department of Transportation (WSDOT), emergency highway traffic and control regulations on Interstate 90 (I-90) when requested.
- Assumes the role of Incident Commander (IC) or Unified Commander (UC) with Eastside Fire & Rescue for hazardous materials incidents on Mercer Island's transportation systems.
- Provides Dive Team support, as requested.
- Provides liaison to the military or Washington State National Guard (WNG) in coordinated activities on Mercer Island.
- Coordinates with the Washington State EMD Duty Officer whenever air space restrictions are necessary during an emergency response or recovery.

**Support Departments - All**

**Eastside Fire & Rescue**

- Eastside Fire & Rescue will directly support the Police Department in response to an emergency or disaster under the direction and control of the IC/UC.

**Public Works**

- Provides direct support to assist the Police Department in cleaning debris, setting signage, directing traffic, barricading, or other support requests.

**Support Agencies**

- All supporting agencies will be under the direction and coordination of the EOC, and the IC/UC put in place by the City of Mercer Island Police Department and Eastside Fire & Rescue.

**King County Sheriff's Office (KCSO)**

- The KCSO will provide a King County ECC representative who will support the EOC and UC in providing regional coordination of law enforcement services or by mutual aid, or other plans.

**Washington State Military Department, Emergency Management Division**

- Activates the State EOC, issues warning and activates the EAS, as necessary, if KCSO cannot.
- Notifies the WSP and other state agencies of the potential need for law enforcement assistance.
- Coordinates emergency public information concerning emergency law enforcement activities with the WSP and the State EMD PIO.

**Mutual Aid Agencies and King County Zone 1 Agencies**

- Provides personnel and equipment to support the City of Mercer Island Police Department for special emergency assignments.

**Washington State Patrol**

- Assists local authorities with law enforcement operations.
- Staffs the State EOC and coordinates requests for additional law enforcement assistance.
- Coordinates with other state agencies for use of available law enforcement resources to assist with special assignments.
- Assists State EMD in the receipt and dissemination of warning information to local jurisdictions or organizations.
- Provides communications systems in support of state emergency operations.
- Coordinates, in conjunction with the Washington State Department of Transportation (WSDOT), emergency highway traffic regulations.
- Provides security to vital state facilities in the event of international hostilities, as requested.

- Coordinates law enforcement and emergency traffic control throughout the State with the assistance of the Military Department and WSDOT.
- Provides communications resources in support of statewide emergency operational needs.
- Assumes the role of Incident Command Agency for hazardous materials incidents on all state and/or interstate highways and in designated local political subdivisions.
- Provides aircraft for reconnaissance of disaster-impacted areas.
- Provides Public Information Officer (PIO) support to the Office of the Governor or to the State EMD.

## RECOVERY ACTIVITIES

### Primary Department – Police Department

- At the completion of any incident, the Incident Commander or designee will determine the manpower requirements for post-incident duty and issue an order releasing any surplus personnel.
- Officers released from duty shall check out with their field/incident supervisor before going off duty.
- Officers who remain on extended duty shall be released by their field/incident supervisors at the completion of their assignments.
- Field/incident supervisors shall keep a record of the names of officers assigned to them during the incident, including the times they reported and/or were released from duty. These records shall be delivered to and tabulated by the Field Commander after the incident is ended in order that the Police Chief can adequately assess the manpower expenditures.

### Support Departments – All

#### General

- Provides a representative to coordinate with Finance on the Hazard Mitigation Assessment Team and in completing FEMA Damage Survey Reports.

#### Public Works

- Inventory and resupply damaged, used, or contaminated equipment or supplies, as needed.

#### Eastside Fire & Rescue

- Directly supports the Police Department in all recovery activities under the direction and control of the IC/UC.

# RESPONSIBILITIES

## PRIMARY DEPARTMENT – POLICE DEPARTMENT

- Provides telecommunications ESF 2 support and the Communications Centers (911).
- Maintains law and order.

- Provides alerts and warnings to the community.
- Executes evacuations as needed.
- Provides initial damage assessments Citywide and reports findings.
- Enforces traffic regulations and crowd control.
- Provides specialized security details for dignitaries either on the island or crossing Mercer Island on I-90.
- Provides security of essential facilities and EOC.
- Provides assistance in security or evacuation of areas of high risk.
- Sets perimeters and controls access to scene operations.
- Performs Marine Patrol functions related to SAR, reconnaissance, medical evacuation by water, and others.
- Performs special operations in unusual occurrences.
- Provides mutual aid to other agencies as requested and approved by the Police Chief or designee.
- Enforces isolation and quarantine for PHSKC orders in coordination with Eastside Fire & Rescue.
- Enforces emergency proclamations or special orders issued.
- Responds to riots, demonstrations, or large disturbances.
- Prevents looting.
- Performs high risk warrant or arrest service.
- Responds to barricaded persons or hostage situations.
- Responds to violent crime in progress or if extra assistance is needed.
- Investigates crimes against people, infrastructure, property, and the environment.
- Safeguards and secures detainees.
- Provides SAR and Dive Team support for ESF 9.
- Responds to bomb threats.
- Other law enforcement or peacekeeping activities as required.
- Coordinates with the King County Medical Examiner, and in a fire related death, contacts the State Fire Marshall's Office immediately.
- Requests State EMD Duty Officer to coordinate temporary air space restrictions as needed.

## SUPPORT DEPARTMENTS – ALL

### General

- Provides a representative to coordinate with Finance on the Hazard Mitigation Assessment Team and in completing FEMA Damage Survey Reports.

**Eastside Fire & Rescue**

- Supports the Police Department in mitigation, preparedness, response, and recovery of an emergency or disaster under the direction and control of the IC/UC.

**Public Works**

- Restocks damaged, used or contaminated equipment and supplies.

### SUPPORT AGENCIES

- All supporting agencies as previously stated will be under the direction and control of the UC put in place by the City of Mercer Island Police Department, which is responsible for all law enforcement functions within the jurisdiction of the City of Mercer Island.

## RESOURCE REQUIREMENTS

- The primary and support departments of the City of Mercer Island will provide their vehicles, equipment, and supplies as needed.
- Mutual aid local jurisdictions and other agency support may provide personnel, vehicles, traffic control equipment, or as requested.

## REFERENCES

- CEMP Base Plan
- City of Mercer Island, Police Department, General Orders and Standard Operating Procedures.
- 2020 Regional Hazard Mitigation Plan
- King County Regional Disaster Plan (RDP), ESF 22.
- Washington State CEMP, ESF 13.
- Washington State Law Enforcement Mutual Aid / Mobilization Plan, May 2002.
- Chapter 38.52 RCW, Emergency Management.
- Chapter 47.68 RCW, Aeronautics.
- State and Regional Disaster Airlift (SARDA) Operations Plan, Washington State DOT, Aviation Division, August 2004.
- National Response Framework, ESF 22.
- Incident Command System, ICS Operational System description (ICS-120-1), National Interagency Incident Management System.
- National Search and Rescue Plan (U.S. Department of Defense Joint Publication 3-50.1).

## DEFINITIONS AND ACRONYMS

**EF&R** – Eastside Fire & Rescue

**EOC –** Emergency Operations Center

**EMERGENCY SUPPORT FUNCTION (ESF)** – The functional approach that groups the types of assistance that a state is most likely to need, (e.g. mass care, health and medical services) as well as the kinds of federal operations support necessary to sustain State response actions (e.g., transportation, communications). ESFs are expected to support one another in carrying out their respective missions.

**FAA –** Federal Aviation Administration

**FHWA –** Federal Highway Administration

**ICP –** Incident Command Post

**JIC** – Joint Information Center

**JIS** – Joint Information System

**KCSO** – King County Sheriff's Office

**PIO** – Public Information Officer

**UNIFIED COMMAND (UC)** – Multiple jurisdictions, agencies, or originations work together to communicate and make command decisions. While there is no one "Commander," the Unified Command can allocate resources regardless of ownership or location.

**SAR** – Search and Rescue

**WSDOT** – Washington Department of Transportation

**WSP** – Washington State Patrol

**See CEMP Base Plan, Appendices 1 and 2 for full list of definitions and acronyms.**

## Appendix

Appendix A: Request for Air Space Management – Temporary Flight Restrictions.

# APPENDIX A

## REQUEST FOR AIR SPACE MANAGEMENT – TEMPORARY FLIGHT RESTRICTIONS

### PURPOSE

To explain the process for requesting temporary flight restrictions over incident scenes.

### GENERAL

A local Incident Commander (IC) may determine it necessary to temporarily restrict aircraft from operating within a specific air space due to an incident or disaster. Generally, requests for temporary restrictions will fall into one or more of the following categories:

1. Protect person and property on the surface or in the air from a hazard associated with an incident on the surface.
2. Provide a safe environment for the operation of disaster relief (rescue) aircraft.
3. Prevent an unsafe congestion of sightseeing and other aircraft above an incident or event that may generate a high degree of public interest.

Not all air space is controlled by the Federal Aviation Administration (FAA). The FAA Tactical Control Center located in Auburn is the controlling authority for much of Washington State air space. The FAA in Auburn, upon request, will attempt to assist in coordinating air space restrictions with other air traffic managers. An example of other air space managers would be the different military installations located within the State. These installations are not controlled by the same branch of service (i.e. Joint Base Lewis McChord, Whidbey Naval Air Station, etc.) Each of these agencies control their own air space and would impose temporary flight restrictions on their specific area.

### PROCEDURES

Contact the Washington State Military Department Emergency Management Division Duty Officer at **1-800-258-5990** to request assistance in initiating a temporary flight restriction.

The State Duty Officer will ask you:

- **Your name**, a **call back phone number** and the name of the **jurisdiction** requesting the temporary flight restriction.
- The **specific location** of the incident (preferred in **latitude/longitude**), the **radius** of the requested flight restriction and the **altitude** of the restriction.
- The name of the **Incident Commander and cellular phone** number on scene.
- **Reason** for requesting flight restrictions (brief description of the incident or disaster).
- Expected **length** of restriction (if known).

The State Duty Officer will in turn contact the Air Traffic Control Center in Auburn at (253) 351-3520 and request the temporary flight restrictions through the shift supervisor. The Duty Office will also ask Air Traffic Control Center to coordinate with other controlling agencies for restrictions on their air space as necessary.

**NOTE**: Once a Temporary Flight Restriction area has been established, the IC becomes the approving authority to allow aircraft into the area. Aircraft that violate the restrictions must be identified and that information is forwarded back through channels to the FAA for further actions. Please note, aircraft have violated these types of restrictions in the past, hoping not to be identified.

## REFERENCES

State and Regional Disaster Airlift (SARDA) Operations Plan, Washington State DOT, Aviation Division, August 2004



# EMERGENCY SUPPORT FUNCTION 14
# LONG TERM COMMUNITY RECOVERY

**PRIMARY DEPARTMENTS:** Community Planning and Development
**SUPPORT DEPARTMENTS:** All Departments
External Agencies

## INTRODUCTION

### PURPOSE

- The purpose of this Emergency Support Function (ESF) is to establish uniform roles and responsibilities for effective coordination to accomplish recovery and restoration tasks resulting from a natural or technological emergency or disaster. The Community Planning and Development (CPD) department of the City of Mercer Island is the primary for ESF 14.

### SCOPE

- Recovery and restoration actions following any emergency or disaster will be determined by the specific event. All departments may be involved depending on the hazard and scope of the situation. Short-term recovery may involve restoration or relocation of critical services in damaged City buildings and essential private businesses.

Short and Long-term Recovery

- As disaster recovery continues, short-term recovery activity transitions to a focus on longer-term recovery needs. Responsibility for coordinating recovery actions and programs shifts from the EOC to City departments and to normal lines of authority. The transition may occur in phases as infrastructure and various sectors of the community stabilize and rebuild. Citywide coordination may be enhanced at any point in the recovery by the formation of a Recovery Management Team. Recovery activities may include:
  - Restoration of critical infrastructure and essential services
  - Housing, health, and social services
  - Economic recovery
  - Environmental management
    - Community Planning and Development will work collaboratively as a part of a Recovery and Response Team (RRT) to facilitate unity of effort. State and federal assistance teams may also be deployed to assist in local recovery efforts.

# POLICIES

## EMERGENCIES OR DISASTERS

- Recovery and restoration activities are operational in nature and begin while response operation activities are still underway. For most events, these activities will begin in the Emergency Operations Center (EOC) as staff work to assemble data on the extent of damages. If warranted, the Director for the Washington State Emergency Management Division (EMD) may recommend that the Governor seek federal disaster assistance, which may include a Presidential Disaster Declaration. Recovery and restoration activities for state, federal, and volunteer agencies will be coordinated by a joint state/federal Joint Field Office (JFO), if it is established.
- Community Planning and Development is the primary lead on this ESF.
- Community Planning and Development may develop disaster permit and inspection processes and requirements for use in an emergency or disaster if needed.
- Response operations will be in accordance with the Incident Command System (ICS) and align with the National Incident Management System (NIMS).

## EMERGENCIES OR CATASTROPHIC DISASTERS

- In the wake of a catastrophic disaster, the Incident Commander may also direct the formation of a Mercer Island Recovery and Restoration Team (RRT) that is comprised of designated departmental representatives from the City's Hazard Mitigation Assessment Team. The Hazard Mitigation Assessment Team provides expertise for recovery, and writes and completes FEMA Damage Survey Reports (DSRs) and Project Worksheets (PWs). The RRT is made up of staff from Community Planning and Development and Public Works, and, if necessary, staff from other departments and consultants. The purpose of the RRT is to recommend and coordinate efforts to restore normalcy to areas adversely impacted by the disaster.
- The EOC will coordinate support for the RRT, as necessary. The RRT will coordinate with mutual aid local jurisdictions, county and state when activated. If a Joint Field Office (JFO) is established, the activities of the RRT and the JFO must be coordinated.

## EVENTS INVOLVING SPECIAL HAZARDS

- Emergencies or disasters involving chemical, biological, radiological, nuclear and explosive (CBRNE) materials or will require special attention in the recovery and restoration phase. Activation of the RRT can be expected as a response to these types of emergencies. Refer to ESF 10 Hazardous Materials.

# SITUATION

## EMERGENCY/DISASTER CONDITIONS AND HAZARDS

- Recovery and restoration activities are operational in nature and begin while response operation activities are still underway. For most incidents, these activities will begin in the Emergency Operation Center (EOC) as staff work to assemble data on the extent of damages. If warranted, the Director for the State EMD may recommend that the Governor seek federal disaster assistance, which may include a Presidential Disaster Declaration. Recovery and restoration activities for state, federal, and volunteer agencies will be coordinated by a joint state/federal Joint Field Office (JFO), if it is established.
- Refer to the current City of Mercer Island annex to the Regional Hazard Mitigation Plan for natural and technological hazards.
- There may be an immediate and urgent need for medical aid, sanitation, food, water (including safe drinking water), shelter or long-term housing, clothing, transportation, damage assessment, utility restoration, debris removal, and infrastructure repair following an emergency or disaster.
- Public and private energy and utility services will begin implementing plans to continue the recovery and restoration process coordinated through specialty consultants. Contractors may be difficult to locate.

## PLANNING ASSUMPTIONS

- Community Planning and Development is the lead in recovery and restoration activities.
- The emergency or disaster has caused significant damage, requiring recovery and restoration activities.
- It is expected that staff, individuals, and families be self-sufficient for at least seven to fourteen days after an emergency or disaster. To the extent practical, immediate basic needs should be provided by the benefit of pre-disaster preparedness of everyone.
- Needs not met by individual responsibility will be referred to established public, state, or private programs consistent with individual qualifications, organizational priorities, and resource availability.
- Approximately eight to fifteen days after an emergency or disaster, CPD, Public Works, and other City departments will begin to focus on longer-term recovery needs.
- The EOC will support the recommendations and recovery plans of Community Planning and Development as required for sustainment and continuity of City infrastructure and priority operations.
- Language interpreters, among others, may be needed to provide translation services for limited English populations (LEP).
- Long term recovery of City government is coordinated by the City Manager.

## CONCEPT OF OPERATIONS

### GENERAL

- Community Planning and Development will serve as lead guidance to the Emergency Manager and the City Manager on programs and activities for recovery and restoration. The focus will include:
- Determining the economic and environmental impact of the recovery to the City, infrastructure, people, property, and businesses.
- Determining the damage assessment estimates for losses sustained to continue recovery and restoration efforts.
- Determining the priority of proposed Incident Action Plan (IAP) missions.
- Providing recovery and restoration information to the City Communications' Manager / PIO.
- Community Planning and Development should outline recovery and restoration activities in their operational plans, and should accomplish the following:
- Coordination and development of a Recovery and Restoration Plan (RRP).
- Coordination and implementation of access and traffic control within the affected area.
- Issuing information to the City Communication's Manager / PIO concerning recovery or restoration activities.
- Assisting the City Communication's Manager / PIO with issuing City public health advisories in coordination with ESF 8 Health, Medical, and Mental Health Services.
- Community Planning and Development will work with local organizations, faith-based and neighborhood groups, and major employers to be active players in recovery.
- Prioritize permit processes that are essential to life and safety and suspend non-essential permitting processes to expedite recovery.
- Strike a responsible balance between an expedited recovery process and requirements to rebuild sustainably in accordance with all applicable codes and regulations.
- Provide customer-friendly experience for residents while ensuring their homes and businesses are rebuilt to code, with minimal environmental impact, and greater resiliency.
- Expand City hours of operation and send field permitting and inspection teams to damaged areas.
- Offer one-stop review and permitting services for property owners undertaking reconstruction activities.
- Encourage property owners to investigate contractors for hire and provide tools to ensure compliance with licensing requirements and prevent fraud.

- Any contractors working on a reconstruction project with Federal cost-share funding must undergo debarment certification prior to being hired. Any contractor (or subcontractor) that has been excluded from receiving Federal contracts or pass-through funding may not be utilized if any Federal funds (e.g., FEMA Public Assistance funding) are obligated to the project.
- City staff and project managers may search for debarred and excluded companies at www.sam.gov.
- Through ongoing community outreach, encourage property and business owners to undertake due diligence in hiring contractors.
- Whole Community Engagement. The City's emergency management planning takes a whole community approach – a strategy where residents, community leaders, and government officials assess the unique needs of the community and work together to organize and become better prepared to respond to, recover from, and thrive after an incident. The City recognizes that various populations may require specialized support during an incident. The City works to assess and identify specific needs for the entire Mercer Island community, and based on that assessment, creates plans to support the whole community, as resources allow.

## ORGANIZATION

- The Community Planning and Development team will consist of a core membership of subject matter experts, consultants, Finance, and other supporting department staff as required to provide expertise for recovery.

## PROCEDURES

1. Recovery and restoration operations begin in the EOC. Situation assessments are developed by the Planning Section and ESF 5 (Emergency Management). ESF 5 personnel in the EOC are assigned the task of collecting initial damage assessments and making recommendations to the Incident Commander.
2. The first major task of Community Planning and Development will be to formulate a Recovery and Restoration Plan with short and long-term recovery goals. Among the elements of this Plan are:
3. Formation of a damage assessment task force.
4. Coordination of assigned departmental representatives for the Hazard Mitigation Assessment Team.
5. Hazard Mitigation Assessment Team provides expertise for recovery and writes and completes FEMA Damage Survey Reports (DSRs) and Project Worksheets (PWs).
6. Priority of efforts and essential services restoration.
7. Phasing / milestones.
8. Support requirements.

9. Coordination requirements.
10. Agreed methodologies.
11. Establish and set periodic reporting timeline requirements.
12. All assigned department representatives, individuals, and agency representatives involved in recovery and restoration activities will be alert for opportunities to lessen or mitigate the effects of future emergencies or disasters. Suggestions will be forwarded to the Emergency Manager.
13. Finance will assist and coordinate with FEMA Federal Programs for claims and cost. Finance is the primary agency responsible for coordinating the reimbursement process for the City of Mercer Island following an emergency or disaster that qualifies for state or federal reimbursement such as a Presidential declared disaster. Individual departments/divisions are responsible for providing the appropriate documentation to Finance for the reimbursement process.

## MITIGATION ACTIVITIES

### Primary Department – Community Planning and Development

- Creates, updates, and maintains a RRP.
- Creates departmental SOGs or operational plans to support recovery and restoration plans in support of this ESF.
- Assists in updating and maintaining the Mercer Island annex to the Regional Hazard Mitigation Plan.
- Develops permit and inspection policies for use during an emergency or disaster.
- Researches historical preservation sites and special rules for federal Public Assistance Programs.
- Assists in the application for hazard mitigation pre- and post-disaster grants.

### Support Departments – All

#### General

- Creates departmental SOGs or operational plans in support of this ESF.

#### Finance

- Develops recovery procurement procedures and policies.

### Support Agencies - External

#### Washington State Military Department, Emergency Management Division

- All individuals and agency representatives involved in recovery and restoration activities will be alerted for opportunities to lessen the effects of future emergencies or disasters. Any suggestions would be forwarded to the State EMD.

#### Additional Agencies:

- Washington State Departments of Agriculture, Office of the Attorney General; Commerce; Ecology, EFSEC, Employment Security, Office of Financial Management, Fish and Wildlife, General Administration, Office of the Governor, Health, Governor's Office of Indian Affairs, Information Services, Insurance Commissioner, Labor and Industries, Military Department - National Guard, Natural Resources, Social and Health Services, Washington State Patrol, Transportation, Utilities and Transportation Commission, All Other State Agencies, American Red Cross, Federal Emergency Management Agency; U.S. Department of Energy, Energy Northwest and Affected Local Jurisdictions.
- All individuals and agency representatives involved in recovery and restoration activities will be alert for opportunities to lessen the effects of future emergencies or disasters. Any suggestions would be forwarded to the State EMD.

## PREPAREDNESS ACTIVITIES

### Primary Department – Community Planning and Development

- Assists Public Works with Mercer Island's annex to the Regional Hazard Mitigation Plan strategies.
- Creates contractor or consultant memorandums of understanding (MOUs) for retaining contracts to provide service priority.
- Trains, drills, and exercises staff in support of this ESF.

### Support Departments – All

- Trains, drills, and exercises with Community Planning and Development in support of this ESF and the Recovery and Restoration Plan, and EOC logistics and activities.
- Assigns staff representative(s) responsible to perform Hazard Mitigation Assessment Team activities and to work with the FEMA Recovery Team to write DSR and PWs.

### Finance

- Develops recovery procurement policies and procedures.
- Reviews updated Public Assistance Program requirements and forms.

### Public Works

- Works with Community Planning and Development on Mercer Island's annex to the Regional Hazard Mitigation Plan strategies.
- Works with Community Planning and Development in updating and maintaining the Mercer Island annex to the Hazard Mitigation Plan.

### Support Agencies: External

### Washington State Military Department, Emergency Management Division

- Prepare State guidance and procedures for this ESF.
- Prepare and provide a State EOC to help coordinate a statewide response.

**Washington State Department of Labor and Industries**

- Provide information on the adequacy of Personal Protective Equipment (PPE) for chemical hazards.

**Core Recovery and Restoration Task Force (RRTF) Members:**

- Including, Washington State Departments of the Attorney General, Ecology, General Administration, Health, Insurance Commissioner, Natural Resources, Social and Health Services, Washington State Patrol, Transportation, Office of Financial Management, Office of the Governor, and affected local jurisdictions.
- Actively participate in preparation and review of this ESF.
- Support RRTF activities with all available agency resources.

**Other Supplementary RRTF Members:**

- Including, Washington State Departments of Agriculture; Community, Trade and Economic Development – Energy Policy; Energy Facility Site Evaluation Council (EFSEC), Fish and Wildlife.
- Support RRTF activities with all available agency resources.

**All Other State Agencies**

- Coordinate procedures to recover from the effects of an incident and to restore state and agency facilities and operations.

**Federal Emergency Management Agency**

- Review state plans and procedures.

**Energy Northwest**

- Conduct recovery and restoration planning with the state and local jurisdictions.
- Assist the appropriate state and local jurisdictions with radiological public education and information pertaining to recovery and restoration near their facilities.

## RESPONSE ACTIVITIES

**Primary Department – Community Planning and Development**

- Begin consolidating documentation of disaster impacts and effects and other needed information for recovery and restoration.
- Assist ESF 5 (Emergency Management) message flow and supports reporting process and forms required by the Mercer Island EOC, the County, State, and federal agencies.
- Provide Hazard Mitigation Assessment Team reports, DSRs and PWs, and coordinates with Finance and the City's RRT, and FEMA.
- Implement GIS maps and other data to support recovery operations in the EOC.

**Support Departments – All**

- Coordinate with Community Planning and Development on SOGs or operational plans to recover from the effects of an event and to restore infrastructure facilities and business service operations.
- Activate ESFs relating to recovery activities as stated in this Plan and reports significant findings to the EOC.

**Youth and Family Services**

- Assist with formulating and disseminating information through the City Communication's Manager / PIO to protect food supplies as the situation warrants. (Refer to ESF 11).
- Youth and Family Services assist with the issuance of health information and advisories concerning food to the staff and public in coordination with the City Communication's Manager / PIO. (Refer to ESF 8 and 11).

**Police**

- Provide traffic control on City streets and security as needed. (Refer to ESF 13).

**Public Works**

- Member of the City's Recovery and Restoration Team.
- Provide transportation resources within the Department's capabilities. (Refer to ESF 1)
- Conduct debris management and clearance, utility repairs, and waste removal.
- Conduct department recovery and restoration activities in coordination with Community Planning and Development.

**City Communication's Manager / PIO**

- Establish phone hotline or phone bank for residents and businesses reporting damages to Community Planning and Development.

**Support Agencies: External**

**Washington State Military Department, Emergency Management Division**

- Activate the RRTF.

**Seattle/King County Department of Public Health**

- Provide the overall coordination of emergency health, environmental health and medical examiner services.
- Coordinate the morgue services, body identification, and disposal of unclaimed bodies and establishes procedures for handling mass deaths and burial. Refer to ESF 8 (Health and Medical Services).
- Provide assistance in the coordination of emergency medical services and mental health services.

**Washington State Department of Agriculture**

- Assist with formulating and disseminating information on agricultural issues, and state activities to protect food supplies.
- Impose long-term restrictive measures on adulterated food.
- Assist with the issuance of health information and advisories concerning food to the public.

**Washington State Department of Ecology**

- Monitor federal environmental decontamination activities.

**Washington State Department of Fish and Wildlife**

- Coordinate all departmental activities for the task force.

**Washington State Department of Health**

- Monitor federal decontamination activities.
- Determine and document radiological exposure levels and chemical agent contamination levels.
- Provide radiological exposure levels and chemical agent contamination level projections to the task force.
- Issue health advisory information to the public.

**Washington State Military Department, National Guard**

- Assist state agencies and local jurisdictions with available resources, as requested.

**Washington State Parks and Recreation Commission**

- Make state parks and recreation facilities available to support the recovery and restoration effort.

**Washington State Department of Transportation**

- Provide traffic control on state roads, as needed.
- Provide transportation resources to requesting agencies within the Department's capabilities.

**Washington State Departments of the Attorney General, General Administration, Insurance Commissioner, Labor and Industries, Natural Resources, Social and Health Services, Washington State Patrol, Office of Financial Management, Office of the Governor, and Affected Local Jurisdictions**

- Support RRTF activities with all available agency resources, as requested.

**Washington State Community, Trade and Economic Development**

- Support RRTF activities with all available agency resources, as required.

**All Other State Agencies**

- Conduct agency recovery and restoration activities.

**American Red Cross**

- Initial response activities focus on meeting urgent needs of victims on a mass care basis.

**Energy Northwest**

- Assist state and local agencies to prepare for recovery and restoration activities.

## RECOVERY ACTIVITIES

**Primary Department – Community Planning and Development**

- Coordinate restoration and recovery activities within the City's jurisdiction.
- Receive recovery and restoration information from all support departments and mutual aid local jurisdictions, compiles and prepares the information into reports for the EOC.
- Provides the EOC with detailed recovery and restoration information on required forms.
- Coordinate staff representative(s) responsible to perform Hazard Mitigation Assessment Team activities and to work with FEMA to perform writing Damage Survey Reports (DSR) and Project Worksheets (PWs).
- Identify and document recovery and restoration estimates and costs with Finance.
- Coordinate City facility relocation if necessary for continuation of the emergency support services with Parks and Recreation.

**Support Departments – All**

- Provides graphic, editorial, and public information support to the RRT.
- Assists the RRT with the implementation of the updated Recovery and Restoration Plan.
- Utility staff and utility companies assist with recovery and restoration activities in coordination with this ESF and ESF 3 and 12.

Finance

- Assist in compiling statistics related to the fiscal impacts of the emergency or disaster.
- Provide Federal Public Assistance Program disaster claims assistance.

Parks and Recreation

- Coordinate City facility relocation if necessary for continuation of the emergency support services with Community Planning and Development.
- Coordinate FEMA Damage Assistance Center(s) (DACs) work location.

**Support Agencies: External**

Washington State Military Department, Emergency Management Division

- Facilitate the deliberations and decision-making by the RRTF, in the absence of the Governor.
- Coordinate restoration and recovery activities with adjacent states and provinces.
- Coordinate recovery activities of the RRTF in support of this ESF.

Washington State Department of Ecology

- Provide graphic, editorial, and public information support to the RRTF.
- Recommend the continuation or relaxation of protective measures.

Washington State Department of Community, Trade and Economic Development

- Assist the RRTF with the development of the plan.

Energy Facility Site Evaluation Council

- Assist the RRTF with the development of the plan.

Washington State Department of Fish and Wildlife

- Monitor the effects of contamination on fish and wildlife.

Washington State Governor's Office of Indian Affairs

- Monitor the effects of an emergency or disaster in tribal lands.

Washington State Department of Health

- Recommend the continuation or relaxation of protective measures.
- Validate federal actions to restore lands to assure they are adequate.

Washington State Department of Revenue

- Assist in compiling statistics related to the fiscal impacts of the emergency or disaster.
- Aid local jurisdictions for Public Works or reconstruction of tax records.
- Adjust tax reporting/collection requirements to allow for business resumption.

Washington State Departments of Agriculture, General Administration, Insurance Commissioner, Labor and Industries, Natural Resources, Social and Health Services, Washington State Patrol, Office of the Attorney General, Office of Financial Management, and Affected Local Jurisdictions

- Prepare for long-term commitments of available resources to expedite recovery and restoration of the affected areas.

Energy Northwest

- Assist state and local agencies to prepare for recovery and restoration activities.
- Provide disaster and claims assistance.

Federal Emergency Management Agency

- Assist the State and local jurisdictions with disaster claims assistance.
- Coordinate claims assistance for special hazards incidents on the Hanford Reservation or Umatilla Chemical Depot.

Public Health Seattle and King County (PHSKC)

- Responsible for emergency, environmental, and mental health, and medical examiner services.

American Red Cross

- Provide disaster and claims assistance to victims and workers.

## RESPONSIBILITIES

### PRIMARY DEPARTMENT – COMMUNITY PLANNING AND DEVELOPMENT

- Coordinates the response, recovery and restoration tasks following an emergency or disaster.
- Coordinates plans and procedures to carry out the responsibilities outlined in this ESF.
- Trains staff to be proficient in the conduct of their responsibilities.
- Implements recovery activities per the Recovery and Restoration Plan and departmental SOGs or operational plans.
- Reviews recovery tasks and requests for Federal Public Assistance Programs in coordination with Finance.

### SUPPORT DEPARTMENTS – ALL

- Each department will assign staff representative(s) to perform Hazard Mitigation Assessment Team activities along with their responsibilities to write and complete FEMA Damage Survey Reports (DSR) and Project Worksheets (PWs).
- Reassesses hazard mitigation and recovery needs and, if necessary, redefines Citywide hazard mitigation and recovery policies and strategies.
- Promotes coordination of mitigation and recovery programs at all levels of City government and pursues alternate mitigation and recovery funding strategies, and/or applies for possible grants.
- The Emergency Manager or Incident Commander will convene the EOC team to review response and recovery costs, and with the assistance from the Director of Finance, estimate the costs of each department of responding to, recovering from, and mitigating the effects of the emergency or disaster, and coordinates application details for federal assistance. (Per The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended in 1988, authorization for federal assistance to supplement efforts of local government.)

### SUPPORT AGENCIES: EXTERNAL

Washington State Military Department, Emergency Management Division

- The State EMD has the overall responsibility to coordinate the recovery and restoration tasks following an emergency or disaster.
- Coordinate plans and procedures to carry out the responsibilities outlined in this ESF and train staff to be proficient in the conduct of their responsibilities.
- Implement recovery activities to incidents involving a local jurisdiction or facility, following this ESF, the State CEMP, and appropriate agency, local jurisdiction, and facility plans and procedures.
- Provide a representative to the RRTF, as requested.

Seattle/King County Department of Public Health

- Provide the overall coordination of emergency health, environmental health, and medical examiner services.

The American Red Cross

- Provide disaster services, relief assistance and basic needs to individuals to include emergency mass care, disaster welfare inquiries and individual emergency assistance.

Puget Sound Energy

- Assist the City of Mercer Island in the restoration of utility systems.

Washington State Departments of Agriculture; Community, Trade and Economic Development; Ecology, EFSEC, Employment Security, Fish and Wildlife, General Administration, Health, Information Services, Insurance Commissioner, Labor and Industries, Military Department - National Guard, Natural Resources, Parks and Recreation Commission, Revenue, Social and Health Services, Washington State Patrol, Transportation, Utilities and Transportation Commission, Governor's Office of Indian Affairs, Office of the Attorney General, Office of Financial Management, Office of the Governor, All Other State Agencies, American Red Cross, Federal Emergency Management Agency; U.S. Army, Umatilla Chemical Depot; U.S. Department of Energy, Energy Northwest; and Affected Local Jurisdictions

## RESOURCE REQUIREMENTS

- The resources necessary to accomplish the recovery and restoration tasks will be determined by the situation and established by Community Planning and Development and as stated in this ESF as well as the State RRTF.

## REFERENCES

- CEMP Base Plan, Appendix 3.
- 2020 Regional Hazard Mitigation Plan

- King County Regional Disaster Plan (RDP)
- King County Debris Management Plan
- Mercer Island Disaster Debris Management Plan
- Washington State CEMP
- Washington State Public Assistance Manual, December 1995.
- Washington State Integrated Fixed Facility Radiological and Chemical Protection Plan, June 1997 with changes.
- FEMA Publication 262, Guide to Federal Aid in Disasters, April 1995.
- Federal Response Plan

## DEFINITIONS AND ACRONYMS

**DAMAGE SURVEY REPORT (DSR)** – FEMA form used to document the initial damage and preliminary damage estimates of damaged sites.

**JFO** – Joint Field Office

**MOU** – Memorandum of understanding

**PROJECT WORKSHEET (PW)** – FEMA form used to document the damage and develop the scope of work for repair of a damage site.

**RECOVERY AND RESTORATION TASK FORCE (RRTF)** – In the wake of a catastrophic disaster, the Governor may direct the formation of the RRTF. Its purpose is to guide, recommend and coordinate efforts to restore normalcy to areas adversely impacted by the disaster. The RRTF will determine the extent of economic impacts on residents, businesses, as well as the ecological impacts on land and property. Members: Washington State Departments of the Attorney General, Ecology, General Administration, Health, Insurance Commissioner, Natural Resources, Social and Health Services, Washington State Patrol, Transportation, Office of Financial Management, Office of the Governor, and affected local jurisdictions.

**RRP** – Recovery and Restoration Plan

**RECOVERY AND RESTORATION TEAM (RRT)** – In the wake of a catastrophic disaster, the Emergency Manager or Incident Commander may direct the formation of a Mercer Island Recovery and Restoration Team (RRT) that is comprised of designated departmental representatives from the City's Hazard Mitigation Assessment Team. The RRT is made up of staff from Community Planning and Development and Public Works, and, if necessary, staff from other departments and consultants. The purpose of the RRT is to recommend and coordinate efforts to restore normalcy to areas adversely impacted by the disaster. The EOC will coordinate support for the RRT, as necessary. The RRT will coordinate with mutual aid local jurisdictions, county and state when activated.

**See CEMP Base Plan, Appendices 1 and 2 for full list of definitions and acronyms.**

## APPENDICES

Appendix 1 – Hazard and Impact Matrix

Appendix 2 – Reentry Operations

# APPENDIX 1

## HAZARD AND IMPACT MATRIX

### Purpose

This Matrix is a tool to link hazards that may affect jurisdictions, agencies, and business and possible related adverse impacts to life, property, and the environment. Across the top are the major hazards present in Mercer Island. The left column is an alphabetical listing of adverse impacts that may affect jurisdictions, agencies, and business. With proper planning and action, communities can mitigate against, prepare for, respond to, and recover from adverse impacts of hazards.

### Use

The Impact Matrix is a subjective estimate of the possible adverse effects on the community by a hazard based on historical experience. Marking the intersection of the hazard and the impact(s) with an “x” identifies these effects.

| Hazard and Impact Matrix | Earthquake | Volcano | Landslide | Flood | Tsunami/Seiche | Severe Storm | Tornado | Heat Wave | Drought | Epidemic | Civil Disturbance | Urban Fire | Dam Failure | Pipeline Failure | Shortage | Transportation | Hazardous Materials/Accident | Terrorism | High Profile Abduction | Environment |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Acid Rain | | X | | | | | | | | | | | | | | | | | | X |
| Ash Cloud | | X | | | | | | | | | | | | | | | | | | |
| Communication loss | X | X | X | X | X | X | X | | X | | X | X | | | X | | X | X | | |
| Contamination-air | X | X | X | | | X | X | | | | | X | | X | | | X | X | | X |
| Contamination-ground | X | X | X | X | X | X | X | | X | | | X | X | X | | X | X | X | | |
| Contamination-water | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | | X |
| Evacuation | X | X | X | X | X | X | X | X | | X | X | X | X | X | X | X | X | X | X | X |
| Fire-urban | X | X | | | | X | X | X | X | | X | X | | X | | X | X | X | | X |
| Flood-urban | X | X | X | X | X | X | X | | | | | | X | X | | | | X | | |
| Fuel | X | X | X | X | X | X | X | | | | X | X | X | X | X | X | X | X | | |
| Hostage | | | | | | | | | | | X | | | | | | | X | X | |
| Failure-bridges | X | X | X | X | X | X | X | X | | | X | X | X | X | | X | X | X | | |
| Failure-buildings | X | X | X | X | X | X | X | | | | X | X | X | X | | X | X | X | | |
| Failure-road | X | X | X | X | X | X | X | X | | | X | X | X | X | | X | X | X | | |
| Landslide | X | X | X | X | X | X | X | | | | | X | X | X | | X | | | | |
| Medical emergency | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Mud/rock flow | X | X | X | X | X | X | | | | | | X | X | X | | X | | | | |
| Riot/looting | | | | | | | | | | | X | | | | | | | X | | |
| Sabotage | | | | | | | | | | | X | X | X | X | | X | X | X | X | |
| Strikes | | | | | | | | | | | X | | | | | | | | | |
| Transportation-air | | X | | | | X | X | | | | | X | | | | X | X | X | | |
| Transportation-marine | X | X | | X | X | X | X | | X | | X | X | X | X | X | X | X | X | | X |
| Transportation-road | X | X | X | X | X | X | X | X | | | X | X | X | X | | X | X | X | X | X |
| Utilities-electric | X | X | X | X | X | X | X | X | X | | X | X | X | X | X | X | X | X | | |
| Utilities-natural gas | X | X | X | X | X | X | X | | | | X | X | X | X | X | X | X | X | | |
| Utilities-sewer | X | X | X | X | X | X | X | | | | | | X | X | | X | X | X | | |
| Utilities-telephone | X | X | X | X | X | X | X | X | X | | X | X | X | X | X | | X | X | | |
| Utilities-water | X | X | X | X | X | X | X | X | X | | X | X | X | X | X | X | X | X | | |

**Table 1 Hazard and Impact Matrix**

# HAZARD AND EMERGENCY SUPPORT FUNCTION MATRIX INSTRUCTIONS

## Purpose

This Matrix is a tool to link hazards that may affect jurisdictions, agencies, and business and the related Emergency Support Functions (ESF). ESFs provide a functional approach to assistance and operational support necessary to mitigate against, prepare for, respond to, and recover from hazards that endanger life, property, and the environment. Across the top are the major hazards that may occur in Mercer Island. The left column is a listing of ESFs found in the City of Mercer Island's Comprehensive Emergency Management Plan (CEMP) and the Federal Response Plan.

## Use

The ESF Matrix is a subjective estimate of what assistance and operational support is necessary to deal with a historical hazard. Marking the intersection of the hazard and ESF(s) with an "x" identifies areas that may require assistance or operational support.

**Table 2 Hazard and Emergency Support Function (ESF) Matrix**

| Hazard and Emergency Support Function (ESF) Matrix | Earthquake | Volcano | Landslide | Flood | Tsunami/Seiche | Severe Storm | Tornado | Heat Wave | Drought | Epidemic | Civil disturbance | Urban Fire | Dam Failure | Pipeline Failure | Shortage | Transportation | Hazardous | Terrorism | High Profile Abduction | Environment |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| BP: Dir/Control/Coord/Policy | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| BP: Continuity of Gov | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| BP: Emer Public Info | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | | X | X |
| BP: Emer Fiscal & Admin Proc | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| BP: Training & Education | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| BP: Animal Care | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | | X | X | | X |
| 1 – Transportation | X | X | X | X | X | X | X | X | | X | X | X | X | X | | X | X | X | X | X |
| 2 – Comms & Warning | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| 3 – Public Works, Roadways Debris Removal | X | X | X | X | X | X | X | X | | X | X | X | X | X | | X | X | X | X | X |
| 4 – Fire Services | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| 5 – Emergency Management | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| 6 – Mass Care | X | X | X | | X | X | X | X | | X | X | X | | | | X | X | X | | X |
| 7 – Resource Support | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| 8 – Health, Medical, Mental Health, & Mortuary | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| 9 – Search & Rescue | X | X | X | | X | X | X | | | | X | X | X | | | X | X | X | X | X |
| 10 – Hazardous Materials (HazMat)/Radiological Protection | X | X | X | X | | | | | | | X | X | | X | | X | X | X | | X |
| 11 – Food & Water/Procurement/EOC/ Staff | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| 12 – Energy & Utilities | X | X | X | X | X | X | X | X | X | | X | X | X | X | X | | X | X | | |
| 14 – Recovery & Restoration | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| 13 – Law Enforcement | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| 15 – External Affairs | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| 20 – Military Support to Civil Authorities (MSCA) | X | X | X | | X | X | | | | X | X | | X | | | | X | X | | |
| ESF 23 – Damage Assessment | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| ESF 24- – Evacuation | X | X | X | X | X | X | X | | | X | X | X | X | X | X | X | X | X | | |

# APPENDIX 2

## REENTRY OPERATIONS

### INTRODUCTION

#### Purpose

The purpose of this Appendix is to describe reentry operations from an emergency or disaster occurring in the City of Mercer Island.

#### Scope

Reentry operations will vary depending on the disaster and its magnitude, and will be an integral part of recovery. Access to the affected area may have to be controlled to prevent additional persons from becoming endangered by the hazard and to protect property within the area.

### CONCEPT OF OPERATIONS

#### General

These procedures are developed to ensure coordination between the City, local jurisdictions, King County ECC, Washington State Emergency Management Division (EMD), Washington State Patrol (WSP), Washington State Department of Health (DOH), and the Washington State Department of Transportation (WSDOT) for the purpose of controlling reentry into restricted zones. Other local, county and state agencies may also be required to assist the City in restoring normal community life and assisting in temporary repairs and debris removal and disposal. Their assistance, as well as federal assistance, may be requested through the appropriate Emergency Operations Center (EOC).

### PROCEDURES

#### General

- The City of Mercer Island EOC will identify Control Areas, Relocation Zones (RZ), and Community Shelter locations to assist dislocated and injured persons who have lost their homes due to emergencies or disasters or are dislocated due to an evacuation caused by a Hazardous Material (HAZMAT) spill, nuclear or chemical incident, or other human caused disaster.
- The reentry of property owners and Emergency Workers into the RZ for short-term work and for shutting down or stabilization of businesses may be required.
- Persons desiring temporary reentry into restricted zones will be instructed by the Police Operations Division or Eastside Fire & Rescue, via radio and television public service announcement, or other means, to report to a designated control point.
- In cases of disease or contamination, the Public Health Seattle and King County (PHSKC) in coordination with State DOH will, in consultation with the City, make the final decision to

allow or disallow the request for reentry.

- Upon approval for reentry into a restricted zone, Control Point personnel will verify and retain records indicating the identity, residence, and/or employment of the individual(s) applying for reentry and obtain the:
- Name, address, and phone number of the person(s) seeking reentry.
- Date, time, and duration of request.
- Purpose for reentry.
- Reentry point and location of area to be visited.
- Date(s) and time(s) of any previous visits.
- Obtain signature of person(s) entering the area.

### Restoring "Normal" Community Life

- Disaster effects can vary widely within the community. Some areas will be unaffected, others will experience limited effect, and some will have major impacts. Some will have major impacts that disappear quickly, while others will require protracted periods of recovery. Mercer Island will need to tailor emergency management strategies to area needs by setting and following priorities to support normal community and economic life. Priorities for restoring normalcy include:
    - Utility service restoration.
    - Debris removal and cleanup.
    - Temporary repairs.
    - Reopening of educational institutions as soon as possible as priority.
    - Re-occupancy of residential and business structures.
    - Full resumption of normal public services.

### Temporary Repairs and other Arrangements to Resume Essential Services.

- The nature and extent of the temporary repairs will depend on the situation and considerations will need to be made.
- Using temporary re-routings to restore service around major breaks.
- Similar disaster(s) may occur soon after the event and may be caused by aftershocks such as in earthquakes, and other types of disaster events may occur before permanent repairs or replacement can be made.
- Shoring-up of buildings and bridges as a priority item for service restoration and to avoid hazards from falling structures.
- Prioritize restoration of water supply and pumping station facilities, followed by restoration of water and sewer services to properties.

### Debris Removal and Disposal

- Debris management impacts community attitudes and encourages private recovery efforts.
- Include organizing activities so residents and businesses can participate in a community effort.
- Bring regulatory authorities into the effort.
- Use current eligible contractors at local and county level as much as possible.

### Rebuilding Resource Stockpiles

- Prepare for further disaster events in the near future.
- Plan restocking priorities.
- Prioritize restocking of items with short- and long-term lead times.

### Reassignment of Personnel

- Assign lead personnel for reentry activities as early as possible.
- Return staff to regular activities as soon as possible.
- Contract for other outside services to complete reentry activities and temporary repairs.
- Hire temporary fill-in personnel to support added workload.
- Ensure continuity of personnel records management.

### Public Information Actions

- Inform the public of ongoing activities such as what to expect, what problems to look for, and what their responsibilities are in reentry and recovery.
- Maximize the use of multiple media platforms to keep the public informed, such as TV, radio, press, mailers, social media, and direct contact at public meetings.
- Establish and staff public contact locations to supplement local and county contact points, using the same location(s) when possible use of a Joint Information Center (JIC) is recommended.

### Reentry Activities

- Establish designated recovery teams.
- Divide the area affected by the emergency or disaster into sectors and assign a person in charge of every area. Keep personnel in the area during the entire reentry phase.
- Maintain open lines of communications with City Communication's Manager / PIO and the Emergency Manager's office.
- Maintain open communications between all staff members.
- Initiate the work of cleaning up. Divide the City into sectors and establish priorities of

work such as access to clinics, fire stations, banking areas, main streets, and restaurants. Review and revise the plan daily.

- Establish and maintain a register of damages by each geographic area. Continuously gather and update information about the damages suffered.
- Coordinate with American Red Cross (ARC) staff at each Community Shelter to conduct a needs assessment of the shelter, including requirements for adults, adolescents, and children.
- Provide for the psychological and stress related needs of victims and Emergency Workers resulting from the disaster, in addition to the physical health needs.
- Remediate health and safety concerns.
- Coordinate mutual aid with/from: King County ECC, State EOC, State agencies, private organizations, the public, and FEMA for needed resources.
- Appoint a liaison with the authority and resources to coordinate reconstruction efforts with Mercer Island EOC.
- Document the damages and damage related activities incurred by catastrophe.
- Implement the Restoration and Recovery Plan and create a schedule for rebuilding.
- Maintain constant daily communication with the public to inform them about recovery efforts, reconstruction efforts, and to give them new faith and hope. Daily TV and radio messages are recommended.
- Contact local private companies for help to clean up devastated areas.
- Return evacuees to their homes as quickly as possible. Time goes by very quickly and the sense of crisis subsides even quicker.
- Review and revise reentry plans often and, as they near completion, adjust the work schedule accordingly.
- Shift human resources when and where they are needed. Designated job descriptions may have little significance following a disaster but give people a sense of value and a job to accomplish. Be mindful that people need to be moved back to their designated jobs as soon as practicable.
- Keep appropriate officials involved and informed.
- Expect contractors, suppliers, and general repair people to arrive from surrounding states and from Canada.
- Monitor weather conditions and their potential effect on the recovery effort.
- Monitor and control wild and domestic animals that may create a safety hazard.



# EMERGENCY SUPPORT FUNCTION 15
# EXTERNAL AFFAIRS

**PRIMARY DEPARTMENT:** City Communications Manager / PIO
**SUPPORT DEPARTMENTS:** All Departments
External Agencies

## INTRODUCTION

### PURPOSE

Emergency Support Function (ESF) 15 – External Affairs is responsible for keeping and disseminating public information concerning a threatened or actual emergency, and to provide protective action guidance as appropriate to save lives and protect property.

This ESF supports the Incident Command System (ICS) Public Information Officer (PIO) function and the Joint Information Center and Joint Information System (JIC/JIS). The Joint Information System will coordinate information before it is released to the public and the news media.

The purpose of this ESF is to establish uniform policies for the effective development, coordination, and dissemination of information to the public in the event of a disaster.

### SCOPE

The City of Mercer Island's public information requirements will be determined by the severity of the disaster or emergency as determined by the City of Mercer Island's Emergency Manager.

ESF 15 provides for public information, messaging, education, and media relations functions that together comprise the Joint Information System (JIS). The JIS may be coordinated internally or with other agencies. Emergency public information actions before, during, and following an emergency will be determined by the severity of the emergency as declared by involved jurisdictions, state agencies, or perceived by the public. A significant emergency public information response will involve many state, county, local, private sector, media, and non-profit organizations. ESF 15 identifies those agencies and defines their responsibilities within the JIS.

This ESF also addresses special considerations for communicating with significant segments of the population with limited English proficiency and those with access or functional needs.

## POLICIES

- ESF 15 activities will provide the City and community, as well as to state, county, local, private sector agencies, media, and non-profit organizations, vital information in a timely, consistent, and unified method. Local jurisdictions will provide immediate and vital information to the public, state, county, local, and private organizations regarding response and recovery activities.
- The City of Mercer Island may start emergency public information operations to augment or enhance the normal communications capabilities of the City.
- The City of Mercer Island aims to communicate messages in a manner which can be understood by its diverse population.
- The City of Mercer Island's Public Information Officers (PIOs) may be located at the City of Mercer Island EOC, a Joint Information Center, or another location from which they may effectively coordinate the ESF 15 function of the City.
- During any activation of the City of Mercer Island EOC, City of Mercer Island staff from individual departments will be available to staff the EOC, field locations, or a Joint Information Center (JIC). The disaster procedures for each department should anticipate this fact and build in appropriate staffing.

## SITUATION

### EMERGENCY/DISASTER CONDITIONS AND HAZARDS

The City of Mercer Island and surrounding region will periodically experience emergency situations that require the coordinated dissemination of critical information to the public. The City of Mercer Island does not have a single warning system to communicate with the population but would use multiple systems depending on the need. The means of dissemination include:

- City accounts on social media channels (Facebook, NextDoor, X/Twitter, Instagram)
- City e-newsletters
- News media (radio, television, cable, print)
- Reverse dial telephone systems mass notifications including CodeRED/Alert King County
- City website
- Electronic Reader Boards
- MIRO amateur (HAM) radio
- Public Address Systems – megaphones in Police cars and City vehicles
- Neighborhood information centers
- Hand distribution of materials
- Door-to-door neighborhood canvassing
- A-frame signs

Potential emergency situations include natural, technological, and human-caused events. Public information is critical to alerting residents to an impending emergency, directing and informing them during the emergency (including animal evacuation and response instructions and status updates), and assisting them in the response and recovery phases of the event.

## PLANNING ASSUMPTIONS

- The public needs timely and accurate information for protection of life and property during response to, and recovery from a disaster or emergency.
- In case of an emergency, every effort will be made to communicate in a timely, effective manner; however, normal means of communication may not be available. In those situations, non-traditional means of communicating with the public, such as radio, billboards, flyers, newsprint, and community networks, will be established and utilized. See Appendix 2 for communications tools.
- Members of the community with limited English proficiency (LEP) and those with access and function needs will have additional difficulties in receiving and understanding warning and emergency notification messages if special efforts are not made to reach them.
- Technological limitations may prevent communication with the public, including those with limited English proficiency and those with access or functional needs.
- Depending on the nature and magnitude of the emergency, different levels of public information will be required. This ESF will be a primary objective during an emergency. During an emergency, timely and accurate information will help protect the public's health and safety and will help manage expectations about response capabilities. Conversely, it also could work to dispel public views that an incident is a bigger emergency than it is because of the way the media covers the story, making it critical for agencies to coordinate key messages.
- Rumors or misinformation can cause unnecessary distress among residents, provoke counter-productive public actions, and impede response and recovery efforts. PIOs must focus on providing accurate and timely information using all dissemination methods including rumor control as a primary goal.
- When external agencies are key stakeholders in the incident, particularly when they have been incorporated into a Unified Command (UC) structure to manage the incident, they will have a vested interest in the message. The Emergency Manager and City PIO will direct key public information messages.
- Regional events involving multiple agencies may be coordinated through the King County Joint Information Center or Joint Information System.

# CONCEPT OF OPERATIONS

## GENERAL

The following systems and procedures will be applicable to the response and recovery phase of any disaster or emergency.

- The City of Mercer Island will provide timely and vital information to the public regarding response and recovery activities.
- To reduce inaccuracies and misinformation, the City of Mercer Island will utilize a Joint Information System (JIS) to coordinate information with participating local, county, state, and federal agencies, and other organizations as required.
- Based on the urgency of the situation and the need for inter-agency cooperation, the City's assigned PIO will attempt to coordinate with other agencies to gather emergency information relevant to the City of Mercer Island and share with the EOC and City Staff.
- In a minor emergency incident, an on-scene PIO may be the only portion of the JIS utilized.
- The City will leverage available resources to provide incident information in multiple formats and to meet LEP and ADA/AFN requirements, including but not limited to, use of the City's contracted language translation service, ASL interpretation for hearing-impaired populations as available, pre-translated or just in time translated print material, and infographics as available.
- In a disaster, the ESF 15 function within the City of Mercer Island EOC becomes the focal point for the receipt and dissemination of information, and therefore is a logical location for the preparation and distribution of emergency information.
    - **Evacuation/Shelter/Shelter-in-Place**. The City will provide information, processes, procedures, recommended routes, and reception centers for evacuating as needed. Notifications will be shared out via CodeRED and door-to-door and loudspeaker as required. Regular communication with affected residents will be maintained through various channels including the City website, social media, newsletters, etc. The City will communicate when evacuated residents are able to return home either to retrieve belongings, permanently, or otherwise. The City will distribute information about available shelters when incidents require it, as well as shelter-in-place procedures and recommendations. Special considerations for evacuation of or with pets and animals, as well as for home-bound community members, and people with ADA/AFN needs will be included in messaging and planning.
    - **Survivor Assistance.** Financial, medical, and other assistance may be available to the community during and after a disaster. This assistance may be provided by local, state, and federal governments, businesses, and non-profit organizations. The City will use all available communications methods to share information about these resources, including setting up a resource reception center. Youth and Family

Services (YFS), the City Manager's Office, and Finance Department may assist with gathering this information as needed.

- **Food, Water, and Other Supplies.** During emergencies that disrupt normal supply chains, the City may be responsible for distributing food, water, and other supplies to the community. The City has a community points of distribution (CPOD) plan and regularly practices that plan. It will communicate available resources as well as details about what, where, and how to retrieve those resources via all available communication channels.
- **Health Protection.** Certain health-related emergencies (ex. pandemic, hazardous spill) or other situations (ex. boil water advisory) will require extensive communication with the public. The City will rely on assistance from health agencies like Public Health Seattle King County (PHSKC) to distill information for the public. The City will distribute this essential information to the public via appropriate communications channels including CodeRed (if needed), social media, e-newsletters, flyers, door-hangers, etc.

- The purpose of the JIC is not to control the activities of other jurisdictions, but to provide a forum for the sharing of information between jurisdictions and a central point for the media to get information. A JIC is established when non-City agencies are stakeholders in an incident. A JIC brings together diverse parties to coordinate information prior to public release. Involvement of other agency/organization PIOs will be determined by the scope and nature of the disaster. If the event is large enough, the JIC may be established by King County.
- Under the JIS/JIC concept, each agency representative has the commitment to share and coordinate information with all other participating agencies prior to release to the media and public.
- PIOs serve as part of the JIS and coordinate information from their respective agencies regarding their involvement in the response and recovery operation of an emergency event and work in conjunction with the City of Mercer Island EOC to disseminate and coordinate public information communications and messages.
- PIOs, whether within a JIC or the City of Mercer Island EOC, are responsible for writing and disseminating news releases to appropriate media outlets; setting up news briefings; monitoring and analyzing disaster news coverage across mediums; distributing information throughout the JIS; and preparing background information and fact sheets. PIOs work closely with City officials, response agencies, and the City of Mercer Island EOC, Emergency Manager, Policy Group, or the Emergency Management staff if the EOC is not activated.
- A virtual JIC may be initiated through technological means when geographical restrictions, incident management requirements, and other limitations preclude physical attendance by PIOs/liaisons at a central location.

- Communication resources may be utilized by the City of Mercer Island to retrieve and broadcast a public alert to specific jurisdictions and locations throughout the city, county, and state. For more information regarding communication resources see ESF 2 – Communications, Information Systems, and Warning.
- A media room may be designated at a location separate from the City of Mercer Island EOC to be used for news briefings, interviews, and press conferences.
- The ESF 15 function for an emergency may co-locate near the disaster area to support local public information efforts or may relocate to a JIC as needed.
- CodeRED (King County Alert) is the City's mass notification system and would be activated during an emergency. The Emergency Manager and Incident Commander have the authority to activate a CodeRED (King County Alert) message.
- The City's emergency management planning takes a whole community approach – a strategy where residents, community leaders, and government officials assess the unique needs of the community and work together to organize and become better prepared to respond to, recover from, and thrive after an incident. The City recognizes that various populations may require specialized support during an incident. The City works to assess and identify specific needs for the entire Mercer Island community, and based on that assessment, creates plans to support the whole community, as resources allow.

## ORGANIZATION

- The City of Mercer Island operates under the National Incident Management System (NIMS). ESF 15 describes the operation of the External Affairs and public information function within the Incident Management System.
- The City of Mercer Island Emergency Manager will appoint a PIO to serve as the Lead PIO within the City of Mercer Island EOC should the City's Communications Manager / PIO not be available.
- The PIO will open the JIC, if activated, to coordinate ESF 15 activities with other public and private agencies.

## PROCEDURES

1. Upon notification, a designated City PIO will report to the City of Mercer Island EOC to coordinate and disseminate accurate and timely disaster-related information. This person will normally serve as the Lead PIO in the City of Mercer Island EOC.
2. In the event the City of Mercer Island EOC is not activated, a designated City PIO or another designated PIO will work with the City's emergency management staff to issue appropriate press releases, situation reports, and conduct media interviews.

3. A designated City PIO will coordinate working with the Emergency Manager or Incident Commander to ensure there is appropriate PIO staffing. Depending on the severity of the situation, if the City of Mercer Island EOC is activated on a 24-hour schedule, additional PIO staffing may be required.

## PREVENTION AND MITIGATION ACTIVITIES

- Develops the composition of back-up PIO and communications staff support.
- Develops departmental SOGs or operational plans for the accomplishment of response and recovery activities.
- Participates in drills and trainings to validate response and recovery procedures.
- Revises procedures based on drills, tabletops, exercises, or real event findings.

## PREPAREDNESS ACTIVITIES

- Identify areas where public education programs (e.g., personal preparedness) are needed, inclusive of plans for first responders and families.
- Develop 24-hour shift change and staffing procedures and checklists for supporting agencies.
- Identify emergency support function-specific training requirements.
- Identify locations for media briefings.
- Encourage City department's spokespersons to attend public information courses.
- Develop and maintain a roster of Public Information personnel, including shift change and staffing procedures and contact information (home address; telephone and cellular numbers; and email addresses).
- Develop equipment lists.
- List and maintain available media resources (station call letters, names, addresses, and telephone numbers) that will be used to disseminate emergency information to the public.
- Prepare media advisory and release templates, including language-specific templates for segments of the population with limited English proficiency (LEP) and those with access or functional needs.
- Identify ASL resources for hearing-impaired populations.
- Ensure the support departments/agencies can access their respective networks from the City of Mercer Island EOC.
- Develop and maintain an accurate media contact list including print and broadcast media languages other than English that serve the Mercer Island community.
- Maintain active social media accounts and promulgate them during pre-disaster times.

- Develop procedures for rumor control inquires.
- Develop a list of volunteer groups.
- Maintain interpreter/translator service resources.
- Prepare a list and map of neighborhood information centers.
- Maintain generic pre-translated materials that can be easily customized to the specific emergency, including materials for segments of the population with limited English proficiency and those with access or functional needs.

## RESPONSE ACTIVITIES

- Coordinate with the Emergency Manager, Incident Commanders, and EOC Section Chiefs to determine the scope, magnitude, extent, and the potential duration of the incident.
- Request ESF 15 support PIOs based on incident assessment.
- Obtain a status report on all local and county activities as needed.
- Collect information concerning field operations and activities.
- Coordinate with the City of Mercer Island EOC, ESF agencies, and state, county, federal, private, and other organizations to develop a flow of information, including situation reports, health advisories, and other public information releases concerning response and recovery efforts.
- Provide life safety, life-sustaining, or health-related messaging in a manner which can be understood by significant segments of the population with limited English proficiency and those with access and functional needs. This may include the use of universal symbols to convey messages without words, or utilization of interpreters/translators.
- Leverage community-based social networks, which may include word of mouth, email, social media, and other means of informal information sharing by the public.
- Attend briefings and gather information for situation updates.
- Document and maintain a record of incoming and outgoing communications.
- If a JIC is activated, send one or more PIOs to that location, as appropriate.
- Conduct media briefings or disseminate releases on a regular basis.
- Monitor media and implement rumor control process when appropriate.
- Inform the King County Office of Emergency Management/Regional Communications and Emergency Coordination Center Duty Officer, the Washington State Emergency Management Division PIO or others as needed of response activities when appropriate.
- Arrange interpreter/translator services as needed.
- Provide communications and public information status and operational needs to the EOC at regular intervals.

- Maintain accurate logs to support the After Action Report (AAR) and other documentation of event conditions and response.

### RECOVERY ACTIVITIES

- Coordinate with appropriate agencies to deactivate the JIC, if activated.
- Disseminate information on recovery programs or available disaster assistance programs available, including targeted outreach to significant segments of the population with limited English proficiency or access and functional needs by communicating with them in a manner which can be understood.
- Keep elected officials informed of recovery activities.
- Provide information and support to the State Coordinating Officer during federally declared disasters.
- Any supplies that are used will be documented for re-supply control and possible future reimbursement by state and federal programs.
- Contribute to AAR.
- The City of Mercer Island EOC will coordinate with the Public Information Officer before deactivating the ESF 15 function.

## RESPONSIBILITIES

### PRIMARY DEPARTMENT: CITY COMMUNICATIONS MANAGER / PIO

- Assess the communications/public affairs implications of the incident.
- Support the City Manager and Mayor with media responses and disseminating emergency information.
- Designate appropriate communications/public affairs staff to serve as City of Mercer Island PIOs to coordinate all City messaging.
- Coordinate City of Mercer Island EOC messaging public information and assist JIC as needed.
- Coordinate ESF 15 activities with other participating agencies.
- Assist local officials with disseminating information.
- Collect and coordinate information from all sources (e.g., City departments, county, state, rumor control) to monitor overall response.
- Obtain approval for release of information from City Manager or his/her designee.
- Conduct and/or coordinate regular news conferences.

- Enlist department staff and/or subject matter experts to respond to media questions on technical or department issues, and media interviews and press conferences, as requested and appropriate.
- Coordinate the development of maps, charts, status boards, schematics, or other displays that clarify the disaster situation in support of news conferences and/or briefings.
- Monitor media broadcasts and articles to check for accuracy. Monitor and log incoming calls for information and rumors.
- Coordinate public information with the City Manager. Alert King County Office of Emergency Management/Regional Communications and Emergency Coordination Center in partnership with the Emergency Manager.
- Provide PIO(s) to assist (if necessary) at the scene, JIC or the City of Mercer Island EOC as requested by the City Manager or Emergency Manager.
- Assist by providing pertinent information and messaging for dissemination to media sources and, as appropriate, fact sheets for distribution to the public. Participate in, or coordinate staff participation in, news conferences and briefings upon request.

## SUPPORT AGENCIES: INTERNAL/EXTERNAL

### General: All Departments

- Provide the services of a trained Public Information Officer(s), and staff, to the Joint Information Center as needed.
- Provide subject matter experts or departmental staff for media questions on technical or department issues, media interviews, and press conferences, as requested by the PIO.

### Geographic and Information Services

- Assist with the technical communications aspects of setting up, operating, and maintaining a Joint Information Center as necessary and as capable.
- Develop maps, graphics, and other visual tools as needed.

## RESOURCE REQUIREMENTS

Resource requirements, including staffing; office equipment including but not limited to computers, tablets, and phones; office supplies; portable drives; chargers; batterie; and functioning office facilities. These will be tailored to the type, location, and magnitude of each specific disaster and full, or partial activation of this ESF will be addressed on a case-by-case basis.

## REFERENCES

- See CEMP Base Plan
- 2020 Regional Hazard Mitigation Plan
- ESF 2 Appendix 5 – Limited English Proficiency Communications Resources

## TERMS AND DEFINITIONS

**Access and functional needs (AFN)** – People who may have specific needs related to the emergency incident. In the context of this ESF, this includes those members of community who may be blind, visually impaired, deaf, have experienced hearing loss or may have other disabilities.

**ASL** – American Sign Language

**CEMNET** – Comprehensive Emergency Management Network

**EAS** – Emergency Alert System

**GETS** – Government Emergency Telecommunication Service

**Limited English Proficiency (LEP**) – Language groups who self-identify as not speaking English very well.

**NAWAS** – National Warning System

**NSEP** – National Security Emergency Preparedness

**NEIGHBORHOOD INFORMATION CENTERS** – Publicized locations where written emergency messages can be posted for the public when electronic and media communications are unavailable, explained further in ESF 2.

**PSAP** – Accessible Radio Nets

**SIGNIFICANT SEGMENT OF THE POPULATION** – Five (5)-percent of the total population of the City of Mercer Island, or 1,000 persons, whichever is smaller.

**TSP** – Telecommunications Service Priority

**Also see CEMP Base Plan, Appendix 1 Definitions, and Appendix 2 Acronyms.**

# APPENDIX 1

## LIMITED ENGLISH PROFICIENCY POPULATIONS IN KING COUNTY AND CENSUS DATA FOR MERCER ISLAND

Providing language access is essential for a successful whole-community approach to emergency and disaster preparedness and planning. The United States Department of Justice recommends translating vital information into every language that is used by 5% of the population or 1,000 people (whichever is less).

According to the Washington State Office of Financial Management, there are 27 languages that qualify as Limited English Proficiency (LEP) in King County. Those languages are:

| Language | Population |
|---|---|
| Spanish / Spanish Creole | 85,345 |
| Vietnamese | 18,899 |
| Somali | 9,730 |
| Chinese Mandarin | 9,304 |
| Russian | 6,027 |
| Chinese / Cantones | 5,929 |
| Tagalog | 5,236 |
| Korean | 4,838 |
| Ukrainian | 4,508 |
| Punjabi | 4,400 |
| Arabic | 3,639 |
| Hindi | 3,037 |
| Amharic | 2,904 |
| Mon-Khmer / Cambodian | 2,873 |
| Telugu | 2,243 |
| Japanese | 2,034 |
| Samoan | 1,880 |
| Urdu | 1,656 |
| Marshallese | 1,632 |
| Tigrinya | 1,552 |
| Tamil | 1,542 |
| Farsi | 1,365 |
| Lao | 1,345 |
| Nepali | 1,178 |
| French / Patois / Cajun | 1,176 |
| Oromo | 1,154 |
| Rumanian | 1,081 |

Mercer Island population data from the 2020 United States Census is as follows:

| Data Set | Mercer Island Population |
|---|---|
| Population, Census, April 1, 2020 | 25,748 |
| **Race and Hispanic Origin** | |
| White alone, percent | 66.30% |
| Black or African American alone, percent | 1.30% |
| American Indian and Alaska Native alone, percent | 0.10% |
| Asian alone, percent | 22.20% |
| Native Hawaiian and Other Pacific Islander alone, percent | 0.00% |
| Two or More Races, percent | 8.90% |
| Hispanic or Latino, percent | 3.20% |
| White alone, not Hispanic or Latino, percent | 65.30% |
| **Population Characteristics** | |
| Foreign born persons, percent, 2018-2022 | 24.60% |
| **Families & Living Arrangements** | |
| Households, 2018-2022 | 9,782 |
| Persons per household, 2018-2022 | 2.59 |
| Living in same house 1 year ago, percent of persons age 1 year+, 2018-2022 | 85.10% |
| Language other than English spoken at home, percent of persons aged 5 years+, 2018-2022 | 24.00% |

# APPENDIX 2

## DISSEMINATING EMERGENCY ALERTS AND NOTIFICATIONS

The City will utilize all available communications tools to alert and communicate with the public. Those tools include:

| | |
|---|---|
| City Website | Information will be posted as a red alert banner at the top of the City website - www.mercerisland.gov. |
| Social Media | The communications team will push out updates on Facebook, NextDoor, and Twitter. Start following today so you get alerts as they happen. |
| Emergency Alerts | Our emergency alert system will be activated and information will be pushed out via a phone message, text, and/or email. www.mercerisland.gov/emergencyalert. |
| City Information Line | The City's information line is staffed Monday through Friday, 8:30am – 5:00pm. During an emergency the City will likely extend those hours. Call 206-275-7600. |
| Briefings | When possible, the City will host live briefings on the City's YouTube channel and will be available for viewing on YouTube and MI-TV Channel 21. www.youtube.com/mercerislandcouncil |
| Local Media | During a large-scale emergency, info will be passed through to local media including MI High School Station FM 88.9. |
| Electronic Message Boards | Electronic message boards will be placed along key City arterials, highlighting emergency information. |
| Neighbor-to-Neighbor | You are an important part of the communication chain during an emergency. Contact friends, neighbors, and colleagues to make sure they know the latest info. Get to know your neighbors before disaster strikes. |
| Loudspeaker | If power is out and/or evacuation is eminent, City vehicles – not responding to the emergency – that are equipped with speakers and/or sirens will be deployed across the Island to alert neighborhoods of the situation. |
| HAM Radio | During a major disaster, the City may also rely on a group of resident-volunteers, trained to provide back-up communications and support to the City during major disasters. |



# EMERGENCY SUPPORT FUNCTION 20
# MILITARY SUPPORT TO CIVIL AUTHORITIES

| | |
|---|---|
| **PRIMARY DEPARTMENT:** | Police Operations Division |
| **SUPPORT DEPARTMENTS:** | All Departments |
| | King County Office of Emergency Management |
| | Washington State Emergency Management Division |
| | Washington Military Department |
| **SUPPORT AGENCIES** | Washington State National Guard (WNG) |
| | Department of Defense (DOD) |

## INTRODUCTION

### PURPOSE

This Emergency Support Function (ESF) is to describe circumstances and conditions under which units of the Washington State National Guard (WNG) and the Department of Defense (DOD) can provide defense support to civil authorities. To describe the procedure used to obtain military support.

### SCOPE

ESF 20 addresses all requests for military support originated by the City of Mercer Island (City) through the King County Emergency Coordination Center (ECC), or through the Washington State Emergency Management Division (EMD), following a Proclamation of a Local Emergency.

## POLICIES

- Requests for military support to an emergency or disaster condition will be requested by the City's EOC and authorized by the City Manager. The request will then be submitted to King County ECC, and/or the Washington State EMD directly if King County is unable to respond.
- Response operations will be in accordance with the Incident Command System (ICS) and in alignment with the National Incident Management System (NIMS).
- The Washington Military Department (WMD) will deploy resources of the Washington National Guard (WNG) in a federally funded status in response to an emergency involving loss of life, to prevent great suffering, and/or mitigate great destruction of property, in accordance to federal regulations and statutes. As soon as the emergency is stabilized, the National Guard will begin to withdraw support unless a determination is made to order National Guard into state active service, and the Governor so orders.

# SITUATION

## EMERGENCY/DISASTER CONDITIONS AND HAZARDS

- An emergency or natural disaster occurs that overwhelms or will imminently overwhelm the ability of the City to respond.
- The military can provide a wide range of support to local governments during an emergency or disaster; however, military assistance must compliment, not substitute for, local civilian resources.
- All requests for military assistance, except requests during imminently serious situations as described herein, will be submitted to the Washington State Emergency Operations Center through King County ECC by the City's EOC.
- Refer to the City of Mercer Island's annex in the 2020 Regional Hazard Mitigation Plan.

## PLANNING ASSUMPTIONS

- The City may experience a disaster situation that will cause the City to Proclaim a Local Emergency.
- Military support may be delayed until a state of emergency is proclaimed by the Governor or a Presidential Disaster Declaration has been issued.
- It may take 48 hours or longer to receive military assistance.
- When deployed to provide support, military forces will work under the direction of local authority but will retain their unit integrity and military chain of command.
- The King County ECC may act as a liaison between the City of Mercer Island and state and federal governments during times of emergency or disaster, or the City of Mercer Island may go directly to the State EOC to request state military resources to assist with an emergency or disaster response.
- The request will be based on the premise that local ability, including mutual aid, to respond to an emergency of such magnitude without military assistance will result in loss of human life and extensive property damage.
- The Governor may activate the National Guard and direct that military assistance be provided.
- The City of Mercer Island departments will execute their assigned ESFs in support of ESF 20 when requested.

# CONCEPT OF OPERATIONS

## GENERAL

- If the City has submitted a resource request to the King County ECC and they are unable to accommodate the request using County or private assets, a resource request may be made to the State EOC as part of routine resource management activities.
- It will be up to the State to determine the appropriate means of meeting the County's request, including the use of military assets.

- If the City or King County ECC are aware of a specific resource owned by the military and needed by the City, the specific resource may be identified in the request sent to the State EOC.
- In an imminently serious situation, the County may request assistance directly from the military. An imminently serious situation is one in which there is an imminent threat to life and/or to property which will cause human suffering. A military unit commander can respond to direct requests for assistance, if:
    a. An imminently serious situation exists.
    b. The military unit can provide the type of support requested without degrading its primary national defense commitments.
    c. The military unit is the only source of help available including the private sector, or the only source of help including the private sector that can respond in time to support the City and/or County in alleviating the situation.
    d. The City has issued a Proclamation of a Local Emergency.
    e. The City, County, or State government is willing to certify to military authorities that conditions a, c, and d exist.
- The base commander of a military installation has the authority to respond to immediate life-threatening emergencies. Requests made under these circumstances may be made directly to the local installation. An example may be assistance from the U.S. Coast Guard. All other requests for military assistance must be submitted to the State EMD through the King County ECC.
- The National Guard may be available following an activation by the Governor. Requesting National Guard assistance must be submitted to EMD through the KCECC.
- To obtain National Guard assistance, the City must demonstrate that the need is beyond its capability or that a special capability provided only by the military is immediately required.
- Under the Posse Comitatus Act, federal military forces cannot engage in direct law enforcement activities, such as arresting individuals or conducting surveillance. However, they can provide indirect support, such as loaning equipment or providing technical assistance to civilian law enforcement agencies.
- The City's emergency management planning takes a whole community approach – a strategy where residents, community leaders, and government officials assess the unique needs of the community and work together to organize and become better prepared to respond to, recover from, and thrive after an incident. The City recognizes that various populations may require specialized support during an incident. The City works to assess and identify specific needs for the entire Mercer Island community, and based on that assessment, creates plans to support the whole community, as resources allow.

## PROCEDURES

1. An emergency or disaster occurs that meet the criteria for requesting military assistance.

2. The City declares a Proclamation of a Local Emergency
3. The City's EOC requests assistance through King County ECC who then contacts Washington Military Department, EOC (or directly to the State EOC) with a request for military support. The State EMD will review all statewide resources which could result in a recommendation to the Governor to deploy National Guard personnel and equipment in addition to other state assets.
4. The City's requests will be detailed with specific equipment/personnel needs identified, quantities and sizes listed, and location of delivery or staging areas designated.
5. The Governor may authorize the Adjutant General to mobilize National Guard resources to support the City.
6. A National Guard Liaison will be assigned to the City's EOC for the duration of the National Guard's involvement, as available.
7. A Task Force Commander will be assigned to maintain military control of all personnel and equipment tasked to support the emergency or disaster. A Unified Command (UC) structure will be implemented.
8. When the emergency overwhelms the state's resources, the Governor can request a Presidential Declaration. A major emergency or disaster declaration by the President is a prerequisite for federal response and recovery. The Federal Emergency Management Agency (FEMA) coordinates the federal agencies response including utilization of the Department of Defense (DOD) assets.
9. FEMA will assign a Federal Coordinating Officer (FCO), and DOD will assign a Director of Military Support (DOMS) to oversee federal military personnel and equipment.

## RESPONSIBILITIES

### CITY MANAGER'S OFFICE

- Issue a Proclamation of a Local Emergency.

### PRIMARY DEPARTMENT: POLICE DEPARTMENT – EMERGENCY MANAGER

- Determine when a recommendation will be submitted to DEM to request military assistance.
- Advise City Manager of the request and request a Proclamation of a Local Emergency from the Mayor.
- Transmit all requests to ECC.
- Identify suitable staging areas and coordinate logistic support with the responding unit, as appropriate
- Coordinate activities to ensure efficient use of requested assets.
- Works with mutual aid, ECC, State EMD and EOC, and other agencies as requested to determine that the requirements for needing military assistance have been met and are no longer necessary.

## REFERENCES

- CEMP Base Plan
- 2020 Regional Hazard Mitigation Plan
- Chapter 38.08 RCW.
- King County HIVA.
- King County Mass Casualty Incident (MCI) Plan.
- King County Regional Disaster Plan (RDP), ESF 20.
- Washington State HIVA.
- Washington State CEMP
- State and Regional Disaster Airlift (SARDA) Operations Plan, Washington State DOT, Aviation Division, August 2004
- Federal Response Plan, ESF 20.

## DEFINITIONS AND ACRONYMS

**EOC –** Emergency Operations Center

**EMERGENCY SUPPORT FUNCTION (ESF)** – The functional approach that groups the types of assistance that a state is most likely to need, (e.g. mass care, health and medical services) as well as the kinds of federal operations support necessary to sustain State response actions (e.g., transportation, communications). ESFs are expected to support one another in carrying out their respective missions.

**EMERGENCY WORKER** – Emergency worker means any person including but not limited to an architect registered under Chapter 18.08 RCW or a professional engineer registered under Chapter 18.43 RCW, who is registered with a local emergency management organization or the department and holds an identification card issued by the local emergency management director or the department for the purpose of engaging in authorized emergency management activities or is an employee of the State of Washington or any political subdivision thereof who is called upon to perform emergency management activities.

**RESOURCE MANAGEMENT**– A system for identifying available resources to enable timely and unimpeded access to resources needed to prevent, mitigate, prepare for, respond to, or recover from an incident.

**SUPPORT AGENCY** – An agency designated to assist a specific primary or joint primary agency with available resources, capabilities, or expertise in support of Emergency Support Function (ESF) activities under the coordination of the primary or joint primary, agency. An example of a support agency is the Department of Agriculture for ESF 8 - Health and Medical Services.

**See CEMP Base Plan, Appendices 1 and 2 for full list of definitions and acronyms.**



# EMERGENCY SUPPORT FUNCTION 23
# DAMAGE ASSESSMENT

| | |
|---|---|
| **PRIMARY DEPARTMENT:** | Community Planning and Development |
| **SUPPORT DEPARTMENTS:** | All Departments |
| **SUPPORT AGENCIES** | All Agencies |
| | Mercer Island School District (MISD) |
| | Mercer Island Emergency Volunteers |
| | King County Emergency Coordination Center (ECC) |
| | King County Sheriff's Office (KCSO) |

## INTRODUCTION

### PURPOSE

- The purpose of this ESF is to establish uniform roles and responsibilities for the City of Mercer Island to manage and administer timely inspections of buildings for damage assessment resulting from natural and technological disasters.
- To provide preliminary Citywide damage estimates and descriptions in order to help determine types of assistance needed and assignment of priorities to those needs.
- To define guidelines on the reporting of response and recovery information to the Mercer Island EOC, King County Emergency Coordination Center (ECC), and State EMD EOC.

### SCOPE

- Disasters cause injury to individuals and damage to property, the environment, businesses, non-profit entities, and to City owned facilities and assets.
- Damage assessment information is collected in phases to drive the response process, determine and verify damage at individual sites, and to determine eligibility of federal disaster aid.
- To determine a priority of response efforts, an initial rapid damage assessment must be promptly carried out to provide the EOC information on life safety threats, the status of lifelines, essential facilities, imminent hazards, access routes, and major problems.
- A more quantified damage assessment process is conducted to determine eligibility for various forms of disaster aid with a Preliminary Damage Assessment (PDA) completed and reported to the King County ECC and State EOC.
- Damage verification may include a detailed ATC-20 inspection of individual sites by Community Planning and Development and specialized personnel and is a procedure established by FEMA to qualify for various recovery programs.

## POLICIES

- The City of Mercer Island Community Planning and Development department will lead the Preliminary Damage Assessment (PDA) effort including ATC-20 (Applied Technology Council) Post Earthquake Evaluations of Building activities.
- Response operations will be according to the Incident Command System (ICS) and align with the National Incident Management System (NIMS).
- Damage assessment activities include a Rapid Impact Survey (RIS) conducted by Emergency Management Volunteers of affected areas. This assessment is a quick, cursory evaluation, usually accomplished by driving through the damaged areas. The RIS is generally performed soon after the event by Emergency Damage Assessment Team Volunteers or the Community Planning and Development regardless of a declaration. Rapid Damage Assessment Surveys (RDAs) will be conducted by both Eastside Fire & Rescue and Police. Eastside Fire & Rescue personnel will conduct RDAs along pre-designated routes and will not respond to calls for service during the first five minutes after a significant event. Police will conduct RDAs along the I-90 corridor to determine if there is significant damage, such as collapse, to overpasses on Mercer Island.
- When an incident is so profound that the City of Mercer Island may qualify for county, state, or federal disaster relief, a Preliminary Damage Assessment (PDA) must be completed and reported to the King County ECC and State EOC via the City of Mercer Island EOC.
- If the PDA ultimately leads to a Presidential Disaster Declaration authorizing "Public Assistance," then detailed Damage Survey Reports (DSRs) and Project Worksheets (PWs) of public sector damages will be completed jointly by the City of Mercer Island EOC assigned department representatives, the state, and federal staff. These activities are coordinated through a FEMA Disaster Field Office (DFO), if activated.
- Survey lists of damages suffered by individual's homes and businesses may be compiled if Federal "Individual Assistance" is authorized, or by City of Mercer Island EOC approval.
- The City may streamline the permit process as appropriate to the emergency or disaster situation. Repair and restoration of damaged facilities, and new facilities, or an expansion of, or addition to, an existing facility may require an environmental impact study or other permits prior to final project approval. Statutes and regulations that apply include, but are not limited to, the following:
    - All applicable provisions of Mercer Island Municipal Code Title 19 and Title 17,
    - The Unified Land Development Code and the Construction Codes,
    - All model codes and related standards adopted and amended by the State of Washington and the City of Mercer Island, in Title 19, Title 17 or elsewhere in the Code.

# SITUATION

## EMERGENCY/DISASTER CONDITIONS AND HAZARDS

- Emergencies or disasters can occur causing significant human suffering, injury and death, property damage, environmental degradation, loss of essential services, economic hardship, and disruption to the City of Mercer Island.
- The City of Mercer Island's annex in the 2020 Regional Hazard Mitigation Plan provides information and identifies natural and technological or human-caused hazards. The Hazard Mitigation Plan assesses the City's vulnerability to hazards, provides a methodology for analyzing hazards, and establishes the basis for this ESF.
- The City of Mercer Island is vulnerable to the natural hazards of earthquake, severe storm, landslide, tsunami/seiche, heat wave, drought, epidemic, and volcano.
- The City of Mercer Island is vulnerable to many technological (human-caused) hazards associated with civil disturbances, urban fire, dam/lock/water storage facilities, pipeline failures, water shortage, transportation, hazardous materials/accident, terrorism, cyber-terrorism, high-profile abduction, and environmental issues.

## PLANNING ASSUMPTIONS

- An emergency or disaster has occurred, causing damage that requires a Citywide Rapid Impact Survey (RIS) by Volunteers and an initial rapid damage assessment, that will be followed by a preliminary damage assessment (PDA) managed by Community Planning and Development with ATC-20 methodology.
- A disaster may cause innumerable natural gas pipe leaks, releases of other hazardous gasses and liquid hazardous materials.
- Almost all buildings, including single-family residences, contain chemicals that can create flammable, explosive, or toxic hazards if spilled, mixed with incompatible materials, or exposed to extreme temperatures.
- The implementation of an organized damage assessment program during the early hours following a disaster will give the City critical information on the type of damage in the community and will help to establish priorities for response and additional inspections needed.
- The local and regional utilities, communications, buildings, lifelines, medical, and transportation systems and networks may sustain significant damage.
- Disaster response and recovery activities will be difficult to coordinate.
- Public, private, volunteer organizations, and the public may need to utilize their own resources and be self-sufficient for a minimum of seven to fourteen days, or longer.
- No single City agency or organization will be able to satisfy all emergency resource requests during a major emergency or disaster.
- A partnership approach will be needed between public, private, and volunteer agencies in order to provide sheltering for large-scale disaster events.

- Shortages of emergency response personnel may exist creating a need for auxiliary fire, police, search and rescue (SAR), emergency medical and mental health, public works, and shelter operations and management personnel. Private sector support will be needed to augment disaster response and recovery efforts. Water pressure may be low, hampering firefighting and impairing water availability and sewer system function.
- Building owners, occupants, and tenants will immediately want to enter possibly unsafe buildings to remove belongings that maybe essential to their livelihood or for sentimental reasons.
- Previously inspected structures may require re-evaluation if subsequent events occur after the initial event, such as in earthquake aftershock(s).

## CONCEPT OF OPERATIONS

### GENERAL

- Community Planning and Development is the lead department for this ESF and ultimately responsible for its execution in the EOC and the management of all field Damage Assessment teams.
- All City departments have an inherent function to conduct a cursory assessment of damage of their respective facilities; therefore, this must be a cooperative effort among all departments capable of contributing to the effort.
- Whole Community Engagement. The City's emergency management planning takes a whole community approach – a strategy where residents, community leaders, and government officials assess the unique needs of the community and work together to organize and become better prepared to respond to, recover from, and thrive after an incident. The City recognizes that various populations may require specialized support during an incident. The City works to assess and identify specific needs for the entire Mercer Island community, and based on that assessment, creates plans to support the whole community, as resources allow.

### ORGANIZATION

- The Community Planning and Development Director or designee will designate an EOC representative to coordinate damage assessment information.
- Community Planning and Development will coordinate, and compile damage assessment information supplied by all departments and Mercer Island School District (MISD) that employ field crews and oversee department-managed facilities, i.e. Police, Eastside Fire & Rescue, Public Works, Recreation Division, and Youth and Family Services. The Community Planning and Development Director will designate an EOC representative to coordinate and report this information.
- Public Works will provide damage assessments for utility connections of City buildings. Public Works will make necessary and reasonable repairs to these facilities and coordinate the relocation of employees, if necessary.

## PROCEDURES

### Early Assessment Activity

1. Community Planning and Development coordinates and compiles damage assessment information supplied by all departments that employ field crews, oversees department-managed facilities, and reports to the EOC regarding City facilities.
2. Public Works provides damage assessments of utility connections of City buildings and other essential facilities, as requested.
3. All City departments will report to the EOC the status of their personnel and facilities for which they are ordinarily responsible and will also include the following:
4. Eastside Fire & Rescue will report regarding fire facilities and general findings from their EMS and fire responses.
5. Police will report regarding police facilities and structures throughout the City while on patrol.
6. Public Works will report regarding utility lifelines, fleet, bridges, arterials and communications.
7. Recreation Division will report regarding Citywide shelter needs.
8. Administrative Services will report on telecommunication and computer systems.
9. Community Planning and Development will prioritize City facilities for safety according to essential City functions and preliminary damage assessment (PDA) evaluations based on Rapid Impact Survey (RIS) results.

### Damage Verification

1. Community Planning and Development will coordinate post-disaster safety evaluation of damaged buildings.
2. The method of post-earthquake safety evaluation will be ATC-20 (Applied Technology Council), with posting of appropriate placards on each building.
3. When necessary, the Community Planning and Development will initiate requests for volunteer ATC-20 inspection assistance through the EOC, who will forward the request to the King County ECC.
4. MISD has trained ATC-20 Public Works staff to initially inspect facilities and report findings to the City EOC.
5. At the appropriate time develop the PDA reports for submission to the King County ECC and State EOC.

## MITIGATION ACTIVITIES

### Primary Department – Community Planning and Development

- City departments will assist in the development, implementation, and maintenance of the 2020 Regional Hazard Mitigation Plan (RHMP) with the Public Works Department.

- The goal of the HMP is to maximize the disaster resistance of the City of Mercer Island, residents, communities, businesses, and government through all hazards planning and implementation of mitigation strategies.
- The RHMP describes how to identify, develop, implement, and evaluate strategies that reduce vulnerability to natural and technological hazards.
- Reviews ATC-21 Rapid Visual Screening Procedure (RVS), FEMA 154 Data Collection Form.

**Support Departments – All**

- Maintains departmental SOGs or operational plans in support of this ESF.
- Provides safe work environments for their staff to include seismic tie downs, emergency supplies, and selected operational training as mandated by each department's SOGs or operational plans.
- Enables mitigation measures to be implemented before, during, and after immediate recovery from an emergency or disaster.

**Public Works Department**

- Public Works, along with all City departments, will assist in the development, implementation, and maintenance of the 2020 Regional Hazard Mitigation Plan (RHMP).

## PREPAREDNESS ACTIVITIES

**Primary Department - Community Planning and Development**

- Prepares detailed departmental SOGs or operational plans to implement damage assessment programs with identified inspection priorities.
- Develops detailed SOGs or operational plans to conduct damage assessments within the City of Mercer Island following an emergency or disaster.
- Monitors ATC-20 / 21 training of personnel in building safety evaluation and placard posting techniques and procedures.
- Prepares and maintains Preliminary Damage Assessments (PDAs) forms and ATC-20 kits for inspection teams, in a buddy system of two or more personnel.
- Develops and assists with training, drills, and exercises that pertain to this ESF.

**Support Departments – All**

**General**

- Participates in training, drills, and exercises that pertain to this ESF where support services are required.
- Identifies and trains Emergency Management Volunteers to conduct Rapid Impact Surveys (RIS) and staff to conduct critical rapid Preliminary Damage Assessments, or PDAs.
- Develops procedures to evaluate damage to City property, utilities, and facilities.

- Develops detailed administrative procedures to conduct damage assessment of facilities following an emergency or disaster.

**Support Agencies**

**MISD**

- Trains Public Works crew in ATC-20 methods for inspecting school facilities and reporting findings to the City EOC.

**King County ECC**

- King County ECC and State EMD will support local jurisdictions in training, drills and exercises.

## RESPONSE ACTIVITIES

**Primary Department - Community Planning and Development**

- Coordinates initial preliminary damage assessment (PDA) of City infrastructure and posts ATC-20 placards accordingly, conducts Rapid Impact Surveys (RIS) of City with the assistance of the Damage Assessment Emergency Volunteer team.
- Implements ATC-21 Rapid Visual Screening Procedure (RVS), FEMA 154 Data Collection Form.
- Reports damage assessment results to the EOC.
- Coordinates and compiles damage assessment information of essential Citywide facilities.
- Provides support to Eastside Fire & Rescue in the assessment of structures during rescue operations.
- Provides damage assessment for both residential and business structures within the community with approval by the EOC.
- Compiles results of damage reports to include in the Situation Report (SitRep).

**Support Departments – All**

**General**

- All Departments will support this ESF as requested and provide damage assessment reports to the EOC.
- Conducts damage assessments of internal department facilities.
- Documents and records damage assessment information on City facilities.

**Finance**

- Evaluates damage assessments, status reports, repairs, and reconstruction estimates of City facilities for cost allocation.
- Establishes a “hotline telephone number(s)” to report damages of individual homes and businesses.

**Eastside Fire & Rescue**

- Provides preliminary damage assessments (PDAs) for fire station facilities (ATC-20).
- Provides incident command (IC) direction to inspection teams at damaged building sites.
- Assesses damage of structures during rescue operations.

**Public Works**

- Executes initial damage assessment of facilities, and provides emergency repairs as required to restore operations.
- Assesses damage to utilities and roadways.
- Executes initial damage assessments of water, sewer, and stormwater systems.

**Recreation Division**

- Assesses damage on possible Community Shelter facilities in coordination with Community Planning and Development for the ability to provide mass care.
- Coordinates with Community Planning and Development a list of damaged essential City facilities requiring priority repairs for EOC approval.

**City Communication's Manager / PIO**

- Assists with public information dissemination.

**Support Agencies**

**King County ECC**

- King County ECC activates the Regional Disaster Plan (RDP) at the request of City of Mercer Island to support mutual aid and requests for assistance (RFAs).
- Distributes PDA forms to the City of Mercer Island EOC, as well as providing individuals and businesses with "hotline telephone numbers" to report damage.

## RECOVERY ACTIVITIES

**Primary Department – Community Planning and Development**

- Documents and records damage assessment information.
- Continues to conduct damage and impact assessments.
- Prepares necessary damage assessment reports and provides to the EOC.
- Assigns a department representative for the Hazard Mitigation Assessment Team to assess priority projects.
- Develops a list of essential public facilities requiring the highest priority for safety evaluation and approval of any required repair work.
- Performs Hazard Mitigation Assessment Team duties and completes detailed Damage Survey Reports (DSRs) and Project Worksheets (PWs).
- Coordinates specialized engineering consultants needed for further evaluation.

- Supports and coordinates with Finance emergency demolition contract procurement.
- Directs relocation activities of staff and works with the EOC to obtain the necessary resources to reestablish operations.

**Support Departments – All**

**General**

- Assigns staff representative(s) to perform the Hazard Mitigation Assessment Team duties in cooperation with Community Planning and Development for the Damage Survey Reports (DSRs) and Project Worksheets (PWs) with the FEMA team.
- Reassesses hazard mitigation and recovery needs; and if necessary redefines Citywide hazard mitigation and recovery policies.
- Documents and records damage assessment information.
- Compiles information for the After-Action Report (AAR) for the Emergency Manager.

**Finance**

- Provides financial coordination for reconstruction activities in City buildings and facilities.
- Supports mitigation, repair, and reconstruction activities for essential facilities.
- Pursues alternate recovery funding strategies, and or applies for possible grants with the Hazard Mitigation Assessment Team representatives.

**Eastside Fire & Rescue**

- Provides direction for demolition teams at extensively damaged building sites.

**Public Works**

- Estimates debris clearance timeframes and coordinates debris removal.
- Coordinates emergency repairs of damaged essential, transportation routes, as required.
- Identifies alternate routes and provides temporary traffic control devices.
- Supports emergency demolition contract procurement.

**Recreation Division**

- For general department Park facilities, coordinates and conducts debris removal, clean up and restoration activities, and secures severely damaged buildings.

## RESPONSIBILITIES

### PRIMARY DEPARTMENT – COMMUNITY PLANNING AND DEVELOPMENT

- Coordinates and compiles ATC-20 safety evaluations and initial rapid preliminary damage assessments (PDAs) of essential Citywide facilities, as priority. Conducts or coordinates an initial Rapid Impact Survey (RIS) damage assessment with Damage

Assessment Emergency Volunteers, of structures and reports this information to the EOC.

- Provides support in field operation activities as appropriate.
- Evaluates staffing, operational capabilities, and damages to real property and utilities, and reports this information to the City EOC in a timely manner.
- Coordinates the collection, dissemination, and evaluation of damage information in the EOC.
- Provides on a prioritized basis, safety evaluation of essential City facilities and possible Community Shelter site locations, or other residential or commercial structures within the City with EOC approval.
- Coordinates the building safety evaluation function after preliminary damage assessments. Posts inspected buildings according to the ATC-20 methodology.

## SUPPORT DEPARTMENTS – ALL

### General

- Assigns a staff representative to perform the Hazard Mitigation Assessment Team duties of reassessing hazard mitigation and recovery needs. Writes and compiles Damage Survey Reports (DSRs) and Project Worksheets (PWs) with the FEMA team. See ESF 14 Recovery.

### Finance

- Assists with developing and processing emergency purchases and emergency contracts.
- Supports emergency demolition contract procurement.

### Public Works

- Executes initial damage assessment of Public Works facilities and provides emergency repairs as required to operate.
- Provides damage assessment status reports, detour and repair information for all City road systems.
- Provides damage assessment of City buildings and utilities (water, sewer stormwater) and emergency power systems and coordinates priority restoration of critical facilities.
- Provides initial damage assessments findings to the EOC if activated.
- Provides for Citywide debris management.
- Provides debris clearance in the right of way.
- Coordinates Citywide debris pickup with the department's solid waste disposal contractors.
- Coordinates with Community Planning and Development to develop building emergency plans for City facilities that include damage assessments, debris removal, and other services.
- Contracts with vendors for major repair work as appropriate.

**Recreation Division**

- Coordinates shelter and feeding for staff, and Emergency Worker volunteers with Youth and Family Services personnel, and determines Community Shelter needs.

### SUPPORT AGENCIES

**King County ECC**

- Coordinates the initial collection, evaluation, and dissemination of damage assessment information from Cities, residents, and the business community in King County.
- Forwards initial PDA information to the Washington State Emergency Management Division (EMD) for a possible State and Presidential Disaster Declaration.

## RESOURCE REQUIREMENTS

- One vehicle per RIS and PDA teams, a buddy system is used with two or more.
- Other resource requirements are to be requested through the EOC.

## REFERENCES

- CEMP Base Plan Appendix 3
- 2020 Regional Hazard Mitigation Plan
- Mercer Island Emergency Volunteer Manual
- King County Debris Management Plan
- Mercer Island Disaster Debris Management Plan
- King County Regional Disaster Debris Management Framework
- King County Regional Disaster Plan (RDP)
- Washington State CEMP
- ATC 20 Procedures for Post-Earthquake Safety Evaluation of Buildings
- ATC 20-1 Field Manual for Post-Earthquake Safety Evaluation of Buildings
- FEMA Publication 262, Guide to Federal Aid in Disasters
- Federal Response Plan
- FEMA 154 Report, Rapid Visual Screening of Buildings for Potential Seismic Hazards: A Handbook (second edition)
- FEMA 155 Report, The Companion

## DEFINITIONS AND ACRONYMS

**ATC-20** – Training on how to evaluate the safety of buildings following earthquakes.

**DAMAGE ASSESSMENT** – An appraisal or determination of the effects of the disaster on human, physical economic, and continuity of services.

**DSR** – Damage Survey Report

**EOC –** Emergency Operations Center

**EMERGENCY SUPPORT FUNCTION (ESF)** – The functional approach that groups the types of assistance that a state is most likely to need, (e.g. mass care, health and medical services) as well as the kinds of federal operations support necessary to sustain State response actions (e.g., transportation, communications). ESFs are expected to support one another in carrying out their respective missions.

**IAP** – Incident Action Plan

**PDA** – Preliminary Damage Assessment

**PWs** – Project Worksheets

**RIS** – Rapid Impact Survey

**SITREPS** – Situation Reports

**See CEMP Base Plan, Appendices 1 and 2 for full list of definitions and acronyms.**

## LIST OF APPENDICES

- Appendix 1 – Damage Assessment Checklist
- Appendix 2 – Rapid Impact Survey (RIS) Maps and List of Structures to be Assessed

## APPENDIX 1

# DAMAGE ASSESSMENT CHECKLIST

| **Emergency/Incident** | **Date** | **MSG NO** *SEQ. W/ OTHER MESSAGES* |
|---|---|---|
| **Exercise** | **Facility Name** | **Floor/Wing** |
| ***To be used to report back to Net Control or MI EOC. Not to be used for official building safety assessment or inspection*** | | |
| | | |

| **None** | **Min** | **Maj** | **Destr*** | **Damaged? Check appropriate Category, Provide comment only if necessary** | |
|---|---|---|---|---|---|
| (0) | (1) | (2) | (3) | **Structural** | |
| | | | | a. | External Walls: |
| | | | | b. | Internal Walls: |
| | | | | c. | Roof: |
| | | | | d. | Floors: |
| | | | | e. | Stairwells/Fire Exits: |
| | | | | f. | Other Structural: |
| | | | | **Non-Structural** | |
| | | | | g. | Ceilings/Light Fixtures: |
| | | | | h. | Windows: |
| | | | | i. | Interior Walls: |
| | | | | j. | Mechanical Equipment: |
| | | | | k. | Elevators: |
| | | | | l. | Other Hazards: |
| **Yes** | **No** | **Limited** | | **Resources Available/Functional? Check appropriate box. Provide comment only if necessary.** | |
| | | | | m. | Electrical Power: |
| | | | | n. | Generator: |
| | | | | o. | Generator fuel: (based on 8 hr. usage) |
| | | | | p. | Water: |
| | | | | q. | Heat (Steam/Gas/Electric/Other): |
| | | | | r. | Telephone (land): |
| | | | | s. | Cellular Phone: |
| | | | | t. | Radios (System Type) |
| | | | | u. | Other: |
| | | | | v. | Medical Supplies |

| **Present** | **Need** | **Staffing** | ___ | **Injuries** | ___ | **Deaths** |
|---|---|---|---|---|---|---|

| | | | | |
|---|---|---|---|---|
| | | | w. | Medical Staff: |
| | | | x. | Nursing/Paramedical: |
| | | | y. | Ancillary/Support: |
| | | | z. | Other Staff needed: |
| When completed FAX to City of Mercer Island City Hall EOC at (206) 236-3659 or transmit via secure radio or runner. | | | | |
| Completed by: Name/Call: | | | | Information Provided By: |
| **Key: NONE = No apparent damage detected. MINOR = Some damage – does not hinder use. MAJOR = Significant damage – must have reinforcement to use. DESTROYED = Unusable / unsafe – for use due to significant hazard.** | | | | |

# APPENDIX 2

## RAPID IMPACT SURVEY (RIS) ZONE MAP AND LIST OF STRUCTURES TO BE ASSESSED



| ZONE 1<br>*Northwest corner of the Island (I-90 and Lid Park)* | |
|---|---|
| **Area** | **Structure** |
| 1-01 | Roanoke Landing |
| 1-02 | I-90 off-/on-ramp @ Exit 6 |
| 1-03 | I-90 trail |
| 1-04 | Under I-90 |
| 1-05 | Calkins Landing |
| 1-06 | Garfield Landing |
| 1-07 | Proctor Landing |
| 1-08 | Twilight Adult Family Home |
| **ZONE 2**<br>*North end of the Island (I-90 and Lid Park)* | |
| **Area** | **Structure** |
| 2-01 | Lincoln Landing |
| 2-02 | VFW Hall |
| 2-03 | Roanoke Inn |
| 2-04 | Maintenance Facility |
| 2-05 | I-90 lid |
| 2-06 | I-90 DOT Lid Tunnel |
| 2-07 | United Methodist Church |
| **ZONE 3**<br>*North-northwest end of the Island (I-90 and Luther Burbank Park)* | |
| **Area** | **Structure** |
| 3-01 | Community Center (MICEC) |
| 3-02 | Little Acorn Day School |
| 3-03 | Nov Adult Family Home |
| 3-04 | 77th Ave SE Landing |
| 3-05 | 76th Ave I-90 overpass |
| 3-06 | 77th Ave I-90 overpass |
| 3-07 | Sound Transit Station West |
| 3-08 | Sound Transit Station East |
| 3-09 | 80th Ave I-90 overpass |
| 3-10 | Park & Ride |
| 3-11 | Mercer Island condos |
| 3-12 | Island Crest Way I-90 overpass |
| 3-13 | South Luther Burbank parking lot |
| 3-14 | Shorewood Drive overpass |
| 3-15 | Covenant Shores |
| 3-16 | North Mercer Way overpass |
| 3-17 | Fruitland Landing |
| 3-18 | East Mercer Way overpass |

| | |
|---|---|
| 3-19 | I-90 East boat launch |
| 3-20 | Youth & Family Services |
| 3-21 | Luther Burbank Park structures |
| **ZONE 4** *Town Center* | |
| **Area** | **Structure** |
| **4-01** | **7800 Plaza Block** |
| | 7800 Plaza |
| | Old Tully's Property |
| **4-02** | **Island Square Block** |
| | Island Market |
| | Island Square |
| | Chase Bank Building |
| **4-03** | **QFC Block** |
| | Shell |
| | North end QFC |
| | Avellino Apartments (MIVAL) |
| | HUB (old Baskin Robbins) |
| | Banner Bank |
| | Island House |
| | Dental Center |
| | Dental and chiropractic center |
| **4-04** | **Islandia Center Block** |
| | Islandia Center |
| | Mercer Island Florist & Dry Cleaners |
| | Fire Station 91 |
| | US Post Office |
| | Green Spa |
| | Apartments |
| | Early World Montessori |
| | Caledonian Building |
| | Business Building at SE 30th & 80th Ave SE |
| **4-05** | **ICW West Mega Block – Landmark Villa Blk** |
| | Landmark Villa Condos |
| | Mercer Island Family Medicine / Mercer Park Dentistry |
| | Business Building at 3035 ICW |
| | 3043 Apartments |
| **4-06** | **ICW West Mega Block – Bank of America Blk** |
| | Bayley Construction Building |
| | Island Crest Plaza & Medical Building |
| | Bank of America |
| | East Seattle Partners Building |
| | |

| | |
|---|---|
| **4-07** | **ICW West Mega Block – Auto Spa Blk** |
| | Mercer Island Services Center |
| | Auto Spa |
| **4-08** | **77 Central Block** |
| **4-09** | **MI Shopping Center Block** |
| | MI Shopping Center |
| | US Bank |
| | McDonalds |
| **4-10** | **King Building / Xing Hua Block** |
| | Xing Hua (formerly King Building) |
| | MICA |
| | Christian Science Reading Room |
| | Old Mud Bay Building |
| **4-11** | **Rite Aid Mega Block** |
| | Pagliacci |
| | Rite Aid & strip mall |
| | 3010 Building |
| | Wells Fargo |
| | 7700 Building |
| | Shell |
| | Newell Court Apartments |
| **4-12** | **Riot Games Mega Block** |
| | Islandaire Townhouses |
| | Sunrise Retirement |
| | Riot Games & Parking Structure |
| **4-13** | **Tabit Square Mega Block** |
| | Boyd Building |
| | Tabit Square |
| | Businesses at 2731 |
| | Windermere |
| | Met Market |
| | Devington Apartments |
| | The Carlton Apartments |
| | Parc Mercer Condos |
| | Grace Place |
| **4-14** | **The Mercer Mega Block** |
| | Mercer Luxury Apartments |
| | Starbucks (drivethru) |
| | Engel & Volkers |
| | White Building |
| | Aljoya |
| | Chevron on Sunset |
| | |

| | |
|---|---|
| **4-15** | **Aegis & Island Corporate Center Block** |
| | Haps Burgers |
| | Lewis & Gibson dental office |
| | Aegis |
| | Island Corporate Center |
| **4-16** | **Hadley Block** |
| | Aviara Apartment Building & businesses |
| | Hadley Building & businesses |
| | 2707 Building |
| | Mercer Manor |
| | Mercer View Terrace |
| | 2800 75th Ave SE Apartments |
| | 2811 Building |
| | 2820 Apartments |
| **4-17** | **ICW East Apartment Block** |
| | Island Crest Apartments |
| | 3220 Crest Apartments |
| | Ridgewood Apartments |
| **ZONE 5**<br>*Upper Island - Mercerdale Park* | |
| **Area** | **Structure** |
| 5-01 | Mercerdale Park |
| 5-02 | Encounter Church |
| 5-03 | Island Court Apartments |
| 5-04 | Mercerdale Professional Ctr (med clinics) |
| 5-05 | MI Thrift Shop |
| 5-06 | Homestead Field |
| 5-07 | LDS Church |
| 5-08 | MI Presbyterian Church (Preschool) |
| 5-09 | "84th Ave" I-90 scenic overpass |
| **ZONE 6**<br>*North end, western corner - Gallagher Hill, City Hall* | |
| **Area** | **Structure** |
| 6-01 | Ogden Building (Privet Academy) |
| 6-02 | Bright Horizons |
| 6-03 | City Hall |
| 6-04 | Mercer Island Pediatrics |
| 6-05 | Yellow Wood Academy |
| 6-06 | Globe Building |
| 6-07 | French American School |
| 6-08 | Herzl-Ner Tamid |
| 6-09 | Stroum Jewish Community Center |
| 6-10 | Mercerwood Shore Club |

| | |
|---|---|
| 6-11 | Twilight Adult Family Home |
| 6-12 | Shorewood Complex (~38 structures) |
| **ZONE 7** *Mid-west Island* | |
| **Area** | **Structure** |
| 7-01 | West Mercer Elementary |
| 7-02 | Franklin landing |
| 7-03 | Forest landing |
| 7-04 | Miller landing |
| 7-05 | Congregational Church |
| 7-06 | Island Synagogue |
| 7-07 | Island Park Elementary |
| **ZONE 8** *Mid-east Island, MISD Buildings* | |
| **Area** | **Structure** |
| 8-01 | Holy Trinity Lutheran Church |
| 8-02 | Pixie Hill Preschool |
| 8-03 | Northwood Elementary |
| 8-04 | Boys & Girls Club |
| 8-05 | MISD Maintenance Building |
| 8-06 | Crest Learning Center |
| 8-07 | MISD MOT |
| 8-08 | School District Admin buildings |
| 8-09 | Bus Barn |
| 8-10 | Mercer Island High School |
| 8-11 | St. Monica School & Church |
| 8-12 | Rotary Park (City reservoir & well) |
| 8-13 | MI Public Library |
| 8-14 | Emmanuel Episcopal Church |
| 8-15 | Youth Theater NW |
| 8-16 | Yeshiva High School |
| 8-17 | Looffan Bilingual Montessori |
| 8-18 | Mary Wayte Pool |
| **ZONE 9** *Lower-west end of the Island, Island Crest Park* | |
| **Area** | **Structure** |
| 9-01 | Island Crest Park |
| 9-02 | Holy Redeemer Lutheran (preschool) |
| 9-03 | Funny Farm |
| 9-04 | Pioneer Park (west of ICW) |
| 9-05 | Groveland Beach Park |
| | |

| ZONE 10<br>*Lower-east end of the Island, Pioneer Park* | |
|---|---|
| **Area** | **Structure** |
| 10-01 | Pioneer Park (east of ICW) |
| 10-02 | New Hope International Church |
| **ZONE 11**<br>*Southwest tip of the Island, South Mercer Playfields* | |
| **Area** | **Structure** |
| 11-01 | Islander Middle School |
| 11-02 | South Mercer Playfield |
| 11-03 | Lakeridge Elementary |
| **ZONE 12**<br>*Southeast tip of the Island - Greenwood Village* | |
| **Area** | **Structure** |
| 12-01 | Sunny Beam School & Stables |
| 12-02 | South End Fire Station |
| 12-03 | Greenwood Village |
| 12-04 | MI Country Club |
| 12-05 | Pioneer Park (se quadrant) |
| 12-06 | Twilight Adult Family Home |
| 12-07 | Clarke Beach |
| 12-08 | MI Beach Club |
| 12-09 | South Point Boat Launch |



# EMERGENCY SUPPORT FUNCTION 24
# EVACUATION AND MOVEMENT

| | |
|---|---|
| **PRIMARY DEPARTMENT:** | Police Department |
| **SUPPORT PRIMARY DEPARTMENT:** | Eastside Fire & Rescue |
| | Public Works |
| **SUPPORT DEPARTMENTS:** | All Departments |
| | Mercer Island Emergency Volunteers |
| | Mercer Island School District (MISD) |
| | External Agencies |

## INTRODUCTION

### PURPOSE

To provide for and assist in the coordinated evacuation or the temporary relocation of all or part of the City staff and/or the general population of the City of Mercer Island from any area when that population is threatened or stricken by an emergency or natural or technological disaster. An evacuation emergency involves an organized and supervised effort to relocate people from an area of danger to safety.

### SCOPE

This ESF encompasses the planning, coordination, and mobilization of community members and City personnel when an evacuation order has been issued by the City Manager or designate. Activities within this scope include:

- Participation in mitigation and preparedness activities as part of the City's Comprehensive Emergency Management Plan.
- Damage assessment along potential evacuation routes prior to mobilization.
- Provision of equipment and personnel to assist in the movement of people.
- Coordination between the City, King County ECC, the State Emergency Management Division (EMD), Washington Department of Transportation (WSDOT), neighboring agencies, American Red Cross (ARC), Washington Voluntary Organizations Active in Disasters (WAVOAD), and other special purpose districts as needed.

## POLICIES

- The City Manager, or his/her designee, will issue an evacuation order and the City of Mercer Island EOC will notify King County ECC and State EMD, as appropriate.

- When the City Manager is not available, the responsibility for issuing evacuation orders will pass to the City Manager's line of succession (Chief of Operations, Chief of Administration, Police Chief), or designate.
- In situations requiring evacuations, Police or EF&R Incident Commanders (IC) may call for the evacuation of a limited area.
- The City of Mercer Island departments will develop, update, and maintain departmental policy or operational plans for emergencies or disasters requiring evacuation or shelter in place.
- Response operations will be according to the Incident Command System (ICS) and align with the National Incident Management System (NIMS).

# SITUATION

## EMERGENCY/DISASTER CONDITIONS AND HAZARDS

- Mercer Island is vulnerable to many natural hazards, including the damaging effects of high winds, floods, storms, earthquakes, volcanic eruptions, landslides, snowstorms, fires, and seiche.
- The City of Mercer Island is vulnerable to many technological (human-caused) hazards associated with civil disturbances, urban fire, dam/lock/water storage facilities, pipeline failures, water shortage, transportation, hazardous materials/accident, terrorism, cyber-terrorism, high-profile abduction, and environmental issues.
- Any number of the above hazards could create a situation that would require the evacuation and eventual relocation of City, public, or private facilities or may necessitate providing evacuation and relocation support within and out of the City of Mercer Island.
- Refer to the City of Mercer Island annex to the 2020 Regional Hazard Mitigation Plan.

## PLANNING ASSUMPTIONS

- The Mercer Island Police Department is the lead for all evacuation and movement in support of this ESF. Eastside Fire & Rescue (EF&R) and Public Works will be primary support for this ESF.
- The City Manager of the City of Mercer Island has the authority to proclaim an evacuation of some or all of Mercer Island. In an evacuation, there may be other jurisdictions involved. The movement will cross jurisdictional boundaries, highways, and bridges under the supervision and control of other cities, i.e. WSDOT, City of Seattle Emergency Operations Center (EOC), City of Bellevue EOC, King County ECC, or others.
- An evacuation may be required if an emergency or disaster threatens or has occurred and is of such proportion that people and property must be evacuated to avoid loss of life, property, and/or severe infrastructure damage.

- The primary movement of people, equipment and supplies will be by privately owned vehicles/trucks, Mercer Island School District buses, Mercer Island Recreation Division vans or bus, and King County Metro mass transit buses or Sound Transit mass transportation, as available. A secondary movement may be by boat across the waterways. Helicopter transport is not immediately available to residents of Mercer Island in the event of an evacuation but could possibly be available in a small isolated local incident. Fixed wing air transportation systems are not available to residents of Mercer Island in the event of an evacuation.
- Some residents without private transportation would depend on public assistance in an evacuation.
- Transportation system providers, private and public, will operate their own systems and facilities to provide the maximum essential services and support possible.
- The City of Mercer Island and the Emergency Manager encourage and support residents, business owners, and staff to be self-sufficient with appropriate emergency supplies at home, in vehicles, and at work for seven days or more. Staff will prepare themselves and their family to ensure staff availability for the City's evacuation operations.
- The Human Resources Manager and Youth and Family Services will facilitate the evacuation of staff families that reside on Mercer Island and provide proper communication to the EOC staff.
- Part of the population may not follow instructions to evacuate but choose to remain in homes or places of business. Others may relocate to areas considered unsafe. Some of the population can be expected to evacuate prior to receiving official instruction.

## CONCEPT OF OPERATIONS

### GENERAL

- The decision to evacuate all or part of the City of Mercer Island is the responsibility of the City Manager, or designee. The Emergency Manager will notify King County ECC and State EMD as appropriate and request a mission number from the State EMD. When decided, the City Manager issues an Evacuation Order for the areas affected. This decision will be based on the projected or current situation and will be in accordance with previously established guidelines.
- The evacuation will be coordinated through the EOC. The evacuation routes and support coordination will be organized by EOC staff. During localized events requiring evacuation, assistance in traffic control and road lane restrictions can be requested via the State EOC to the Washington State Department of Transportation (WSDOT) for the Interstate – 90 (I-90) corridors.
- Exceptions to EOC coordinated evacuations will apply when first responders, Police and/or EF&R, require immediate evacuation of an area of Mercer Island due to its proximity to a dangerous situation, such as a large hazardous materials spill. On scene

Incident Commanders (IC) have the authority to evacuate residents and businesses in order to mitigate dangerous and/or life-threatening situations.

- Evacuation areas may include areas directly affected and/or potentially affected by the event. Consideration must be given to the safety gained by moving people as opposed to the risk posed by the hazard, the warning time available, and the time available to evacuate. Situations may occur in which sheltering in place may be the safest option.
- Evacuation is to be considered a round-trip process. Immediate planning should include informing residents as they are being evacuated, with a tentative plan in place to allow them to return at a future time to be determined by the circumstances.
- Direction and control of evacuation is exercised primarily on-scene. Mechanical considerations of evacuation are outlined in this and other ESFs (i.e., ESF 6 Mass Care, ESF 1 Transportation, etc.).
- Social norms and economic consequences of evacuation should also be considered.
- Residents with ADA/AFN considerations and special needs will be included in evacuation procedures, planning, communications, and sheltering needs.
- Evacuation of pets and other animals (ex. horses, chickens, etc.) will be included in evacuation procedures, planning, communications, and sheltering needs. The City will make every reasonable effort follow PETS (Pets Evacuation and Transportation Standards) evacuation and shelter planning recommendations and/or requirements.
- The City Manager, or designee, has the ultimate responsibility in determining when reentry to the area will be authorized. This decision will be made with recommendations by the Incident Commander, EOC team, Police Chief, EF&R Chief, or their designees. Residents may be allowed to return to their homes for a brief period to retrieve personal property, if conditions allow. Re-entry will be decided based on availability of critical utilities (water and sewer), structural integrity of structures, and the safety of public infrastructure.
- The City's emergency management planning takes a whole community approach – a strategy where residents, community leaders, and government officials assess the unique needs of the community and work together to organize and become better prepared to respond to, recover from, and thrive after an incident. The City recognizes that various populations may require specialized support during an incident. The City works to assess and identify specific needs for the entire Mercer Island community, and based on that assessment, creates plans to support the whole community, as resources allow.
- The City also recognizes that portions of the population have limited English proficiency (LEP) and may need additional assistance with evacuation messaging and procedures. The City will make every reasonable effort to provide translation services, translated material, and/or access to American Sign Language (ASL) and oral interpretation support for resources and services available to community members during evacuations. Additional information and identified translation resources are outlined in ESF 2.

## ORGANIZATION

- The Police Department as primary lead will provide direction and control for all field activities for the evacuation of people on Mercer Island as dictated by the EOC. All response and recovery activities will be under the Incident Command System with City departments integrating as requested.
- Eastside Fire & Rescue will support the control of on-scene evacuation activities as requested.
- The EOC will be activated any time there is a need to evacuate individuals to public community shelters or across jurisdictional boundaries. Coordination with other jurisdictions and authorities involved in the evacuation and or reception of evacuees shall be through the EOC.
- The operations and management of community shelters as evacuation sites is the responsibility of Recreation Division (refer to ESF 6 – Mass Care).

## PROCEDURES

1. The actual message to residents requesting that they evacuate should be clear and concise and contain specific information as to the hazard and the specific risk, where evacuees are supposed to go, what routes they should take, and what provisions have been made for shelter. Experience in actual events has shown that people react better to messages from a recognized authority
2. It should be anticipated that people will be hesitant to evacuate and will seek confirmation of the evacuation request from neighbors, friends, relatives, social media, and government officials. Research has shown that there are methods which can be used to encourage people to leave. These include the following:
    - The evacuation request should be made by elected officials or other recognized authority such as the police department, fire department, and other city officials.
    - Contact should be made by uniformed personnel.
    - Information should be provided as to the exact nature of the threat.
    - The evacuation request should be disseminated from multiple sources if possible.
    - Assurances should be provided for security and property protection.
    - Provisions for alternative emergency transportation should be provided, if needed.
    - Provisions for vulnerable needs populations should be considered with regard to mobility issues, hearing and sight impairments, and how the evacuation message reaches this population.
    - Provisions for reducing family separation anxiety, such as information about school evacuations, if involved, should be considered.
    - Provisions for residents with ADA/AFN needs should be planned for.
    - Provisions for pets should be considered (refer to ESF 6).

- Information should be provided as to what exactly is expected of the residents in the threatened area.
- Messages from the field and official sources should be consistent.

3. Provisions for evacuation of special populations, pick-up points for people without private transportation, support to evacuees, referrals for relatives, or re-entry into evacuated areas will be handled on a case-by-case basis.
4. In certain circumstances, attempting to evacuate people may expose them to more risk. In circumstances involving hazardous materials, residents should take measures to seal up their occupancies. This strategy is called "shelter in place" and involves closing up the occupancy, shutting off any ventilation, sealing cracks under doors, moving to an interior room and waiting the situation out. The decision to recommend evacuation or shelter in place should be a coordinated decision with the appropriate authority and expertise.
5. If people refuse to leave when requested to evacuate, it is recommended that the requestor try to get a signed statement indicating that they have been advised to evacuate. Contact information for the next of kin should be requested and the residents informed that, in the event of a disaster, first responders may be overwhelmed and not able to assist them.
6. Consideration should be given to the sheltering and eventual return of the evacuees. Continued information to evacuees on the status of the threat, accountability of family members, reassurance of security and accurate information on the duration of the evacuation should be considered.

## MITIGATION ACTIVITIES

**Primary Department – Police Department**

- Creates, maintains, and updates department policy or operational plans in support of this ESF.

**Support Primary Department – Eastside Fire & Rescue**

- Creates, maintains, and updates department policy or operational plans in support of this ESF.

## PREPAREDNESS ACTIVITIES

**Primary Department – Police Department**

- Coordinates evacuation and movement guidelines with departments for City facilities with the assistance of Public Works and EF&R.
- Conducts training, drills, and exercises to help resolve issues and perfect guidelines to be as efficient as possible for an evacuation of the City of Mercer Island or identified impact areas.
- Assists with pre-planning the evacuation and movement of special populations with EF&R and the City Geriatric Specialist at Youth and Family Services.

**Support Primary Department – Eastside Fire & Rescue**

- Supports City department evacuation guidelines for City facilities.
- Conducts training, drills, and exercises with the Police Department to help resolve issues and perfect guidelines to be as efficient as possible for an evacuation of the City of Mercer Island or identified impact areas.
- Assists with pre-planning the evacuation and movement of special populations with the Police Department and the City Geriatric Specialist at Youth and Family Services.

**Support Departments – All**

- The Emergency Manager provides shelter in place concepts to all City of Mercer Island staff, Mercer Island School District (MISD), residents, and businesses.
- Supports the Police Department with all preparedness activities including training, drills and exercises as appropriate in support of this ESF.
- Expand content and languages of LEP translated messages.
- Work with Youth and Family Services (YFS) and other community organizations to educated home-bound as well as ADA/AFN residents to build personal preparedness as well as the City's readiness to assist individuals when an evacuation is declared.
- Plan for evacuation of pets and animals, including from local boarding organizations.

**Support Agencies**

**King County ECC**

- Supports coordination of plans and procedures with the City of Mercer Island in the event of an evacuation.

**Washington State Patrol (WSP)**

- Provides support in coordinating evacuation procedures on I-90 from the City of Mercer Island EOC, as requested, via State EOC, and WSDOT.

**American Red Cross**

- Establishes training and procedures for providing mass care during an evacuation.

**Mercer Island Emergency Volunteers**

- Assists in the evacuation of the island and mass care, if needed.

## RESPONSE ACTIVITIES

**Primary Department – Police Department**

- Assists with notifying the public of the evacuation order by either emergency alert system (EAS), Alert Code Red, public address, MIHS Radio Station 88.9 FM, and/or door-to-door.
- Assists with activation of EAS in coordination with external agencies.
- Directs traffic control operations within the City of Mercer Island.

- Provides internal and perimeter control and security of the evacuation area, unless life threatening to personnel.
- Assists in coordinating the removal of stalled vehicles and equipment from evacuation routes.
- Provides representation at the EOC to assist in the identification and establishment of evacuation routes.
- Assists with planning the evacuation of special populations with EF&R and City Geriatrics Specialists from Youth and Family Services.
- Conducts evacuation of City facilities when appropriate with EF&R support as needed.
- Coordinates evacuation support to local jurisdictions through mutual aid.

**Support Primary Department – Eastside Fire & Rescue**

- Provides access to the mobile command vehicle during localized events requiring evacuation of possible City EOC locations.
- Provides representation at the EOC to assist in the identification and establishment of evacuation routes.
- Assists with planning the evacuation of special populations with Police Department and City Geriatrics Specialists from Youth and Family Services.
- Assists in notifying the public of the evacuation order.
- Assists with evacuation of City facilities when appropriate.
- Coordinates evacuation support to local jurisdictions through mutual aid when requested.

**Support Departments – All**

**General**

- Supports the Police Department through the EOC in response to an evacuation order.

**Community Planning and Development**

- Assesses the structural integrity of evacuation routes, if necessary.

**Public Works**

- Assists in crowd and traffic control operations by providing signs, traffic direction, and barricades.
- Provides personnel and equipment to keep evacuation routes clear.
- Provides for the Public Works or repair of evacuation routes.
- Coordinates the Public Works use and allocation of City owned transportation resources to City departments for emergency transportation of people, equipment, and supplies.
- Coordinates the rental of equipment required by the City for emergency transportation of people, equipment, and supplies through the City EOC.

**Support Agencies**

**Mercer Island School District**

- Provides for the evacuation or lockdown of School District students when school is in session.
- Allows access to School District vehicles and facilities to assist in the evacuation of residents after needs of students have been met.

**King County ECC**

- Coordinates evacuation requests with the City of Mercer Island EOC and other jurisdictions within the County.

**State EOC**

- Coordinates evacuation requests with the City of Mercer Island EOC, King County ECC, Washington State Patrol, WSDOT, and other jurisdictions within the County.

**Washington State Patrol**

- Provides assistance in traffic control and road lane restrictions or closures on I-90.

**Washington State Department of Transportation**

- Provides overall transportation system coordination via State EOC.

**American Red Cross**

- Provides information about mass care provided to evacuees.

**Mercer Island Emergency Volunteers**

- Assists in the evacuation of residents and mass care of evacuees, if necessary.

## RECOVERY ACTIVITIES

**Primary Department – Police Department**

- Supports, through the EOC, the return of residents to their evacuated area.
- Coordinates re-entry and return to City facilities.

**Support Primary Department – Eastside Fire & Rescue**

- Supports, through the EOC, the return of residents to their evacuated area.
- Supports re-entry and return to City facilities.

**Support Departments – All**

- Supports the Police Operations Division through the EOC in recovery and stabilization after an evacuation.

**Support Agencies**

**King County ECC**

- Coordinates recovery procedures with Mercer Island and other jurisdictions within the county to facilitate residents returning to the evacuated areas.

**American Red Cross**

- Provides mass care in an isolated event until the return of the evacuees is completed, as available.

**Mercer Island Emergency Volunteers**

- Assists in the return of evacuated residents, if necessary.

## RESPONSIBILITIES

### PRIMARY DEPARTMENT – POLICE DEPARTMENT

- Coordinates and supports requests from field commanders in evacuation and movement efforts.
- Coordinates the identification of reception areas, or staging areas, and mass care community shelters with the Recreation Division.

### SUPPORT PRIMARY DEPARTMENT – EASTSIDE FIRE & RESCUE

- Supports requests from field commanders in evacuation and movement efforts.
- Assists with the identification of reception areas (staging areas) and mass care community shelter locations with the Recreation Division.

### SUPPORT DEPARTMENTS – ALL

**General**

- Supports ESF 24 as requested.

**City Manager**

- Signs and issues partial or full evacuation orders for the City of Mercer Island.

**Emergency Manager, Incident Commander, or Designee**

- Decides when to evacuate all or any part of the City of Mercer Island.
- Approves and directs the release of evacuation warnings, instructions, and information.
- Communicates and coordinates with nearby jurisdictions, including the King County ECC, regarding emergency activities, that includes evacuation routes, destination areas and reception/community shelter centers.
- Approves and coordinates the activation of the EAS though the King County ECC, as requested.
- Manages the coordination with outside agencies, including King County Metro, MISD, and others as appropriate.

- Provides personnel to organize the collection of evacuation records of residents and businesses, and / or with the assistance of the ARC, if available.
- Assigns appropriate staff to develop procedures for evacuation record collection and re-entry priorities and procedures.

**Emergency Operations Center**

- Directs the evacuation activities of the City of Mercer Island government and provides liaison with residents, businesses, institutions, and neighboring jurisdictions, King County ECC, State EMD, ARC, and other WAVOAD agencies.

### SUPPORT AGENCIES

**General**

- All agencies as previously listed will support this ESF.

**King County ECC**

- Assists in public notification of EAS messages.
- Provides additional information on evacuation routes.
- Assists in the exchange of information between jurisdictions.
- Assists the City of Mercer Island EOC with identifying and locating hosting areas and congregate care facilities.

## RESOURCE REQUIREMENTS

All mutual aid, local jurisdictions, county, and state agencies should provide their own administrative and logistical support when responding to requests for assistance.

## REFERENCES

- CEMP Base Plan
- 2020 Regional Hazard Mitigation Plan
- Mercer Island Emergency Volunteer Manual
- King County Regional Disaster Plan (RDP)
- Washington State CEMP
- Federal Response Plan

## DEFINITIONS AND ACRONYMS

**ARC** – American Red Cross

**EMERGENCY ALERT SYSTEM (EAS)** – Established to enable the President, federal, state, and local jurisdiction authorities to disseminate emergency information to the public via the

Commercial Broadcast System. Composed of amplitude modulation (AM), frequency modulation (FM), television broadcasters, and the cable industry. Formerly known as the Emergency Broadcast System (EBS).

**EOC –** Emergency Operations Center

**EMERGENCY SUPPORT FUNCTION (ESF)** – The functional approach that groups the types of assistance that a state is most likely to need, (e.g. mass care, health and medical services) as well as the kinds of federal operations support necessary to sustain State response actions (e.g., transportation, communications). ESFs are expected to support one another in carrying out their respective missions.

**MISD** – Mercer Island School District

**SUPPORT AGENCY** – An agency designated to assist a specific primary or joint primary agency with available resources, capabilities, or expertise in support of Emergency Support Function (ESF) activities under the coordination of the primary or joint primary, agency. An example of a support agency is the Department of Agriculture for ESF 8 - Health and Medical Services.

**WSDOT** – Washington Department of Transportation

**WSP** – Washington State Patrol

**See CEMP Base Plan, Appendices 1 and 2 for full list of definitions and acronyms.**

# BUSINESS OF THE CITY COUNCIL
# CITY OF MERCER ISLAND

**AB 6754**
**September 2, 2025**
**Consent Agenda**

## AGENDA BILL INFORMATION

| | | |
|---|---|---|
| **TITLE:** | AB 6754: Interim Regulations in MICC 19.16.010 Related to Emergency Shelters and Housing, Transitional Housing, and Permanent Supportive Housing (Second Reading, Ordinance No. 25-15) | ☐ Discussion Only<br>☒ Action Needed:<br>☒ Motion<br>☒ Ordinance<br>☐ Resolution |
| **RECOMMENDED ACTION:** | Adopt Ordinance No. 25-15 establishing interim regulations in MICC 19.16.010 related to emergency shelters, transitional housing, and permanent supporting housing with an effective date of October 2, 2025. | |

| | |
|---|---|
| **DEPARTMENT:** | Community Planning and Development |
| **STAFF:** | Jeff Thomas, Community Planning and Development Director<br>Alison Van Gorp, Community Planning and Development Deputy Director<br>Molly McGuire, Senior Planner |
| **COUNCIL LIAISON:** | n/a |
| **EXHIBITS:** | 1. Ordinance No. 25-15 |
| **CITY COUNCIL PRIORITY:** | n/a |

| | |
|---|---|
| **AMOUNT OF EXPENDITURE** | $ n/a |
| **AMOUNT BUDGETED** | $ n/a |
| **APPROPRIATION REQUIRED** | $ n/a |

## EXECUTIVE SUMMARY

The purpose of this agenda item is to conduct a second reading on the renewal of interim regulations previously adopted to amend standards in Mercer Island City Code (MICC) 19.16.010 related to emergency shelters and housing, transitional housing, and permanent supportive housing in response to HB 1220.

- During the 2021 state legislative session, the legislature passed HB 1220, requiring amendment of MICC Title 19. The timeline imposed by this legislation required the City to comply with the new requirements by September 30, 2021.
- On September 21, 2021, the City Council adopted Ordinance No. 21C-23 which established interim regulations for special needs group housing and social service transitional housing to comply with HB 1220.
- The interim regulations have been renewed several times by Ordinance Nos. 22C-14, 23C-02, and 23C-11.
- On April 2, 2024, the interim regulations were reinstated for one year by Ordinance No. 24C-03. This ordinance became effective on April 2, 2024.
- The reinstated interim regulations were renewed again on March 18, 2025 for six months by Ordinance No. 25C-05.

- The current interim regulations will expire on October 2, 2025. The City must renew the interim regulations to remain in compliance with state law.
- Ordinance No. 25-15 would renew the interim regulations established by Ordinance No. 24C-03 for six months; maintaining compliance with state law (Exhibit 1).
- City Council held a public hearing and first reading of Ordinance No. 25-15 on July 15, 2025 (AB 6732).

## BACKGROUND

**HB 1220: Emergency Shelters and Housing**

HB 1220 addresses transitional housing, emergency shelters, and permanent supportive housing. The bill contains new requirements for Comprehensive Plan housing element updates and creates new requirements for cities' zoning/development regulations regarding indoor shelters and housing for the homeless, summarized below:

- The bill forbids cities from prohibiting transitional or permanent supportive housing in residential zones or zones where hotels are allowed.
- The bill also forbids cities from prohibiting indoor emergency shelters and indoor emergency housing in any zones in which hotels are allowed (except for cities that authorize indoor emergency shelters/housing in a majority of zones within a one-mile proximity to transit).
- Any regulations regarding occupancy, spacing, and intensity of use requirements regarding the four types of housing listed above must be reasonable and designed to protect public health and safety.
- Finally, such restrictions cannot be used to prevent the siting of a sufficient number of housing units necessary to meet Mercer Island's projected need for such housing and shelter as determined by the WA Department of Commerce (Commerce) and King County.

Additionally, the Washington State Department of Commerce (Commerce) published guidance on what they refer to as STEP Housing in 2024. STEP Housing includes emergency shelter, transitional housing, emergency housing and permanent supportive housing. This guidance is intended to assist local jurisdictions in complying with the requirements of HB 1220 and related state and federal laws.

The City's development code currently includes some spacing restrictions in MICC 19.06.080 – Siting of group housing; staff recommends retaining these restrictions for now and will further evaluate them for compliance with HB 1220 and the new Commerce guidance when developing a permanent code amendment.

**Projected Housing Need**

In 2024, the City adopted an updated Comprehensive Plan, which included projected housing needs for emergency housing and permanent supportive housing (Ordinance No. 24C-16). As the City develops permanent regulations for special needs group housing and social service transitional housing, the permanent regulations will be analyzed to ensure that the proposed regulations provide adequate development capacity for the projected housing need and that they are consistent with WA Department of Commerce guidance.

## ISSUE/DISCUSSION

Interim regulations were adopted in 2021 to comply with the emergency and permanent supportive housing provisions in HB 1220. The interim regulations were subsequently renewed for three successive 6-month periods thereafter. On April 2, 2024, the interim regulations were reinstated for one year by Ordinance No. 24C-03. These reinstated interim regulations were renewed for six months on March 18, 2025 by Ordinance No. 25C-05. These interim regulations will expire on October 2, 2025 unless renewed.

Ordinance No. 25-15 would renew the interim regulations established by Ordinance No. 24C-03 and maintain compliance with the state law. Renewing the interim regulations would provide the City time to develop

permanent regulations. A process to develop permanent regulations to replace the interim regulations is expected to begin before the end of 2025, with adoption anticipated in 2026.

**Ordinance No. 25-15**

HB 1220 Section 4 requires the City to allow (1) transitional housing and permanent supportive housing in any zones in which residential dwelling units or hotels are allowed, and (2) indoor emergency shelters and indoor emergency housing in any zones in which hotels are allowed.

The City currently allows social service transitional housing and special needs group housing as defined in MICC 19.16.010 in residential zones. The definitions for these uses include many uses similar to those required by HB 1220 Section 4 and only require minor clarifying amendments to be consistent (Exhibit 1). Ordinance No. 25-15 would amend the definitions for social service transitional housing and special needs group housing as follows:

> Social Service Transitional Housing: Noninstitutional group housing facilities for unrelated persons, other than special needs group housing or rooming houses, that are privately or publicly operated, including those facilities required to be licensed by the state or federal governments as well as those that may not be required to be licensed, that provide temporary and transitional housing to meet community social service needs including, but not limited to, work-release facilities and other housing facilities serving as an alternative to incarceration, halfway houses, emergency shelters, homeless shelters, domestic violence shelters and other such crisis intervention facilities. ~~Social service transitional housing excludes institutional facilities that typically cannot be accommodated in a single-family residential structure.~~ Further, the term shall include "emergency housing," and "transitional housing" as defined within RCW 84.36.043(2)(c) or as hereafter amended. The term shall further include "emergency shelter" as defined within RCW 36.70A.030 or as hereafter amended.
>
> Special Needs Group Housing: Noninstitutional group housing that primarily supports unrelated persons with handicaps or persons protected by familial status within the meaning of the FHAA, but not including individuals whose tenancy would constitute a direct threat to the health and safety of other individuals or whose tenancy would result in substantial physical damage to the property of others. Special needs group housing includes, but is not limited to, foster family homes, adult family homes and residential care facilities as provided in Chapter 70.128 RCW, but excludes facilities ~~that typically cannot be accommodated in a single-family residential structure~~ such as hospitals, nursing homes, assisted living facilities and detention centers. Further, the term shall include "permanent supportive housing" as defined in RCW 36.70A.030 or as hereafter amended.

## NEXT STEPS

If adopted, Ordinance No. 25-15 will take effect on October 2, 2025.

After the interim regulations are renewed, staff will prepare permanent code amendments to comply with HB 1220 for City Council consideration. These permanent regulations are included in the "Omnibus" Ordinance, scheduled for a briefing with the Planning Commission on September 10, 2025.

## RECOMMENDED ACTION

Adopt Ordinance No. 25-15 establishing interim development regulations in MICC 19.16.010 related to Emergency Shelters and Housing, Transitional Housing, and Permanent Supportive Housing, with an effective date of October 2, 2025.

**CITY OF MERCER ISLAND**
**ORDINANCE NO. 25-15**

**AN ORDINANCE OF THE CITY OF MERCER ISLAND, WASHINGTON, RENEWING INTERIM REGULATIONS ON DEFINITIONS RELATING TO EMERGENCY SHELTERS AND HOUSING, TRANSITIONAL HOUSING, AND PERMANENT SUPPORTIVE HOUSING ADOPTED BY ORDINANCE 24C-03; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS,** the adoption of land use and zoning regulations is a valid exercise of the City's police power and is specifically authorized by RCW 35A.63.100; and

**WHEREAS,** within the express terms of the Growth Management Act, the Washington State Legislature has specifically conferred upon the governing bodies of Washington cities the right to establish and adopt interim development regulations; and

**WHEREAS,** in 2021, the Washington State legislature passed E2SHB 1220, which, among other things, requires cities to allow indoor emergency shelters and housing, transitional housing, and permanent supportive housing in certain zones; and

**WHEREAS,** E2SHB 1220 provides, in part, that a city shall not prohibit transitional housing or permanent supportive housing in any zones in which residential dwelling units or hotels are allowed, and

**WHEREAS,** E2SHB 1220 further provides, in part, that a city shall not prohibit indoor emergency shelters and indoor emergency housing in any zones in which hotels are allowed, except if the city has adopted an ordinance authorizing indoor emergency shelters and indoor emergency housing in a majority of zones within a one-mile proximity to transit; and

**WHEREAS,** E2SHB 1220 allows cities to adopt reasonable occupancy, spacing, and intensity of use requirements on permanent supportive housing, transitional housing, indoor emergency housing, and indoor emergency shelters to protect public health and safety so long as those reasonable restrictions do not prohibit the number of units assigned to the city by the Washington State Department of Commerce ("Commerce"); and

**WHEREAS,** E2SHB 1220 included a September 30, 2021, deadline for cities to comply, and the City Council determined that to comply with the deadline and thoroughly analyze permanent regulations, interim development regulations adopted under the provisions of RCW 36.70A.390 are necessary to allow adequate time for the City to adopt permanent development regulations in compliance with E2SHB 1220; and

**WHEREAS,** on September 21, 2021, the City Council adopted Ordinance 21C-23 that established interim regulations relating to emergency shelters and housing, transitional housing, and permanent supportive housing; and

**WHEREAS,** the City Council has adopted ordinance 22C-14 on September 21 2022, Ordinance 23C-02 on March 21, 2023, and Ordinance 23C-11 on September 5, 2023 to renew the interim regulations established by Ordinance 21C-23 for additional six-month periods; and

**WHEREAS,** the City Council adopted Ordinance 24C-03 on April 2, 2024, reinstating the lapsed interim regulations established by Ordinance 21C-23 for one year; and

**WHEREAS,** the City Council adopted Ordinance 25C-05 on March 18, 2025, renewing the reinstated interim regulations established by 24C-03 for six months; and

**WHEREAS,** the City is authorized under RCW 35A.63.220 and 36.70A.390 to renew interim zoning and official controls for an additional six-month period, provided a public hearing is held prior to renewal; and

**WHEREAS**, the adoption of permanent regulations is expected by the end of 2025; and

**WHEREAS,** the City Council held a public hearing on July 15, 2025; and

**WHEREAS**, this Ordinance, as an interim zoning and official control ordinance, is not subject to referendum;

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

**Section 1.** **Findings.** The findings adopted for Ordinances No. 21C-23, 22C-14, 23C-02, 23C-11, 24C-03, 25C-05 and the "Whereas Clauses" set forth in the recitals of this ordinance are hereby adopted as the findings of fact of the City Council for passing this ordinance.

**Section 2.** **Renewed.** The interim regulations adopted by Ordinance 24C-03, and renewed by 25C-05, are renewed again.

**Section 3.** **Duration of Interim Zoning and Official Controls**. The interim zoning and official controls renewed by this ordinance shall be effective for a period of six months, unless repealed, extended, or modified by the City Council.

**Section 4.** **Severability.** If any section, sentence, clause or phrase of this ordinance or any municipal code section amended hereby should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity of any other section, sentence, clause or phrase of this ordinance or the amended code section.

**Section 5.** **Effective Date.** This ordinance shall take effect and be in force on October 2, 2025, provided 5 days have passed since its passage and publication.

PASSED BY THE CITY COUNCIL OF THE CITY OF MERCER ISLAND, WASHINGTON AT ITS MEETING ON SEPTEMBER 2, 2025.

CITY OF MERCER ISLAND

_____
Salim Nice, Mayor

APPROVED AS TO FORM:

_____
Bio Park, City Attorney

ATTEST:

_____
Andrea Larson, City Clerk

Date of Publication:

# BUSINESS OF THE CITY COUNCIL
# CITY OF MERCER ISLAND

**AB 6755**
**September 2, 2025**
**Consent Agenda**

## AGENDA BILL INFORMATION

| | | |
|---|---|---|
| **TITLE:** | AB 6755: Luther Burbank Park South Shoreline Restoration Project Closeout | ☐ Discussion Only<br>☒ Action Needed:<br>☒ Motion<br>☐ Ordinance<br>☐ Resolution |
| **RECOMMENDED ACTION:** | Accept the completed project and authorize staff to close out the project. | |

| | |
|---|---|
| **DEPARTMENT:** | Public Works |
| **STAFF:** | Jason Kintner, Chief of Operations<br>Shelby Perrault, Capital Parks Manager |
| **COUNCIL LIAISON:** | n/a |
| **EXHIBITS:** | 1. Project Location Map |
| **CITY COUNCIL PRIORITY:** | 2. Sustain and enhance our natural environment, especially parks and open spaces, to benefit this generation and others that follow. |

| | |
|---|---|
| **AMOUNT OF EXPENDITURE** | $ 565,035 |
| **AMOUNT BUDGETED** | $ 575,000 |
| **APPROPRIATION REQUIRED** | $ 0 |

## EXECUTIVE SUMMARY

The purpose of this agenda item is to accept the completed Luther Burbank South Shoreline Restoration Project (PA0136/90.25.0049) and authorize staff to close out the project.

- The Luther Burbank South Shoreline Restoration Project restored 785 lineal feet of shoreline between the docks and the swim beach and relocated a trail away from the eroding shoreline. The relocated trail was constructed to meet accessibility standards.
- The project was included in the 2023-2024 Parks Capital Improvement Program with a project budget of $575,000. The remaining project budget was carried forward to the current biennium to complete final quality assurances and warranty items.
- The project was funded by three King County Grant programs and the King County Parks Levy.
- The City awarded the public works contract to Specialty Equipment LLC dba Neptune General Contractors on January 17, 2023, in an amount not to exceed $376,639.99 (AB 6209).
- The public works contract was supplemented with habitat restoration work by volunteers and conservation corps crews.
- Project closeout was delayed due to warranty work on the irrigation system. The contractor has now completed this work.
- The total completed project cost was $565,035.

## BACKGROUND

The Luther Burbank South Shoreline Restoration Project was identified in the 2023-2024 Parks Capital Improvement Program. The purpose of this project was to improve aquatic habitat and address ongoing erosion along the Luther Burbank Park south shoreline between the docks and the swim beach (Exhibit 1). Improvements included placing fish habitat gravel and intermittent large woody debris along the shoreline, relocating an existing trail, invasive plant removal, and shoreline buffer riparian planting.

Design of this project began in 2013. Initially, the design emulated the 2008 shoreline enhancement work completed between the docks and the off-leash area, but that design proved to be costly and did not compete well for grant funding. The project was then simplified and split into two scopes of work: one that could be completed by volunteers, conservation corps, and in-house staff, and one that would require earthwork and heavy equipment provided by a general contractor. This split approach made the project a strong candidate for grants, resulting in $240,000 in grant funding. Permitting began in 2020 and was completed in 2022.

On January 17, 2023, the City Council awarded a public works construction contract to Specialty Equipment LLC dba Neptune General Contractors in an amount not to exceed $376,639.99 (AB 6209). The total approved budget was $575,000 and is funded by three King County grant programs and King County Parks Levy funds.

## ISSUE/DISCUSSION

### PROJECT DESCRIPTION

Specialty Equipment LLC began site work in April 2023. Improvements included:

- Installing spawning gravels and intermittent large woody debris along the shoreline between the docks and the swim beach; and
- Relocating the shoreline trail upslope and constructing the trail to meet accessibility standards.

In addition, invasive plant removal and shoreline buffer riparian planting were completed by volunteers and conservation corps crews, contributing to the ecological restoration of the shoreline. This effort involved 87 volunteers across three volunteer events held in 2023, reflecting strong community involvement in this project.

The project achieved substantial completion on September 12, 2023, and final acceptance on December 22, 2023.

### PROJECT EXPENDITURES

The project had two unforeseen situations that expended construction contingency:

***Soil Contamination***

During excavation at the north end of the project site, the contractor encountered subsurface soil that contained petroleum residues. Work immediately stopped and containment materials were deployed. No contaminants entered Lake Washington. The City engaged Geoengineers Inc. to evaluate the situation. The material was stabilized and removed. Geoengineers determined that the likely source of petroleum was underground storage tanks near the Boiler Building. Follow up work to address this will become part of the Luther Burbank Waterfront Improvements project (90.25.0020), which will be constructed in 2026.

***Log Anchoring***

The contractor could not complete the log anchoring per the plans because of unanticipated subsurface conditions in the shoreline. The plans specified anchoring the logs with embedded anchors driven by hand-held impact equipment. The contractor found that this installation method could not penetrate the dense glacial substrate of the lakebed. The contractor did not have the capacity to resolve this issue. Instead, the City contracted with Waterfront Construction Inc. to provide interim anchoring of the logs with boulders and to install the final anchoring with heavy equipment in the summer of 2024.

In the summer of 2024, the City observed minor construction defects. The irrigation system leaked, small rock work had shifted, and shoreline gravels had moved in an unexpected way. The City issued a warranty claim to the contractor on October 3, 2024, and together they identified a schedule of corrections.

The contractor repaired the rock work and irrigation, while the City initially determined that the gravel movement would not affect shoreline habitat performance. Later in the season, as lake levels dropped, staff observed that wave action had sorted the beach gravels, with larger gravel migrating into the lake and smaller gravel remaining at higher elevations. To assess potential permit implications, Anchor QEA, the City's consultant, visited the site and confirmed the gravel is suitable for salmon spawning habitat and that no corrective measures were needed.

| **LUTHER BURBANK SOUTH SHORELINE RESTORATION (PA0136/90.25.0049)** | | |
|---|---|---|
| **Description** | **Approved Project Budget** | **Actual Expenditures** |
| Construction Contract (includes WSST) | $376,640 | $359,336 |
| Construction Contingency | $56,496 | $75,646 |
| Construction Support Services | $31,000 | $63,474 |
| Project Management | $26,365 | $38,875 |
| Conservation Corps | $30,000 | $8,428 |
| Volunteer Management | $25,000 | $5,778 |
| 1% for the Arts | $3,776 | $3,764 |
| Plants and Materials | $25,000 | $9,734 |
| **Total Project Cost** | **$574,267** | **$565,035** |
| Approved Budget (2023-2024) | $575,000 | $575,000 |
| ***Budget Remaining*** | ***$733*** | ***$9,965*** |

**GRANT FUNDING**

This project was supported by three grant sources:

- King Conservation District Member Jurisdiction Grant
- King County Flood Control District Cooperative Watershed Management Grant
- King County Wastewater Treatment Division WaterWorks Grant

All grant funds were expended, and the grants were closed out. The balance of the project was funded by King County Parks Levy funding.

## NEXT STEPS

In accordance with environmental permit requirements, the City's Natural Resource Team will provide monitoring reports to the US Army Corps annually for the next four years.

The shoreline trail ends at the lawn just north of the swim beach. A new trail connection through the swim beach will be designed with the Luther Burbank Park Swim Beach Improvements (90.25.0021), which is scheduled to begin design in 2027.

## RECOMMENDED ACTION

Accept the completed Luther Burbank South Shoreline Restoration Project and authorize staff to close out the project.

# AB6755 | Exhibit 1
# Luther Burbank South Shoreline Restoration Project





# BUSINESS OF THE CITY COUNCIL
# CITY OF MERCER ISLAND

**AB 6756**
**September 2, 2025**
**Consent Agenda**

## AGENDA BILL INFORMATION

| | | |
|---|---|---|
| **TITLE:** | AB 6756: Acquisition of Real Property by Eminent Domain (Second Reading of Ordinance No. 25-21) | ☐ Discussion Only<br>☒ Action Needed:<br>☐ Motion<br>☒ Ordinance<br>☐ Resolution |
| **RECOMMENDED ACTION:** | Adopt Ordinance No. 25-21 to issue limited tax general obligation debt for the acquisition of real property by eminent domain. | |

| | |
|---|---|
| **DEPARTMENT:** | City Council |
| **STAFF:** | Matthew Mornick, Finance Director |
| **COUNCIL LIAISON:** | n/a |
| **EXHIBITS:** | 1. Ordinance No. 25-21 |
| **CITY COUNCIL PRIORITY:** | 3. Make once-in-a-generation investments to update and modernize aging infrastructure, capital facilities, and parks. |

| | |
|---|---|
| **AMOUNT OF EXPENDITURE** | $ n/a |
| **AMOUNT BUDGETED** | |
| **APPROPRIATION REQUIRED** | $ n/a |

## EXECUTIVE SUMMARY

The second reading of Ordinance No. 25-21 authorizes the issuance and sale of one or more series of limited tax general obligation bonds of $1.6 million to help pay for a portion of the acquisition of the building at 9655 SE 36th Street ("9655 Building") by eminent domain.

- At the June 17, 2025 City Council meeting, the Council authorized the City Manager to execute an agreement to acquire the 9655 Building by eminent domain for the purchase and sale price of $9,060,000 (AB 6714). An additional $20,000 appropriation was included for estimated closing costs.
- On July 1, the City Council adopted on first reading Ordinance No. 25-20 condemning the 9655 Building and authorizing an easement over the remainder of the parcel for ingress and egress (AB 6726).
- The City Council held the first reading of Ordinance No. 25-21 on July 15, authorizing $9.08 million be set aside in available City resources to acquire the 9655 Building (AB 6738). On-hand resources include unassigned fund balance from the Municipal Facility Replacement Fund, General Fund, and other available capital resources.
- Ordinance No. 25-21 also authorizes staff to finance $1.5 million of the purchase price with a private placement (Exhibit 1). A not to exceed amount of $1.6 million is included in the ordinance, accounting for the cost of issuing general obligation debt.

- The 9655 Building will eventually serve as the permanent location for the Community Planning and Development Department, the Public Works Administration, Capital Projects and Engineering teams, and the Youth and Family Services Department.

## BACKGROUND

At the July 15, 2025 meeting, the City Council held a first reading of Ordinance No. 25-21, authorizing $9.08 million in resources be set aside to acquire the 9655 Building (AB 6738). Council also directed staff to finance $1.5 million of the total purchase with a private placement, including an additional $100,000 to cover the anticipated costs to issue the general obligation debt (Exhibit 1). Resources that remain after accounting for the cost of issuance will go directly to the 9655 Building acquisition.

The purchase will be funded with 2024 year-end savings from the City's General Fund, resources set aside for long-term facility needs, and available capital resources as outlined in Figure 1.

**Figure 1**

| Available Unassigned Fund Balance | | Amount |
|---|---|---|
| General Fund | $ | 3,302,358 |
| Municipal Facility Replacement Fund | | 3,362,808 |
| Capital Improvement Fund | | 1,670,752 |
| Town Center Parking Facilities Fund | | 744,082 |
| **TOTAL** | **$** | **9,080,000** |

Ordinance No. 25-21 authorizes the City Manager and Finance Director to issue $1,600,000 of one or more series of limited tax general obligation bonds to finance and/or reimburse costs related to the acquisition of and improvements to the 9655 Building and to pay the cost of issuing the bonds.

## ISSUE/DISCUSSION

Exhibit 1 limits the term to a maximum of 20 years and the true interest cost to no more than 6.25%. Proceeds remaining after the cost of issuance will be committed to the 9655 Building. After the effective date of this ordinance, staff would have one year to issue the limited tax general obligation bonds.

The City anticipates taking possession of the building in Fall 2025, after the current tenant moves out. Some repairs and upgrades are needed before staff can relocate, including security improvements, HVAC updates, roof repair, and new carpeting. The 9655 Building will eventually house the Community Planning and Development Department, the Public Works Administration, Capital Projects and Engineering teams, as well as the Youth and Family Services Department.

## NEXT STEPS

The condemnation process is currently underway. With City Council approval, staff will undergo a competitive private placement this year to finance $1.5 million to help fund a portion of the 9655 Building acquisition.

## RECOMMENDED ACTION

Adopt Ordinance No. 25-21 related to financing for the acquisition of real property by Eminent Domain.

CITY OF MERCER ISLAND, WASHINGTON

ORDINANCE NO. 25-21

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MERCER ISLAND, WASHINGTON, AUTHORIZING THE ISSUANCE AND SALE OF ONE OR MORE SERIES OF LIMITED TAX GENERAL OBLIGATION BONDS IN THE AGGREGATE PRINCIPAL AMOUNT OF NOT TO EXCEED $1,600,000 TO FINANCE AND/OR REIMBURSE COSTS RELATED TO THE ACQUISITION OF AND IMPROVEMENTS TO CITY FACILITIES AND TO PAY THE COST OF ISSUING THE BONDS; PROVIDING THE FORM, TERMS AND COVENANTS OF THE BONDS; DELEGATING THE AUTHORITY TO APPROVE THE SALE OF THE BONDS; PROVIDING FOR OTHER MATTERS RELATING THERETO; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City Council (the "Council") of the City of Mercer Island, Washington (the "City") has deemed it in the best interest of the City to acquire and improve the building at 9655 SE 36th Street, Mercer Island, Washington, including land, to be used for City purposes (the "Project"); and

WHEREAS, after due consideration, the Council has determined it is in the best interest of the City to authorize the issuance of one or more series of limited tax general obligation bonds in the aggregate principal amount of not to exceed $1,600,000, to pay and/or reimburse the City for all or a portion of the costs of the Project and to pay costs of issuance for the bonds; and

WHEREAS, the City intends to issue a request for proposals from various financial institutions to purchase the bonds authorized herein; and

WHEREAS, the Council wishes to delegate authority to the City Manager and the Finance Director (each, a "Designated Representative"), for a limited time, to select the proposal that is in the best interest of the City and to approve the interest rates and the terms of the bonds within the parameters set by this ordinance; and

WHEREAS, the Council now wishes to authorize the issuance of the bonds and sale of the bonds to the successful respondent(s) subject to the terms and conditions set forth in this ordinance;

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

Section 1. Definitions. As used in this ordinance, the following words shall have the following meanings:

*Bond Counsel* means Pacifica Law Group LLP, Seattle, Washington, or an attorney at law or a firm of attorneys, which is admitted to practice law before the highest court of any state in the

United States of America or the District of Columbia and nationally recognized and experienced in legal work relating to the issuance of tax-exempt bonds who is or are selected by the City.

*Bond Purchase Contract* means one or more commitments, bond purchase contracts, loan agreements, forward delivery agreements, or other contracts between the City and one or more Purchasers approved by a Designated Representative pursuant to this ordinance.

*Bond Register* means the registration records for the Bonds maintained by the Bond Registrar.

*Bond Registrar* means the City Finance Director or, at the option of the City, the fiscal agent for municipal bonds issued in the State, currently U.S. Bank Trust Company, National Association.

*Bonds* means the limited tax general obligation bonds of the City, authorized to be issued in one or more series from time to time under this ordinance.

*City* means the City of Mercer Island, Washington, a municipal corporation duly organized and existing under the laws of the State of Washington.

*City Attorney* means the duly appointed and acting City Attorney, including anyone acting in such capacity for the position, or the successor to the duties of that office.

*City Clerk* means the duly appointed and acting City Clerk of the City or the successor to the duties of that office.

*City Manager* means the duly appointed and acting City Manager, including anyone acting in such capacity for the position, or the successor to the duties of that office.

*Code* means the Internal Revenue Code of 1986 as in effect on the date of issuance of any Tax-Exempt Bonds or (except as otherwise referenced herein) as it may be amended to apply to obligations issued on the date of issuance of any Tax-Exempt Bonds, together with applicable proposed, temporary and final regulations promulgated, and applicable official public guidance published, under the Code.

*Commission* means the United States Securities and Exchange Commission.

*Council or City Council* means the Mercer Island City Council, as the general legislative body of the City as the same is duly and regularly constituted from time to time.

*Debt Service Fund* means the funds or accounts created pursuant to this ordinance for the purpose of paying debt service on each series of Bonds.

*Designated Representative* means the City Manager and the Finance Director, or such individual's designee. The signature of one Designated Representative shall be sufficient to bind the City.

*Fair Market Value* means the price at which a willing buyer would purchase the investment from a willing seller in a bona fide, arm's length transaction, except for specified investments as described in Treasury Regulation § 1.148-5(d)6), including United States Treasury obligations,

certificates of deposit, guaranteed investment contracts, and investments for yield restricted defeasance escrows. Fair Market Value is generally determined on the date on which a contract to purchase or sell an investment becomes binding, and, to the extent required by the applicable regulations under the Code, the term "investment" shall include a hedge.

*Federal Tax Certificate* means the certificate executed by the City setting forth the requirements of the Code for maintaining the tax exemption of interest on the Tax-Exempt Bonds, and attachments thereto.

*Finance Director* means the duly appointed and acting Finance Director of the City or the successor to such officer.

*Interest Rate* means the fixed or variable rate of interest for each series of Bonds as approved by a Designated Representative and set forth in the applicable Bond and in the Bond Purchase Contract.

*Maturity Date* means the date of final maturity for a series of Bonds, as set forth therein.

*Mayor* or *City Mayor* means the elected Mayor of the City, or the successor to the duties of that office.

*Project* means the capital project described in Section 2 of this ordinance.

*Project Fund* means the account created pursuant to Section 7 of this ordinance.

*Purchaser* means any bank or other financial institution selected to purchase one or more series of Bonds (or to accept delivery of one or more Bonds to evidence the City's obligations under a Bond Purchase Contract), as selected by a Designated Representative.

*Registered Owner* means the person whose name the Bonds are registered to on the Bond Register.

*Rule* means the Commission's Rule 15c2-12 under the Securities Exchange Act of 1934, as the same may be amended from time to time.

*State* means the State of Washington.

*Taxable Bonds* mean any Bonds of a series determined to be issued on a taxable basis pursuant to this ordinance.

*Tax-Exempt Bonds* mean any Bonds of a series determined to be issued on a tax-exempt basis under the Code pursuant to this ordinance.

Section 2. Authorization of the Project; Findings; Authorization of the Bonds.

(a) *Authorization of the Project.* The Bonds is being issued to finance and/or reimburse the City for costs of acquiring, improving, developing, and equipping the building at 9655 SE 36th Street, Mercer Island, Washington (the "Project") and paying costs of issuance for the Bonds. The

cost of all necessary and other costs incurred in connection with the Project shall be paid from other City funds legally available for such purposes.

(b) *Authorization of Bonds*. For the purpose of paying and/or reimbursing the City for costs of the Project and paying costs of issuance, the City is hereby authorized to issue and sell one or more series of limited tax general obligation bonds in the aggregate principal amount not to exceed $1,600,000 (the "Bonds"). The Bonds authorized herein may be issued from time to time, on a single date or on multiple dates, in one or more series, as Tax-Exempt or Taxable Bonds, pursuant to the authorization set forth in this ordinance, subject to the conditions set forth in Section 10 hereof.

The Bonds shall be general obligations of the City and shall be designated "City of Mercer Island, Washington, Limited Tax General Obligation Bonds, 2025" or other such designation as set forth in the Bonds and approved by a Designated Representative. Each Bond shall be dated as of its date of delivery to the applicable Purchaser, shall be fully registered as to both principal and interest, shall be in one denomination, and shall mature on the applicable Maturity Date. Each Bond shall bear interest from its dated date or the most recent date to which interest has been paid at the applicable Interest Rate. The Interest Rate on a series of Bonds may be fixed or variable, as set forth in the applicable Bond Purchase Contract. Interest on the principal amount of the Bonds shall be calculated per annum on a 30/360 basis, or as otherwise provided in the Bonds and in the Bond Purchase Contract. Principal of and interest on each Bond shall be payable at the times and in the amounts as set forth in the applicable Bond Purchase Contract and in the payment schedule attached to such Bond.

Section 3. Registration, Exchange and Payments.

(a) *Registrar/Bond Registrar*. The Finance Director or the fiscal agent of the State shall act as Bond Registrar for the Bonds. The Bond Registrar is authorized, on behalf of the City, to authenticate and deliver the Bonds if transferred or exchanged in accordance with the provisions of the Bonds and this ordinance and to carry out all of the Bond Registrar's powers and duties under this ordinance.

(b) *Registered Ownership*. The City and the Bond Registrar may deem and treat the Registered Owner of the Bonds as the absolute owner for all purposes, and neither the City nor the Bond Registrar shall be affected by any notice to the contrary. Payment of the Bonds shall be made only as described in subsection (d) below. All such payments made as described in subsection (d) below shall be valid and shall satisfy the liability of the City upon the Bonds to the extent of the amount so paid.

(c) *Transfer or Exchange of Registered Ownership*. The Bonds shall not be transferrable without the consent of the City except as provided in the Bonds and/or the Bond Purchase Contract.

(d) *Place and Medium of Payment*. Both principal of and interest on the Bonds shall be payable in lawful money of the United States of America. Principal and interest on the Bonds shall be payable by check, warrant, ACH transfer or by other means mutually acceptable to the Purchaser and the City. Upon final payment of principal and interest of the Bonds, the Registered

Owner shall surrender the Bonds for cancellation at the office of the Bond Registrar in accordance with this ordinance.

(e) *Additional Provisions*. The Bonds will not be registered with The Depository Trust Company, New York, New York, or any other securities depository. No official statement, prospectus, offering circular or other offering statement containing material information with respect to the City or the Bonds will be provided in connection with the issuance of the Bonds, the Bonds will be unrated, and the Bonds will not be assigned a CUSIP number.

Section 4. Right of Prepayment. The City may prepay the Bonds as set forth in the applicable Bond Purchase Contract. If any Bond is prepaid in full, interest shall cease to accrue on the date such prepayment occurs.

Section 5. Form of Bonds. The Bonds shall be in substantially the form set forth in Exhibit A, which is incorporated herein by this reference.

Section 6. Execution of Bonds. The Bonds shall be executed on behalf of the City with the manual or facsimile signature of the Mayor, and shall be attested by the manual or facsimile signature of the Clerk. Only such Bonds as shall bear thereon a Certificate of Authentication in the form set forth in Exhibit A, manually executed by the Bond Registrar, shall be valid or obligatory for any purpose or entitled to the benefits of this ordinance. Such Certificate of Authentication shall be conclusive evidence that the Bond so authenticated has been duly executed, authenticated and delivered hereunder and is entitled to the benefits of this ordinance.

In case either of the officers who shall have executed any Bond shall cease to be an officer or officers of the City before such Bond so signed shall have been authenticated or delivered by the Bond Registrar, or issued by the City, such Bond may nevertheless be authenticated, delivered and issued and upon such authentication, delivery and issuance, shall be as binding upon the City as though those who signed the same had continued to be such officers of the City. Any Bond may also be signed and attested on behalf of the City by such persons who at the date of the actual execution of such Bond, are the proper officers of the City, although at the original date of such Bond any such person shall not have been such officer of the City.

Section 7. Application of Bond Proceeds. Net proceeds of the Bonds shall be deposited in the Project Fund which is hereby authorized to be created, and used to pay and/or reimburse the City for costs of the Project and payment of costs of issuance for the Bonds as set forth in the closing memorandum for the Bonds.

The Finance Director shall invest money in the Project Fund in such obligations as may now or hereafter be permitted by law to cities of the State and which will mature prior to the date on which such money shall be needed, but only to the extent that the same are acquired, valued and disposed of at Fair Market Value. Upon completion of the Project, any remaining Bond proceeds (including interest earnings thereon) may be used for other capital projects of the City or shall be transferred to the Debt Service Fund for the Bonds.

Section 8. Tax Covenants. The City will take all actions necessary to assure the exclusion of interest on the Tax-Exempt Bonds from the gross income of the owners of the Tax-Exempt Bonds to the same extent as such interest is permitted to be excluded from gross income under the Code

as in effect on the date of issuance of the Tax-Exempt Bonds, including but not limited to the following:

(a) *Private Activity Bond Limitation*. The City will assure that the proceeds of the Tax-Exempt Bonds are not so used as to cause the Tax-Exempt Bonds to satisfy the private business tests of Section 141(b) of the Code or the private loan financing test of Section 141(c) of the Code.

(b) *Limitations on Disposition of Projects*. The City will not sell or otherwise transfer or dispose of (i) any personal property components of the projects financed and/or refinanced with proceeds of the Tax-Exempt Bonds other than in the ordinary course of an established government program under Treasury Regulation § 1.141-2(d)(4); or (ii) any real property components of the projects, unless it has received an opinion of Bond Counsel to the effect that such disposition will not adversely affect the treatment of interest on the Tax-Exempt Bonds as excludable from gross income for federal income tax purposes.

(c) *Federal Guarantee Prohibition*. The City will not take any action or permit or suffer any action to be taken if the result of such action would be to cause the Tax-Exempt Bonds to be "federally guaranteed" within the meaning of Section 149(b) of the Code.

(d) *Rebate Requirement*. The City will take any and all actions necessary to assure compliance with Section 148(f) of the Code, relating to the rebate of excess investment earnings, if any, to the federal government, to the extent that such section is applicable to the Tax-Exempt Bonds.

(e) *No Arbitrage*. The City will not take, or permit or suffer to be taken, any action with respect to the proceeds of the Tax-Exempt Bonds which, if such action had been reasonably expected to have been taken, or had been deliberately and intentionally taken, on the date of issuance of the Tax-Exempt Bonds would have caused the Tax-Exempt Bonds to be an "arbitrage bond" within the meaning of Section 148 of the Code.

(f) *Registration Covenant*. The City will maintain a system for recording the ownership of the Tax-Exempt Bonds that complies with the provisions of Section 149 of the Code until the Tax-Exempt Bonds have been surrendered and canceled.

(g) *Record Retention*. The City will retain its records of all accounting and monitoring it carries out with respect to the Tax-Exempt Bonds for at least three years after the Tax-Exempt Bonds mature or are redeemed (whichever is earlier); however, if the Tax-Exempt Bonds are redeemed and refunded, the City will retain its records of accounting and monitoring at least three years after the earlier of the maturity or redemption of the obligations that refunded the Tax-Exempt Bonds.

(h) *Compliance with Federal Tax Certificate*. The City will comply with the provisions of any Federal Tax Certificate with respect to the Tax-Exempt Bonds. In the event of any conflict between this section and the Tax Certificate, the provisions of the Tax Certificate will prevail.

(i) *Bank Qualification.* In the Federal Tax Certificate executed in connection with the issuance of each series of Tax-Exempt Bonds, the City may designate such Bonds as "qualified

tax-exempt obligations" under Section 265(b)(3) of the Code for investment by financial institutions.

The covenants of this Section 8 will survive payment in full or defeasance of the Tax-Exempt Bonds.

Section 9. Pledge of Funds and Credit; General Obligation. The City hereby authorizes the creation of a fund or account to be used for the payment of debt service on each series of Bonds (the "Debt Service Fund"). No later than the date each payment of principal of or interest on the Bonds becomes due, the City shall transmit sufficient funds, from the Debt Service Fund or from other legally available sources, to the Registered Owner for the payment of such principal or interest. Money in the Debt Service Fund may be invested in legal investments for City funds, but only to the extent that the same are acquired, valued and disposed of at Fair Market Value.

The City hereby irrevocably covenants and agrees for as long as any Bonds are outstanding and unpaid that each year it will include in its budget and levy an ad valorem tax upon all the property within the City subject to taxation in an amount that will be sufficient, together with other revenues and money of the City legally available for such purposes, to pay the principal of and interest on the Bonds when due.

The City hereby irrevocably pledges that the annual tax provided for herein to be levied for the payment of such principal and interest shall be within and as a part of the tax levy permitted to cities without a vote of the people, and that a sufficient portion of each annual levy to be levied and collected by the City prior to the full payment of the principal of and interest on the Bonds will be and is hereby irrevocably set aside, pledged and appropriated for the payment of the principal of and interest on the Bonds. The full faith, credit and resources of the City are hereby irrevocably pledged for the annual levy and collection of said taxes and for the prompt payment of the principal of and interest on the Bonds when due.

Section 10. Sale of the Bonds. The Council has determined it would be in the best interest of the City to delegate to the Designated Representatives for a limited time the authority to approve the final terms of each series of Bonds subject to the provisions of this ordinance. The Designated Representatives are authorized to solicit proposals from bond purchasers and are hereby authorized to select a Purchaser for each series of Bonds that submits the proposal for such series that is in the best interest of the City. Each Bond issued under this ordinance shall be sold to the selected Purchaser pursuant to the terms of the Bond Purchase Contract for such Bond.

Subject to the terms and conditions set forth in this Section 10, the Designated Representatives are hereby authorized to approve the issuance, from time to time on a single date or on multiple dates to be determined to be in the best interest of the City, of one or more series of Bonds; to designate each series of Bonds as Tax-Exempt Bonds or Taxable Bonds; to select one or more Purchasers; to approve the dated date, principal payment dates, interest payment dates, redemption/prepayment provisions, the Maturity Date, and the Interest Rate for each Bond; to agree to any additional terms and covenants that are in the best interest of the City and consistent with this ordinance; and to execute the sale of each Bond issued hereunder to the applicable Purchaser, provided that:

(a) the aggregate principal (face) amount of all Bonds issued from time to time under this ordinance does not exceed $1,600,000,

(b) the Maturity Date for each series of Bonds issued under this ordinance is no later than 20 years after the respective date of issue,

(c) the aggregate purchase price for each series of Bonds shall not be less than 98% of the aggregate stated principal amount of such series of Bonds, excluding any original issue discount,

(d) the true interest cost for each series of Bonds (in the aggregate) bearing interest at a fixed rate does not exceed 6.25%, and for each series of Bonds (in the aggregate) bearing interest at a variable rate, the initial rate during the initial period on the Bonds shall not exceed 6.25% (not taking into account any default rate or rate increase upon a determination of taxability, as applicable).

Subject to the terms and conditions set forth in this section, each Designated Representative is hereby authorized to execute the one or more Bond Purchase Contracts for the sale of the Bonds. Following the sale of a series of Bonds, a Designated Representative shall provide a report to Council describing the sale and final terms of such Bonds approved pursuant to the authority delegated in this section. The authority granted to the Designated Representatives by this Section f to execute any Bond Purchase Contract shall expire one year (365 days) after the effective date of this ordinance. If a Bond Purchase Contract for the Bonds has not been executed by such date, the authorization for the issuance of such Bonds shall be rescinded, and such Bonds shall not be issued nor their sale approved unless such Bonds shall have been re-authorized by ordinance of the Council. The ordinance re-authorizing the issuance and sale of such Bonds may be in the form of a new ordinance repealing this ordinance in whole or in part or may be in the form of an amendatory ordinance approving a Bond Purchase Contract or establishing terms and conditions for the authority delegated under this Section 10.

Upon passage and approval of this ordinance, the proper officials of the City including the Designated Representatives, the Mayor, and the City Clerk are authorized and directed to undertake all action necessary for the prompt execution and delivery of the Bonds to the Purchaser thereof and further to execute all closing certificates, agreements, and documents required to effect the closing and delivery of the Bonds in accordance with the terms of the Bond Purchase Contract.

Section 11. Ongoing Disclosure; Covenants. The Bonds are exempt from ongoing disclosure requirements of the Rule. The City may agree in a Bond Purchase Contract to provide the Purchaser of a series of Bonds certain financial or other information and agree to such covenants as determined to be necessary by a Designated Representative.

Section 12. Lost, Stolen or Destroyed Bonds. In case any Bond shall be lost, stolen or destroyed while in the Registered Owner's possession, the Bond Registrar may at the request of the Registered Owner execute and deliver a new Bond of like date, number and tenor to the Registered Owner thereof upon the Registered Owner's paying the expenses and charges of the City and the Bond Registrar in connection therewith and upon its filing with the City written certification that such Bond was actually lost, stolen or destroyed and of its ownership thereof. In the case any Bond shall be lost, stolen, or destroyed while in the Registered Owner's possession,

the Registered Owner may elect upon final payment of principal and interest of such Bond to surrender a photocopy of the Bond for cancellation at the office of the Bond Registrar together with written certification that such Bond was actually lost, stolen or destroyed and of its ownership thereof.

Section 13. Severability; Ratification. If any one or more of the covenants or agreements provided in this ordinance to be performed on the part of the City shall be declared by any court of competent jurisdiction to be contrary to law, then such covenant or covenants, agreement or agreements, shall be null and void and shall be deemed separable from the remaining covenants and agreements of this ordinance and shall in no way affect the validity of the other provisions of this ordinance or of the Bonds. All acts taken pursuant to the authority granted in this ordinance but prior to its effective date are hereby ratified and confirmed.

Section 14. Corrections by Clerk. Upon approval of the City Attorney and Bond Counsel, the City Clerk is hereby authorized to make necessary corrections to this ordinance, including but not limited to the correction of clerical errors; references to other local, state or federal laws, codes, rules, or regulations; ordinance numbering and section/subsection numbering; and other similar necessary corrections.

Section 15. Effective Date. This ordinance or a summary thereof shall be published in the official newspaper of the City, and shall take effect and be in full force five days after passage and publication as provided by law.

PASSED by the City Council of the City of Mercer Island, Washington, at a regular meeting of the City Council held on _____, 2025.

CITY OF MERCER ISLAND,
WASHINGTON

_____
Salim Nice, Mayor

ATTEST:

_____
Andrea Larson, City Clerk

Approved as to form:

_____
Bio Park, City Attorney

PACIFICA LAW GROUP LLP

_____
Bond Counsel

Published: _____

Exhibit A

Form of Bond

[TRANSFER RESTRICTIONS]

UNITED STATES OF AMERICA

NO. R-1 $_____

STATE OF WASHINGTON
CITY OF MERCER ISLAND
LIMITED TAX GENERAL OBLIGATION BOND, 202__ [(TAXABLE)]

INTEREST RATE: _____
MATURITY DATE: _____
REGISTERED OWNER: _____
PRINCIPAL AMOUNT: _____

The City of Mercer Island, Washington, a municipal corporation organized and existing under and by virtue of the laws of the State of Washington (the "City"), hereby acknowledges itself to owe and for value received promises to pay to the Registered Owner identified above, on or before the Maturity Date identified above, the [Principal Amount identified above and to pay interest thereon from the date of delivery, or the most recent date to which interest has been paid or duly provided for, at the Interest Rate set forth above (the "Interest Rate")]. Interest on this bond shall accrue from its dated date until paid and shall be computed per annum on the principal amount outstanding on a 30/360 basis. Principal of and accrued interest on this bond shall be payable on the dates set forth in the payment scheduled attached hereto.

Both principal of and interest on this bond shall be payable in lawful money of the United States of America. Principal and interest on this bond shall be payable by check or warrant or by other means mutually acceptable to the Registered Owner and the City. Upon final payment of principal and interest of this bond, the Registered Owner shall surrender this bond for cancellation at the office of the Bond Registrar in accordance with Ordinance No._25-21 of the City (the "Bond Ordinance").

This bond is issued pursuant to the Bond Ordinance to provide funds to finance and/or reimburse the City for costs of acquiring, constructing, improving, developing and equipping City facilities and to pay costs of issuance. Capitalized terms used in this bond have the meanings given such terms in the Bond Ordinance.

[Prepayment provisions]

This bond [has/has not] been designated by the City as a "qualified tax-exempt obligation" within the meaning of Section 265(b) of the Internal Revenue Code of 1986, as amended.

The City has in the Bond Ordinance authorized the creation of a fund to be used for the payment of debt service on this bond, designated as the Debt Service Fund. The Debt Service Fund shall be drawn upon for the sole purpose of paying the principal of and interest on this bond.

The City hereby irrevocably covenants and agrees with the owner of this bond that it will include in its annual budget and levy taxes annually, within and as a part of the tax levy permitted to the City without a vote of the electorate, upon all the property subject to taxation in amounts sufficient, together with other money legally available therefor, to pay the principal of and interest on this bond as the same shall become due. The full faith, credit and resources of the City are hereby irrevocably pledged for the annual levy and collection of such taxes and the prompt payment of such principal and interest.

Owners of this bond do not have a security interest in particular revenues or assets of the City. This bond is not a debt or indebtedness of the State of Washington, or any political subdivision thereof other than the City.

This bond shall not be valid or become obligatory for any purpose or be entitled to any security or benefit under the Bond Ordinance until the Certificate of Authentication hereon shall have been manually signed by or on behalf of the Bond Registrar or its duly designated agent.

This bond is issued pursuant to the Constitution and laws of the State of Washington, and duly adopted ordinances of the City. This bond is transferable upon compliance with the conditions set forth in the Bond Ordinance.

It is hereby certified that all acts, conditions and things required by the Constitution and statutes of the State of Washington to exist, to have happened, been done and performed precedent to and in the issuance of this bond exist, have happened, been done and performed and that the issuance of this bond does not violate any constitutional, statutory or other limitation upon the amount of bonded indebtedness that the City may incur.

IN WITNESS WHEREOF, the City of Mercer Island, Washington, has caused this bond to be executed by the manual or facsimile signature of the Mayor of the City Council and attested by the manual or facsimile signature of the Clerk, as of this _____ day of _____, 2025.

[SEAL] CITY OF MERCER ISLAND, WASHINGTON

By _____/s/_____
Mayor

ATTEST:

_____/s/_____
City Clerk

## CERTIFICATE OF AUTHENTICATION AND REGISTRATION

[This bond is the City of Mercer Island, Limited Tax General Obligation Bond, 2025 [(Taxable)] described in the within mentioned Bond Ordinance and is registered in the name of the Registered Owner on the books of the City, in the office of the City Finance Director (the "Bond Registrar"), as to both principal and interest, as noted in the registration blank below. All payments of principal of and interest on this bond shall be made by the City to the Registered Owner from the Debt Service Fund.]

| Date of Registration | Name and Address of Registered Owner | Signature of Bond Registrar |
|---|---|---|
| _____ __, 2025 | | _____ |

# BUSINESS OF THE CITY COUNCIL
# CITY OF MERCER ISLAND

**AB 6760**
**September 2, 2025**
**Consent Agenda**

## AGENDA BILL INFORMATION

| | | |
|---|---|---|
| **TITLE:** | AB 6760: Authorization to Join Opioid Settlements | ☐ Discussion Only<br>☒ Action Needed:<br>☒ Motion<br>☐ Ordinance<br>☐ Resolution |
| **RECOMMENDED ACTION:** | Authorize the City Manager to execute and submit the necessary participation forms and allocation agreement for the City of Mercer Island to join opioid related settlements with Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, Zydus, Purdue Pharma and the Sackler family. | |

| | |
|---|---|
| **DEPARTMENT:** | City Manager |
| **STAFF:** | Jessi Bon, City Manager<br>Bio Park, City Attorney |
| **COUNCIL LIAISON:** | n/a |
| **EXHIBITS:** | 1. Participation Forms<br>2. Allocation Agreement IV |
| **CITY COUNCIL PRIORITY:** | n/a |

| | |
|---|---|
| **AMOUNT OF EXPENDITURE** | $ n/a |
| **AMOUNT BUDGETED** | $ n/a |
| **APPROPRIATION REQUIRED** | $ n/a |

## EXECUTIVE SUMMARY

The purpose of this agenda bill is to seek authorization for the City of Mercer Island to participate in the national opioid settlements with Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, Zydus, Purdue Pharma and the Sackler family (collectively "Pharmaceuticals") for claims related to the opioid epidemic.

- Under the settlements with the Pharmaceuticals, the state of Washington and its local governments will receive up to $122.2 million over 15 years, if all eligible local governments participate and release claims related to the opioid epidemic against the Pharmaceuticals.
- The funds will be split 50/50 between the state and local governments. Mercer Island's share may be approximately $107,034 if all eligible jurisdictions participate, and maximum amounts are collected from the Pharmaceuticals.
- Settlement funds allocated to local governments will be further allocated to each participating jurisdiction under the terms of the One Washington MOU Between WA Municipalities (MOU), which has already been signed by the City for previous opioid settlements.
- Settlement funds must be spent on approved purposes to abate and mitigate impacts from the opioid epidemic.

## BACKGROUND

The Washington State Attorney General's Office ("AG's Office") has reached settlements with the Pharmaceuticals for claims related to the opioid epidemic. Under the settlements, the Pharmaceuticals will pay up to $122.2 million to Washington State and its participating local governments over 15 years. Washington cities and counties with a population over 10,000 can join the settlements. If enough join, local governments will receive up to $61.1 million that must be spent on efforts to combat the opioid epidemic. The state will also receive $61.1 million to be spent throughout Washington on combatting the opioid epidemic.

Local governments must spend the settlement money on approved uses, keep records of its spending, file reports with the settlement administrator, and comply with all terms of the national settlements. A local government can either spend the money itself or elect to pool its money with other local governments on a regional basis.

## ISSUE/DISCUSSION

The deadline for local governments to join the settlements with the Pharmaceuticals is September 30, 2025. If every eligible local government does not join, the settlement amount may be reduced. For the City of Mercer Island to join, the City must execute and timely submit the participation forms releasing all of the City's claims related to the opioid epidemic against the Pharmaceuticals.

Settlement funds will be allocated between the state and local governments, and amongst local governments, per the terms of (1) Allocation Agreement IV and (2) One Washington MOU. One Washington MOU has already been signed by the City for previous opioid settlements, and it serves as the foundation for Allocation Agreement IV for the settlements with the Pharmaceuticals. See AB 6241. Under Allocation Agreement IV (as with allocation agreements for previous opioid settlements), the settlement funds will be split evenly with the state receiving 50% ($61.1 million) and eligible local governments as a group receiving 50% ($61.1 million).

Terms of the One Washington MOU will be used to split the local government portion of the settlement funds among eligible local governments participating in the settlements. Under the MOU, settlement funds are allocated based on the formula used in prior opioid litigations in other states. The formula as applied to the City of Mercer Island is described and explained in AB 6070, and it is estimated that the City's share of settlement funds may be approximately $107,034 for 15 years, if all eligible jurisdictions participate and the maximum settlement amount is collected from the Pharmaceuticals.

Settlement funds may only be used for approved purposes. Approved purposes relate to abating and mitigating impacts of the opioid epidemic. Examples include programs to treat and prevent opioid use disorder and impacts therefrom (similar to programs offered by YFS); programs to support those in recovery; assistance to criminal justice system in dealing with opioid related crimes; training first responders and law enforcement officers on responding to opioid emergencies; and purchase of medication and supplies to combat overdose.

## NEXT STEPS

Once participation in the settlements is authorized by the City Council, participation forms and Allocation Agreement IV signed by the City Manager will be submitted by the September 30, 2025 deadline.

## RECOMMENDED ACTION

Authorize the City Manager to execute and submit the necessary participation forms and allocation agreement, substantially in the form attached as Exhibits 1 and 2 to this AB, for the City of Mercer Island to join opioid related settlements with Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, Zydus, Purdue Pharma and the Sackler family.

# EXHIBIT K

## Subdivision Participation and Release Form

| | |
|---|---|
| Governmental Entity: City of Mercer Island | State: Washington |
| Authorized Official: Jessi Bon, City Manager | |
| Address 1: 9611 SE 36th Street | |
| Address 2: | |
| City, State, Zip: Mercer Island, WA 98040 | |
| Phone: 206-275-7600 | |
| Email: CityManagersOffice@mercergov.org | |

The governmental entity identified above ("*Governmental Entity*"), in order to obtain and in consideration for the benefits provided to the Governmental Entity pursuant to that certain Governmental Entity & Shareholder Direct Settlement Agreement accompanying this participation form (the "*Agreement*")[1], and acting through the undersigned authorized official, hereby elects to participate in the Agreement, grant the releases set forth below, and agrees as follows.

1. The Governmental Entity is aware of and has reviewed the Agreement, and agrees that by executing this Participation and Release Form, the Governmental Entity elects to participate in the Agreement and become a Participating Subdivision as provided therein.

2. The Governmental Entity shall promptly after the Effective Date, and prior to the filing of the Consent Judgment, dismiss with prejudice any Shareholder Released Claims and Released Claims that it has filed. With respect to any Shareholder Released Claims and Released Claims pending in *In re National Prescription Opiate Litigation*, MDL No. 2804, the Governmental Entity authorizes the Plaintiffs' Executive Committee to execute and file on behalf of the Governmental Entity a Stipulation of Dismissal with Prejudice substantially in the form found at https://nationalopioidsettlement.com.

3. The Governmental Entity agrees to the terms of the Agreement pertaining to Participating Subdivisions as defined therein.

4. By agreeing to the terms of the Agreement and becoming a Releasor, the Governmental Entity is entitled to the benefits provided therein, including, if applicable, monetary payments beginning following the Effective Date.

5. The Governmental Entity agrees to use any monies it receives through the Agreement solely for the purposes provided therein.

6. The Governmental Entity submits to the jurisdiction of the court in the Governmental Entity's state where the Consent Judgment is filed for purposes limited to that court's role as and to the extent provided in, and for resolving disputes to the extent provided in, the

[1] Capitalized terms used in this Exhibit K but not otherwise defined in this Exhibit K have the meanings given to them in the Agreement or, if not defined in the Agreement, the Master Settlement Agreement.

Agreement. The Governmental Entity likewise agrees to arbitrate before the National Arbitration Panel as provided in, and for resolving disputes to the extent otherwise provided in, the Agreement.

7. The Governmental Entity has the right to enforce the Agreement as provided therein.

8. The Governmental Entity, as a Participating Subdivision, hereby becomes a Releasor for all purposes in the Agreement, including without limitation all provisions of Article 10 (Release), and along with all departments, agencies, divisions, boards, commissions, districts, instrumentalities of any kind and attorneys, and any person in his or her official capacity whether elected or appointed to serve any of the foregoing and any agency, person, or other entity claiming by or through any of the foregoing, and any other entity identified in the definition of Subdivision Releasor, to the maximum extent of its authority, for good and valuable consideration, the adequacy of which is hereby confirmed, the Shareholder Released Parties and Released Parties are, as of the Effective Date, hereby released and forever discharged by the Governmental Entity and its Subdivision Releasors from: any and all Causes of Action, including, without limitation, any Estate Cause of Action and any claims that the Governmental Entity or its Subdivision Releasors would have presently or in the future been legally entitled to assert in its own right (whether individually or collectively), notwithstanding section 1542 of the California Civil Code or any law of any jurisdiction that is similar, comparable or equivalent thereto (which shall conclusively be deemed waived), whether existing or hereinafter arising, in each case, (A) directly or indirectly based on, arising out of, or in any way relating to or concerning, in whole or in part, (i) the Debtors, as such Entities existed prior to or after the Petition Date, and their Affiliates, (ii) the Estates, (iii) the Chapter 11 Cases, or (iv) Covered Conduct and (B) as to which any conduct, omission or liability of any Debtor or any Estate is the legal cause or is otherwise a legally relevant factor (each such release, as it pertains to the Shareholder Released Parties, the "Shareholder Released Claims", and as it pertains to the Released Parties other than the Shareholder Released Parties, the "Released Claims"). For the avoidance of doubt and without limiting the foregoing: the Shareholder Released Claims and Released Claims include any Cause of Action that has been or may be asserted against any Shareholder Released Party or Released Party by the Governmental Entity or its Subdivision Releasors (whether or not such party has brought such action or proceeding) in any federal, state, or local action or proceeding (whether judicial, arbitral, or administrative) (A) directly or indirectly based on, arising out of, or in any way relating to or concerning, in whole or in part, (i) the Debtors, as such Entities existed prior to or after the Petition Date, and their Affiliates, (ii) the Estates, (iii) the Chapter 11 Cases, or (iv) Covered Conduct and (B) as to which any conduct, omission or liability of any Debtor or any Estate is the legal cause or is otherwise a legally relevant factor.

9. As a Releasor, the Governmental Entity hereby absolutely, unconditionally, and irrevocably covenants not to bring, file, or claim, or to cause, assist or permit to be brought, filed, or claimed, or to otherwise seek to establish liability for any Shareholder Released Claims or Released Claims against any Shareholder Released Party or Released Party in any forum whatsoever, subject in all respects to Section 9.02 of the Master Settlement Agreement. The releases provided for herein (including the term "Shareholder Released

Claims" and "Released Claims") are intended by the Governmental Entity and its Subdivision Releasors to be broad and shall be interpreted so as to give the Shareholder Released Parties and Released Parties the broadest possible release of any liability relating in any way to Shareholder Released Claims and Released Claims and extend to the full extent of the power of the Governmental Entity to release claims. The Agreement shall be a complete bar to any Shareholder Released Claim and Released Claims.

10. To the maximum extent of the Governmental Entity's power, the Shareholder Released Parties and the Released Parties are, as of the Effective Date, hereby released and discharged from any and all Shareholder Released Claims and Released Claims of the Subdivision Releasors.

11. The Governmental Entity hereby takes on all rights and obligations of a Participating Subdivision as set forth in the Agreement.

12. In connection with the releases provided for in the Agreement, each Governmental Entity expressly waives, releases, and forever discharges any and all provisions, rights, and benefits conferred by any law of any state or territory of the United States or other jurisdiction, or principle of common law, which is similar, comparable, or equivalent to § 1542 of the California Civil Code, which reads:

    > **General Release; extent.** A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release that, if known by him or her, would have materially affected his or her settlement with the debtor or released party.

    A Releasor may hereafter discover facts other than or different from those which it knows, believes, or assumes to be true with respect to the Shareholder Released Claims or such other Claims released pursuant to this release, but each Governmental Entity hereby expressly waives and fully, finally, and forever settles, releases and discharges, upon the Effective Date, any and all Shareholder Released Claims or such other Claims released pursuant to this release that may exist as of such date but which Releasors do not know or suspect to exist, whether through ignorance, oversight, error, negligence or through no fault whatsoever, and which, if known, would materially affect the Governmental Entities' decision to participate in the Agreement.

13. Nothing herein is intended to modify in any way the terms of the Agreement, to which Governmental Entity hereby agrees. To the extent any portion of this Participation and Release Form not relating to the release of, or bar against, liability is interpreted differently from the Agreement in any respect, the Agreement controls.

14. Notwithstanding anything to the contrary herein or in the Agreement, (x) nothing herein shall (A) release any Excluded Claims or (B) be construed to impair in any way the rights and obligations of any Person under the Agreement; and (y) the Releases set forth herein shall be subject to being deemed void to the extent set forth in Section 9.02 of the Master Settlement Agreement.

I have all necessary power and authorization to execute this Participation and Release Form on behalf of the Governmental Entity.

Signature: _____

Name: Jessi Bon

Title: City Manager

Date: _____

# EXHIBIT K

## Subdivision Participation and Release Form

| | |
|---|---|
| Governmental Entity: City of Mercer Island | State: Washington |
| Authorized Official: Jessi Bon, City Manager | |
| Address 1: 9611 SE 36th Street | |
| Address 2: | |
| City, State, Zip: Mercer Island, WA 98040 | |
| Phone: 206-275-7600 | |
| Email: CityManagersOffice@mercergov.org | |

The governmental entity identified above ("*Governmental Entity*"), in order to obtain and in consideration for the benefits provided to the Governmental Entity pursuant to the Settlement Agreement dated [DATE] ("*Alvogen Settlement*"), and acting through the undersigned authorized official, hereby elects to participate in the Alvogen Settlement, release all Released Claims against all Released Entities, and agrees as follows.

1. The Governmental Entity is aware of and has reviewed the Alvogen Settlement, understands that all terms in this Participation and Release Form have the meanings defined therein, and agrees that by executing this Participation and Release Form, the Governmental Entity elects to participate in the Alvogen Settlement and become a Participating Subdivision as provided therein.

2. The Governmental Entity shall promptly, and in any event no later than 14 days after the Reference Date and prior to the filing of the Consent Judgment, dismiss with prejudice any Released Claims that it has filed. With respect to any Released Claims pending in *In re National Prescription Opiate Litigation*, MDL No. 2804, the Governmental Entity authorizes the Plaintiffs' Executive Committee to execute and file on behalf of the Governmental Entity a Stipulation of Dismissal with Prejudice substantially in the form found at [website link to national settlement website to be provided].

3. The Governmental Entity agrees to the terms of the Alvogen Settlement pertaining to Participating Subdivisions as defined therein.

4. By agreeing to the terms of the Alvogen Settlement and becoming a Releasor, the Governmental Entity is entitled to the benefits provided therein, including, if applicable, monetary payments beginning after the Effective Date.

5. The Governmental Entity agrees to use any monies it receives through the Alvogen Settlement solely for the purposes provided therein.

6. The Governmental Entity submits to the jurisdiction of the court in the Governmental Entity's state where the Consent Judgment is filed for purposes limited to that court's role as provided in, and for resolving disputes to the extent provided in, the Alvogen Settlement. The Governmental Entity likewise agrees to arbitrate before the National Arbitration Panel

as provided in, and for resolving disputes to the extent otherwise provided in, the Alvogen Settlement.

7. The Governmental Entity has the right to enforce the Alvogen Settlement as provided therein.

8. The Governmental Entity, as a Participating Subdivision, hereby becomes a Releasor for all purposes in the Alvogen Settlement, including without limitation all provisions of Section XI (Release), and along with all departments, agencies, divisions, boards, commissions, districts, instrumentalities of any kind and attorneys, and any person in his or her official capacity whether elected or appointed to serve any of the foregoing and any agency, person, or other entity claiming by or through any of the foregoing, and any other entity identified in the definition of Releasor, provides for a release to the fullest extent of its authority. As a Releasor, the Governmental Entity hereby absolutely, unconditionally, and irrevocably covenants not to bring, file, or claim, or to cause, assist or permit to be brought, filed, or claimed, or to otherwise seek to establish liability for any Released Claims against any Released Entity in any forum whatsoever. The releases provided for in the Alvogen Settlement are intended by the Parties to be broad and shall be interpreted so as to give the Released Entities the broadest possible bar against any liability relating in any way to Released Claims and extend to the full extent of the power of the Governmental Entity to release claims. The Alvogen Settlement shall be a complete bar to any Released Claim.

9. The Governmental Entity hereby takes on all rights and obligations of a Participating Subdivision as set forth in the Alvogen Settlement.

10. In connection with the releases provided for in the Alvogen Settlement, each Governmental Entity expressly waives, releases, and forever discharges any and all provisions, rights, and benefits conferred by any law of any state or territory of the United States or other jurisdiction, or principle of common law, which is similar, comparable, or equivalent to § 1542 of the California Civil Code, which reads:

> **General Release; extent.** A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release that, if known by him or her would have materially affected his or her settlement with the debtor or released party.

A Releasor may hereafter discover facts other than or different from those which it knows, believes, or assumes to be true with respect to the Released Claims, but each Governmental Entity hereby expressly waives and fully, finally, and forever settles, releases and discharges, upon the Effective Date, any and all Released Claims that may exist as of such date but which Releasors do not know or suspect to exist, whether through ignorance, oversight, error, negligence or through no fault whatsoever, and which, if known, would materially affect the Governmental Entities' decision to participate in the Alvogen Settlement.

11. Nothing herein is intended to modify in any way the terms of the Alvogen Settlement, to which Governmental Entity hereby agrees. To the extent this Participation and Release Form is interpreted differently from the Alvogen Settlement in any respect, the Alvogen Settlement controls.

I have all necessary power and authorization to execute this Participation and Release Form on behalf of the Governmental Entity.

Signature: _____

Name: Jessi Bon

Title: City Manager

Date: _____

# EXHIBIT K

## Subdivision Participation and Release Form

| | | |
|---|---|---|
| Governmental Entity: | City of Mercer Island | State: Washington |
| Authorized Official: | Jessi Bon, City Manager | |
| Address 1: | 9611 SE 36th Street | |
| Address 2: | | |
| City, State, Zip: | Mercer Island, WA 98040 | |
| Phone: | 206-275-7651 | |
| Email: | CityManagersOffice@mercergov.org | |

The governmental entity identified above ("*Governmental Entity*"), in order to obtain and in consideration for the benefits provided to the Governmental Entity pursuant to the Settlement Agreement dated April 4, 2025 ("*Amneal Settlement*"), and acting through the undersigned authorized official, hereby elects to participate in the Amneal Settlement, release all Released Claims against all Released Entities, and agrees as follows.

1. The Governmental Entity is aware of and has reviewed the Amneal Settlement, understands that all terms in this Participation and Release Form have the meanings defined therein, and agrees that by executing this Participation and Release Form, the Governmental Entity elects to participate in the Amneal Settlement and become a Participating Subdivision as provided therein.

2. The Governmental Entity shall promptly, and in any event no later than 14 days after the Reference Date and prior to the filing of the Consent Judgment, dismiss with prejudice any Released Claims that it has filed. With respect to any Released Claims pending in *In re National Prescription Opiate Litigation*, MDL No. 2804, the Governmental Entity authorizes the Plaintiffs' Executive Committee to execute and file on behalf of the Governmental Entity a Stipulation of Dismissal with Prejudice substantially in the form found at [website link to national settlement website to be provided].

3. The Governmental Entity agrees to the terms of the Amneal Settlement pertaining to Participating Subdivisions as defined therein.

4. By agreeing to the terms of the Amneal Settlement and becoming a Releasor, the Governmental Entity is entitled to the benefits provided therein, including, if applicable, monetary payments beginning after the Effective Date.

5. The Governmental Entity agrees to use any monies it receives through the Amneal Settlement solely for the purposes provided therein.

6. The Governmental Entity submits to the jurisdiction of the court in the Governmental Entity's state where the Consent Judgment is filed for purposes limited to that court's role as provided in, and for resolving disputes to the extent provided in, the Amneal Settlement. The Governmental Entity likewise agrees to arbitrate before the National Arbitration Panel

as provided in, and for resolving disputes to the extent otherwise provided in, the Amneal Settlement.

7. The Governmental Entity has the right to enforce the Amneal Settlement as provided therein.

8. The Governmental Entity, as a Participating Subdivision, hereby becomes a Releasor for all purposes in the Amneal Settlement, including without limitation all provisions of Section X (Release), and along with all departments, agencies, divisions, boards, commissions, districts, instrumentalities of any kind and attorneys, and any person in his or her official capacity whether elected or appointed to serve any of the foregoing and any agency, person, or other entity claiming by or through any of the foregoing, and any other entity identified in the definition of Releasor, provides for a release to the fullest extent of its authority. As a Releasor, the Governmental Entity hereby absolutely, unconditionally, and irrevocably covenants not to bring, file, or claim, or to cause, assist or permit to be brought, filed, or claimed, or to otherwise seek to establish liability for any Released Claims against any Released Entity in any forum whatsoever. The releases provided for in the Amneal Settlement are intended by the Parties to be broad and shall be interpreted so as to give the Released Entities the broadest possible bar against any liability relating in any way to Released Claims and extend to the full extent of the power of the Governmental Entity to release claims. The Amneal Settlement shall be a complete bar to any Released Claim.

9. The Governmental Entity hereby takes on all rights and obligations of a Participating Subdivision as set forth in the Amneal Settlement.

10. In connection with the releases provided for in the Amneal Settlement, each Governmental Entity expressly waives, releases, and forever discharges any and all provisions, rights, and benefits conferred by any law of any state or territory of the United States or other jurisdiction, or principle of common law, which is similar, comparable, or equivalent to § 1542 of the California Civil Code, which reads:

> **General Release; extent.** A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release that, if known by him or her would have materially affected his or her settlement with the debtor or released party.

A Releasor may hereafter discover facts other than or different from those which it knows, believes, or assumes to be true with respect to the Released Claims, but each Governmental Entity hereby expressly waives and fully, finally, and forever settles, releases and discharges, upon the Effective Date, any and all Released Claims that may exist as of such date but which Releasors do not know or suspect to exist, whether through ignorance, oversight, error, negligence or through no fault whatsoever, and which, if known, would materially affect the Governmental Entities' decision to participate in the Amneal Settlement.

11. Nothing herein is intended to modify in any way the terms of the Amneal Settlement, to which Governmental Entity hereby agrees. To the extent this Participation and Release Form is interpreted differently from the Amneal Settlement in any respect, the Amneal Settlement controls.

I have all necessary power and authorization to execute this Participation and Release Form on behalf of the Governmental Entity.

Signature: _____

Name: Jessi Bon

Title: City Manager

Date: _____

# EXHIBIT K

## Subdivision Participation and Release Form

| | | |
|---|---|---|
| Governmental Entity: | City of Mercer Island | State: Washington |
| Authorized Official: | Jessi Bon, City Manager | |
| Address 1: | 9611 SE 36th Street | |
| Address 2: | | |
| City, State, Zip: | Mercer Island, WA 98040 | |
| Phone: | 206-275-7651 | |
| Email: | CityManagersOffice@mercergov.org | |

The governmental entity identified above ("*Governmental Entity*"), in order to obtain and in consideration for the benefits provided to the Governmental Entity pursuant to the Settlement Agreement dated April 4, 2025 ("*Apotex Settlement*"), and acting through the undersigned authorized official, hereby elects to participate in the Apotex Settlement, release all Released Claims against all Released Entities, and agrees as follows.

1. The Governmental Entity is aware of and has reviewed the Apotex Settlement, understands that all terms in this Participation and Release Form have the meanings defined therein, and agrees that by executing this Participation and Release Form, the Governmental Entity elects to participate in the Apotex Settlement and become a Participating Subdivision as provided therein.

2. The Governmental Entity shall promptly, and in any event no later than 14 days after the Reference Date and prior to the filing of the Consent Judgment, dismiss with prejudice any Released Claims that it has filed. With respect to any Released Claims pending in *In re National Prescription Opiate Litigation*, MDL No. 2804, the Governmental Entity authorizes the Plaintiffs' Executive Committee to execute and file on behalf of the Governmental Entity a Stipulation of Dismissal with Prejudice substantially in the form found at [website link to national settlement website to be provided].

3. The Governmental Entity agrees to the terms of the Apotex Settlement pertaining to Participating Subdivisions as defined therein.

4. By agreeing to the terms of the Apotex Settlement and becoming a Releasor, the Governmental Entity is entitled to the benefits provided therein, including, if applicable, monetary payments beginning after the Effective Date.

5. The Governmental Entity agrees to use any monies it receives through the Apotex Settlement solely for the purposes provided therein.

6. The Governmental Entity submits to the jurisdiction of the court in the Governmental Entity's state where the Consent Judgment is filed for purposes limited to that court's role as provided in, and for resolving disputes to the extent provided in, the Apotex Settlement. The Governmental Entity likewise agrees to arbitrate before the National Arbitration Panel

as provided in, and for resolving disputes to the extent otherwise provided in, the Apotex Settlement.

7. The Governmental Entity has the right to enforce the Apotex Settlement as provided therein.

8. The Governmental Entity, as a Participating Subdivision, hereby becomes a Releasor for all purposes in the Apotex Settlement, including without limitation all provisions of Section XI (Release), and along with all departments, agencies, divisions, boards, commissions, districts, instrumentalities of any kind and attorneys, and any person in his or her official capacity whether elected or appointed to serve any of the foregoing and any agency, person, or other entity claiming by or through any of the foregoing, and any other entity identified in the definition of Releasor, provides for a release to the fullest extent of its authority. As a Releasor, the Governmental Entity hereby absolutely, unconditionally, and irrevocably covenants not to bring, file, or claim, or to cause, assist or permit to be brought, filed, or claimed, or to otherwise seek to establish liability for any Released Claims against any Released Entity in any forum whatsoever. The releases provided for in the Apotex Settlement are intended by the Parties to be broad and shall be interpreted so as to give the Released Entities the broadest possible bar against any liability relating in any way to Released Claims and extend to the full extent of the power of the Governmental Entity to release claims. The Apotex Settlement shall be a complete bar to any Released Claim.

9. The Governmental Entity hereby takes on all rights and obligations of a Participating Subdivision as set forth in the Apotex Settlement.

10. In connection with the releases provided for in the Apotex Settlement, each Governmental Entity expressly waives, releases, and forever discharges any and all provisions, rights, and benefits conferred by any law of any state or territory of the United States or other jurisdiction, or principle of common law, which is similar, comparable, or equivalent to § 1542 of the California Civil Code, which reads:

> **General Release; extent.** A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release that, if known by him or her would have materially affected his or her settlement with the debtor or released party.

A Releasor may hereafter discover facts other than or different from those which it knows, believes, or assumes to be true with respect to the Released Claims, but each Governmental Entity hereby expressly waives and fully, finally, and forever settles, releases and discharges, upon the Effective Date, any and all Released Claims that may exist as of such date but which Releasors do not know or suspect to exist, whether through ignorance, oversight, error, negligence or through no fault whatsoever, and which, if known, would materially affect the Governmental Entities' decision to participate in the Apotex Settlement.

11. Nothing herein is intended to modify in any way the terms of the Apotex Settlement, to which Governmental Entity hereby agrees. To the extent this Participation and Release Form is interpreted differently from the Apotex Settlement in any respect, the Apotex Settlement controls.

I have all necessary power and authorization to execute this Participation and Release Form on behalf of the Governmental Entity.

Signature: _____

Name: Jessi Bon

Title: City Manager

Date: _____

# EXHIBIT K

## Subdivision Participation and Release Form

| | | |
|---|---|---|
| Governmental Entity: | City of Mercer Island | State: Washington |
| Authorized Official: | Jessi Bon, City Manager | |
| Address 1: | 9611 SE 36th Street | |
| Address 2: | | |
| City, State, Zip: | Mercer Island, WA 98040 | |
| Phone: | 206-275-7651 | |
| Email: | CityManagersOffice@mercergov.org | |

The governmental entity identified above ("*Governmental Entity*"), in order to obtain and in consideration for the benefits provided to the Governmental Entity pursuant to the Settlement Agreement dated [date] ("*[company] Settlement*"), and acting through the undersigned authorized official, hereby elects to participate in the [company] Settlement, release all Released Claims against all Released Entities, and agrees as follows.

1. The Governmental Entity is aware of and has reviewed the [company] Settlement, understands that all terms in this Participation and Release Form have the meanings defined therein, and agrees that by executing this Participation and Release Form, the Governmental Entity elects to participate in the [company] Settlement and become a Participating Subdivision as provided therein.

2. The Governmental Entity shall promptly, and in any event no later than 14 days after the Reference Date and prior to the filing of the Consent Judgment, dismiss with prejudice any Released Claims that it has filed. With respect to any Released Claims pending in *In re National Prescription Opiate Litigation*, MDL No. 2804, the Governmental Entity authorizes the Plaintiffs' Executive Committee to execute and file on behalf of the Governmental Entity a Stipulation of Dismissal with Prejudice substantially in the form found at [website link to national settlement website to be provided].

3. The Governmental Entity agrees to the terms of the [company] Settlement pertaining to Participating Subdivisions as defined therein.

4. By agreeing to the terms of the [company] Settlement and becoming a Releasor, the Governmental Entity is entitled to the benefits provided therein, including, if applicable, monetary payments beginning after the Effective Date.

5. The Governmental Entity agrees to use any monies it receives through the [company] Settlement solely for the purposes provided therein.

6. The Governmental Entity submits to the jurisdiction of the court in the Governmental Entity's state where the Consent Judgment is filed for purposes limited to that court's role as provided in, and for resolving disputes to the extent provided in, the [company] Settlement. The Governmental Entity likewise agrees to arbitrate before the National

Arbitration Panel as provided in, and for resolving disputes to the extent otherwise provided in, the [company] Settlement.

7. The Governmental Entity has the right to enforce the [company] Settlement as provided therein.

8. The Governmental Entity, as a Participating Subdivision, hereby becomes a Releasor for all purposes in the [company] Settlement, including without limitation all provisions of Section X (Release), and along with all departments, agencies, divisions, boards, commissions, districts, instrumentalities of any kind and attorneys, and any person in his or her official capacity whether elected or appointed to serve any of the foregoing and any agency, person, or other entity claiming by or through any of the foregoing, and any other entity identified in the definition of Releasor, provides for a release to the fullest extent of its authority. As a Releasor, the Governmental Entity hereby absolutely, unconditionally, and irrevocably covenants not to bring, file, or claim, or to cause, assist or permit to be brought, filed, or claimed, or to otherwise seek to establish liability for any Released Claims against any Released Entity in any forum whatsoever. The releases provided for in the [company] Settlement are intended by the Parties to be broad and shall be interpreted so as to give the Released Entities the broadest possible bar against any liability relating in any way to Released Claims and extend to the full extent of the power of the Governmental Entity to release claims. The [company] Settlement shall be a complete bar to any Released Claim.

9. The Governmental Entity hereby takes on all rights and obligations of a Participating Subdivision as set forth in the [company] Settlement.

10. In connection with the releases provided for in the [company] Settlement, each Governmental Entity expressly waives, releases, and forever discharges any and all provisions, rights, and benefits conferred by any law of any state or territory of the United States or other jurisdiction, or principle of common law, which is similar, comparable, or equivalent to § 1542 of the California Civil Code, which reads:

> **General Release; extent.** A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release that, if known by him or her would have materially affected his or her settlement with the debtor or released party.

A Releasor may hereafter discover facts other than or different from those which it knows, believes, or assumes to be true with respect to the Released Claims, but each Governmental Entity hereby expressly waives and fully, finally, and forever settles, releases and discharges, upon the Effective Date, any and all Released Claims that may exist as of such date but which Releasors do not know or suspect to exist, whether through ignorance, oversight, error, negligence or through no fault whatsoever, and which, if known, would materially affect the Governmental Entities' decision to participate in the [company] Settlement.

11. Nothing herein is intended to modify in any way the terms of the [company] Settlement, to which Governmental Entity hereby agrees. To the extent this Participation and Release Form is interpreted differently from the [company] Settlement in any respect, the [company] Settlement controls.

I have all necessary power and authorization to execute this Participation and Release Form on behalf of the Governmental Entity.

Signature: _____

Name: Jessi Bon

Title: City Manager

Date: _____

# EXHIBIT K

## Subdivision Participation and Release Form

| | | |
|---|---|---|
| Governmental Entity: | City of Mercer Island | State: Washington |
| Authorized Official: | Jessi Bon, City Manager | |
| Address 1: | 9611 SE 36th Street | |
| Address 2: | | |
| City, State, Zip: | Mercer Island, WA 98040 | |
| Phone: | 206-275-7651 | |
| Email: | CityManagersOffice@mercergov.org | |

The governmental entity identified above ("*Governmental Entity*"), in order to obtain and in consideration for the benefits provided to the Governmental Entity pursuant to the Settlement Agreement dated April 4, 2025 ("*Indivior Settlement*"), and acting through the undersigned authorized official, hereby elects to participate in the Indivior Settlement, release all Released Claims against all Released Entities, and agrees as follows.

1. The Governmental Entity is aware of and has reviewed the Indivior Settlement, understands that all terms in this Participation and Release Form have the meanings defined therein, and agrees that by executing this Participation and Release Form, the Governmental Entity elects to participate in the Indivior Settlement and become a Participating Subdivision as provided therein.

2. The Governmental Entity shall promptly, and in any event no later than 14 days after the Reference Date and prior to the filing of the Consent Judgment, dismiss with prejudice any Released Claims that it has filed. With respect to any Released Claims pending in *In re National Prescription Opiate Litigation*, MDL No. 2804, the Governmental Entity authorizes the Plaintiffs' Executive Committee to execute and file on behalf of the Governmental Entity a Stipulation of Dismissal with Prejudice substantially in the form found at [website link to national settlement website to be provided by the States].

3. The Governmental Entity agrees to the terms of the Indivior Settlement pertaining to Participating Subdivisions as defined therein.

4. By agreeing to the terms of the Indivior Settlement and becoming a Releasor, the Governmental Entity is entitled to the benefits provided therein, including, if applicable, monetary payments beginning after the Effective Date.

5. The Governmental Entity agrees to use any monies it receives through the Indivior Settlement solely for the purposes provided therein.

6. The Governmental Entity submits to the jurisdiction of the court in the Governmental Entity's state where the Consent Judgment is filed for purposes limited to that court's role as provided in, and for resolving disputes to the extent provided in, the Indivior Settlement. The Governmental Entity likewise agrees to arbitrate before the National Arbitration Panel

as provided in, and for resolving disputes to the extent otherwise provided in, the Indivior Settlement.

7. The Governmental Entity has the right to enforce the Indivior Settlement as provided therein.

8. The Governmental Entity, as a Participating Subdivision, hereby becomes a Releasor for all purposes in the Indivior Settlement, including without limitation all provisions of Section X (Release), and along with all departments, agencies, divisions, boards, commissions, districts, instrumentalities of any kind and attorneys, and any person in his or her official capacity whether elected or appointed to serve any of the foregoing and any agency, person, or other entity claiming by or through any of the foregoing, and any other entity identified in the definition of Releasor, provides for a release to the fullest extent of its authority. As a Releasor, the Governmental Entity hereby absolutely, unconditionally, and irrevocably covenants not to bring, file, or claim, or to cause, assist or permit to be brought, filed, or claimed, or to otherwise seek to establish liability for any Released Claims against any Released Entity in any forum whatsoever. The releases provided for in the Indivior Settlement are intended by the Parties to be broad and shall be interpreted so as to give the Released Entities the broadest possible bar against any liability relating in any way to Released Claims and extend to the full extent of the power of the Governmental Entity to release claims. The Indivior Settlement shall be a complete bar to any Released Claim.

9. The Governmental Entity hereby takes on all rights and obligations of a Participating Subdivision as set forth in the Indivior Settlement.

10. In connection with the releases provided for in the Indivior Settlement, each Governmental Entity expressly waives, releases, and forever discharges any and all provisions, rights, and benefits conferred by any law of any state or territory of the United States or other jurisdiction, or principle of common law, which is similar, comparable, or equivalent to § 1542 of the California Civil Code, which reads:

> **General Release; extent.** A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release that, if known by him or her would have materially affected his or her settlement with the debtor or released party.

A Releasor may hereafter discover facts other than or different from those which it knows, believes, or assumes to be true with respect to the Released Claims, but each Governmental Entity hereby expressly waives and fully, finally, and forever settles, releases and discharges, upon the Effective Date, any and all Released Claims that may exist as of such date but which Releasors do not know or suspect to exist, whether through ignorance, oversight, error, negligence or through no fault whatsoever, and which, if known, would materially affect the Governmental Entities' decision to participate in the Indivior Settlement.

11. Nothing herein is intended to modify in any way the terms of the Indivior Settlement, to which Governmental Entity hereby agrees. To the extent this Participation and Release Form is interpreted differently from the Indivior Settlement in any respect, the Indivior Settlement controls.

I have all necessary power and authorization to execute this Participation and Release Form on behalf of the Governmental Entity.

Signature: _____

Name: Jessi Bon

Title: City Manager

Date: _____

# EXHIBIT K

## Subdivision Participation and Release Form

| | | |
|---|---|---|
| Governmental Entity: | City of Mercer Island | State: Washington |
| Authorized Official: | Jessi Bon, City Manager | |
| Address 1: | 9611 SE 36th Street | |
| Address 2: | | |
| City, State, Zip: | Mercer Island, WA 98040 | |
| Phone: | 206-275-7651 | |
| Email: | CityManagersOffice@mercergov.org | |

The governmental entity identified above ("*Governmental Entity*"), in order to obtain and in consideration for the benefits provided to the Governmental Entity pursuant to the Settlement Agreement dated April 4, 2025 ("*Mylan Settlement*"), and acting through the undersigned authorized official, hereby elects to participate in the Mylan Settlement, release all Released Claims against all Released Entities, and agrees as follows.

1. The Governmental Entity is aware of and has reviewed the Mylan Settlement, understands that all terms in this Participation and Release Form have the meanings defined therein, and agrees that by executing this Participation and Release Form, the Governmental Entity elects to participate in the Mylan Settlement and become a Participating Subdivision as provided therein.

2. The Governmental Entity shall promptly, and in any event no later than 14 days after the Reference Date and prior to the filing of the Consent Judgment, dismiss with prejudice any Released Claims that it has filed. With respect to any Released Claims pending in *In re National Prescription Opiate Litigation*, MDL No. 2804, the Governmental Entity authorizes the Plaintiffs' Executive Committee to execute and file on behalf of the Governmental Entity a Stipulation of Dismissal with Prejudice substantially in the form found at [website link to national settlement website to be provided].

3. The Governmental Entity agrees to the terms of the Mylan Settlement pertaining to Participating Subdivisions as defined therein.

4. By agreeing to the terms of the Mylan Settlement and becoming a Releasor, the Governmental Entity is entitled to the benefits provided therein, including, if applicable, monetary payments beginning after the Effective Date.

5. The Governmental Entity agrees to use any monies it receives through the Mylan Settlement solely for the purposes provided therein.

6. The Governmental Entity submits to the jurisdiction of the court in the Governmental Entity's state where the Consent Judgment is filed for purposes limited to that court's role as provided in, and for resolving disputes to the extent provided in, the Mylan Settlement. The Governmental Entity likewise agrees to arbitrate before the National Arbitration Panel

as provided in, and for resolving disputes to the extent otherwise provided in, the Mylan Settlement.

7. The Governmental Entity has the right to enforce the Mylan Settlement as provided therein.

8. The Governmental Entity, as a Participating Subdivision, hereby becomes a Releasor for all purposes in the Mylan Settlement, including without limitation all provisions of Section X (Release), and along with all departments, agencies, divisions, boards, commissions, districts, instrumentalities of any kind and attorneys, and any person in his or her official capacity whether elected or appointed to serve any of the foregoing and any agency, person, or other entity claiming by or through any of the foregoing, and any other entity identified in the definition of Releasor, provides for a release to the fullest extent of its authority. As a Releasor, the Governmental Entity hereby absolutely, unconditionally, and irrevocably covenants not to bring, file, or claim, or to cause, assist or permit to be brought, filed, or claimed, or to otherwise seek to establish liability for any Released Claims against any Released Entity in any forum whatsoever. The releases provided for in the Mylan Settlement are intended by the Parties to be broad and shall be interpreted so as to give the Released Entities the broadest possible bar against any liability relating in any way to Released Claims and extend to the full extent of the power of the Governmental Entity to release claims. The Mylan Settlement shall be a complete bar to any Released Claim.

9. The Governmental Entity hereby takes on all rights and obligations of a Participating Subdivision as set forth in the Mylan Settlement.

10. In connection with the releases provided for in the Mylan Settlement, each Governmental Entity expressly waives, releases, and forever discharges any and all provisions, rights, and benefits conferred by any law of any state or territory of the United States or other jurisdiction, or principle of common law, which is similar, comparable, or equivalent to § 1542 of the California Civil Code, which reads:

> **General Release; extent.** A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release that, if known by him or her would have materially affected his or her settlement with the debtor or released party.

A Releasor may hereafter discover facts other than or different from those which it knows, believes, or assumes to be true with respect to the Released Claims, but each Governmental Entity hereby expressly waives and fully, finally, and forever settles, releases and discharges, upon the Effective Date, any and all Released Claims that may exist as of such date but which Releasors do not know or suspect to exist, whether through ignorance, oversight, error, negligence or through no fault whatsoever, and which, if known, would materially affect the Governmental Entities' decision to participate in the Mylan Settlement.

11. Nothing herein is intended to modify in any way the terms of the Mylan Settlement, to which Governmental Entity hereby agrees. To the extent this Participation and Release Form is interpreted differently from the Mylan Settlement in any respect, the Mylan Settlement controls.

I have all necessary power and authorization to execute this Participation and Release Form on behalf of the Governmental Entity.

Signature: _____

Name: Jessi Bon

Title: City Manager

Date: _____

# EXHIBIT K

## Subdivision Participation and Release Form

| | |
|---|---|
| Governmental Entity: City of Mercer Island | State: Washington |
| Authorized Official: | |
| Address 1: 9611 SE 36th Street | |
| Address 2: | |
| City, State, Zip: Mercer Island, WA 98040 | |
| Phone: 206-275-7651 | |
| Email: CityManagersOffice@mercergov.org | |

The governmental entity identified above ("*Governmental Entity*"), in order to obtain and in consideration for the benefits provided to the Governmental Entity pursuant to the Settlement Agreement dated April 4, 2025 ("*Sun Settlement*"), and acting through the undersigned authorized official, hereby elects to participate in the Sun Settlement, release all Released Claims against all Released Entities, and agrees as follows.

1. The Governmental Entity is aware of and has reviewed the Sun Settlement, understands that all terms in this Participation and Release Form have the meanings defined therein, and agrees that by executing this Participation and Release Form, the Governmental Entity elects to participate in the Sun Settlement and become a Participating Subdivision as provided therein.

2. The Governmental Entity shall promptly, and in any event no later than 14 days after the Reference Date and prior to the filing of the Consent Judgment, dismiss with prejudice any Released Claims that it has filed. With respect to any Released Claims pending in *In re National Prescription Opiate Litigation*, MDL No. 2804, the Governmental Entity authorizes the Plaintiffs' Executive Committee to execute and file on behalf of the Governmental Entity a Stipulation of Dismissal with Prejudice substantially in the form found at [website link to national settlement website to be provided].

3. The Governmental Entity agrees to the terms of the Sun Settlement pertaining to Participating Subdivisions as defined therein.

4. By agreeing to the terms of the Sun Settlement and becoming a Releasor, the Governmental Entity is entitled to the benefits provided therein, including, if applicable, monetary payments beginning after the Effective Date.

5. The Governmental Entity agrees to use any monies it receives through the Sun Settlement solely for the purposes provided therein.

6. The Governmental Entity submits to the jurisdiction of the court in the Governmental Entity's state where the Consent Judgment is filed for purposes limited to that court's role as provided in, and for resolving disputes to the extent provided in, the Sun Settlement. The Governmental Entity likewise agrees to arbitrate before the National Arbitration Panel

as provided in, and for resolving disputes to the extent otherwise provided in, the Sun Settlement.

7. The Governmental Entity has the right to enforce the Sun Settlement as provided therein.

8. The Governmental Entity, as a Participating Subdivision, hereby becomes a Releasor for all purposes in the Sun Settlement, including without limitation all provisions of Section X (Release), and along with all departments, agencies, divisions, boards, commissions, districts, instrumentalities of any kind and attorneys, and any person in his or her official capacity whether elected or appointed to serve any of the foregoing and any agency, person, or other entity claiming by or through any of the foregoing, and any other entity identified in the definition of Releasor, provides for a release to the fullest extent of its authority. As a Releasor, the Governmental Entity hereby absolutely, unconditionally, and irrevocably covenants not to bring, file, or claim, or to cause, assist or permit to be brought, filed, or claimed, or to otherwise seek to establish liability for any Released Claims against any Released Entity in any forum whatsoever. The releases provided for in the Sun Settlement are intended by the Parties to be broad and shall be interpreted so as to give the Released Entities the broadest possible bar against any liability relating in any way to Released Claims and extend to the full extent of the power of the Governmental Entity to release claims. The Sun Settlement shall be a complete bar to any Released Claim.

9. The Governmental Entity hereby takes on all rights and obligations of a Participating Subdivision as set forth in the Sun Settlement.

10. In connection with the releases provided for in the Sun Settlement, each Governmental Entity expressly waives, releases, and forever discharges any and all provisions, rights, and benefits conferred by any law of any state or territory of the United States or other jurisdiction, or principle of common law, which is similar, comparable, or equivalent to § 1542 of the California Civil Code, which reads:

> **General Release; extent.** A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release that, if known by him or her would have materially affected his or her settlement with the debtor or released party.

A Releasor may hereafter discover facts other than or different from those which it knows, believes, or assumes to be true with respect to the Released Claims, but each Governmental Entity hereby expressly waives and fully, finally, and forever settles, releases and discharges, upon the Effective Date, any and all Released Claims that may exist as of such date but which Releasors do not know or suspect to exist, whether through ignorance, oversight, error, negligence or through no fault whatsoever, and which, if known, would materially affect the Governmental Entities' decision to participate in the Sun Settlement.

11. Nothing herein is intended to modify in any way the terms of the Sun Settlement, to which Governmental Entity hereby agrees. To the extent this Participation and Release Form is interpreted differently from the Sun Settlement in any respect, the Sun Settlement controls.

I have all necessary power and authorization to execute this Participation and Release Form on behalf of the Governmental Entity.

Signature: _____

Name: Jessi Bon

Title: City Manager

Date: _____

# EXHIBIT K

## Subdivision Participation and Release Form

| | | |
|---|---|---|
| Governmental Entity: | City of Mercer Island | State: Washington |
| Authorized Official: | Jessi Bon, City Manager | |
| Address 1: | 9611 SE 36th Street | |
| Address 2: | | |
| City, State, Zip: | Mercer Island, WA 98040 | |
| Phone: | 206-275-7651 | |
| Email: | CityManagersOffice@mercergov.org | |

The governmental entity identified above ("*Governmental Entity*"), in order to obtain and in consideration for the benefits provided to the Governmental Entity pursuant to the Settlement Agreement dated [date] ("*Zydus Settlement*"), and acting through the undersigned authorized official, hereby elects to participate in the Zydus Settlement, release all Released Claims against all Released Entities, and agrees as follows.

1. The Governmental Entity is aware of and has reviewed the Zydus Settlement, understands that all terms in this Participation and Release Form have the meanings defined therein, and agrees that by executing this Participation and Release Form, the Governmental Entity elects to participate in the Zydus Settlement and become a Participating Subdivision as provided therein.

2. The Governmental Entity shall promptly, and in any event no later than 14 days after the Reference Date and prior to the filing of the Consent Judgment, dismiss with prejudice any Released Claims that it has filed. With respect to any Released Claims pending in *In re National Prescription Opiate Litigation*, MDL No. 2804, the Governmental Entity authorizes the Plaintiffs' Executive Committee to execute and file on behalf of the Governmental Entity a Stipulation of Dismissal with Prejudice substantially in the form found at [website link to national settlement website to be provided].

3. The Governmental Entity agrees to the terms of the Zydus Settlement pertaining to Participating Subdivisions as defined therein.

4. By agreeing to the terms of the Zydus Settlement and becoming a Releasor, the Governmental Entity is entitled to the benefits provided therein, including, if applicable, monetary payments beginning after the Effective Date.

5. The Governmental Entity agrees to use any monies it receives through the Zydus Settlement solely for the purposes provided therein.

6. The Governmental Entity submits to the jurisdiction of the court in the Governmental Entity's state where the Consent Judgment is filed for purposes limited to that court's role as provided in, and for resolving disputes to the extent provided in, the Zydus Settlement. The Governmental Entity likewise agrees to arbitrate before the National Arbitration Panel

as provided in, and for resolving disputes to the extent otherwise provided in, the Zydus Settlement.

7. The Governmental Entity has the right to enforce the Zydus Settlement as provided therein.

8. The Governmental Entity, as a Participating Subdivision, hereby becomes a Releasor for all purposes in the Zydus Settlement, including without limitation all provisions of Section X (Release), and along with all departments, agencies, divisions, boards, commissions, districts, instrumentalities of any kind and attorneys, and any person in his or her official capacity whether elected or appointed to serve any of the foregoing and any agency, person, or other entity claiming by or through any of the foregoing, and any other entity identified in the definition of Releasor, provides for a release to the fullest extent of its authority. As a Releasor, the Governmental Entity hereby absolutely, unconditionally, and irrevocably covenants not to bring, file, or claim, or to cause, assist or permit to be brought, filed, or claimed, or to otherwise seek to establish liability for any Released Claims against any Released Entity in any forum whatsoever. The releases provided for in the Zydus Settlement are intended by the Parties to be broad and shall be interpreted so as to give the Released Entities the broadest possible bar against any liability relating in any way to Released Claims and extend to the full extent of the power of the Governmental Entity to release claims. The Zydus Settlement shall be a complete bar to any Released Claim.

9. The Governmental Entity hereby takes on all rights and obligations of a Participating Subdivision as set forth in the Zydus Settlement.

10. In connection with the releases provided for in the Zydus Settlement, each Governmental Entity expressly waives, releases, and forever discharges any and all provisions, rights, and benefits conferred by any law of any state or territory of the United States or other jurisdiction, or principle of common law, which is similar, comparable, or equivalent to § 1542 of the California Civil Code, which reads:

> **General Release; extent.** A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release that, if known by him or her would have materially affected his or her settlement with the debtor or released party.

A Releasor may hereafter discover facts other than or different from those which it knows, believes, or assumes to be true with respect to the Released Claims, but each Governmental Entity hereby expressly waives and fully, finally, and forever settles, releases and discharges, upon the Effective Date, any and all Released Claims that may exist as of such date but which Releasors do not know or suspect to exist, whether through ignorance, oversight, error, negligence or through no fault whatsoever, and which, if known, would materially affect the Governmental Entities' decision to participate in the Zydus Settlement.

11. Nothing herein is intended to modify in any way the terms of the Zydus Settlement, to which Governmental Entity hereby agrees. To the extent this Participation and Release Form is interpreted differently from the Zydus Settlement in any respect, the Zydus Settlement controls.

I have all necessary power and authorization to execute this Participation and Release Form on behalf of the Governmental Entity.

Signature: _____

Name: Jessi Bon

Title: City Manager

Date: _____

# WASHINGTON STATE ALLOCATION AGREEMENT GOVERNING THE ALLOCATION OF FUNDS PAID BY THE PURDUE BANKRUPTCY, SACKLERS, AND CERTAIN OPIOID MANUFACTURERS

## JULY 24, 2025

This Washington State Allocation Agreement Governing the Allocation of Funds Paid by the Purdue Bankruptcy, Sacklers, and Certain Opioid Manufacturers (the "Allocation Agreement IV") governs the distribution of funds obtained from (1) the Purdue Bankruptcy and Sackler Direct Claims Settlement, (2) the Alvogen Settlement, (3) the Amneal Settlement, (4) the Apotex Settlement, (5) the Hikma Settlement, (6) the Indivior Settlement, (7) the Mylan Settlement, (8) the Sun Settlement, and (9) the Zydus Settlement in connection with the resolution of any and all claims by the State of Washington and the eligible counties, cities, and towns in Washington State ("Local Governments") against the Settling Entities defined in the respective Settlement Agreements via the following settlements and bankruptcy plan of reorganization:

- (1) The 13th Amended Joint Chapter 11 Plan of Reorganization of Purdue Pharma L.P. and its Affiliated Debtors (the "Purdue Plan") , including and amendments thereto and all "Plan Documents" as defined therein, if the "Effective Date" as defined therein has occurred; (2) the Master Settlement Agreement By and Among the Master Disbursement Trust, Each of the Parties Listed On Exhibit A Hereto, Each of the Parties Listed on Exhibit B Hereto, the Sackler Parties' Representative and PR L.P. and any subsequent amendments, and (3) Government Entity & Shareholder Direct Settlement Agreement and any subsequent amendments (collectively, the "Purdue Bankruptcy and Sackler Direct Claims Settlement").

- Alvogen Settlement Agreement dated April 4, 2025 and any subsequent amendments ("Alvogen Settlement").

- Amneal Settlement Agreement dated April 4, 2025 and any subsequent amendments ("Amneal Settlement").

- Apotex Settlement Agreement dated April 4, 2025 and any subsequent amendments ("Apotex Settlement").

- Hikma Settlement Agreement dated April 4, 2025 and any subsequent amendments ("Hikma Settlement").

- Indivior Settlement Agreement dated April 4, 2025 and any subsequent amendments ("Indivior Settlement").

- Mylan Settlement Agreement dated April 4, 2025 and any subsequent amendments ("Mylan Settlement").

- Sun Settlement Agreement dated April 4, 2025 and any subsequent amendments ("Sun Settlement")

- Zydus Settlement Agreement dated April 4, 2025 and any subsequent amendments ("Zydus Settlement")

Collectively, the Purdue Bankruptcy and Sackler Settlement, Alvogen Settlement, Amneal Settlement, Apotex Settlement, Hikma Settlement, Indivior Settlement, Mylan Settlement, Sun Settlement, and the Zydus Settlement shall be referred to as "the Settlements". The Settlements can be accessed at https://nationalopioidsettlement.com/ and the Purdue Plan can be accessed at https://restructuring.ra.kroll.com/purduepharma/Home-DocketInfo?DocAttribute=4218&DocAttrName=PlanDisclosureStatement&MenuID=9013&AttributeName=Plan%20%26%20Disclosure%20Statement.The terms and definitions of each of the respective Settlements are incorporated into this Allocation Agreement IV, and any undefined terms in this Allocation Agreement IV are as defined in the Settlements.

1. This Allocation Agreement IV is intended to be a State-Subdivision Agreement as defined in the Settlements. This Allocation Agreement IV shall be interpreted to be consistent with the requirements of a State-Subdivision Agreement in the Settlements.

2. This Allocation Agreement IV shall become effective with respect to a Settlement only if all of the following occur:

   A. The State of Washington joins such Settlement and becomes a Settling State as provided for in the respective Settlement and, with respect to the Purdue Bankruptcy and Sackler Settlement the State of Washington votes in favor of the Purdue Plan or does not vote against the Purdue Plan, and does not object to the confirmation of the Purdue Plan.

   B. Such Settlement becomes final and effective and a Consent Judgment that applies to Washington is filed and approved as provided for in the respective Settlement. For the Purdue Bankruptcy, the "Effective Date" as defined in the Purdue Plan has occurred.

   C. The number of Local Governments that execute and return this Allocation Agreement IV satisfies the participation requirements for a State-Subdivision Agreement as specified in such Settlement.

3. *Requirements to become a Participating Local Government*. To become a Participating Local Government that can participate in this Allocation Agreement IV with respect to any one of the Settlements, a Local Government must do all of the following:

   A. The Local Government must execute and return this Allocation Agreement IV.

   B. The Local Government must do the following:

      i. Release its claims against the Settling Entities identified in the respective Settlements and agree to be bound by the terms of the

Settlements by timely executing and returning the Participation Form for that Settlement and any other necessary documents.

ii. Additionally, for the Purdue Bankruptcy and Sackler Direct Claims Settlement, either (1) vote in favor of or (2) abstain from voting on the Chapter 11 Plan of Reorganization of Purdue Pharma L.P. and its Affiliated Debtors, and (3) not object to the confirmation of the Purdue Plan.

C. Litigating Subdivisions, also referred to as Litigating Local Governments, must dismiss the Settling Entities identified in the respective Settlement with prejudice from their lawsuits.

D. Each Local Government that is eligible to participate in this Allocation Agreement IV has previously executed and signed the One Washington Memorandum of Understanding Between Washington Municipalities ("MOU") agreed to by the Participating Local Governments in Washington State, which is attached hereto as Exhibit 1. By executing this Allocation Agreement IV, the Local Government agrees and affirms that the MOU applies to and shall govern the LG Share, as defined below, as modified by this Allocation Agreement IV for each of the Settlements in which the Local Government participates.

A Local Government that meets all of the conditions in this paragraph for any of the Settlements shall be deemed a "Participating Local Government" for that Settlement. A Local Government can be a "Participating Local Government" for less than all of the Settlements. If a Local Government is a Participating Local Government for less than all of the Settlements, the Local Government can only receive a portion of the Washington Abatement Amount for the specific Settlement(s) for which it is a Participating Local Government.

4. The allocations set forth in this Allocation Agreement IV apply to the following, all of which collectively shall be referred to as the "Washington Abatement Amount":

A. For the Purdue Bankruptcy and Sackler Settlement, all amounts (collectively, "Washington Distributions") that are apportioned to Washington as Estate Distributions or from the Shareholder Direct Settlement Portion, including, without limitation, those to Washington's State Fund, Remediation Accounts Fund, Subdivision Fund, Direct Payment, Earned Direct Payment, and Estate Distributions for Washington and all Participating Local Governments for the Purdue Bankruptcy and Sackler Settlement, *provided*, however, that for the purposes of the allocations set forth in this Allocation Agreement IV, Washington Distributions shall not include State's Fees and Costs (as defined below). This Allocation Agreement IV shall be considered a State-Subdivision

Agreement under the Government Entity & Shareholder Direct Settlement Agreement.

B. For the Alvogen Settlement, the State of Washington's (1) Statewide Payment Amount and (2) Additional Remediation Amount.

C. For the Amneal Settlement, the State of Washington's (1) State Allocation and (2) Additional Remediation Amount.

D. For the Apotex Settlement, the State of Washington's (1) Statewide Payment Amount and (2) Additional Remediation Amount.

E. For the Hikma Settlement, the State of Washington's (1) Statewide Payment Amount and (2) Additional Remediation Amount.

F. For the Indivior Settlement, the State of Washington's (1) Statewide Payment Amount and (2) Additional Remediation Amount.

G. For the Mylan Settlement, the State of Washington's (1) Statewide Payment Amount and (2) Additional Remediation Amount.

H. For the Sun Settlement, the State of Washington's (1) Statewide Payment Amount and (2) Additional Remediation Amount.

I. For the Zydus Settlement, the State of Washington's (1) Statewide Payment Amount and (2) Additional Remediation Amount.

As specified in each of the Settlements, the Washington Abatement Amount will vary depending on the percentage of Participating Local Governments and whether there are any Later Litigating Subdivisions.

5. The (1) Amneal Settlement, (2) Hikma Settlement, and (3) Indivior Settlement each provide the option for Settling States to obtain Settlement Product or the discretion to convert any portion of the Settlement Product allocated to the Settling State into a cash value as specified in those Settlements of the Settling State's allocated Settlement Product in specified years. It shall be solely the decision of the State regarding whether to convert any portion of the Settlement Product allocated to Washington into a cash value or to obtain the Settlement Product for each of those Settlements. If the State elects to obtain Settlement Product for a particular Settlement, the State in its sole discretion shall make all decisions related to the Settlement Product, including but not limited to where, how, and to whom it shall be distributed. For purposes of calculating the division of the Washington Abatement Amount in Paragraph 10 of this Allocation Agreement IV, the Settlement Product allocated to Washington shall be considered "State Share" and shall have the cash conversion value assigned to it in the respective Settlement Agreements, *i.e.*, the "Settlement Product Cash Conversion Amount" or the "Cash Conversion Amount" identified in those settlements.

6. The allocations set forth in this Allocation Agreement IV do not apply to (i) the State Cost Fund, State AG Fees and Costs, State Expense Fund, State AG Fees, State Direct Expenses, or any attorneys' fees, fees, costs, or expenses referred to in the Settlement or via Fee Petitions or that are paid directly or indirectly via the Settlements or court order to the State of Washington and/or its outside counsels ("State's Fees and Costs") or to (ii) any payments made to Participating Subdivisions pursuant to section 5.9 of the Purdue Plan, which provides for a Local Government Fee Fund.

7. This Allocation Agreement IV and the MOU are a State Back-Stop Agreement. The Settling Entities are paying a portion of the Local Governments' attorneys' fees and costs as provided for in the Settlements. The total contingent fees an attorney receives from the Contingency Fee Fund in the Settlements, the MOU, and this Allocation Agreement IV combined cannot exceed 15% of the portion of the LG Share paid to the Litigating Local Government that retained that firm to litigate against the Settling Entities (i.e., if City X filed suit with outside counsel on a contingency fee contract and City X receives $1,000,000 from the Walmart Settlement, then the maximum that the firm can receive is $150,000 for fees as to the Walmart Settlement; if City X did not retain the same firm for potential litigation against CVS and City X receives $1,000,000 from the CVS Settlement, then the firm receives no fees from the CVS Settlement.)

8. No portion of the State's Fees and Costs and/or the State Share as defined in Paragraphs 6 and 10 of this Allocation Agreement IV shall be used to fund the Government Fee Fund ("GFF") referred to in Paragraph 12 of this Allocation Agreement IV and Section D of the MOU, or in any other way to fund any Participating Local Government's attorneys' fees, costs, or common benefit tax.

9. The Washington Abatement Amount shall and must be used by the State and Participating Local Governments for future Opioid Remediation as defined in the Settlements, except as allowed by the Settlements.

10. The State and the Participating Local Governments agree to divide the Washington Abatement Amount as follows:

    A. Fifty percent (50%) to the State of Washington ("State Share").

    B. Fifty percent (50%) to the Participating Local Governments ("LG Share").

11. The LG Share shall be distributed to Participating Local Governments pursuant to the MOU attached hereto as Exhibit 1 as amended and modified in this Allocation Agreement IV.

12. For purposes of this Allocation Agreement IV only, the MOU is modified as follows and any contrary provisions in the MOU are struck:

A. Exhibit A of the MOU is replaced by the Exhibit specifying the List of Opioid Remediation Uses for each of the respective Settlements, which generally can be found at Exhibit E of the respective Settlements.

B. The definition of "Litigating Local Governments" in Section A.4 of the MOU shall mean Litigating Subdivisions as defined in each the respective Settlements and shall also include any local government that notified Judge Polster in Case No. 1:17-md-02804-DAP of its intent to sue any of the settling entities that are covered by this Allocation Agreement.

C. The definition of "National Settlement Agreement" in Section A.6 of the MOU shall mean the Settlements.

D. The definition of "Settlement" in Section A.14 of the MOU shall mean the Settlements and expressly includes the Chapter 11 Plan of Reorganization of Purdue Pharma L.P. and its Affiliated Debtors.

E. The MOU is amended to add new Section C.4.g.vIV, which provides as follows:

> "If a Participating Local Government receiving a direct payment (a) uses Opioid Funds other than as provided for in the respective Settlements, (b) does not comply with conditions for receiving direct payments under the MOU, or (c) does not promptly submit necessary reporting and compliance information to its Regional Opioid Abatement Counsel ("Regional OAC") as defined at Section C.4.h of the MOU, then the Regional OAC may suspend direct payments to the Participating Local Government after notice, an opportunity to cure, and sufficient due process. If direct payments to Participating Local Government are suspended, the payments shall be treated as if the Participating Local Government is foregoing their allocation of Opioid Funds pursuant to Section C.4.d and C.4.j.IVi of the MOU. In the event of a suspension, the Regional OAC shall give prompt notice to the suspended Participating Local Government and the Settlement Fund Administrator specifying the reasons for the suspension, the process for reinstatement, the factors that will be considered for reinstatement, and the due process that will be provided. A suspended Participating Local Government may apply to the Regional OAC to be reinstated for direct payments no earlier than five years after the date of suspension."

F. The amounts payable to each law firm representing a Litigating Local Government from the GFF shall be consistent with the MOU and the process set forth in the *Order Appointing the Fee Panel to Allocate and Disburse Attorney's Fees Provided for in State Back-Stop Agreements*, Case No. 1:17-md-02804-DAP Doc #: 4543 (June 17, 2022).

G. The GFF set forth in the MOU shall be funded by the LG Share of the Washington Abatement Amount only. To the extent the common benefit tax is not already payable by the Settling Entities as contemplated by Section D.8 of the MOU, the GFF shall be used to pay Litigating Local Government contingency fee agreements and any common benefit tax referred to in Section D of the MOU, which shall be paid on a pro rata basis to eligible law firms as determined by the Settlement Administrator.

H. To fund the GFF, fifteen percent (15%) of the LG Share shall be deposited in the GFF from each LG Share settlement payment until the Litigating Subdivisions' contingency fee agreements and common benefit tax (if any) referred to in Section D of the MOU are satisfied. Under no circumstances will any Primary Subdivision or Litigating Local Government be required to contribute to the GFF more than 15% of the portion of the LG Share allocated to such Primary Subdivision or Litigating Local Government. In addition, under no circumstances will any portion of the LG Share allocated to a Litigating Local Government be used to pay the contingency fees or litigation expenses of counsel for some other Litigating Local Government.

I. The maximum amount of any Litigating Local Government contingency fee agreement (from the Contingency Fee Fund of the respective Settlements) payable to a law firm permitted for compensation shall be fifteen percent (15%) of the portion of the LG Share paid to the Litigating Local Government that retained that firm (i.e., if City X filed suit with outside counsel on a contingency fee contract and City X receives $1,000,000 from a Settlement, then the maximum that the firm can receive is $150,000 for fees.) The firms also shall be paid documented expenses due under their contingency fee agreements that have been paid by the law firm attributable to that Litigating Local Government. Consistent with Agreement on Attorneys' Fees, Costs, and Expenses, which is Exhibit R of the Settlements, as well as the Purdue Plan, amounts due to Participating Litigating Subdivisions' attorneys under this Allocation Agreement IV shall not impact (i) costs paid by the subdivisions to their attorneys pursuant to a State Back-Stop agreement, (ii) fees paid to subdivision attorneys from the Common Benefit Fund for common benefit work performed by the attorneys pursuant to Exhibit R of the Settlements, or (iii) costs paid to subdivision attorneys from the MDL Expense Fund for expenses incurred by the attorneys pursuant to the Settlements.

J. Under no circumstances may counsel receive more for its work on behalf of a Litigating Local Government than it would under its contingency agreement with that Litigating Local Government. To the extent a law firm was retained by a Litigating Local Government on a contingency fee agreement that provides for compensation at a rate that is less than fifteen percent (15%) of that Litigating Local Government's recovery, the maximum amount payable to that law firm referred to in Section D.3 of

the MOU shall be the percentage set forth in that contingency fee agreement.

K. For the avoidance of doubt, both payments from the GFF and the payment to the Participating Litigating Local Governments' attorneys from the Contingency Fee Fund in the respective Settlements as well as any payments made to Participating Subdivisions pursuant to section 5.9 of the Purdue Plan shall be included when calculating whether the aforementioned fifteen percent (15%) maximum percentage (or less if the provisions of Paragraph 10.J of this Allocation Agreement IV apply) of any Litigating Local Government contingency fee agreement referred to above has been met.

L. To the extent there are any excess funds in the GFF, the Settlement Administrator shall facilitate the return of those funds to the Participating Local Governments as provided for in Section D.6 of the MOU.

13. In connection with the execution and administration of this Allocation Agreement IV, the State and the Participating Local Governments agree to abide by the Public Records Act, RCW 42.56 *et seq.*

14. All Participating Local Governments, Regional OACs, and the State shall maintain all non-transitory records related to this Allocation Agreement IV as well as the receipt and expenditure of the funds from the Settlements for no less than five (5) years.

15. If any party to this Allocation Agreement IV believes that a Participating Local Government, Regional OAC, the State, an entity, or individual involved in the receipt, distribution, or administration of the funds from the Settlements has violated any applicable ethics codes or rules, a complaint shall be lodged with the appropriate forum for handling such matters, with a copy of the complaint promptly sent to the Washington Attorney General, Complex Litigation Division, Division Chief, 800 Fifth Avenue, Suite 2000, Seattle, Washington 98104.

16. To the extent (i) a region utilizes a pre-existing regional body to establish its Opioid Abatement Council pursuant to the Section 4.h of the MOU, and (ii) that pre-existing regional body is subject to the requirements of the Community Behavioral Health Services Act, RCW 71.24 *et seq.*, the State and the Participating Local Governments agree that the Opioid Funds paid by the Settling Entities are subject to the requirements of the MOU and this Allocation Agreement IV.

17. Upon request by any of the Settling Entities, the Participating Local Governments must comply with the Tax Cooperation and Reporting provisions of the respective Settlement.

18. Venue for any legal action related to this Allocation Agreement IV (separate and apart from the MOU or the Settlements) shall be in King County, Washington. Washington law shall govern any dispute.

19. Each party represents that all procedures necessary to authorize such party's execution of this Allocation Agreement IV have been performed and that such person signing for such party has been authorized to execute this Allocation Agreement IV.

**FOR THE STATE OF WASHINGTON:**

NICHOLAS W. BROWN
Attorney General

JEFFREY G. RUPERT
Division Chief

Date: 7-24-2025

**FOR THE PARTICIPATING LOCAL GOVERNMENT:**

Name of Participating Local Government: City of Mercer Island, Washington

Authorized signature: _____

Name: Jessi Bon

Title: City Manager

Date: _____

**EXHIBIT 1**

**One Washington Memorandum of Understanding Between Washington Municipalities**

# ONE WASHINGTON MEMORANDUM OF UNDERSTANDING BETWEEN WASHINGTON MUNICIPALITIES

Whereas, the people of the State of Washington and its communities have been harmed by entities within the Pharmaceutical Supply Chain who manufacture, distribute, and dispense prescription opioids;

Whereas, certain Local Governments, through their elected representatives and counsel, are engaged in litigation seeking to hold these entities within the Pharmaceutical Supply Chain of prescription opioids accountable for the damage they have caused to the Local Governments;

Whereas, Local Governments and elected officials share a common desire to abate and alleviate the impacts of harms caused by these entities within the Pharmaceutical Supply Chain throughout the State of Washington, and strive to ensure that principals of equity and equitable service delivery are factors considered in the allocation and use of Opioid Funds; and

Whereas, certain Local Governments engaged in litigation and the other cities and counties in Washington desire to agree on a form of allocation for Opioid Funds they receive from entities within the Pharmaceutical Supply Chain.

Now therefore, the Local Governments enter into this Memorandum of Understanding ("MOU") relating to the allocation and use of the proceeds of Settlements described.

## A. Definitions

As used in this MOU:

1. "Allocation Regions" are the same geographic areas as the existing nine (9) Washington State Accountable Community of Health (ACH) Regions and have the purpose described in Section C below.

2. "Approved Purpose(s)" shall mean the strategies specified and set forth in the Opioid Abatement Strategies attached as Exhibit A.

3. "Effective Date" shall mean the date on which a court of competent jurisdiction enters the first Settlement by order or consent decree. The Parties anticipate that more than one Settlement will be administered according to the terms of this MOU, but that the first entered Settlement will trigger allocation of Opioid Funds in accordance with Section B herein, and the formation of the Opioid Abatement Councils in Section C.

4. "Litigating Local Government(s)" shall mean Local Governments that filed suit against any Pharmaceutical Supply Chain Participant pertaining to the Opioid epidemic prior to September 1, 2020.

5. "Local Government(s)" shall mean all counties, cities, and towns within the geographic boundaries of the State of Washington.

6. "National Settlement Agreements" means the national opioid settlement agreements dated July 21, 2021 involving Johnson & Johnson, and distributors AmerisourceBergen, Cardinal Health and McKesson as well as their subsidiaries, affiliates, officers, and directors named in the National Settlement Agreements, including all amendments thereto.

7. "Opioid Funds" shall mean monetary amounts obtained through a Settlement as defined in this MOU.

8. "Opioid Abatement Council" shall have the meaning described in Section C below.

9. "Participating Local Government(s)" shall mean all counties, cities, and towns within the geographic boundaries of the State that have chosen to sign on to this MOU. The Participating Local Governments may be referred to separately in this MOU as "Participating Counties" and "Participating Cities and Towns" (or "Participating Cities or Towns," as appropriate) or "Parties."

10. "Pharmaceutical Supply Chain" shall mean the process and channels through which controlled substances are manufactured, marketed, promoted, distributed, and/or dispensed, including prescription opioids.

11. "Pharmaceutical Supply Chain Participant" shall mean any entity that engages in or has engaged in the manufacture, marketing, promotion, distribution, and/or dispensing of a prescription opioid, including any entity that has assisted in any of the above.

12. "Qualified Settlement Fund Account," or "QSF Account," shall mean an account set up as a qualified settlement fund, 468b fund, as authorized by Treasury Regulations 1.468B-1(c) (26 CFR §1.468B-1).

13. "Regional Agreements" shall mean the understanding reached by the Participating Local Counties and Cities within an Allocation Region governing the allocation, management, distribution of Opioid Funds within that Allocation Region.

14. "Settlement" shall mean the future negotiated resolution of legal or equitable claims against a Pharmaceutical Supply Chain Participant when that resolution has been jointly entered into by the Participating Local Governments. "Settlement" expressly does not include a plan of reorganization confirmed under Title 11of the United States Code, irrespective of the extent to which Participating Local Governments vote in favor of or otherwise support such plan of reorganization.

15. "Trustee" shall mean an independent trustee who shall be responsible for the ministerial task of releasing Opioid Funds from a QSF account to Participating Local Governments as authorized herein and accounting for all payments into or out of the trust.

16. The "Washington State Accountable Communities of Health" or "ACH" shall mean the nine (9) regions described in Section C below.

**B. Allocation of Settlement Proceeds for Approved Purposes**

1. All Opioid Funds shall be held in a QSF and distributed by the Trustee, for the benefit of the Participating Local Governments, only in a manner consistent with this MOU. Distribution of Opioid Funds will be subject to the mechanisms for auditing and reporting set forth below to provide public accountability and transparency.

2. All Opioid Funds, regardless of allocation, shall be utilized pursuant to Approved Purposes as defined herein and set forth in Exhibit A. Compliance with this requirement shall be verified through reporting, as set out in this MOU.

3. The division of Opioid Funds shall first be allocated to Participating Counties based on the methodology utilized for the Negotiation Class in *In Re: National Prescription Opiate Litigation*, United States District Court for the Northern District of Ohio, Case No. 1:17-md-02804-DAP. The allocation model uses three equally weighted factors: (1) the amount of opioids shipped to the county; (2) the number of opioid deaths that occurred in that county; and (3) the number of people who suffer opioid use disorder in that county. The allocation percentages that result from application of this methodology are set forth in the "County Total" line item in Exhibit B. In the event any county does not participate in this MOU, that county's percentage share shall be reallocated proportionally amongst the Participating Counties by applying this same methodology to only the Participating Counties.

4. Allocation and distribution of Opioid Funds within each Participating County will be based on regional agreements as described in Section C.

**C. Regional Agreements**

1. For the purpose of this MOU, the regional structure for decision-making related to opioid fund allocation will be based upon the nine (9) pre-defined Washington State Accountable Community of Health Regions (Allocation Regions). Reference to these pre-defined regions is solely for the purpose of

drawing geographic boundaries to facilitate regional agreements for use of Opioid Funds. The Allocation Regions are as follows:

- King County (Single County Region)
- Pierce County (Single County Region)
- Olympic Community of Health Region (Clallam, Jefferson, and Kitsap Counties)
- Cascade Pacific Action Alliance Region (Cowlitz, Grays Harbor, Lewis, Mason, Pacific, Thurston, and Wahkiakum Counties)
- North Sound Region (Island, San Juan, Skagit, Snohomish, and Whatcom Counties)
- SouthWest Region (Clark, Klickitat, and Skamania Counties)
- Greater Columbia Region (Asotin, Benton, Columbia, Franklin, Garfield, Kittitas, Walla Walla, Whitman, and Yakima Counties)
- Spokane Region (Adams, Ferry, Lincoln, Pend Oreille, Spokane, and Stevens Counties)
- North Central Region (Chelan, Douglas, Grant, and Okanogan Counties)

2. Opioid Funds will be allocated, distributed and managed within each Allocation Region, as determined by its Regional Agreement as set forth below. If an Allocation Region does not have a Regional Agreement enumerated in this MOU, and does not subsequently adopt a Regional Agreement per Section C.5, the default mechanism for allocation, distribution and management of Opioid Funds described in Section C.4.a will apply. Each Allocation Region must have an OAC whose composition and responsibilities shall be defined by Regional Agreement or as set forth in Section C.4.

3. King County's Regional Agreement is reflected in Exhibit C to this MOU.

4. All other Allocation Regions that have not specified a Regional Agreement for allocating, distributing and managing Opioid Funds, will apply the following default methodology:

a. Opioid Funds shall be allocated within each Allocation Region by taking the allocation for a Participating County from Exhibit B and apportioning those funds between that Participating County and its Participating Cities and Towns. Exhibit B also sets forth the allocation to the Participating Counties and the Participating Cities or Towns within the Counties based on a default allocation formula. As set forth above in Section B.3, to determine the allocation to a county, this formula utilizes: (1) the amount of opioids shipped to the county; (2) the number of opioid deaths that occurred in that county; and (3) the number of people who suffer opioid use disorder in that county. To determine the allocation within a county, the formula utilizes historical federal data showing how the specific Counties and the Cities and Towns within the Counties have

made opioids epidemic-related expenditures in the past. This is the same methodology used in the National Settlement Agreements for county and intra-county allocations. A Participating County, and the Cities and Towns within it may enter into a separate intra-county allocation agreement to modify how the Opioid Funds are allocated amongst themselves, provided the modification is in writing and agreed to by all Participating Local Governments in the County. Such an agreement shall not modify any of the other terms or requirements of this MOU.

b. 10% of the Opioid Funds received by the Region will be reserved, on an annual basis, for administrative costs related to the OAC. The OAC will provide an annual accounting for actual costs and any reserved funds that exceed actual costs will be reallocated to Participating Local Governments within the Region.

c. Cities and towns with a population of less than 10,000 shall be excluded from the allocation, with the exception of cities and towns that are Litigating Participating Local Governments. The portion of the Opioid Funds that would have been allocated to a city or town with a population of less than 10,000 that is not a Litigating Participating Local Government shall be redistributed to Participating Counties in the manner directed in C.4.a above.

d. Each Participating County, City, or Town may elect to have its share re-allocated to the OAC in which it is located. The OAC will then utilize this share for the benefit of Participating Local Governments within that Allocation Region, consistent with the Approved Purposes set forth in Exhibit A. A Participating Local Government's election to forego its allocation of Opioid Funds shall apply to all future allocations unless the Participating Local Government notifies its respective OAC otherwise. If a Participating Local Government elects to forego its allocation of the Opioid Funds, the Participating Local Government shall be excused from the reporting requirements set forth in this Agreement.

e. Participating Local Governments that receive a direct payment maintain full discretion over the use and distribution of their allocation of Opioid Funds, provided the Opioid Funds are used solely for Approved Purposes. Reasonable administrative costs for a Participating Local Government to administer its allocation of Opioid Funds shall not exceed actual costs or 10% of the Participating Local Government's allocation of Opioid Funds, whichever is less.

f. A Local Government that chooses not to become a Participating Local Government will not receive a direct allocation of Opioid Funds. The portion of the Opioid Funds that would have been allocated to a Local Government that is not a Participating Local Government shall be

redistributed to Participating Counties in the manner directed in C.4.a above.

g. As a condition of receiving a direct payment, each Participating Local Government that receives a direct payment agrees to undertake the following actions:

i. Developing a methodology for obtaining proposals for use of Opioid Funds.

ii. Ensuring there is opportunity for community-based input on priorities for Opioid Fund programs and services.

iii. Receiving and reviewing proposals for use of Opioid Funds for Approved Purposes.

iv. Approving or denying proposals for use of Opioid Funds for Approved Purposes.

v. Receiving funds from the Trustee for approved proposals and distributing the Opioid Funds to the recipient.

vi. Reporting to the OAC and making publicly available all decisions on Opioid Fund allocation applications, distributions and expenditures.

h. Prior to any distribution of Opioid Funds within the Allocation Region, The Participating Local Governments must establish an Opioid Abatement Council (OAC) to oversee Opioid Fund allocation, distribution, expenditures and dispute resolution. The OAC may be a preexisting regional body or may be a new body created for purposes of executing the obligations of this MOU.

i. The OAC for each Allocation Region shall be composed of representation from both Participating Counties and Participating Towns or Cities within the Region. The method of selecting members, and the terms for which they will serve will be determined by the Allocation Region's Participating Local Governments. All persons who serve on the OAC must have work or educational experience pertaining to one or more Approved Uses.

j. The Regional OAC will be responsible for the following actions:

i. Overseeing distribution of Opioid Funds from Participating Local Governments to programs and services within the Allocation Region for Approved Purposes.

ii. Annual review of expenditure reports from Participating Local Jurisdictions within the Allocation Region for compliance with Approved Purposes and the terms of this MOU and any Settlement.

iii. In the case where Participating Local Governments chose to forego their allocation of Opioid Funds:

(i) Approving or denying proposals by Participating Local Governments or community groups to the OAC for use of Opioid Funds within the Allocation Region.
(ii) Directing the Trustee to distribute Opioid Funds for use by Participating Local Governments or community groups whose proposals are approved by the OAC.
(iii) Administrating and maintaining records of all OAC decisions and distributions of Opioid Funds.

iv. Reporting and making publicly available all decisions on Opioid Fund allocation applications, distributions and expenditures by the OAC or directly by Participating Local Governments.

v. Developing and maintaining a centralized public dashboard or other repository for the publication of expenditure data from any Participating Local Government that receives Opioid Funds, and for expenditures by the OAC in that Allocation Region, which it shall update at least annually.

vi. If necessary, requiring and collecting additional outcome-related data from Participating Local Governments to evaluate the use of Opioid Funds, and all Participating Local Governments shall comply with such requirements.

vii. Hearing complaints by Participating Local Governments within the Allocation Region regarding alleged failure to (1) use Opioid Funds for Approved Purposes or (2) comply with reporting requirements.

5. Participating Local Governments may agree and elect to share, pool, or collaborate with their respective allocation of Opioid Funds in any manner they choose by adopting a Regional Agreement, so long as such sharing, pooling, or collaboration is used for Approved Purposes and complies with the terms of this MOU and any Settlement.

6. Nothing in this MOU should alter or change any Participating Local Government's rights to pursue its own claim. Rather, the intent of this MOU is to join all parties who wish to be Participating Local Governments to agree upon an allocation formula for any Opioid Funds from any future binding Settlement with one or more Pharmaceutical Supply Chain Participants for all Local Governments in the State of Washington.

7. If any Participating Local Government disputes the amount it receives from its allocation of Opioid Funds, the Participating Local Government shall alert its respective OAC within sixty (60) days of discovering the information underlying the dispute. Failure to alert its OAC within this time frame shall not constitute a waiver of the Participating Local Government's right to seek recoupment of any deficiency in its allocation of Opioid Funds.

8. If any OAC concludes that a Participating Local Government's expenditure of its allocation of Opioid Funds did not comply with the Approved Purposes listed in Exhibit A, or the terms of this MOU, or that the Participating Local Government otherwise misused its allocation of Opioid Funds, the OAC may take remedial action against the alleged offending Participating Local Government. Such remedial action is left to the discretion of the OAC and may include withholding future Opioid Funds owed to the offending Participating Local Government or requiring the offending Participating Local Government to reimburse improperly expended Opioid Funds back to the OAC to be re-allocated to the remaining Participating Local Governments within that Region.

9. All Participating Local Governments and OAC shall maintain all records related to the receipt and expenditure of Opioid Funds for no less than five (5) years and shall make such records available for review by any other Participating Local Government or OAC, or the public. Records requested by the public shall be produced in accordance with Washington's Public Records Act RCW 42.56.001 *et seq*. Records requested by another Participating Local Government or an OAC shall be produced within twenty-one (21) days of the date the record request was received. This requirement does not supplant any Participating Local Government or OAC's obligations under Washington's Public Records Act RCW 42.56.001 *et seq*.

**D. Payment of Counsel and Litigation Expenses**

1. The Litigating Local Governments have incurred attorneys' fees and litigation expenses relating to their prosecution of claims against the Pharmaceutical Supply Chain Participants, and this prosecution has inured to the benefit of all Participating Local Governments. Accordingly, a Washington

Government Fee Fund ("GFF") shall be established that ensures that all Parties that receive Opioid Funds contribute to the payment of fees and expenses incurred to prosecute the claims against the Pharmaceutical Supply Chain Participants, regardless of whether they are litigating or non-litigating entities.

2. The amount of the GFF shall be based as follows: the funds to be deposited in the GFF shall be equal to 15% of the total cash value of the Opioid Funds.

3. The maximum percentage of any contingency fee agreement permitted for compensation shall be 15% of the portion of the Opioid Funds allocated to the Litigating Local Government that is a party to the contingency fee agreement, plus expenses attributable to that Litigating Local Government. Under no circumstances may counsel collect more for its work on behalf of a Litigating Local Government than it would under its contingency agreement with that Litigating Local Government.

4. Payments from the GFF shall be overseen by a committee (the "Opioid Fee and Expense Committee") consisting of one representative of the following law firms: (a) Keller Rohrback L.LP.; (b) Hagens Berman Sobol Shapiro LLP; (c) Goldfarb & Huck Roth Riojas, PLLC; and (d) Napoli Shkolnik PLLC. The role of the Opioid Fee and Expense Committee shall be limited to ensuring that the GFF is administered in accordance with this Section.

5. In the event that settling Pharmaceutical Supply Chain Participants do not pay the fees and expenses of the Participating Local Governments directly at the time settlement is achieved, payments to counsel for Participating Local Governments shall be made from the GFF over not more than three years, with 50% paid within 12 months of the date of Settlement and 25% paid in each subsequent year, or at the time the total Settlement amount is paid to the Trustee by the Defendants, whichever is sooner.

6. Any funds remaining in the GFF in excess of: (i) the amounts needed to cover Litigating Local Governments' private counsel's representation agreements, and (ii) the amounts needed to cover the common benefit tax discussed in Section C.8 below (if not paid directly by the Defendants in connection with future settlement(s), shall revert to the Participating Local Governments *pro rata* according to the percentages set forth in Exhibits B, to be used for Approved Purposes as set forth herein and in Exhibit A.

7. In the event that funds in the GFF are not sufficient to pay all fees and expenses owed under this Section, payments to counsel for all Litigating Local Governments shall be reduced on a *pro rata* basis. The Litigating Local Governments will not be responsible for any of these reduced amounts.

8. The Parties anticipate that any Opioid Funds they receive will be subject to a common benefit "tax" imposed by the court in *In Re: National Prescription Opiate Litigation*, United States District Court for the Northern District of Ohio, Case No. 1:17-md-02804-DAP ("Common Benefit Tax"). If this occurs, the Participating Local Governments shall first seek to have the settling defendants pay the Common Benefit Tax. If the settling defendants do not agree to pay the Common Benefit Tax, then the Common Benefit Tax shall be paid from the Opioid Funds and by both litigating and non-litigating Local Governments. This payment shall occur prior to allocation and distribution of funds to the Participating Local Governments. In the event that GFF is not fully exhausted to pay the Litigating Local Governments' private counsel's representation agreements, excess funds in the GFF shall be applied to pay the Common Benefit Tax (if any).

**E. General Terms**

1. If any Participating Local Government believes another Participating Local Government, not including the Regional Abatement Advisory Councils, violated the terms of this MOU, the alleging Participating Local Government may seek to enforce the terms of this MOU in the court in which any applicable Settlement(s) was entered, provided the alleging Participating Local Government first provides the alleged offending Participating Local Government notice of the alleged violation(s) and a reasonable opportunity to cure the alleged violation(s). In such an enforcement action, any alleging Participating Local Government or alleged offending Participating Local Government may be represented by their respective public entity in accordance with Washington law.

2. Nothing in this MOU shall be interpreted to waive the right of any Participating Local Government to seek judicial relief for conduct occurring outside the scope of this MOU that violates any Washington law. In such an action, the alleged offending Participating Local Government, including the Regional Abatement Advisory Councils, may be represented by their respective public entities in accordance with Washington law. In the event of a conflict, any Participating Local Government, including the Regional Abatement Advisory Councils and its Members, may seek outside representation to defend itself against such an action.

3. Venue for any legal action related to this MOU shall be in the court in which the Participating Local Government is located or in accordance with the court rules on venue in that jurisdiction. This provision is not intended to expand the court rules on venue.

4. This MOU may be executed in two or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. The Participating Local Governments approve the use of electronic signatures for execution of this MOU. All use of electronic signatures

shall be governed by the Uniform Electronic Transactions Act. The Parties agree not to deny the legal effect or enforceability of the MOU solely because it is in electronic form or because an electronic record was used in its formation. The Participating Local Government agree not to object to the admissibility of the MOU in the form of an electronic record, or a paper copy of an electronic document, or a paper copy of a document bearing an electronic signature, on the grounds that it is an electronic record or electronic signature or that it is not in its original form or is not an original.

5. Each Participating Local Government represents that all procedures necessary to authorize such Participating Local Government's execution of this MOU have been performed and that the person signing for such Party has been authorized to execute the MOU.

**[Remainder of Page Intentionally Left Blank – Signature Pages Follow]**

**This One Washington Memorandum of Understanding Between Washington Municipalities is signed this _____ day of _____, 2022 by:**

_____

**Name & Title** Jessi Bon, City Manager

**On behalf of** City of Mercer Island, Washington

4894-0031-1574, v. 2

# EXHIBIT A

# O P I O I D  A B A T E M E N T  S T R A T E G I E S

## PART ONE: TREATMENT

### A. TREAT OPIOID USE DISORDER (OUD)

Support treatment of Opioid Use Disorder (OUD) and any co-occurring Substance Use Disorder or Mental Health (SUD/MH) conditions, co-usage, and/or co-addiction through evidence-based, evidence-informed, or promising programs or strategies that may include, but are not limited to, the following:

1. Expand availability of treatment for OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction, including all forms of Medication-Assisted Treatment (MAT) approved by the U.S. Food and Drug Administration.

2. Support and reimburse services that include the full American Society of Addiction Medicine (ASAM) continuum of care for OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction, including but not limited to:

    a. Medication-Assisted Treatment (MAT);

    b. Abstinence-based treatment;

    c. Treatment, recovery, or other services provided by states, subdivisions, community health centers; non-for-profit providers; or for-profit providers;

    d. Treatment by providers that focus on OUD treatment as well as treatment by providers that offer OUD treatment along with treatment for other SUD/MH conditions, co-usage, and/or co-addiction; or

    e. Evidence-informed residential services programs, as noted below.

3. Expand telehealth to increase access to treatment for OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction, including MAT, as well as counseling, psychiatric support, and other treatment and recovery support services.

4. Improve oversight of Opioid Treatment Programs (OTPs) to assure evidence-based, evidence-informed, or promising practices such as adequate methadone dosing.

5. Support mobile intervention, treatment, and recovery services, offered by qualified professionals and service providers, such as peer recovery coaches, for persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction and for persons who have experienced an opioid overdose.

6. Support treatment of mental health trauma resulting from the traumatic experiences of the opioid user (e.g., violence, sexual assault, human trafficking, or adverse childhood experiences) and family members (e.g., surviving family members after an overdose

or overdose fatality), and training of health care personnel to identify and address such trauma.

7. Support detoxification (detox) and withdrawal management services for persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction, including medical detox, referral to treatment, or connections to other services or supports.

8. Support training on MAT for health care providers, students, or other supporting professionals, such as peer recovery coaches or recovery outreach specialists, including telementoring to assist community-based providers in rural or underserved areas.

9. Support workforce development for addiction professionals who work with persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction.

10. Provide fellowships for addiction medicine specialists for direct patient care, instructors, and clinical research for treatments.

11. Provide funding and training for clinicians to obtain a waiver under the federal Drug Addiction Treatment Act of 2000 (DATA 2000) to prescribe MAT for OUD, and provide technical assistance and professional support to clinicians who have obtained a DATA 2000 waiver.

12. Support the dissemination of web-based training curricula, such as the American Academy of Addiction Psychiatry's Provider Clinical Support Service-Opioids web-based training curriculum and motivational interviewing.

13. Support the development and dissemination of new curricula, such as the American Academy of Addiction Psychiatry's Provider Clinical Support Service for Medication-Assisted Treatment.

## B. SUPPORT PEOPLE IN TREATMENT AND RECOVERY

Support people in treatment for and recovery from OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction through evidence-based, evidence-informed, or promising programs or strategies that may include, but are not limited to, the following:

1. Provide the full continuum of care of recovery services for OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction, including supportive housing, residential treatment, medical detox services, peer support services and counseling, community navigators, case management, and connections to community-based services.

2. Provide counseling, peer-support, recovery case management and residential treatment with access to medications for those who need it to persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction.

3. Provide access to housing for people with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction, including supportive housing, recovery housing, housing assistance programs, or training for housing providers.

4. Provide community support services, including social and legal services, to assist in deinstitutionalizing persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction.

5. Support or expand peer-recovery centers, which may include support groups, social events, computer access, or other services for persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction.

6. Provide employment training or educational services for persons in treatment for or recovery from OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction.

7. Identify successful recovery programs such as physician, pilot, and college recovery programs, and provide support and technical assistance to increase the number and capacity of high-quality programs to help those in recovery.

8. Engage non-profits, faith-based communities, and community coalitions to support people in treatment and recovery and to support family members in their efforts to manage the opioid user in the family.

9. Provide training and development of procedures for government staff to appropriately interact and provide social and other services to current and recovering opioid users, including reducing stigma.

10. Support stigma reduction efforts regarding treatment and support for persons with OUD, including reducing the stigma on effective treatment.

## C. CONNECT PEOPLE WHO NEED HELP TO THE HELP THEY NEED (CONNECTIONS TO CARE)

Provide connections to care for people who have – or are at risk of developing – OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction through evidence-based, evidence-informed, or promising programs or strategies that may include, but are not limited to, the following:

1. Ensure that health care providers are screening for OUD and other risk factors and know how to appropriately counsel and treat (or refer if necessary) a patient for OUD treatment.

2. Support Screening, Brief Intervention and Referral to Treatment (SBIRT) programs to reduce the transition from use to disorders.

3. Provide training and long-term implementation of SBIRT in key systems (health, schools, colleges, criminal justice, and probation), with a focus on youth and young adults when transition from misuse to opioid disorder is common.

4. Purchase automated versions of SBIRT and support ongoing costs of the technology.

5. Support training for emergency room personnel treating opioid overdose patients on post-discharge planning, including community referrals for MAT, recovery case management or support services.

6. Support hospital programs that transition persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction, or persons who have experienced an opioid overdose, into community treatment or recovery services through a bridge clinic or similar approach.

7. Support crisis stabilization centers that serve as an alternative to hospital emergency departments for persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction or persons that have experienced an opioid overdose.

8. Support the work of Emergency Medical Systems, including peer support specialists, to connect individuals to treatment or other appropriate services following an opioid overdose or other opioid-related adverse event.

9. Provide funding for peer support specialists or recovery coaches in emergency departments, detox facilities, recovery centers, recovery housing, or similar settings; offer services, supports, or connections to care to persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction or to persons who have experienced an opioid overdose.

10. Provide funding for peer navigators, recovery coaches, care coordinators, or care managers that offer assistance to persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction or to persons who have experienced on opioid overdose.

11. Create or support school-based contacts that parents can engage with to seek immediate treatment services for their child; and support prevention, intervention, treatment, and recovery programs focused on young people.

12. Develop and support best practices on addressing OUD in the workplace.

13. Support assistance programs for health care providers with OUD.

14. Engage non-profits and the faith community as a system to support outreach for treatment.

15. Support centralized call centers that provide information and connections to appropriate services and supports for persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction.

16. Create or support intake and call centers to facilitate education and access to treatment, prevention, and recovery services for persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction.

17. Develop or support a National Treatment Availability Clearinghouse – a multistate/nationally accessible database whereby health care providers can list locations for currently available in-patient and out-patient OUD treatment services that are accessible on a real-time basis by persons who seek treatment.

## D. ADDRESS THE NEEDS OF CRIMINAL-JUSTICE-INVOLVED PERSONS

Address the needs of persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction who are involved – or are at risk of becoming involved – in the criminal justice system through evidence-based, evidence-informed, or promising programs or strategies that may include, but are not limited to, the following:

1. Support pre-arrest or post-arrest diversion and deflection strategies for persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction, including established strategies such as:

    a. Self-referral strategies such as the Angel Programs or the Police Assisted Addiction Recovery Initiative (PAARI);

    b. Active outreach strategies such as the Drug Abuse Response Team (DART) model;

    c. "Naloxone Plus" strategies, which work to ensure that individuals who have received naloxone to reverse the effects of an overdose are then linked to treatment programs or other appropriate services;

    d. Officer prevention strategies, such as the Law Enforcement Assisted Diversion (LEAD) model;

    e. Officer intervention strategies such as the Leon County, Florida Adult Civil Citation Network or the Chicago Westside Narcotics Diversion to Treatment Initiative;

    f. Co-responder and/or alternative responder models to address OUD-related 911 calls with greater SUD expertise and to reduce perceived barriers associated with law enforcement 911 responses; or

    g. County prosecution diversion programs, including diversion officer salary, only for counties with a population of 50,000 or less. Any diversion services in matters involving opioids must include drug testing, monitoring, or treatment.

2. Support pre-trial services that connect individuals with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction to evidence-informed treatment, including MAT, and related services.

3. Support treatment and recovery courts for persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction, but only if these courts provide referrals to evidence-informed treatment, including MAT.

4. Provide evidence-informed treatment, including MAT, recovery support, or other appropriate services to individuals with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction who are incarcerated in jail or prison.

5. Provide evidence-informed treatment, including MAT, recovery support, or other appropriate services to individuals with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction who are leaving jail or prison have recently left jail or prison, are on probation or parole, are under community corrections supervision, or are in re-entry programs or facilities.

6. Support critical time interventions (CTI), particularly for individuals living with dual-diagnosis OUD/serious mental illness, and services for individuals who face immediate risks and service needs and risks upon release from correctional settings.

7. Provide training on best practices for addressing the needs of criminal-justice-involved persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction to law enforcement, correctional, or judicial personnel or to providers of treatment, recovery, case management, or other services offered in connection with any of the strategies described in this section.

## E. ADDRESS THE NEEDS OF PREGNANT OR PARENTING WOMEN AND THEIR FAMILIES, INCLUDING BABIES WITH NEONATAL ABSTINENCE SYNDROME

Address the needs of pregnant or parenting women with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction, and the needs of their families, including babies with neonatal abstinence syndrome, through evidence-based, evidence-informed, or promising programs or strategies that may include, but are not limited to, the following:

1. Support evidence-based, evidence-informed, or promising treatment, including MAT, recovery services and supports, and prevention services for pregnant women – or women who could become pregnant – who have OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction, and other measures to educate and provide support to families affected by Neonatal Abstinence Syndrome.

2. Provide training for obstetricians or other healthcare personnel that work with pregnant women and their families regarding treatment of OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction.

3. Provide training to health care providers who work with pregnant or parenting women on best practices for compliance with federal requirements that children born with Neonatal Abstinence Syndrome get referred to appropriate services and receive a plan of safe care.

4. Provide enhanced support for children and family members suffering trauma as a result of addiction in the family; and offer trauma-informed behavioral health treatment for adverse childhood events.

5. Offer enhanced family supports and home-based wrap-around services to persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction, including but not limited to parent skills training.

6. Support for Children's Services – Fund additional positions and services, including supportive housing and other residential services, relating to children being removed from the home and/or placed in foster care due to custodial opioid use.

PART TWO: PREVENTION

## F. PREVENT OVER-PRESCRIBING AND ENSURE APPROPRIATE PRESCRIBING AND DISPENSING OF OPIOIDS

Support efforts to prevent over-prescribing and ensure appropriate prescribing and dispensing of opioids through evidence-based, evidence-informed, or promising programs or strategies that may include, but are not limited to, the following:

1. Training for health care providers regarding safe and responsible opioid prescribing, dosing, and tapering patients off opioids.

2. Academic counter-detailing to educate prescribers on appropriate opioid prescribing.

3. Continuing Medical Education (CME) on appropriate prescribing of opioids.

4. Support for non-opioid pain treatment alternatives, including training providers to offer or refer to multi-modal, evidence-informed treatment of pain.

5. Support enhancements or improvements to Prescription Drug Monitoring Programs (PDMPs), including but not limited to improvements that:

    a. Increase the number of prescribers using PDMPs;

    b. Improve point-of-care decision-making by increasing the quantity, quality, or format of data available to prescribers using PDMPs or by improving the interface that prescribers use to access PDMP data, or both; or

    c. Enable states to use PDMP data in support of surveillance or intervention strategies, including MAT referrals and follow-up for individuals identified within PDMP data as likely to experience OUD.

6. Development and implementation of a national PDMP – Fund development of a multistate/national PDMP that permits information sharing while providing appropriate safeguards on sharing of private health information, including but not limited to:

    a. Integration of PDMP data with electronic health records, overdose episodes, and decision support tools for health care providers relating to OUD.

b. Ensuring PDMPs incorporate available overdose/naloxone deployment data, including the United States Department of Transportation's Emergency Medical Technician overdose database.

7. Increase electronic prescribing to prevent diversion or forgery.

8. Educate Dispensers on appropriate opioid dispensing.

## G. PREVENT MISUSE OF OPIOIDS

Support efforts to discourage or prevent misuse of opioids through evidence-based, evidence-informed, or promising programs or strategies that may include, but are not limited to, the following:

1. Corrective advertising or affirmative public education campaigns based on evidence.

2. Public education relating to drug disposal.

3. Drug take-back disposal or destruction programs.

4. Fund community anti-drug coalitions that engage in drug prevention efforts.

5. Support community coalitions in implementing evidence-informed prevention, such as reduced social access and physical access, stigma reduction – including staffing, educational campaigns, support for people in treatment or recovery, or training of coalitions in evidence-informed implementation, including the Strategic Prevention Framework developed by the U.S. Substance Abuse and Mental Health Services Administration (SAMHSA).

6. Engage non-profits and faith-based communities as systems to support prevention.

7. Support evidence-informed school and community education programs and campaigns for students, families, school employees, school athletic programs, parent-teacher and student associations, and others.

8. School-based or youth-focused programs or strategies that have demonstrated effectiveness in preventing drug misuse and seem likely to be effective in preventing the uptake and use of opioids.

9. Support community-based education or intervention services for families, youth, and adolescents at risk for OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction.

10. Support evidence-informed programs or curricula to address mental health needs of young people who may be at risk of misusing opioids or other drugs, including emotional modulation and resilience skills.

11. Support greater access to mental health services and supports for young people, including services and supports provided by school nurses or other school staff, to

address mental health needs in young people that (when not properly addressed) increase the risk of opioid or other drug misuse.

## H. PREVENT OVERDOSE DEATHS AND OTHER HARMS

Support efforts to prevent or reduce overdose deaths or other opioid-related harms through evidence-based, evidence-informed, or promising programs or strategies that may include, but are not limited to, the following:

1. Increase availability and distribution of naloxone and other drugs that treat overdoses for first responders, overdose patients, opioid users, families and friends of opioid users, schools, community navigators and outreach workers, drug offenders upon release from jail/prison, or other members of the general public.

2. Provision by public health entities of free naloxone to anyone in the community, including but not limited to provision of intra-nasal naloxone in settings where other options are not available or allowed.

3. Training and education regarding naloxone and other drugs that treat overdoses for first responders, overdose patients, patients taking opioids, families, schools, and other members of the general public.

4. Enable school nurses and other school staff to respond to opioid overdoses, and provide them with naloxone, training, and support.

5. Expand, improve, or develop data tracking software and applications for overdoses/naloxone revivals.

6. Public education relating to emergency responses to overdoses.

7. Public education relating to immunity and Good Samaritan laws.

8. Educate first responders regarding the existence and operation of immunity and Good Samaritan laws.

9. Expand access to testing and treatment for infectious diseases such as HIV and Hepatitis C resulting from intravenous opioid use.

10. Support mobile units that offer or provide referrals to treatment, recovery supports, health care, or other appropriate services to persons that use opioids or persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction.

11. Provide training in treatment and recovery strategies to health care providers, students, peer recovery coaches, recovery outreach specialists, or other professionals that provide care to persons who use opioids or persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction.

12. Support screening for fentanyl in routine clinical toxicology testing.

PART THREE: OTHER STRATEGIES

## I. FIRST RESPONDERS

In addition to items C8, D1 through D7, H1, H3, and H8, support the following:

1. Current and future law enforcement expenditures relating to the opioid epidemic.

2. Educate law enforcement or other first responders regarding appropriate practices and precautions when dealing with fentanyl or other drugs.

## J. LEADERSHIP, PLANNING AND COORDINATION

Support efforts to provide leadership, planning, and coordination to abate the opioid epidemic through activities, programs, or strategies that may include, but are not limited to, the following:

1. Community regional planning to identify goals for reducing harms related to the opioid epidemic, to identify areas and populations with the greatest needs for treatment intervention services, or to support other strategies to abate the opioid epidemic described in this opioid abatement strategy list.

2. A government dashboard to track key opioid-related indicators and supports as identified through collaborative community processes.

3. Invest in infrastructure or staffing at government or not-for-profit agencies to support collaborative, cross-system coordination with the purpose of preventing overprescribing, opioid misuse, or opioid overdoses, treating those with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction, supporting them in treatment or recovery, connecting them to care, or implementing other strategies to abate the opioid epidemic described in this opioid abatement strategy list.

4. Provide resources to staff government oversight and management of opioid abatement programs.

## K. TRAINING

In addition to the training referred to in various items above, support training to abate the opioid epidemic through activities, programs, or strategies that may include, but are not limited to, the following:

1. Provide funding for staff training or networking programs and services to improve the capability of government, community, and not-for-profit entities to abate the opioid crisis.

2. Invest in infrastructure and staffing for collaborative cross-system coordination to prevent opioid misuse, prevent overdoses, and treat those with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction, or implement other

strategies to abate the opioid epidemic described in this opioid abatement strategy list (e.g., health care, primary care, pharmacies, PDMPs, etc.).

## L. RESEARCH

Support opioid abatement research that may include, but is not limited to, the following:

1. Monitoring, surveillance, and evaluation of programs and strategies described in this opioid abatement strategy list.

2. Research non-opioid treatment of chronic pain.

3. Research on improved service delivery for modalities such as SBIRT that demonstrate promising but mixed results in populations vulnerable to opioid use disorders.

4. Research on innovative supply-side enforcement efforts such as improved detection of mail-based delivery of synthetic opioids.

5. Expanded research on swift/certain/fair models to reduce and deter opioid misuse within criminal justice populations that build upon promising approaches used to address other substances (e.g. Hawaii HOPE and Dakota 24/7).

6. Research on expanded modalities such as prescription methadone that can expand access to MAT.

# EXHIBIT B

| County | Local Government | % Allocation |
|---|---|---|
| **Adams County** | | |
| | Adams County | 0.1638732475% |
| | Hatton | |
| | Lind | |
| | Othello | |
| | Ritzville | |
| | Washtucna | |
| | **County Total:** | 0.1638732475% |
| **Asotin County** | | |
| | Asotin County | 0.4694498386% |
| | Asotin | |
| | Clarkston | |
| | **County Total:** | 0.4694498386% |
| **Benton County** | | |
| | Benton County | 1.4848831892% |
| | Benton City | |
| | Kennewick | 0.5415650564% |
| | Prosser | |
| | Richland | 0.4756779517% |
| | West Richland | 0.0459360490% |
| | **County Total:** | 2.5480622463% |
| **Chelan County** | | |
| | Chelan County | 0.7434914485% |
| | Cashmere | |
| | Chelan | |
| | Entiat | |
| | Leavenworth | |
| | Wenatchee | 0.2968333494% |
| | **County Total:** | 1.0403247979% |
| **Clallam County** | | |
| | Clallam County | 1.3076983401% |
| | Forks | |
| | Port Angeles | 0.4598370527% |
| | Sequim | |
| | **County Total:** | 1.7675353928% |



*** - Local Government appears in multiple counties

# EXHIBIT B

| County | Local Government | % Allocation |
|---|---|---|
| **Clark County** | | |
| | Clark County | 4.5149775326% |
| | Battle Ground | 0.1384729857% |
| | Camas | 0.2691592724% |
| | La Center | |
| | Ridgefield | |
| | Vancouver | 1.7306605325% |
| | Washougal | 0.1279328220% |
| | Woodland*** | |
| | Yacolt | |
| | **County Total:** | 6.7812031452% |
| **Columbia County** | | |
| | Columbia County | 0.0561699537% |
| | Dayton | |
| | Starbuck | |
| | **County Total:** | 0.0561699537% |
| **Cowlitz County** | | |
| | Cowlitz County | 1.7226945990% |
| | Castle Rock | |
| | Kalama | |
| | Kelso | 0.1331145270% |
| | Longview | 0.6162736905% |
| | Woodland*** | |
| | **County Total:** | 2.4720828165% |
| **Douglas County** | | |
| | Douglas County | 0.3932175175% |
| | Bridgeport | |
| | Coulee Dam*** | |
| | East Wenatchee | 0.0799810865% |
| | Mansfield | |
| | Rock Island | |
| | Waterville | |
| | **County Total:** | 0.4731986040% |
| **Ferry County** | | |
| | Ferry County | 0.1153487994% |
| | Republic | |
| | **County Total:** | 0.1153487994% |

*** - Local Government appears in multiple counties

# EXHIBIT B

| County | Local Government | % Allocation |
|---|---|---|
| **Franklin County** | | |
| | Franklin County | 0.3361237144% |
| | Connell | |
| | Kahlotus | |
| | Mesa | |
| | Pasco | 0.4278056066% |
| | **County Total:** | 0.7639293210% |
| **Garfield County** | | |
| | Garfield County | 0.0321982209% |
| | Pomeroy | |
| | **County Total:** | 0.0321982209% |
| **Grant County** | | |
| | Grant County | 0.9932572167% |
| | Coulee City | |
| | Coulee Dam*** | |
| | Electric City | |
| | Ephrata | |
| | George | |
| | Grand Coulee | |
| | Hartline | |
| | Krupp | |
| | Mattawa | |
| | Moses Lake | 0.2078293909% |
| | Quincy | |
| | Royal City | |
| | Soap Lake | |
| | Warden | |
| | Wilson Creek | |
| | **County Total:** | 1.2010866076% |

*** - Local Government appears in multiple counties

# EXHIBIT B

| County | Local Government | % Allocation |
|---|---|---|
| **Grays Harbor County** | | |
| | Grays Harbor County | 0.9992429138% |
| | Aberdeen | 0.2491525333% |
| | Cosmopolis | |
| | Elma | |
| | Hoquiam | |
| | McCleary | |
| | Montesano | |
| | Oakville | |
| | Ocean Shores | |
| | Westport | |
| | **County Total:** | 1.2483954471% |
| **Island County** | | |
| | Island County | 0.6820422610% |
| | Coupeville | |
| | Langley | |
| | Oak Harbor | 0.2511550431% |
| | **County Total:** | 0.9331973041% |
| **Jefferson County** | | |
| | Jefferson County | 0.4417137380% |
| | Port Townsend | |
| | **County Total:** | 0.4417137380% |

*** - Local Government appears in multiple counties

# EXHIBIT B

| County | Local Government | % Allocation |
|---|---|---|
| **King County** | | |
| | King County | 13.9743722662% |
| | Algona | |
| | Auburn*** | 0.2622774917% |
| | Beaux Arts Village | |
| | Bellevue | 1.1300592573% |
| | Black Diamond | |
| | Bothell*** | 0.1821602716% |
| | Burien | 0.0270962921% |
| | Carnation | |
| | Clyde Hill | |
| | Covington | 0.0118134406% |
| | Des Moines | 0.1179764526% |
| | Duvall | |
| | Enumclaw*** | 0.0537768326% |
| | Federal Way | 0.3061452240% |
| | Hunts Point | |
| | Issaquah | 0.1876240107% |
| | Kenmore | 0.0204441024% |
| | Kent | 0.5377397676% |
| | Kirkland | 0.5453525246% |
| | Lake Forest Park | 0.0525439124% |
| | Maple Valley | 0.0093761587% |
| | Medina | |
| | Mercer Island | 0.1751797481% |
| | Milton*** | |
| | Newcastle | 0.0033117880% |
| | Normandy Park | |
| | North Bend | |
| | Pacific*** | |
| | Redmond | 0.4839486007% |
| | Renton | 0.7652626920% |
| | Sammamish | 0.0224369090% |
| | SeaTac | 0.1481551278% |
| | Seattle | 6.6032403816% |
| | Shoreline | 0.0435834501% |
| | Skykomish | |
| | Snoqualmie | 0.0649164481% |
| | Tukwila | 0.3032205739% |
| | Woodinville | 0.0185516364% |
| | Yarrow Point | |
| | **County Total:** | 26.0505653608% |

*** - Local Government appears in multiple counties

# EXHIBIT B

| County | Local Government | % Allocation |
|---|---|---|
| **Kitsap County** | | |
| | Kitsap County | 2.6294133668% |
| | Bainbridge Island | 0.1364686014% |
| | Bremerton | 0.6193374389% |
| | Port Orchard | 0.1009497162% |
| | Poulsbo | 0.0773748246% |
| | **County Total:** | 3.5635439479% |
| **Kittitas County** | | |
| | Kittitas County | 0.3855704683% |
| | Cle Elum | |
| | Ellensburg | 0.0955824915% |
| | Kittitas | |
| | Roslyn | |
| | South Cle Elum | |
| | **County Total:** | 0.4811529598% |
| **Klickitat County** | | |
| | Klickitat County | 0.2211673457% |
| | Bingen | |
| | Goldendale | |
| | White Salmon | |
| | **County Total:** | 0.2211673457% |
| **Lewis County** | | |
| | Lewis County | 1.0777377479% |
| | Centralia | 0.1909990353% |
| | Chehalis | |
| | Morton | |
| | Mossyrock | |
| | Napavine | |
| | Pe Ell | |
| | Toledo | |
| | Vader | |
| | Winlock | |
| | **County Total:** | 1.2687367832% |



*** - Local Government appears in multiple counties

# EXHIBIT B

| County | Local Government | % Allocation |
|---|---|---|
| **Lincoln County** | | |
| | Lincoln County | 0.1712669645% |
| | Almira | |
| | Creston | |
| | Davenport | |
| | Harrington | |
| | Odessa | |
| | Reardan | |
| | Sprague | |
| | Wilbur | |
| | **County Total:** | 0.1712669645% |
| **Mason County** | | |
| | Mason County | 0.8089918012% |
| | Shelton | 0.1239179888% |
| | **County Total:** | 0.9329097900% |
| **Okanogan County** | | |
| | Okanogan County | 0.6145043345% |
| | Brewster | |
| | Conconully | |
| | Coulee Dam*** | |
| | Elmer City | |
| | Nespelem | |
| | Okanogan | |
| | Omak | |
| | Oroville | |
| | Pateros | |
| | Riverside | |
| | Tonasket | |
| | Twisp | |
| | Winthrop | |
| | **County Total:** | 0.6145043345% |
| **Pacific County** | | |
| | Pacific County | 0.4895416466% |
| | Ilwaco | |
| | Long Beach | |
| | Raymond | |
| | South Bend | |
| | **County Total:** | 0.4895416466% |

*** - Local Government appears in multiple counties

# EXHIBIT B

| County | Local Government | % Allocation |
|---|---|---|
| **Pend Oreille County** | | |
| | Pend Oreille County | 0.2566374940% |
| | Cusick | |
| | Ione | |
| | Metaline | |
| | Metaline Falls | |
| | Newport | |
| | **County Total:** | 0.2566374940% |
| **Pierce County** | | |
| | Pierce County | 7.2310164020% |
| | Auburn*** | 0.0628522112% |
| | Bonney Lake | 0.1190773864% |
| | Buckley | |
| | Carbonado | |
| | DuPont | |
| | Eatonville | |
| | Edgewood | 0.0048016791% |
| | Enumclaw*** | 0.0000000000% |
| | Fife | 0.1955185481% |
| | Fircrest | |
| | Gig Harbor | 0.0859963345% |
| | Lakewood | 0.5253640894% |
| | Milton*** | |
| | Orting | |
| | Pacific*** | |
| | Puyallup | 0.3845704814% |
| | Roy | |
| | Ruston | |
| | South Prairie | |
| | Steilacoom | |
| | Sumner | 0.1083157569% |
| | Tacoma | 3.2816374617% |
| | University Place | 0.0353733363% |
| | Wilkeson | |
| | **County Total:** | 12.0345236870% |
| **San Juan County** | | |
| | San Juan County | 0.2101495171% |
| | Friday Harbor | |
| | **County Total:** | 0.2101495171% |



*** - Local Government appears in multiple counties

# EXHIBIT B

| County | Local Government | % Allocation |
|---|---|---|
| **Skagit County** | | |
| | Skagit County | 1.0526023961% |
| | Anacortes | 0.1774962906% |
| | Burlington | 0.1146861661% |
| | Concrete | |
| | Hamilton | |
| | La Conner | |
| | Lyman | |
| | Mount Vernon | 0.2801063665% |
| | Sedro-Woolley | 0.0661146351% |
| | **County Total:** | 1.6910058544% |
| **Skamania County** | | |
| | Skamania County | 0.1631931925% |
| | North Bonneville | |
| | Stevenson | |
| | **County Total:** | 0.1631931925% |
| **Snohomish County** | | |
| | Snohomish County | 6.9054415622% |
| | Arlington | 0.2620524080% |
| | Bothell*** | 0.2654558588% |
| | Brier | |
| | Darrington | |
| | Edmonds | 0.3058936009% |
| | Everett | 1.9258363241% |
| | Gold Bar | |
| | Granite Falls | |
| | Index | |
| | Lake Stevens | 0.1385202891% |
| | Lynnwood | 0.7704629214% |
| | Marysville | 0.3945067827% |
| | Mill Creek | 0.1227939546% |
| | Monroe | 0.1771621898% |
| | Mountlake Terrace | 0.2108935805% |
| | Mukilteo | 0.2561790702% |
| | Snohomish | 0.0861097964% |
| | Stanwood | |
| | Sultan | |
| | Woodway | |
| | **County Total:** | 11.8213083387% |

*** - Local Government appears in multiple counties

# EXHIBIT B

| County | Local Government | % Allocation |
|---|---|---|
| **Spokane County** | | |
| | Spokane County | 5.5623859292% |
| | Airway Heights | |
| | Cheney | 0.1238454349% |
| | Deer Park | |
| | Fairfield | |
| | Latah | |
| | Liberty Lake | 0.0389636519% |
| | Medical Lake | |
| | Millwood | |
| | Rockford | |
| | Spangle | |
| | Spokane | 3.0872078287% |
| | Spokane Valley | 0.0684217500% |
| | Waverly | |
| | **County Total:** | 8.8808245947% |
| **Stevens County** | | |
| | Stevens County | 0.7479240179% |
| | Chewelah | |
| | Colville | |
| | Kettle Falls | |
| | Marcus | |
| | Northport | |
| | Springdale | |
| | **County Total:** | 0.7479240179% |
| **Thurston County** | | |
| | Thurston County | 2.3258492094% |
| | Bucoda | |
| | Lacey | 0.2348627221% |
| | Olympia | 0.6039423385% |
| | Rainier | |
| | Tenino | |
| | Tumwater | 0.2065982350% |
| | Yelm | |
| | **County Total:** | 3.3712525050% |
| **Wahkiakum County** | | |
| | Wahkiakum County | 0.0596582197% |
| | Cathlamet | |
| | **County Total:** | 0.0596582197% |



*** - Local Government appears in multiple counties

# EXHIBIT B

| County | Local Government | % Allocation |
|---|---|---|
| **Walla Walla County** | | |
| | Walla Walla County | 0.5543870294% |
| | College Place | |
| | Prescott | |
| | Waitsburg | |
| | Walla Walla | 0.3140768654% |
| | **County Total:** | 0.8684638948% |
| **Whatcom County** | | |
| | Whatcom County | 1.3452637306% |
| | Bellingham | 0.8978614577% |
| | Blaine | |
| | Everson | |
| | Ferndale | 0.0646101891% |
| | Lynden | 0.0827115612% |
| | Nooksack | |
| | Sumas | |
| | **County Total:** | 2.3904469386% |
| **Whitman County** | | |
| | Whitman County | 0.2626805837% |
| | Albion | |
| | Colfax | |
| | Colton | |
| | Endicott | |
| | Farmington | |
| | Garfield | |
| | LaCrosse | |
| | Lamont | |
| | Malden | |
| | Oakesdale | |
| | Palouse | |
| | Pullman | 0.2214837491% |
| | Rosalia | |
| | St. John | |
| | Tekoa | |
| | Uniontown | |
| | **County Total:** | 0.4841643328% |



*** - Local Government appears in multiple counties B-31

# EXHIBIT B

| County | Local Government | % Allocation |
|---|---|---|
| **Yakima County** | | |
| | Yakima County | 1.9388392959% |
| | Grandview | 0.0530606109% |
| | Granger | |
| | Harrah | |
| | Mabton | |
| | Moxee | |
| | Naches | |
| | Selah | |
| | Sunnyside | 0.1213478384% |
| | Tieton | |
| | Toppenish | |
| | Union Gap | |
| | Wapato | |
| | Yakima | 0.6060410539% |
| | Zillah | |
| | **County Total:** | 2.7192887991% |

*** - Local Government appears in multiple counties

# Exhibit C

## KING COUNTY REGIONAL AGREEMENT

King County intends to explore coordination with its cities and towns to facilitate a Regional Agreement for Opioid Fund allocation. Should some cities and towns choose not to participate in a Regional Agreement, this shall not preclude coordinated allocation for programs and services between the County and those cities and towns who elect to pursue a Regional Agreement. As contemplated in C.5 of the MOU, any Regional Agreement shall comply with the terms of the MOU and any Settlement. If no Regional Agreement is achieved, the default methodology for allocation in C.4 of the MOU shall apply.

# BUSINESS OF THE CITY COUNCIL
# CITY OF MERCER ISLAND

**AB 6761**
**September 2, 2025**
**Consent Agenda**

## AGENDA BILL INFORMATION

| | | |
|---|---|---|
| **TITLE:** | AB 6761: Ratification of Local Emergency Order Issued by the City Manager – Water Main Breaks (Proclamation No. 365) | ☐ Discussion Only<br>☒ Action Needed:<br>☒ Motion<br>☐ Ordinance<br>☐ Resolution |
| **RECOMMENDED ACTION:** | Ratify and confirm the Local Emergency Order issued by the City Manager in August 2025. | |

| | |
|---|---|
| **DEPARTMENT:** | City Manager |
| **STAFF:** | Jessi Bon, City Manager |
| **COUNCIL LIAISON:** | n/a |
| **EXHIBITS:** | 1. Proclamation No. 365 |
| **CITY COUNCIL PRIORITY:** | n/a |

| | |
|---|---|
| **AMOUNT OF EXPENDITURE** | $ n/a |
| **AMOUNT BUDGETED** | $ n/a |
| **APPROPRIATION REQUIRED** | $ n/a |

## EXECUTIVE SUMMARY

Pursuant to chapter 38.52 RCW, the City Manager issued, on August 7, Proclamation No. 365 (Exhibit 1) Declaring a Local Emergency in response to the multiple water main breaks along East Mercer Way. The City Council will ratify the Proclamation to continue the emergency for the duration until the repair can be completed.

## BACKGROUND

During the evening of August 5, 2025 and morning of August 6, 2025, multiple water main breaks along East and West Mercer Way occurred. The impacts of the "Main Breaks" on Mercer Island include water service outage and interruption for approximately 55 homes, flood damage to public and private properties, and closure of a segment of East Mercer Way.

Public Works crews, supported by Police and Fire, have been working since the Main Breaks to repair the mains, restore water service, and mitigate other impacts from the Main Breaks. The City's Emergency Operations Center was activated to monitor and assist City teams responding to the Main Breaks, including providing meals to on-duty teams, communications assistance, water to affected residents, and facilitating coordination of meetings.

## ISSUE/DISCUSSION

In response to the situation, on August 7, the City declared an emergency and activated its Emergency Operations Center (EOC) while the repair of the remaining Main Break is completed.

The declaration of local emergency authorizes the City to commit all available resources to preserve public health, safety, and welfare, and provide relief to those impacted. The declaration invokes all emergency powers and authority set forth in RCW 38.52.070 including limitation to the right to enter into contract, employ temporary workers, and incur obligations without regard to time-consuming procedures and formalities prescribed by law (except mandatory constitutional requirements).

City Manager Jessi Bon issued a Local Emergency Order on August 7, which shall be ratified and confirmed by the City Council until the emergency is declared over.

## NEXT STEPS

Staff will continue to work on repairing the water main and ending the emergency.

## RECOMMENDED ACTION

Ratify and confirm the Local Emergency Order issued by the City Manager on August 7, 2025 in Proclamation No. 365 and allow the emergency declaration to remain in effect until the East Mercer Way water main repair is completed.

# City of Mercer Island, Washington
## EMERGENCY PROCLAMATION
## DECLARING A LOCAL EMERGENCY

**WHEREAS,** the City of Mercer Island (City) is a non-charter code city organized under title 35A RCW; and

**WHEREAS,** RCW 38.52.070 has authorized the creation of local organizations for emergency management within the City; and

**WHEREAS,** pursuant to Ordinance 95C-007, the City established an Emergency Management Organization and designated the Police Chief (or Emergency Manager as designee) to administer the Emergency Management Organization; and

**WHEREAS,** the City Manager and Emergency Manager have reported to the City Council that a state of emergency exists within the city of Mercer Island based on impacts of multiple water main breaks along East Mercer Way during the evening of August 5, 2025 and morning of August 6, 2025 ("Main Breaks") on Mercer Island; and

**WHEREAS,** impacts of the Main Breaks on Mercer Island include water service outage and interruption, flood damage to public and private properties, and closure of a segment of East Mercer Way; and

**WHEREAS**, Public Works crews, supported by Police and Fire, have been working since the Main Breaks to repair the mains, restore water service and mitigate other impacts from the Main Breaks; and

**WHEREAS,** the City's Emergency Operations Center was activated to monitor and assist City teams responding to the Main Breaks, including providing meals to on-duty teams, communications assistance, water to affected residents, and facilitating coordination of meetings; and

**WHEREAS,** this proclamation declaring a local emergency is necessary to preserve the public health, safety and welfare of Mercer Island;

**NOW, THEREFORE, IT IS HEREBY PROCLAIMED AS FOLLOWS:**

1. **Emergency Declaration.** A state of emergency, specifically under Chapter 38.52 RCW, exists within the city of Mercer Island, Washington, caused by multiple water main breaks along East Mercer Way during the evening of August 5, 2025 and morning of August 6, 2025 ("Main Breaks"). Extraordinary efforts by the City are required to address and mitigate the impacts of the Main Breaks. This emergency impacts public health, safety, and welfare of those living and working at Mercer Island, as well as continuity of government operations.

2. **Emergency Powers.** All pertinent emergency powers and authority set forth in RCW 38.52.070 are hereby invoked, including without limitation to the right to enter into contract, employ temporary workers, and incur obligations without regard to time-consuming procedures and formalities prescribed by law (except mandatory constitutional requirements).

3. **Limitations.** This emergency proclamation is not intended as a "proclamation of civil emergency" under MICC 9.40.010 or as a finding of "public danger" under RCW 35A.13.030.

DATED this 7th day of August, 2025



Jessi Bon
City Manager

# BUSINESS OF THE CITY COUNCIL
# CITY OF MERCER ISLAND

**AB 6762**
**September 2, 2025**
**Consent Agenda**

## AGENDA BILL INFORMATION

| | | |
|---|---|---|
| **TITLE:** | AB 6762: Interagency Connection Agreement with King County for the Automated Fingerprint Identification System (AFIS) Program | ☐ Discussion Only<br>☒ Action Needed:<br>☒ Motion<br>☐ Ordinance<br>☐ Resolution |
| **RECOMMENDED ACTION:** | Authorize the City Manager to sign the interagency connection agreement with King County for the Regional Automated Fingerprint Identification System (AFIS) Program. | |

| | |
|---|---|
| **DEPARTMENT:** | Police |
| **STAFF:** | Michelle Bennett, Interim Police Chief<br>Jeff Magnan, Police Services Commander |
| **COUNCIL LIAISON:** | n/a |
| **EXHIBITS:** | 1. Interagency Connection Agreement with King County's Automated Fingerprint Identification System (AFIS) Program |
| **CITY COUNCIL PRIORITY:** | n/a |

| | |
|---|---|
| **AMOUNT OF EXPENDITURE** | $ n/a |
| **AMOUNT BUDGETED** | $ n/a |
| **APPROPRIATION REQUIRED** | $ n/a |

## EXECUTIVE SUMMARY

The purpose of this agenda item is to authorize the City Manager to sign an interagency connection agreement with King County for the Regional Automated Fingerprint Identification System (AFIS).

- AFIS is an interconnected system of stored criminal arrest and biometric database to store fingerprint records and compare them for identification purposes.
- The AFIS program is funded through a property tax levy with the first levy being approved in 1986.
- The program serves all 39 cities and unincorporated areas in King County.
- This regional approach of providing enhanced criminal identification services promotes greater public and officer safety through information sharing, at a minimal cost to the individual taxpayer.
- The AFIS levy renewal on the April 22, 2025 ballot passed and will fund the program's operations for seven years from January 2026 through the end of 2032
- Mercer Island must enter into an interlocal agreement to participate in the program.

## BACKGROUND

The King County Regional AFIS Program, funded by a county-wide, voter-approved property tax levy, provides fingerprint identification services to the various agencies throughout King County. Utilizing advancements in biometric identification technology and time-tested techniques of fingerprint analysis, the AFIS program is a critical component to criminal investigations across the county. This report provides the reader with a comprehensive, yet barely scratching the surface, overview of the work, projects, and positive impacts on law enforcement efforts throughout the region.

The Regional AFIS Program promotes public safety and contributes to crime reduction by providing fingerprint identification services and technology to agencies throughout King County: The AFIS serves two primary purposes:

- To quickly identify individuals, resolve identity related issues, and ensure criminal history records are accurately attributed and reported.
- To collect and identify crime scene related finger and palm prints to aid investigations and provide evidence in court

The King County AFIS database currently holds over 3 million finger and palm prints for comparison. The AFIS also stores over 67 thousand unsolved crime scene prints which are compared to all incoming records, alerting examiners whenever a potential cold-case print may have a match.

The AFIS levy, which funds this program, was first approved by voters in 1986 and has been renewed 6 times – most recently in 2018. The most recent levy expired at the end of 2024, and the program has been able to extend funds an additional year without collecting monies from taxpayers. The levy renewal passed at the April election.

On average, this levy will collect $27 million per year for seven years. The levy renewal will maintain the status quo of the program. It would continue to fund and refresh existing technology, staffing, and services - including crime scene response teams and the processing laboratory approved by voters in the 2012 levy.

## ISSUE/DISCUSSION

As part of the levy renewal, the City must enter into a new agreement for AFIS services. The interagency connection agreement for the King County AFIS Program is attached as Exhibit 1. By entering into this agreement, the City will receive access to the following resources:

- **LIVESCAN Services –** Computerized capturing devices and services provided with LIVESCAN devices such as (but not limited to) AFIS database searches, fingerprint capture, booking/demographic import. Livescan fingerprinting stations – Kiosks which are used to record and transmit booking and applicant fingerprints to the AFIS computer for identity verification.
- **Mobile ID Devices** - Handheld fingerprint devices used for fingerprint searches in the field with probable cause allow officers to make identity determinations at a scene rather than detaining and transporting subjects to a jail or police department for Livescan fingerprinting. Devices can also be used to identify injured or incapacitated individuals who cannot identify themselves.
- **Staffing** for the AFIS program consists of 117 positions between the King County and Seattle AFIS units. These positions are grouped into Identification, Forensics, Technology, and Administration Sections. Duties include responding to crime scenes to collect fingerprint evidence, processing evidence in the laboratory, fingerprinting in King County jails, identifying arrested individuals prior to release, training officers on techniques and technology, responding to hospitals and Medical

Examiner's office to assist in identifying individuals who are not capable of identifying themselves, and assisting with identity theft issues.

The regional King County AFIS Program approach provides technology and services at a reduced cost by sharing resources. By state law, police agencies are obligated to handle their own criminal identification services or depend on the Washington State Patrol. Funding biometric technology and forensic examiners would be large investments for local agencies to support on their own, especially when the volume of work does not justify the expense. State systems tend to have different priorities and goals than local agencies.

The AFIS Program not only provides criminal justice services, but it also assists in a variety of civil related functions, including:

- Assisting in the identification of deceased individuals for the King County Medical Examiner's Office.
- Helping people with identity theft issues where someone has established a criminal history under their name.
- Responding to area hospitals to assist social workers in identifying patients that cannot identify themselves.
- Using Mobile ID devices in the field to identify impaired or injured individuals.
- Using Livescans to take and submit fingerprints for a variety of licenses and background checks.
- Presenting on forensic topics to schools or community groups.

This agreement replaces any previous interlocal agreements between the King County and the City and continues until the status of services changes.

## NEXT STEPS

Following approval of this agreement, Mercer Island will receive new equipment during the implementation of AFIS' Livescan Replacement Project later this year.

## RECOMMENDED ACTION

Authorize the City Manager to sign the interagency connection agreement with King County for the Regional Automated Fingerprint Identification System (AFIS) Program.

# INTERAGENCY CONNECTION AGREEMENT

BETWEEN

**King County Regional Automated Fingerprint Identification System** (AFIS),

a regional program of King County and under the administration of the

King County Sheriff's Office, hereinafter referred to as "KCRA",

AND

**MERCER ISLAND PD**, hereinafter

referred to as "AGENCY".

FOR THE USE OF

Electronic Fingerprint Capture Equipment to assist law enforcement personnel in the identification process hereinafter referred to as "livescan devices".

THIS AGREEMENT is entered into between KCRA and AGENCY, which may be referred to collectively as "Organizations."

WHEREAS, KCRA has proven to be an effective crime-fighting service in furtherance of the health, welfare, benefit and safety of the residents within King County; and

WHEREAS, Since January 1, 2019, the County has continued to provide effective AFIS services to public law enforcement agencies within King County, through a voter approved six (6) year levy, as authorized by King County Ordinance No. 18674;

WHEREAS, AGENCY wishes to use AFIS services through Electronic Fingerprint Capture Equipment ("Livescan devices") including the necessary software and computer equipment, and system maintenance services;

NOW, THEREFORE, for and in consideration of the promises and covenants contained in this Agreement, the organizations hereto agree as follows:

This agreement is for KCRA to unify responsibility and ensure adherence to system procedures and policies within the AGENCY approved for usage of the LIVESCAN DEVICES. This applies to LIVESCAN DEVICES previously approved for usage by the AGENCY and LIVESCAN DEVICES approved for usage by the AGENCY during the term of this agreement.

The interconnection between KCRA and AGENCY is for the express purpose of exchanging data on LIVESCAN DEVICES, owned by KCRA, and SYSTEMS owned by AGENCY.

The expected benefit of the specified interconnection is to provide regional agencies with LIVESCAN DEVICES for identification services with AFIS search capability at KCRA, and Western Identification Network (WIN).

Both ORGANIZATION's users, including system and security administrators, are expected to protect all data / information types described in this agreement in accordance with the latest CJIS Security Policy, this agreement, and any applicable agency security policies.

Period of Performance

This agreement replaces any previous Interagency Connection between the KCRA and the AGENCY. This agreement is effective on the date of the last signature and continues until the status of services changes.

Suspension and Termination

KCRA reserves the right to suspend services under this Agreement if, in its reasonable judgment, AGENCY has violated any material provision. A material breach includes any failure to comply with the terms outlined in this Agreement or any substantive requirement imposed by applicable federal or state laws, regulations, or rules.

If AGENCY commits a material breach and fails to remedy it within thirty (30) business days after receiving notice from KCRA, KCRA may terminate this Agreement without further notice.

Neither KCRA nor the AGENCY will be liable for any indirect, incidental, consequential or special damage under this agreement arising solely from the termination of this Agreement in accordance with its terms.

References

The following documents and procedures are incorporated by reference and made part of this agreement:

I. CJIS Security Policy;
II. Title 28, Code of Federal Regulations, Part 20;
III. Computer Incident Response Capability (CIRC);
IV. Applicable federal and state laws and regulations;
V. King County Information Classification Policy;
VI. Exhibit A: Livescan Requirements;
VII. Exhibit B: Livescan Contacts and References;
VIII. Exhibit C: Livescan User Policy.

Definitions

**AFIS** refers to Automated Fingerprint Information Services. It's the biometric system that uses a dat to store fingerprint records and compare them for identification purposes.

**CJI** refers to Criminal Justice Information.

**LIVESCAN SERVICES** refers to services provided with LIVESCAN DEVICES such as (but not limited to) AFIS database searches, fingerprint capture, booking/demographic import.

**SECURITY INCIDENT** refers to an event or series of events that negatively impact information systems, data, or operations. It may involve unauthorized access, data breaches, malware infections, or other security threats that compromise confidentiality, integrity, or availability of information.

**SYSTEMS** refers to a combination of hardware and software electronic devices and components used to access the data described in this agreement. SYSTEMS includes, but is not limited to, computer terminals, networks, and firewalls.

**WIN** refers to the Western Identification Network, a group of state and local law enforcement agencies that have implemented a shared network and ABIS processing service bureau to provide the ability to search the criminal and civil fingerprint records of these member agencies.

## SECTION 1: INTERCONNECTION INFORMATION

Information Types

The types of information to be exchanged are as follows:

- Fingerprint
- Demographic information
- Criminal Arrest Information

Information Impact Level

KCRA classifies data into designations based on sensitivity pursuant to King County's Information Classification Policy, shown in the table below.

| | | |
|---|---|---|
| **Category 1** | **Public Information** | **Public information is information that can be or currently is released to the public. It does not need protection from unauthorized disclosure, but may need integrity and availability protection controls.** |
| **Category 2** | Sensitive Information | Sensitive information may not be specifically protected from disclosure by law and is for official use only (FOUO). Sensitive information is generally not released to the public unless specifically requested. Sensitive or higher classification information may have been designated by third parties (e.g., federal government) using schemes like the Traffic Light Protocol (TLP) or other designation schemes. |

| | | |
|---|---|---|
| **Category 3** | Confidential Information | Confidential information is information that is specifically protected from either release or disclosure by law. This includes, but is not limited to personal information as defined in RCW 42.56.230 and RCW 19.255.10, information about public employees as defined in RCW 42.56.250, information about infrastructure and the security of computer and telecommunication networks as defined in RCW 42.56.420(4). |
| **Category 4** | Confidential Information Requiring Special Handling | Confidential information requiring special handling is information that is specifically protected from disclosure by law and for which especially strict handling requirements are dictated, such as by statutes, regulations, or contractual agreements. Serious consequences could arise from unauthorized disclosure such as threats to health and safety, or legal sanctions. |

Data exchange between KCRA and the AGENCY is classified below:

**CJI** data is classified as:

- Category 4 - Confidential Information Requiring Special Handling

Category 4 is the most sensitive classification and includes regulated data. As such, the data shall be handled in accordance with the FBI Criminal Justice Information Services (CJIS) Security Policy and applicable policies and procedures set by the AGENCY for handling CJI.

**Identifiable non-CJI** data is classified as:

- Category 3 - Confidential Information

**Aggregate, non-identifiable** data is classified as:

- Category 1 - Public Information

Information exchange

KCRA must provision the LIVESCAN DEVICES so that the AGENCY can submit fingerprints and palms (if applicable) to KCRA.

Credential access can be pass-through authentication using existing AGENCY identities, OR a separate identity account provided by KCRA.

KCRA shall use approved network encryption modules required for securely transmitting data from and to the LIVESCAN DEVICES, in accordance with CJIS policies.

## SECTION 2: SYSTEMS MANAGEMENT

AGENCY shall ensure AGENCY SYSTEMS are maintained with the best practices including but not limited

I. Develop, or acquire, compatible and capable systems required for the interconnection. System requirements are documented in LIVESCAN REQUIREMENTS.
II. Management and security of user accounts and access to the LIVESCAN DEVICES.
III. Deployment and management of agency SYSTEMS, including but not limited to network firewalls, switches, and routers; where appropriate.
IV. Maintain and implement security controls to ensure that location of LIVESCAN remains physically secured as defined by CJIS security Policy.
V. Establish security measures to prevent unauthorized devices from connecting to the LIVESCAN device and/or the AGENCY SYSTEMS utilized by the LIVESCAN.

## SECTION 3: SECURITY

Structure

The AGENCY must establish an information security structure that provides for a security point of contact. This contact information shall be provided to KCRA.

Physical Security

A physically secure location is a facility, a criminal justice conveyance, or an area, a room, or a group of rooms within a facility with both the physical and personnel security controls sufficient to protect CJI and associated information systems. The physically secure location is subject to criminal justice agency management control.

The perimeter of a physically secure location shall be prominently posted and separated from non-secure locations by physical controls.

All personnel with access to areas where unencrypted CJIS information is housed shall either be escorted by authorized personnel at all times or receive a fingerprint-based background check and view security awareness training prior to being granted access to the area.

The AGENCY is responsible for ensuring appropriate measures are in place to physically secure the LIVESCAN DEVICES and AGENCY SYSTEMS that can access the data described in this agreement. Measures shall be in accordance with the CJIS Security Policy.

KCRA shall provide a locked cabinet for LIVESCANS located in jail facilities. AGENCY will have the option to use a KCRA approved locked cabinet for the LIVESCAN if deemed necessary for physical security by both KCRA and AGENCY. This will be at the cost of the AGENCY.

KCRA shall provide privacy filters for the LIVESCAN monitor if deemed necessary for physical security by both KCRA and AGENCY. AGENCY will have the option to use a KCRA approved privacy filter at the cost of the AGENCY.

Personnel Security

The AGENCY is responsible for ensuring appropriate measures are taken to ensure that only author personnel can access the data described in this agreement. This includes background investigations and screenings in accordance with the CJIS Security Policy.

KCRA reserves the right to monitor, audit, or investigate the use of Confidential Information collected, used, or acquired by the data described in this agreement.

Data Security

The AGENCY will ensure appropriate and reasonable quality assurance procedures must be in place to ensure that only complete, accurate, and valid information is maintained in LIVESCAN records.

Auditing

The AGENCY shall be responsible for complying with the appropriate audit requirements in accordance with the CJIS Security Policy applicable to the AGENCY'S SYSTEMS and AGENCY'S USERS.

Training

The AGENCY shall be responsible for personnel security training requirements, including compliance with CJIS Security Policy training mandates and AGENCY applicable policies.

Incident Reporting

The AGENCY shall notify KCRA upon discovery of a security incident that may have an operational or security impact on data shared under this agreement. This notification must be completed within 24 hours of discovery.

The AGENCY shall refer to the LIVESCAN CONTACTS AND REFERENCES for contact information for security notifications.

The AGENCY shall also follow reporting procedures in compliance with the AGENCY and governing policies.

Users

Users must maintain strict compliance with applicable policies and procedures as identified in this agreement and the USER POLICY.

## SECTION 4: ACKNOWLEDGMENT AND CERTIFICATION

As an AGENCY official serving in the CJIS system, I hereby acknowledge the duties and responsibilities as set out in this agreement. I acknowledge that these duties and responsibilities have been developed and approved by CJIS system users in order to ensure the reliability, confidentiality, completeness, and accuracy of all information contained in or obtained by means of the CJIS system. I further acknowledge that a failure to comply with these duties and responsibilities may subject our agency to terminate the LIVESCAN SERVICES provided by KCRA.

As an AGENCY official serving in the CJIS system, I hereby certify that I am familiar with the contents of the *Title 28, Code of Federal Regulations, Part 20; CJIS Security Policy; Computer Incident Response Capability;* and applicable federal or state laws and regulations for the dissemination of criminal history records for criminal and noncriminal justice purposes.

| **KING COUNTY REGIONAL AFIS** | **AGENCY NAME** |
|---|---|
| Signature | Signature |
| Printed Name of Person Signing | Printed Name of Person Signing |
| Title of Person Signing | Title of Person Signing |
| Date Signed | Date Signed |

## EXHIBIT A: LIVESCAN REQUIREMENTS

Network

- An isolated network segment (e.g., VLAN) must be created for the livescan machine and livescan printer.
- No routing should be enabled to the livescan network.
- No other devices may be connected to the livescan network.
- Allow incoming traffic from our VPN servers to the livescan device, 146.129.241.116, 146.129.241.117 and 146.129.241.118.
- An explicit firewall rule that blocks all incoming traffic into livescan network other than KC's VPN servers.
- Allow outgoing traffic to 146.129.241.116, 146.129.241.117 and 146.129.241.118.

System

- To use agency's identities, agency must have Microsoft's Entra ID (formerly Azure Active Directory).
    - Agency will need to follow instructions provided by KCRA to configure authentication and authorization within Agency's Azure instance.
- Agency will manage user accounts and groups providing access to livescan devices.

Environmental Requirements

- Location for livescan and printer (if applicable) must be in a physically secure location as defined in CJIS Policy.
- Two network ports must be available (if no printer is required, then only one network port).
- Ethernet connections must be at least CAT5E or better.
- Allowing operation between 60 to 85 degrees and ensuring there is proper airflow in the room.
- Clean environment to avoid excessive dust that can damage electronic equipment.
- Small table or stand for printer (if included).
- Power outlet(s) must be within 3 feet from the Uninterrupted Power Supply (UPS)/Cabinet.
- Printer must be on its own dedicated circuit due to the power requirements.
- *Cabinet use only:* Tile or cement floor. If carpeted, must not contain padding to minimize tilting and allow proper wheel rolling.

Room Arrangement

- At least 8 inches of free space behind the livescan for cables and maintenance service.
- *Cabinet use only:* At least 15 inches (24 inches is ideal) of free space to the left and the right of the cabinet to allow operator to perform the fingerprinting functions.

## EXHIBIT B: LIVESCAN CONTACT AND REFERENCES

General Help and Troubleshooting with livescan devices

- afisithelp@kingcounty.gov
- (206)263-2777

Program Information and Details

- afissect@kingcounty.gov

Training

- afissect@kingcounty.gov

Security Notifications

- afisitnotify@kingcounty.gov
- Lynda Kamrath (206)263-2663

Personnel Changes/Notifications

- afisithelp@kingcounty.gov
- (206)263-2777

# EXHIBIT C: LIVESCAN USER POLICY

Purpose

This policy outlines the standards and guidelines for accessing, managing, and safeguarding criminal justice information applicable to the livescan system to ensure compliance with relevant laws, regulations, and security protocols.

Scope

This policy applies to all authorized users, including employees, contractors, and third-party service providers, who access or manage criminal justice information applicable to livescans.

User Responsibilities

- **Access Control:** Users shall access the system only with their assigned credentials and ensure their credentials remain confidential.
- **Data Protection:** Criminal justice information must be handled securely, ensuring it is stored, transmitted, and disposed of in accordance with established procedures.
- **Purpose Limitation:** Information must be used strictly for authorized purposes and not shared with unauthorized individuals.
- **System Integrity:** Users shall not attempt unauthorized access, modify system configurations, or introduce malicious software.
- **System Usage:** Users shall capture fingerprints for qualifying transactions that meet submission criteria.

System Training

All users must complete livescan training to understand their responsibilities and how to properly use the system.

Reporting Requirements

Users must promptly report any security incidents, data breaches, or suspicious activity to the designated security officer, following applicable policies and procedures.

Compliance

Failure to adhere to this policy may result in revocation of system access, and possible legal consequences.

Amendments

This policy is subject to review and amendment as necessary to remain in compliance with changing laws and regulations.

# BUSINESS OF THE CITY COUNCIL
# CITY OF MERCER ISLAND

**AB 6764**
**September 2, 2025**
**Consent Agenda**

## AGENDA BILL INFORMATION

| | | |
|---|---|---|
| **TITLE:** | AB 6764: MIYFS Foundation Funding Acceptance Agreement | ☐ Discussion Only<br>☒ Action Needed:<br>☒ Motion<br>☐ Ordinance<br>☐ Resolution |
| **RECOMMENDED ACTION:** | Authorize the City Manager to sign a Four-Year Funding Acceptance Agreement with the Mercer Island Youth and Family Services Foundation. | |

| | |
|---|---|
| **DEPARTMENT:** | Youth and Family Services |
| **STAFF:** | Ali Spietz, Chief of Administration<br>Derek Franklin, YFS Administrator |
| **COUNCIL LIAISON:** | n/a |
| **EXHIBITS:** | 1. 2025-01 Funding Acceptance Agreement between the City of Mercer Island and the Mercer Island Youth and Family Services Foundation for 2025-2028<br>2. YFS Foundation Cooperation Agreement |
| **CITY COUNCIL PRIORITY:** | 4. Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community. |

| | |
|---|---|
| **AMOUNT OF EXPENDITURE** | $ n/a |
| **AMOUNT BUDGETED** | $ n/a |
| **APPROPRIATION REQUIRED** | $ n/a |

## EXECUTIVE SUMMARY

The purpose of this agenda bill is to authorize the City Manager to sign a four-year Funding Acceptance Agreement with the Mercer Island Youth and Family Services Foundation (Foundation) (see Exhibit 1).

- The City and the Foundation signed a Cooperative Agreement in June 2022, the first formal agreement established between the two entities to memorialize over three decades of partnership work for the benefit of youth and families on Mercer Island (see Exhibit 2).
- In 2022, the Foundation pledged an additional $215,000 to support the Youth and Family Services Department (YFS). This amount was in addition to the $300,000 annual donation they had pledged for fiscal year 2022 (see AB 6106).
- The additional donation received in 2022 was used to support the addition of a second Mental Health Counselor position at the Middle School, pandemic era Emergency Assistance food security efforts, and stabilization of YFS staffing.
- In 2023, the City and the Foundation signed a four-year Funding Acceptance Agreement increasing their annual donation to $515,000 (AB 6337).

- In 2024, the City requested additional funds from the Foundation to support cost increases due to City staff classification and compensation related salary increases; the Foundation provided funds to cover the salary increases for July-December 2024.
- In June 2025, the Foundation notified the City that it would like to increase their annual donation to $580,000 to continue to cover the salary increases.
- This funding commitment is further described in the Four-Year Funding Acceptance Agreement (2025-01) attached as Exhibit 1.

## BACKGROUND

For over three decades, the MIYFS Foundation has provided funding for the Youth and Family Services (YFS) Department to support community, human services, and prevention programs. The generosity of the Foundation's donors has allowed YFS programming to grow with the needs of the community.

In 2020, the Foundation established an ongoing commitment of $300,000 each year to support YFS. This ongoing revenue was added to the City's budget in 2020 and will continue to be included in future budgets as a stable revenue source for the YFS Department.

In 2022, the Foundation made an additional one-time donation of $215,000 to the City to fund YFS programs and services through the end of 2022. A portion of this funding was used to fund the second Mental Health Counselor position at the Middle School through the end of 2023.

In 2022, the City and the Foundation entered into a Cooperative Agreement (see Exhibit 2) to formalize the terms, procedures, and general understanding of the relationship between the two entities. This agreement serves as the "parent agreement" for the entities. Section 5.5 of the agreement states:

> *"The Foundation shall use its best efforts to create an environment conducive to fostering levels of private support for the mission and priorities of the YFS Department and, in consultation with the City Manager (or designee), is responsible for planning and executing comprehensive fundraising programs in support of the YFS Department's mission. These programs include annual giving, major gifts, planned gifts, special projects, and campaigns as appropriate."*

The City and the Foundation also agreed in 2022 to formalize the process for donation acceptance through the development of Funding Acceptance Agreements. For any donations pledged to the City by the Foundation, a Funding Acceptance Agreement will be approved by both entities, memorializing the amount, uses, and terms of the donation. The City also requested that Funding Acceptance Agreements be established on four-year periods, which provides stability and predictability for the YFS Department.

In 2023, the Foundation Funding Acceptance Agreement in AB 6337 established an increased annual donation amount of $515,000 to support the second Mental Health Counselor position at Islander Middle School through 2026, support rental assistance and food security programs through the Emergency Assistance Program, and provide general YFS budget support for Community-Based and School-Based programs.

In 2024, the City requested additional funds from the Foundation to support cost increases related to City staff classification and compensation related salary increases; the Foundation provided funds to cover the salary increases for July-December 2024.

In June 2025, the Foundation notified the City that it would like to increase their annual donation to $580,000 to continue to cover the salary increases.

## ISSUE/DISCUSSION

In June 2025, the Foundation notified the City that they would like to continue supporting the YFS Department at a higher level by increasing the annual donation to $580,000, each year in 2025, 2026, 2027, and 2028. This amount will constitute the entirety of the Foundation's commitment to the City and all fundraising that the Foundation undertakes will be used to satisfy this $580,000 annual commitment.

The increased funding levels support:

- Continue funding the second Mental Health Counselor position at the Islander Middle School, extending the position through June 2028.
- Support rental assistance and food security programs through the Emergency Assistance Program.
- Provide general YFS budget support for Community-Based and School-Based programs.
- Support costs associated with YFS staff salary increases pursuant to the City's classification and compensation effort.

The City will begin invoicing the Foundation quarterly for $145,000 beginning in Q3 2025. The new agreement will supersede the previous Funding Acceptance Agreement 2023-01.

## NEXT STEPS

Upon approval of the Funding Acceptance Agreement with the Foundation, the additional revenue will be included in the next budget amending ordinance.

## RECOMMENDED ACTION

Accept the increased annual donation of $580,000 from the Mercer Island Youth and Family Services Foundation for 2025 through 2028 and authorize the City Manager to sign the Funding Acceptance Agreement (2025-01) memorializing the donation, substantially as set forth in Exhibit 1 to AB 6764.

**FUNDING ACCEPTANCE AGREEMENT 2025-01**
**BETWEEN**
**THE CITY OF MERCER ISLAND**
**AND**
**THE MERCER ISLAND YOUTH AND FAMILY SERVICES FOUNDATION**

This Funding Acceptance Agreement ("Agreement") is made this _____ day of _____ 2025 by and between the City of Mercer Island, Washington ("City"), a municipal corporation of the State of Washington, and the Mercer Island Youth and Family Services Foundation ("Foundation"), a Washington nonprofit corporation, and is intended to guide the acceptance of donations received from the Foundation for use by the Youth and Family Services Department (YFS).

Whereas, the YFS Department of the City of Mercer Island is dedicated to helping Islanders grow, thrive, and contribute to the community.

Whereas, the Foundation was organized and founded in 1989 to support and enhance the work of the YFS Department through fundraising efforts.

Whereas, on June 7, 2022, the City and the Foundation entered into a Cooperative Agreement to establish the terms, procedures, and general understanding of the relationship between the City and the Foundation.

Whereas, in 2020, the Foundation established an ongoing annual funding commitment of $300,000.

Whereas, in 2022, the Foundation made an additional one-time donation of $215,000 to the City to fund YFS programs and services through the end of 2022.

Whereas, in 2023, the City and Foundation signed Funding Acceptance Agreement 2023-01, establishing their annual donation to the City at $515,000 for the purposes of funding programs and services through the end of 2026.

Whereas, in 2024, the Foundation funded the $65,000 annual increase for YFS staff salaries as a result of the Compensation Plan for Non-Represented employees adopted by the City Council in July 2024.

Whereas, in 2025, the Foundation would like to increase their annual donation to the City to $580,000 for the purposes of funding programs and services through the end of 2028.

Now, therefore, the City and the Foundation agree as follows:

1. **Funding Amount**
   Each year in 2025, 2026, 2027, and 2028 the Foundation will convey $580,000 to the City for use by the YFS Department as agreed below. The City will invoice the Foundation quarterly for $145,000, starting in Q3 2025, to be transmitted within 30 days of receipt of the invoice.

This constitutes the entirety of the Foundation's commitment to the City and all fundraising that the Foundation undertakes will be used to satisfy the $580K commitment.

**2. Purpose**

The City agrees to accept the donation amount ($580,000) for the purposes described below:

A. Maintain second Mental Health Counselor position at the Islander Middle School through June 2028.

B. Funding support for rental assistance and food security needs through the Emergency Assistance Program.

C. General YFS budget support for Community-Based and School-Based programs.

D. Fund YFS staff salary increases from the Compensation Plan for Non-Represented Employees adopted in July 2024.

**3. Previous Agreement**

This Agreement supersedes the previous Funding Acceptance Agreement 2023-01.

**4. Effective Date and Duration**

This Agreement shall become effective upon signature of both parties and will remain in effect until December 31, 2028. This Agreement may be modified by mutual agreement of both parties.

CITY OF MERCER ISLAND

_____
Jessi Bon, City Manager

_____
Date

APPROVED AS TO FORM

_____
Bio Park, City Attorney

_____
Date

MIYFS FOUNDATION

_____
Cindy Goetzmann, Board President

_____
Date

_____
Amy French, Executive Director

_____
Date

**COOPERATIVE AGREEMENT**
**BY AND BETWEEN**
**THE CITY OF MERCER ISLAND**
**AND**
**THE MERCER ISLAND YOUTH AND FAMILY SERVICES FOUNDATION**

This Cooperative Agreement ("Agreement") is made this _29__ of __June___, 2022 by and between City of Mercer Island, Washington ("City"), a municipal corporation of the State of Washington, and the Mercer Island Youth and Family Services Foundation ("Foundation"), a Washington nonprofit corporation, and is intended to set forth policies and procedures that will govern the parties' cooperative relationship and contribute to the coordination of their activities.

WHEREAS the Youth and Family Services Department ("YFS Department") of the City of Mercer Island is dedicated to helping Islanders grow, thrive, and contribute to the community; and

WHEREAS the Foundation was organized and founded in 1989 to support and enhance the work of the YFS Department through fundraising efforts; and

WHEREAS the Foundation exists to raise and manage private financial resources to fund the mission and priorities of the YFS Department and to support its vision of a healthy community for all youth, adults, and families on Mercer Island; and

WHEREAS the Foundation is dedicated to funding the work of the human services professionals in YFS Department who strengthen the social and emotional wellbeing of Islanders of all ages, abilities, and backgrounds by providing assistance that is tailored to specific needs and circumstances; and

WHEREAS the Foundation's articles of incorporation state that the Foundation is a separately incorporated 501(c)(3) organization and is responsible for identifying and nurturing relationships with potential donors of the YFS Department; soliciting cash, securities, real and intellectual property, and other private resources for the support of the YFS Department; and acknowledging and stewarding such gifts in accordance with donor intent and its fiduciary responsibilities; and

WHEREAS in connection with its fund-raising and asset-management activities, the Foundation retains personnel experienced in planning for and managing private contributions and works with the YFS Department, which may assist and advise in such activities.

NOW THEREFORE, the parties agree as follows:

1. **Foundation Governance.** The Mercer Island Youth and Family Services Foundation Board of Directors is responsible for overseeing and establishing the priorities and long-term plans of the Foundation and the control and management of all assets of the Foundation, including the prudent management of all gifts consistent with donor intent. The business and affairs of the Foundation are managed by the Board of Directors and its duly elected officers, consistent with its adopted bylaws.

2. **City Governance.** The City Council of the City of Mercer Island is responsible for overseeing the priorities and long-term plans of the YFS Department. The City Manager of the City of Mercer

unless disclosure is directed by the donor as a condition of the donation. The Foundation may share non-personally identifiable, aggregate donor statistics with the City upon request.

5.3 **Transfer of Funds.** The Foundation is the primary depository of private gifts and will, at least once per year or on such other schedule as the parties may mutually agree, transfer funds to the City in compliance with applicable laws, City policies, and gift agreements.

5.4 **Emergency Assistance Pass-through Funds.** The Foundation shall pass through to the City all funds that have been designated by donors for the Emergency Assistance Program. For purposes of this Agreement, "Emergency Assistance Program" means the funds held by the City in restricted accounts and which are designated for assisting residents with making rent or utility bill payments, food pantry support, and other similar programs.

5.5 **Special Campaign Passthrough Funds.** If the Foundation runs a special campaign for YFS Department programming or services, the Foundation shall pass through to the City all funds that have been designated by donors for the special campaign.

5.6 **Grants.** If a grant is identified that aligns with YFS Department services or programs but requires a 501(c)(3) organization to apply for the grant, the Foundation and the City Manager (or designee) shall work together to determine eligibility and submit necessary paperwork.

**6. City Responsibilities.**

6.1 **Fundraising Event Support**. The City will provide in-kind support as detailed below for the following Foundation Fundraising events:

6.1.1 **Annual Foundation Breakfast**. For the Foundation's annual breakfast fundraiser, the City will:

A. Collaborate with the Foundation on current programming and services to highlight needs and successes while maintaining YFS client confidentiality.
B. Authorize YFS Department staff who are available to attend the event.
C. Promote the event in the month prior to the event through the City's social media and MI Weekly.
D. Print twenty 20" x 30" posters to promote the event.
E. Allow the use of City-owned A-frame boards for two weeks before the event.
F. Book the entire MICEC facility from 12:00 pm the day before the event until 3:00 pm on the day of the event and assign a staff member to be on hand as an Event Host to assist the Foundation during set up, the event, and take down (≈$6,700 in-kind contribution).
G. Prepare the gym for the event by removing bleachers and equipment and laying carpet squares over the gym floor; remove the carpet squares and return the bleachers and equipment to the gym following the event (≈$500 in-kind contribution).
H. Prepare the meeting rooms and dance room for the event by removing tables, chairs, and equipment; return the tables, chairs, and equipment to the meeting rooms and dance room following the event (≈$200 in-kind contribution).
I. Provide custodial services to clean the facility following the event (≈$400 in-kind contribution).

J. Provide staff and equipment for traffic management in the North Mercer neighborhood from 6:00 am to 10:00 am (≈$1,200 in-kind contribution).
K. Notify the surrounding neighborhood of the day and time of the event and that North Mercer Residential Parking Zone will not be enforced until noon on the day of the event.

6.1.2 **Annual Tree Sales**. For the Foundation's annual tree sale fundraiser, the City will provide:
A. Printing of ten 20" x 30" posters to promote and designate the sale area.
B. Usage of City-owned A-frame boards for the duration of the sales.
C. Promote the event through the City's social media and MI Weekly newsletter.

6.2 **Meeting Space.** The City will provide in kind-support to the Foundation by providing meeting space in one of the following meeting rooms at the Mercer Island Community & Event Center (MICEC): 101, 102, 103, 104, or 120 for a Foundation Board meeting each month. These meetings shall be limited to 2 hours and may take place between 7:00 am and 11:00 am on Wednesdays. If prior to 8:00 am, an MIYFS employee must be available and present to open the facility for the meeting. The City will also provide meeting space for the Foundation's annual meeting up to four hours to be set in advance with the Recreation Facility Supervisor. Additional time or usage may be added at the applicable rate and in line with MICEC usage policies.

6.3 **Data Points**. The City will provide the Foundation with data points of key outputs (such as number of people served) related to counseling and case management programs.

**7. Communications.** The City Manager (or designee) and the Foundation's Board President shall hold periodic meetings to foster and maintain productive relationships and to ensure open and continuing communications and alignment of priorities.

**8. Foundation Branding.** Consistent with its mission to help advance funding plans in support of the YFS Department, the Foundation uses the name "Mercer Island Youth and Family Services"; however, the Foundation will operate under its own logo and brand and shall not use the YFS Department seal or logo without permission. At no time shall the Foundation promote itself as being a department or office of City government; rather, its marketing and communication materials, including any websites or electronic communications, shall disclose that it is an independent 501(c)(3) organization.

**9. Content Review.** The Foundation shall provide YFS staff a reasonable opportunity to review in advance of publication any content produced by the Foundation regarding YFS programs for factual errors and omissions, but only insofar as the content describes YFS Department programming, services, personnel, or events or other City functions.

**10. Term and Termination**

10.1 This Agreement is effective as of the date last signed by the parties below and shall continue in force and effect until terminated pursuant to Section 10.2 below.

Island is responsible for leadership and operations of the YFS Department and execution of the City Council's priorities and plans.

**3. The Foundation's Relationship to the City**

3.1 The Foundation is a separately established Washington nonprofit corporation and a 501(c)(3) organization created to raise, manage, distribute, and steward private resources to support the various missions of the YFS Department. The Foundation operates independently of the City, and oversight of all aspects of its operations is based on a comprehensive set of bylaws and policies that address the Board's fiduciary responsibilities, including the obligations of Board members to comply with ethical guidelines and policies. The City plays no role in the governance or decision-making of the Foundation's Board or the operations of the Foundation.

3.2 The Foundation is responsible for the employment, compensation, and evaluation of all its employees. The City plays no role in the Foundation's decision-making regarding supervision or compensation of its employees, agents, or volunteers.

**4. The City's Relationship to the Foundation**

4.1 The City Manager (or designee) communicates the City's priorities and long-term plans for the YFS Department, as approved by the City Council, to the Foundation.

4.2 The City recognizes that the Foundation is a private corporation with the authority to keep all of its records and data confidential consistent with the law.

4.3 The City respects and supports the Foundation's ability to preserve the privacy and confidentiality of donor records.

4.4 The Foundation does not receive any funding from the City.

4.5 In consideration for Foundation services, the City will provide the Foundation in-kind support as detailed in Section 6.

**5. Foundation Responsibilities**

5.1 **Fundraising.** The Foundation shall use its best efforts to create an environment conducive to fostering levels of private support for the mission and priorities of the YFS Department and, in consultation with the City Manager (or designee), is responsible for planning and executing comprehensive fundraising programs in support of the YFS Department's mission. These programs include annual giving, major gifts, planned gifts, special projects, and campaigns as appropriate. In conducting its fundraising activities, the Foundation shall at all times ensure that such activities respect and support the values and goals of the YFS Department and do not conflict with the mission and purposes of the programs and services offered by the Department.

5.2 **Donor Privacy.** The Foundation shall establish and enforce policies to protect donor confidentiality and privacy rights. The Foundation shall not disclose donor records to the City

10.2 Either party may, upon 90 days' prior written notice to the other, terminate this Agreement without cause. In the event either party defaults in the performance of its obligations and fails to cure the default within a reasonable time after receiving written notice, the other party may terminate this Agreement effective immediately after the time for cure has elapsed.

10.3 If the Foundation (a) undergoes a merger or dissolution, or otherwise ceases to exist; (b) ceases to be exempt from federal income tax under 501(c)(3) of the Internal Revenue Code of 1986, as amended; or (c) undergoes a Change in Charitable Purpose or Mission, the Foundation will transfer or convey to the City all of its assets, less any amounts reasonably necessary for winding up the Foundation's business operations. The Foundation shall provide the City with written notice at least 90 days before the effective date of any proposed dissolution or merger, change in organizational form (including 501(c)(3) status), Change in Charitable Purpose or Mission, or the closing of any major transaction affecting the governance and control of the Foundation or its assets. As used in this Agreement, "Change in Charitable Purpose or Mission" means a change in the Foundation's charitable purposes such that fundraising and collecting donations to support the programs, activities, and operations of the Mercer Island Department of Youth and Family Services is no longer the primary purpose or mission of the Foundation.

10.4 Property held by the Foundation for purposes of supporting the programs, activities, and operations of the Department may not be diverted from those charitable purposes. Property held by the Foundation at the time of any dissolution, merger, or Change in Charitable Purpose or Mission shall be disposed of only in accordance with the terms of this Agreement.

11. **Severability and Savings.** If any provision of this Agreement is held to be unenforceable or invalid for any reason, it shall be revised or reformed, if possible, to achieve the intent of the parties, and the balance of the Agreement shall remain in full force and effect.

12. **No Third-Party Beneficiaries.** The parties expressly do not intend to create any obligation or liability to any third party under this Agreement, nor do they intend to create any rights or promises that are enforceable by any non-party to this Agreement.

13. **Assignment.** The Foundation may not assign or transfer its rights or responsibilities under this Agreement to any other person or entity without the prior written consent of the City.

14. **Non-waiver.** No failure on the part of either party to exercise any of its rights under this Agreement, and no delay in exercising any such rights, shall operate as a waiver thereof, nor shall acceptance by a party of a partial or delayed performance of any term of this Agreement operate as a continuing waiver or a waiver of a subsequent breach.

15. **Governing Law.** The interpretation, construction, and enforcement of this Agreement shall be governed by the laws of the state of Washington, without reference to its choice-of-law rules.

16. **Dispute Resolution.** In the event that the parties are unable to resolve any dispute regarding the interpretation, performance, or alleged breach of this Agreement, the aggrieved party shall notify the other party in writing of the nature of the dispute and the City Manager and Board President (or their respective designees) shall meet and confer in good faith to reach a mutually agreeable

resolution. If such informal discussions do not resolve the dispute within 30 days of the written notice of the dispute, the parties shall mediate their dispute with an agreed neutral mediator, each party to pay half the costs of the mediator's services. If the mediation does not successfully resolve the parties' dispute, either party may seek judicial relief, but only in the courts of King County, Washington. Nothing in this paragraph shall be construed to preclude a party from seeking emergency equitable relief at any time when necessary to prevent irreparable harm. In any judicial action to interpret, construe, or enforce this Agreement, each party shall bear its own litigation costs, including attorney fees and expert witness fees.

**17. Notices.** Any notice given or required under this Agreement will be deemed effective if delivered personally or by express courier service or by electronic mail and addressed to the following:

To the City:
City of Mercer Island
Attention: City Manager
9611 SE 36th Street
Mercer Island, WA 98040
Email: citymanager@mercerisland.gov

To the Foundation:
Mercer Island Youth and Family Services Foundation
3010 77th Ave SE, Suite 106
Mercer Island, WA 98040

**AGREED TO AND ACKNOWLEDGED BY:**

**CITY OF MERCER ISLAND**

Jessi Bon, City Manager

June 29, 2022
Date

**MERCER ISLAND YOUTH & FAMILY SERVICES FOUNDATION**

Laura Oberto, Board President

6/13/2022
Date

**APPROVED AS TO FORM**

s/ Bio Park
Bio Park, City Attorney

06/16/2022
Date

# BUSINESS OF THE CITY COUNCIL
# CITY OF MERCER ISLAND

**AB 6740**
**September 2, 2025**
**Regular Business**

## AGENDA BILL INFORMATION

| | | |
|---|---|---|
| **TITLE:** | AB 6740: Emergency Management Program Update | ☒ Discussion Only<br>☐ Action Needed:<br>☐ Motion<br>☐ Ordinance<br>☐ Resolution |
| **RECOMMENDED ACTION:** | Receive report. No action necessary. | |

| | |
|---|---|
| **DEPARTMENT:** | Police |
| **STAFF:** | Michelle Bennett, Interim Police Chief<br>Amanda Keverkamp, Emergency Manager |
| **COUNCIL LIAISON:** | n/a |
| **EXHIBITS:** | n/a |
| **CITY COUNCIL PRIORITY:** | n/a |

| | |
|---|---|
| **AMOUNT OF EXPENDITURE** | $ n/a |
| **AMOUNT BUDGETED** | $ n/a |
| **APPROPRIATION REQUIRED** | $ n/a |

## EXECUTIVE SUMMARY

Mercer Island Emergency Management is responsible for a variety of preparedness programs and products in addition to leading the City's response to emergencies and disasters. This agenda item provides an update on emergency management program activities from 2024-2025.

## BACKGROUND

Mercer Island's emergency management program was established in the mid-1990s in response to a Washington state requirement for all jurisdictions to establish an emergency management program (RCW 38.52). Mercer Island Municipal Code 3.32.040 and 3.32.060 establishes the emergency management program within the Police Department as well as powers granted under RCW Chapter 38.52.

Mercer Island Emergency Management is staffed by 1.0 FTE, the City's Emergency Manager. This is a split position with 70% of the work dedicated to emergency management functions and the other 30% supports Police Department and Citywide communications.

The Emergency Manager is responsible for a wide range of duties including:

- Managing emergency events within the City of Mercer Island
- Writing, maintaining, and updating emergency plans
- Ensuring staff are trained and ready to respond to emergencies
- Building and training a cadre of emergency management volunteers
- Developing and implementing public education and outreach

To achieve this mission, the City offers a wide range of classes, trainings, and certifications to the staff and community.

## ISSUE/DISCUSSION

The purpose of emergency management is to prepare for all hazards and coordinate response to both planned and unplanned incidents. During an incident, the Emergency Manager is responsible for coordinating departments, teams, and volunteers to gain a complete understanding of the situation. This is done by activating the emergency operations center (EOC) where staff across multiple departments gather to receive and share information, develop strategies for the response, enact those strategies, and coordinate recovery.

**Responding to Emergencies**

In 2024, the City made two local emergency declarations - the first in April for the SPU water main transmission line leak, neighborhood evacuation, and water conservation and the second in November for the bomb cyclone windstorm and power outage. In total, the City operated under a declared local emergency for six months of the year (165 days).

As of August 2025, the EOC was activated to assist the Public Works team with the water main break and closure of East Mercer Way at Clarke Beach. The EOC will also be activated in response to the Washington Department of Transportation (WSDOT) project replacing the failed expansion joint on the I-90 East Channel Bridge beginning September 18, 2025.

**Emergency Plan Updates**

The Emergency Manager is responsible for creating and updating emergency plans. These plans help guide staff and volunteer response before, during, and after an emergency. Two plans were recently updated including the Comprehensive Emergency Management Plan (CEMP) and Hazard Mitigation Plan (HMP).

Washington State law (RCW 38.52) requires all jurisdictions to develop a Comprehensive Emergency Management Plan (CEMP). That plan must be reviewed and approved by the State every five years. The update to that plan was due to the State for review at the end of 2024. It was approved and has been submitted to the City Council for ratification during the September 2, 2025 Regular Meeting.

The Hazard Mitigation Plan (HMP) was due to the federal government via King County at the end of 2024. That plan was approved in spring 2025 and ratified by City Council in July 2025.

Both of these plans will be due for an update again in five years.

**NIMS Training for Staff**

Homeland Security Presidential Directive (HSPD) 5 directs the implementation of the National Incident Management System (NIMS) that provides a nationwide template to prevent, respond to, recover from, and mitigate the effects of incidents. In addition to a template for responding to incidents, NIMS standardizes roles and training. This standardization ensures staff from any agency across the country can plug into Mercer Island's incident response and vice versa.

Staff and badged volunteers are required to take a variety of NIMS courses. Most are virtual but advanced classes are in-person. The advanced courses are offered throughout the year at other jurisdictions or in other counties. To help alleviate the pressure of traveling to these advanced courses, in 2024, emergency management coordinated with King County Office of Emergency Management (KCOEM) trainers to offer an

on-site “ICS-300: Intermediate ICS for Expanding Incidents” course. Eight city staff successfully completed the course, further expanding the City’s ability to respond to emergencies.

**Managing Volunteer Corps**

A major component of the emergency management program are the volunteers. In 2024, there were 179 trained volunteers on the emergency management roster, 59 of which were badged volunteers, which means they have undergone background checks and additional training. Throughout the year, nearly 60 volunteers participated in at least one emergency management training, outreach event, deployment, or other event. Many of these volunteers participated in more than one event.

Volunteer trainings throughout 2024-2025 have included:

- 18 training, event, meeting, and deployment opportunities.
- Four new events added including two Stop the Bleed classes.
- 20+ volunteers participated in each of the annual volunteer exercises.

Emergency management volunteers were also deployed during the 2024 November bomb cyclone. Volunteers were paired with City staff to conduct a door-to-door canvass of the remaining neighborhoods without power, providing information about available resources.

**Public Education and Outreach Programs**

Community preparedness is an integral part of the resilience and safety of the residents and businesses on Mercer Island. Since the early 1990’s, Mercer Island has engaged the community in preparing for disasters The mission of Mercer Island Emergency Management is to prepare for, respond to, and recover from local and regional incidents, and to prepare Mercer Islanders to be self-sufficient for 7-14 days following a major disaster. Throughout 2024-2025, the City has provided:

- 12 outreach events ranging from tabling at the Farmers Market and Town Center Trick or Treat to trainings like the Community Emergency Response Team (CERT) program.
- Five preparedness presentations provided to the community.

In 2024, 23 community members graduated from the CERT program. The dates for the 2025 CERT program will be finalized soon.

## NEXT STEPS

Throughout the rest of the year additional trainings, outreach events, and exercises have been planned for staff, volunteers, and the community.

In September 2025, the EOC will be activated in response to the WSDOT closure of Mercer Island eastbound on-ramps at East Mercer Way and the HOV on-ramp in Town Center at 80$^{th}$ Ave SE, for the replacement of the failed expansion joint on the I-90 East Channel Bridge.

Additionally, staff are in the early planning stages for the FIFA World Cup events scheduled for the summer of 2026.

Staff will continue to respond to unplanned emergencies as they arise.

## RECOMMENDED ACTION

Receive report. No action necessary.

# BUSINESS OF THE CITY COUNCIL
# CITY OF MERCER ISLAND

**AB 6757**
**September 2, 2025**
**Regular Business**

## AGENDA BILL INFORMATION

| | | |
|---|---|---|
| **TITLE:** | AB 6757: Marine Patrol Vessel Replacement Contract | ☐ Discussion Only<br>☒ Action Needed:<br>☒ Motion<br>☐ Ordinance<br>☐ Resolution |
| **RECOMMENDED ACTION:** | Appropriate an additional $60,000 from the Equipment Rental Fund reserve, and authorize the City Manager to execute a purchase agreement with Inventech Marine Solutions LLC, DBA Life Proof Boats, to construct and deliver a new marine patrol vessel replacing Patrol 11. | |

| | |
|---|---|
| **DEPARTMENT:** | Police |
| **STAFF:** | Michelle Bennett, Interim Chief of Police<br>Jeff Magnan, Police Commander |
| **COUNCIL LIAISON:** | n/a |
| **EXHIBITS:** | 1. Bid Quote for Vessel Construction<br>2. Marine Patrol Vessel Purchase Agreement with Inventech Marine Solutions, DBA Life Proof Boats |
| **CITY COUNCIL PRIORITY:** | 4. Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community. |

| | |
|---|---|
| **AMOUNT OF EXPENDITURE** | $ 660,000 |
| **AMOUNT BUDGETED** | $ 600,000 |
| **APPROPRIATION REQUIRED** | $ 60,000 |

## EXECUTIVE SUMMARY

The purpose of this agenda bill is to authorize the City Manager to execute the purchase agreement for the construction of a new marine patrol vessel to replace the City's current marine patrol vessel 11, which is at the end of its useful life, and appropriate an additional $60,000 from the Equipment Rental Fund reserve.

- In October 2024, staff issued a Request for Proposals (RFP) and selected Inventech Marine Solutions, a Washington State-based LLC. Construction would begin in 2025 with vessel delivery scheduled before June 1, 2026.
- Resources to acquire the new marine patrol vessel are included in the Equipment Rental Fund in the 2025-2026 Biennial Budget.
- The City's Equipment Rental Fund accounts for the cost of maintaining, operating, and replacing all City-owned vehicles, heavy equipment, and radios. Vehicle replacements are funded through internal user charges developed for each vehicle class, including resources expressly set aside to replace marine patrol vessels.

- The 2025-2026 biennial budget included $600,000 in the Equipment Rental Fund for the acquisition of a new marine patrol vessel. An appropriation of $60,000 is required due to the purchase price exceeding budget estimates. Additional funding would come from the vehicle replacement reserve, which amounted to $1.25 million at the end of 2024.

## BACKGROUND

The three vessels operated by the Marine Patrol Division play a critical role in maintaining security, enforcing maritime laws, and conducting search and rescue operations for Mercer Island and partner cities on Lake Washington (Patrol 11, Patrol 14, and Patrol 12). Patrol 11 was manufactured in 1997 and given a 20-year lifespan. In 2007, after a favorable hull and vessel equipment survey, major operational components of the vessel were upgraded, which extended the service life beyond the scheduled replacement of 2017.

In early 2024, a similar survey was conducted on Patrol 11 with less favorable results. The patrol vessel shows fatigue in hull plates and cracks in welds. With the increase in maritime activities, staff determined it was time to replace Patrol 11.

Staff subsequently conducted an RFP (No. 24-39) for the construction of a new marine patrol vessel to replace Patrol 11. Staff used industry standards and requirements unique to the service provided to the communities on Lake Washington who partner with the City for marine patrol services. These requirements were used to develop the minimum construction standards used in the RFP.

Staff reviewed and graded responsive proposals (with criteria toward effective design needs, extended service life, and GSA cost-effectiveness). GSA pricing refers to a company's agreement with the General Services Administration to offer those goods and services at agreed-upon prices to any qualified government agency or department. This program ensures ceiling prices for governmental agencies, which have been reviewed and negotiated based on market conditions. Inventech Marine Solutions, DBA Life Proof Boats, was selected as the preferred vendor (Exhibit 1) given that their proposal met the City's rigorous RFP requirements and they have constructed patrol vessels for the military, state, and local law enforcement agencies both nationally and in Washington State.

Staff worked with IMS to create a purchase agreement based on the proposal (Exhibit 2). IMS is based in Bremerton, Washington, and was founded in 2014. Their vessels are designed with buoyancy collars for stability and redundant flotation, self-bailing decks, shock-mitigated technologies, commercial-built construction, and commercial-grade materials. These characteristics stand out and ensure a long working lifespan. Staff estimate a minimum life cycle of 30 years for this new patrol vessel, which was similar to that of other vendors; however, as stated previously, the pricing included in IMS's proposal was unmatched.

## ISSUE/DISCUSSION

The City's Equipment Rental Fund accounts for maintaining, operating, and replacing all City-owned vehicles, heavy equipment, and radios. Vehicle replacements are funded through internal user charges developed for each class of vehicle, including resources expressly set aside to replace marine patrol vessels. Resources to acquire the new marine patrol vessel are included in the Equipment Rental Fund in the 2025-2026 biennial budget, for a total amount not to exceed $660,000 (including sales tax).

The 2025-2026 biennial budget included $600,000 for the acquisition of a new marine patrol vessel. An additional $60,000 is required based on the $660,000 purchase price. The additional $60,000 appropriation

would come from the vehicle replacement reserve in the Equipment Rental Fund, which amounted to $1.25 million at the end of 2024.

The total cost includes a fully outfitted and equipped commercial-grade patrol vessel, sea trial fees, staff inspections, a transport trailer, and sales tax. Staff is scheduled to inspect the vessel's construction at key points, including architectural approval, pre-welding, hull enclosure, the start of rigging, and finally, sea trials and acceptance. As Patrol 11 will remain in service during the construction phase, minimal equipment will be transferred to the new vessel upon delivery, at which time Patrol 11 will be decommissioned and sold. Staff worked with the vendor to secure GSA pricing and scheduled progress payments to take advantage of additional discounts (Exhibit 1). After successful staff inspections, scheduled progress payments are as follows:

- 10% deposit upon contract agreement.
- 40% at the start of construction.
- 30% at the start of rigging.
- 20% upon completion/acceptance by staff.

Staff anticipates taking receipt of the new patrol vessel before June 1, 2026.

## RECOMMENDED ACTION

Appropriate $60,000 from the Equipment Rental Fund vehicle replacement reserve, and authorize the City Manager to execute a purchase agreement with Inventech Marine Solutions (LLC), DBA Life Proof Boats, substantially in the form as shown in Exhibit 2, and other related documents and agreements required for the transaction, to construct and deliver a new Marine Patrol vessel for the City of Mercer Island replacing Patrol 11.

| | Customer: MERCER PD | | |
|---|---|---|---|
| | Date: 1/21/2025 | | |
| | | | |
| **PRODUCT** | **DESCRIPTION** | **COM PRICE** | **GSA PRICE** |
| | **BASE-BOAT** | | |
| 33FC - 120 | 33FT FULL CABIN: 22 Deg Hull, 10' Beam, Walk Through Cuddy, Aluminum Hull, "D" Shaped Foam Collar w/ Air Tensioning Bladder Package Includes: Two (2) Suspension Seats, 12" Garmin Chartplotter, Garmin Radar, AIS Receiving Garmin VHF Radio, Searchlight, Deck Flood Lights, 275 Gallon Fuel Tank, Trailer | $ 316,618.21 | $ 303,060.25 |
| | **PROPULSION** | | |
| Merc-400-30-x2 | Twin 400 HP MERCURY Verado Outboards, Includes all Necessary Rigging, Controls, Power Steering w/ Tilt Helm, Stainless Steel Propellers, Vessel View 7", Installation and Testing | $ 90,279.56 | $ 86,413.68 |
| Merc-JPO | Mercury Joystick Piloting (JPO) | $ 22,515.46 | $ 21,551.32 |
| | **COLLAR / CABIN / COCKPIT** | | |
| CABIN-BOWDOOR | Drop Bow Door w/Ladder and Hand Rails | $ 4,277.78 | $ 4,094.60 |
| CLR-BPK | Add Bow Push Knees w/ D-Rubber | $ 6,160.00 | $ 5,896.22 |
| CLLR-LTTR | Install Agency Name on Collar | $ 1,750.21 | $ 1,675.26 |
| CBN-SDSLDRS | Add Side Cabin Slider Doors (P/S) at Helm Positions | $ 10,853.65 | $ 10,388.89 |
| TOW-MAIN | Tow Package Standard: Taft Rail, Tow Bollard, Tow Spool | $ 4,705.56 | $ 4,504.06 |
| CABIN-TTOPREARBNCH | Rear Locker Bench Seats | $ 2,016.67 | $ 1,930.31 |
| CABIN-CABINSEAT1 | Upgrade Standard Suspension Seats to Bulkhead Style Drop Pan Suspension Seats with Height adjust Foot Rests | $ 9,444.44 | $ 9,040.02 |
| | **HEAT AND AIR-CONDITIONING** | | |
| ACC-AT40 | Webasto AT40 Diesel Heater with Diesel Fuel Tank | $ 7,605.14 | $ 7,279.48 |
| | **ANCHORING** | | |
| ACC-WNDLS3133 | Add Sub-Deck Anchor Windlass and Prow Pulpit (31-33FT Vessels) | $ 6,222.22 | $ 5,955.78 |
| | **WATER AND ACCOMODATIONS** | | |
| ACC-RAW01 | Raw water Washdown | $ 2,374.43 | $ 2,272.76 |
| | **ELECTRICAL** | | |
| ELCT-2000INV | 2,000W Inverter | $ 3,660.56 | $ 3,503.81 |
| ELCT-30AMP | 30AMP Shore Power Service with Battery Charger | $ 5,445.10 | $ 5,211.94 |

| PRODUCT | DESCRIPTION | COM PRICE | GSA PRICE |
|---|---|---|---|
| | **LIGHTING** | | |
| LAW-FC | FC Law Enforcement Package - Liberty II Light Bar or LED's, GFE Radio Install, Hailer, Sirens | $ 6,435.00 | $ 6,159.45 |
| LGHT-EXTR | Extreme Lighting Package - 2 Flood Lights, 2 LED Underwater Lights, LED Driving Flood Lights | $ 3,389.22 | $ 3,244.09 |
| | **FIRE-SUPPRESION** | | |
| Fire-Monitor - 1 | Remote Controlled Fire-Monitor q/ Quick Disconnect, Rated 500gpm Flow | $ 13,076.74 | $ 12,516.79 |
| | **ELECTRONICS** | | |
| FLIR-M364C | FLIR M364C Stabilized Dual Payload Thermal Camera (640x512 Vox Microbolometer) w/ Pan, Tilt and Electronic Zoom Installed on Hinged Riser Bracket and Integrated to One Screen | $ 30,187.83 | $ 28,895.15 |
| NAV-CHTPLTR-1 | Additional Chart Plotter 12" Display | $ 6,004.62 | $ 5,747.50 |
| | **ACCESSORY** | | |
| ACC-DIVE01 | Dive Package - (2ea) Dive Tank Holders, Dive Ladder | $ 2,461.33 | $ 2,355.93 |
| | **LOGISTICS** | | |
| 27-33-TRAIN | 1 Full Day on Water Training in Bremerton, WA Commercial Waterways | $ 1,913.04 | $ 1,831.12 |
| | | | |
| | **SUB-TOTAL*** | $ 569,129.13 | $ 533,528.41 |
| | **DISCOUNT** (1% GREATER THAN $300K) | | $ (5,335.28) |
| | **SUB-TOTAL+DISCOUNT*** | $ 569,129.13 | $ 528,193.13 |
| | *EXCLUDES: TAX, TITLE, LICENSING, DELIVERY | | |
| | **OPEN MARKET ITEMS** | | |
| | **Fire-Suppresion and De-Watering** | | |
| | One (1) Darley 2BE 21H Medium Pressure High Volume Direct Driven Engine Mounted Pump on Skid w/ Fold-Away Handles. 6-Gal Portable Pump, Electric Start via 12v Battery, Exhaust Primer and Guzzler Hand Primer. | | $ 14,731.50 |
| | Marinized Engine, Jet Coat Exhaust and Hard Anodized Pump w/ Stainless Steel Shaft for Saltwater Pumping. | | $ 3,942.86 |
| | Battery, Fuel Connection and Securing System | | $ 1,916.67 |
| | One (1) Ten Feet (10') of 3" PVC w/ Strainer for Overboard Water-Pick-Up. | | $ 1,597.22 |
| | Integrated Through-Hull Stand Pipe w/ Perforated Through-Hull Intake (SeaChest), No Valve w/ Quick Disconnect | | $ 4,504.17 |
| | Integrated Hard Piping From Motor to Bow Monitor on Cuddy Top | | $ 6,892.86 |
| | Aft Locker for Fire-Pump. NOTE: Locker Must Be Open During Pump Operation | | $ 4,071.43 |
| | Installation, Preservation, and Testing of Fire-System | | $ 3,080.36 |
| | | | |
| | **Collar Features** | | |
| | Personnel Recovery Cutouts in Collars | | $ 2,850.00 |

| PRODUCT | DESCRIPTION | COM PRICE | GSA PRICE |
|---|---|---|---|
| | "D" Rings and Safety Lines Along Collar (Port/Stbd) | | $ 1,250.00 |
| | **Electronics** | | |
| | Raymarine AIS-5000 Encrypted Class-A w/ Send & Receive | | $ 7,525.00 |
| | One (1) Raymarine AXIOM 7" Display for AIS Transfer to Garmin | | $ 1,900.00 |
| | Upgrade GARMIN Radar to GMR Fantom 18x | | $ 1,150.00 |
| | **Add** second (2nd) ICOM 605 VHF w/speaker, Four Foot (4') Whip antenna on stainless steel Ratchet Mount | | $ 1,571.43 |
| | Install additional (2nd) GFE Radio-Motorola APX 8500 (NOTE: New/complete install gear w/antenna, mount, speaker) | | $ 500.00 |
| | **Install VHF Radios, and Agency Radios, flushmount on overhead panel** | | |
| | **Misc** | | |
| | Long Gun Storage Locker In-Cabin w/ Countertop and Electric Outlet | | $ 2,150.00 |
| | Add two (2) additional 110v, 12v accessory and USB outlets in the AFT Cabin | | $ 1,800.00 |
| | Add One (1) waterproof 110V and 12V outlest installed on the outside of the cabin | | $ 600.00 |
| | Add Tow Spool Cover | | $ 350.00 |
| | Tow Line- 200' of ¾" Double Braided Nylon | | $ 800.00 |
| | Ladder on Trailer | | $ 500.00 |
| | Operations and Maintenance Manual Tailored to Boat and Systems | | $ 5,000.00 |
| | | | |
| | **TOTAL - DELIVERED** | | |
| | TOTAL** | $ 637,812.62 | $ 596,876.61 |
| | **EXCLUDES, TAX, TITLE, LICENSING | | |
| | **Quote Valid for 90 Days** | | |
| | | | |
| | GSA CONTRACT: **47QSWA18D0015** | | |
| | DUNS-NUMBER: 02-382-1348 | | |
| | CAGE CODE: 7J4G8 | | |
| | | | |
| | INVENTECH MARINE SOLUTIONS, LLC dba LIFE PROOF BOATS | | |
| | 5626 Imperial Way SW | | |
| | Bremerton, WA 98312 | | |
| | (360) 674-7019 phone | | |
| | Mon-Fri 7am-3:30pm PST | | |
| | info@inventechmarine.com | | |
| | service@inventechmarine.com | | |
| | | | |

| PRODUCT | DESCRIPTION | COM PRICE | GSA PRICE |
|---|---|---|---|
| | TERMS: Prompt Pay .5% Discount Net 10 / Net 30 | | |
| | IMS GSA CONTRACT NUMBER MUST BE LISTED ON PURCHASE ORDER TO RECEIVE GSA PRICE | | |
| | IMS GSA CONTRACT TERMS MUST BE LISTED ON PURCHASE ORDER | | |
| | GSA PRICE ONLY AVAILABLE TO GOVERNMENT AGENCIES or SOVERIEGN U.S. NATIONS | | |
| | PRODUCT SHIPPED WITHIN 365 DAYS FROM PURCHASE ORDER UNLESS OTHERWISE STATED. CERTAIN MATERIAL SELECTIONS MAY HAVE LONGER LEAD TIMES. | | |
| | | | |
| | GFE / CFE EQUIPMENT | | |
| | IMS requires Supplied Equipment is Prior to the Start of Rigging. | | |
| | Due To Past Issues, IMS will not accept any previously “Used” equipment for installation. | | |
| | IMS will not begin an installation, if the equipment supplied is incomplete (missing items) | | |
| | IMS will not trouble shoot issues with supplied equipment. | | |
| | IMS will validate that our installation is proper, and connections are sound. | | |
| | | | |
| | WARRANTY | | |
| | Commercial Warranty Applies | | |
| | Hull = 15 Year | | |
| | Superstructure = 4 Year | | |
| | Collar = 5 Year | | |
| | Installation = 1 Year | | |
| | | | |
| | PROGRESS PAYMENTS INCENTIVE | | |
| | IMS Encourages Progress Payments With an Additional 1% Discount. | | $ 590,907.85 |
| | 10% Deposit | | $ 59,090.78 |
| | 40% Start of Weld | | $ 236,363.14 |
| | 30% Start of Rigging | | $ 177,272.35 |
| | 20% Upon Completion | | $ 118,181.57 |

**Agreement for Boat Purchase**

This Agreement is made and entered into this _____ day of _____, 2025 by and between: City of Mercer Island – Police Department (the "Purchaser"), and Inventech Marine Solutions, LLC , a limited liability company organized and existing under the laws of the State of Washington, with its principal place of business at 5626 Imperial Way SW, Bremerton, Washington, 98312- 4973 ("Contractor").

Recitals:

1. Purpose of Agreement

   The Purchaser hereby agrees to purchase, and Contractor agrees to sell, all rights, title and interest in and to the boat identified and described on the sales sheets attached as Exhibit A. The sales sheets contain the price, details and specifications for the boat to be constructed and sold by Contractor to Purchaser hereunder.

2. Scope of Services

   Contractor shall construct, supply and furnish the Purchaser with the boat identified and described in Exhibit A.

3. Construction & Delivery Times

   Contractor agrees to commence construction of the boat as and when its current production schedule allows. Contractor further agrees to make reasonable progress to complete construction. Contractor intends to begin construction of the new vessel in late September 2025, with an anticipated completion of April 2026. Delivery of purchaser's boat will occur at Contractor's manufacturing facility at 5626 Imperial Way in Bremerton, Washington.

4. Price & Payment

   For construction and sale of the boat, Purchaser agrees to pay Contractor the agreed price specified in attached IMS_33FC120-PRO_MERCER PD_21JAN2025_Rev-A4Quote, as such price may be modified by change order during construction. Purchaser's payment of the purchase price shall be in accordance with the following terms:

   Purchase Price: $590,907.85 based on IMS_33FC120-PRO_MERCER PD_21JAN2025_Rev-A4 utilizing progress payment schedule.

   **Payment Schedule**

| | |
|---|---|
| Receipt of Signed Agreement | 10% |
| Proof of Weld Start | 40% |
| Proof of Rigging Start | 30% |
| Final Acceptance | Balance Owed |

Initials:_____Date:_____Initials:_____Date:

Sales Tax and other miscellaneous fees are not included in the purchase price of the boat and will be added to the final invoice.

5. Changes

If Purchaser or Contractor requests, or one of the parties believes that a change in the boat's construction is necessary, (a "Change"), then the party requesting or noting the Change shall notify the other in writing and the parties shall discuss the change and reach agreement on the change if possible. If the change necessitates an adjustment to the agreed contract price of the boat, Contractor will draft a formal written change order and transmit it to Purchaser for execution. Contractor will not proceed in the execution of the work associated with the change order until a signed copy is received from Purchaser. If the purchase price is adjusted by change order, Purchaser shall pay for the change in the immediately subsequent progress payment in the payment schedule set forth above.

If changes are requested by the purchaser during the physical building of the boat the contractor has the right to request additional compensation for the impact to the business operations and schedule. Time loss situations may be billed for delays in the build schedule. Extended build schedules impact all future builds and overhead operating expenditures.

6. Force Majeure

Contractor shall not be liable for any failure or delay in the performance of its obligations under this Agreement if such failure or delay is on account of causes beyond its control, including labor disputes, civil commotion or riot, war, fires, floods, inclement weather, governmental regulations or controls, casualty, government authority, strikes, or acts of God, in which event Contractor shall be excused from its obligations for the period of delay and for a reasonable time thereafter. Contractor shall use reasonable efforts to notify Purchaser of the occurrence of such an event within a reasonable time.

7. Material and Workmanship Warranty

Contractor warrants to the original purchaser that the boat constructed by Contractor will be free of defects in material and workmanship under normal use and service. Contractor's obligation under this warranty shall be limited to the repair or replacement of any part or parts which may thus prove defective under normal use and service within the applicable recreational or commercial warranty periods noted at the time of the vessel's acceptance, and which Contractor's examination shall disclose to Contractor's satisfaction to be defective. All vessels will receive a lifetime hull warranty which is non-transferable and valid only to recreational users. Warranty work will be completed at the Contractor's main manufacturing facility in Bremerton, Washington. Purchaser's return of Purchaser's boat to Contractor's manufacturing facility for warranty work shall be at Purchaser's expense, and it is the responsibility of Purchaser to make arrangements to transport the boat, or the

allegedly defective parts or components, to Contractor's manufacturing facility. Notification of any item subject to this warranty will be submitted to Contractor in writing within 30 days after discovery by Purchaser. All warranty work must be authorized by Contractor. Contractor's corrective work in the manner provided above shall constitute a fulfillment of all liabilities of Contractor with respect to the quality of the boat. Purchaser is solely responsible for pursuing the appropriate third-party manufacturer for any warranty claim arising from a feature, component or installed item manufactured by someone other than Contractor. Contractor shall assign all necessary and available third-party warranties to Purchaser. See our posted warranty online for all the details and the most current information.

THE FOREGOING WARRANTY IS SUPPLEMENTAL TO THE REGESTERED WARRANTY SIGNED AT THE TIME OF ACCEPTANCE AND IS EXPRESSLY IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, AND OF ALL OTHER LIABILITIES ON CONTRACTOR'S PART, AND CONTRACTOR NEITHER ASSUMES, NOR AUTHORIZES, ANY OTHER PERSON TO ASSUME FOR CONTRACTOR, ANY OTHER LIABILITY IN CONNECTION WITH THE CONSTRUCTION AND SALE OF PURCHASER'S BOAT. THE FOREGOING WARRANY SHALL NOT APPLY TO PURCHASER'S BOAT, OR ANY PART THEREOF, WHICH HAS BEEN SUBJECT TO ACCIDENT, NEGLIGENCE, ALTERATION, ABUSE, OR MISUSE. CONTRACTOR MAKES NO WARRANTY WITH RESPECT TO ACCESSORIES, EQUIPMENT OR PARTS INSTALLED BY CONTRACTOR, BUT WHICH HAVE BEEN MANUFACTURED AND SUPPLIED BY THIRD PARTIES.

8. Disputes

The parties shall use good faith efforts to resolve any disputes arising out of this Agreement. In the event of a dispute, any party with a grievance must specify its factual and legal position in a written notice to the other party. Each party shall appoint an individual with authority to bind the respective party to an agreed resolution of the dispute. The designated individuals shall meet in person for up to four (4) hours at Contractor's manufacturing facility in an effort to resolve the dispute. If the dispute cannot be resolved by these direct discussions, the parties shall submit the dispute to mediation before a mutually agreed-upon mediator. The cost of mediation, including the mediator's fees, shall be borne equally by the parties, but each party shall be responsible for their own attorney's fees incurred in connection with the mediation. If mediation fails to resolve the parties' dispute, either party may file suit in Kitsap County Superior Court to resolve the dispute. In the event a lawsuit is filed to resolve any dispute arising out of this Agreement, the substantially prevailing party will be entitled to an award of its reasonable attorney's fees and costs, including fees and costs incurred on appeal.

9. Inspection and Testing

Contractor shall launch and test all equipment on board the boat prior to acceptance. Once Contractor has approved the functionality of the boat, it will schedule an on-water

acceptance sea trial with the Purchaser. At the end of the sea trials the Purchaser will be asked to sign Contractor's final acceptance form. Included in the deliverables of the boat will be a "boat box" where the purchases will find all information and third-party warranties pertaining to the equipment installed on the boat.

10. Indemnity/Limitation of Liability/Limitation on Damages

(a) Indemnity. Purchaser hereby agrees to defend, indemnify and hold harmless Contractor and its officers, members, employees and agents from and against any and all claims (i) arising out of acts or omissions of Purchaser in the use, servicing or subsequent sale of the boat purchased hereunder; or (ii) arising out of the alteration or modification of Purchaser's boat by someone other than Contractor.

(b) Limitation of Liability and Damages. IN NO EVENT SHALL THE PURCHASER FOR IN NO EVENT SHALL CONTRACTOR BE LIABLE TO ANY INCIDENTAL, CONSEQUENTIAL, INDIRECT, EXEMPLARY, OR PUNITIVE DAMAGES, INCLUDING, BUT NOT LIMITED TO, LOST PROFITS, LOSS OF USE, LOSS OF TIME, INCONVENIENCE, LOSS BUSINESS OPPORTUNITIES, OR DAMAGE TO GOOD WILL OR REPUTATION, ARISING OUT OF, OR AS A RESULT OF, THE SALE, DELIVERY, SERVICING, USE OR LOSS OF THE BOAT SOLD HEREUNDER, REGARDLESS OF WHETHER SUCH LIABILITY IS BASED ON BREACH OF CONTRACT OR STRICT LIABILITY.

11. Purchase- Furnished Equipment

If the Purchaser supplies any parts relating to or incorporated into the construction of the boat, they must be supplied before the hull plates are laid on the jig. Failure to supply the parts before the hull plates are laid on the jig may constitute a change that requires a change order to adjust the agreed-upon price due to delays or schedule changes.

12. Assignment of Agreement

The parties agree that this Agreement is not transferable by either party without written consent of the other party to this Agreement. Any purported assignment without such consent shall be null and void. Once the vessel has been accepted by the client, and full payment has been made to the contractor the client will be in full ownership of the vessel and rights of its future sale.

13. Entire Agreement

This Agreement, Exhibit A hereto, constitute the entire agreement of the parties with respect to the subject matter and supersede any prior agreement or communications between the parties hereto, whether written or oral. This Agreement may be modified only by a written amendment or change order signed by authorized representatives of each party. No waiver of any term or right in this Agreement shall be effective unless in writing, signed by an authorized representative of the waiving party. The failure of either party to

enforce any provision of this Agreement shall not be construed as a waiver or modification of such provision, or impairment of its right to enforce such provision thereafter.

14. Binding Effect

This Agreement shall be binding upon the heirs, successors, assigns, agents, officials, members, employees, independent contractors, and subcontractors of the parties.

15. Continuing Obligation

The parties will make and execute all further instruments and documents required to carry out the purposed and intent of this agreement.

16. Reference

Captions and headings are inserted for convenience of reference and do not define, describe, extend or limit the scope of intent of the agreement.

17. Interpretation

All terms and conditions contained herein shall be interpreted in accordance with the laws of Washington State. In the event of a conflict between the various terms and conditions contained herein or between these terms and other applicable provisions, then the more particular shall prevail over the general and the more stringent or higher standard shall prevail over the less stringent lower standard.

18. Saving Clause

If any section, subsection, paragraph, sentence, clause, phrase, or portion of this Agreement is for any reason held invalid, unlawful, or unconstitutional by any court of competent jurisdiction, such portion shall be deemed severable and such holding shall not affect the validity of the remaining portions hereof.

19. Other Laws & Regulations

Contractor and purchaser will comply with all applicable federal, state, and local standards, regulations, laws, statutes, and ordinances. Contractor and purchaser will take all reasonably necessary, proper or required safety, preventative, and remedial measures to ensure the prompt prevention or cessation (now or in the future) of violations of either the applicable provisions of such standards, regulations, laws, statutes, ordinances, or any permits or conditions issued thereunder.

Initials:_____ Date:_____ Initials:_____ Date:

20. Notices

Unless otherwise agreed to by the Parties, all notices shall be deemed effective when received and made in writing by either (i) email, with confirmation of receipt to be provided by the recipient; (ii) certified mail, return receipt requested, (iii) overnight mail, or (iv) fax with confirmation, addressed to the party to be notified at the following address or to such other address as such party shall specify by like notice hereunder:

Company:
Inventech Marine Solutions, LLC
5626 Imperial Way SW,
Bremerton, WA 98312
Attn: Jenson Charnell
Phone: 360-674-7019
Email: Jenson@inventechMarine.com

Purchaser:
City of Mercer Island
9611 SE 36th Street
Mercer Island WA. 98040
Attn: Jessi Bon – City Manager
Phone:

Either party, by written notice to the other pursuant to this section, may change its address or designees for receiving such notices.

This Agreement is made and entered into as of the day and date first specified above.
Purchaser Signature: _____
Name:_____Title:_____Date: _____

Contractor: INVENTECH MARINE SOLUTIONS, LLC

Signature: _____

Name:_____Title:_____Date: _____

## Customer Profile Information (Please fill out with contract)

- Name(s) as you want to appear on all legal documents

_____

- Address to send paperwork and billings to

_____

_____

- Address to ship boat to (if different)

_____

_____

Initials:_____Date:_____Initials:_____Date:

- Email Address on File

_____

- Phone Number on File

_____

Initials:_____Date:_____Initials:_____Date:

# BUSINESS OF THE CITY COUNCIL
# CITY OF MERCER ISLAND

**AB 6763**
**September 2, 2025**
**Regular Business**

## AGENDA BILL INFORMATION

| | | |
|---|---|---|
| **TITLE:** | AB 6763: Code Amendments Regarding E-motorcycle Regulations (Ordinance No. 25C-24, First Reading). | ☐ Discussion Only<br>☒ Action Needed:<br>☒ Motion<br>☐ Ordinance<br>☐ Resolution |
| **RECOMMENDED ACTION:** | Schedule Ordinance No. 25C-24 for second reading and adoption on September 16, 2025. | |

| | |
|---|---|
| **DEPARTMENT:** | City Manager |
| **STAFF:** | Jessi Bon, City Manager<br>Michelle Bennett, Interim Chief of Police<br>Mike Seifert, Police Commander<br>Amelia Tjaden, Management Analyst |
| **COUNCIL LIAISON:** | n/a |
| **EXHIBITS:** | 1. Ordinance No. 25C-24 |
| **CITY COUNCIL PRIORITY:** | n/a |

| | |
|---|---|
| **AMOUNT OF EXPENDITURE** | $ n/a |
| **AMOUNT BUDGETED** | $ n/a |
| **APPROPRIATION REQUIRED** | $ n/a |

## EXECUTIVE SUMMARY

The purpose of this agenda item is to conduct a first reading of Ordinance No. 25C-24 (Exhibit 1), establishing regulations for electric motorcycles (e-motorcycles) on Mercer Island.

- Mercer Island has seen an increase in usage of e-motorcycles, particularly among youth 12-15 years of age.
- E-motorcycles differ from e-bikes in that they have an electric motor with a power output that exceeds 750 watts that can propel the vehicle faster than 28 miles per hour. These vehicles have a dirt bike style frame with foot pegs or brackets. E-bikes, of which there are different classes, have operable foot pedals and a maximum assisted speed of 20mph (when using only electric power) or 28mph (with the rider pedaling).
- Currently, the Mercer Island Police Department (MIPD) will stop any individual riding e-bikes and e-scooters in an unsafe manner. MIPD also stops youth under the age of 16 when observed riding e-motorcycles. When this occurs, MIPD will call the parent or guardian to pick up their child and the e-bike or e-motorcycle and advise them on the regulations related to their use.
- MIPD is limited in what enforcement actions they can take as there is an enforcement gap between what types of violations the Mercer Island Municipal Court can process and the age of the riders.

- Ordinance No. 25C-24 (Exhibit 1) establishes regulations for e-motorcycles and allows MIPD to impound e-motorcycles in violation of such regulations. The ordinance would go into effect on January 1, 2026.
- Staff are currently working on new regulations related to e-bike use on Mercer Island and those work items will be coming to the City Council by Q1 2026, or sooner, if possible.
- Finally, there are some gaps in State law related to e-motorcycles and e-bikes, which is making it challenging for cities to regulate these vehicles. Mercer Island is working with other cities and the Association of Washington Cities to evaluate potential changes to State law and are hopeful these recommendations will be considered by the State Legislature during the 2026 session. These recommendations will also be included in the City's draft Legislative Priorities, which will come to the City Council for consideration in November 2025.

## BACKGROUND

On May 20, 2025, the City Council amended the 2025-2026 Work Plan to include the development of an ordinance regulating the operation of e-bikes and e-motorcycles on the Island (AB 6688).

Mercer Island has seen an increase in usage of electric motorcycles (e-motorcycles). Many of the riders are 12-15 years of age and they are not legally allowed to operate this type of vehicle in rights-of-way. They often demonstrate unsafe riding behaviors, creating a danger to themselves and others. The proposed ordinance (Exhibit 1) would establish that operation of e-motorcycles by underage youth is unlawful in the public right-of-way and within parks.

Under Washington State law, there are clear differences between e-bikes and e-motorcycles. These distinctions are described below.

- Under RCW 46.04.169, e-bikes are bicycles that are assisted by an electric motor. Some e-bikes only provide electric assistance when the rider is pedaling while others can propel the e-bike using electric power alone. Either way, a legal e-bike will always have functional pedals capable of propelling the bike and a maximum assisted speed of 20mph (when using only electric power) or 28mph (with the rider pedaling). The power output from an e-bike motor will never exceed 750 watts.
- The e-motorcycles seen on Mercer Island are powered solely by an electric motor with a power output that exceeds 750 watts. These vehicles have a dirt-bike style frame and have foot pegs or brackets (no operable pedals). E-motorcycles can travel over 28 mph with motor assistance.
- RCW 46.04.330 provides the definition for a motorcycle. In short, "motorcycle" means a motor vehicle designed to travel on not more than three wheels, on which the driver rides on a seat and steers the vehicle with a handlebar. "Motorcycle" excludes a motorized foot scooter, an electric-assisted bicycle, and a moped. As such, any motor-driven cycle with an electric motor that exceeds 750 watts is classified as an e- motorcycle.

This definition of motorcycle was likely written to address traditional motorcycle styles sold under the brand of Harley Davidson or Kawasaki, as an example. Much like electric cars, motorcycle manufacturers have evolved their product lines to include gas-powered alternatives and as these products were hitting the market, State laws were updated to recognize them.

Today, e-motorcycles like the ones being ridden by youth, are widely available for purchase and are often labeled as 'e-bikes.' Consumers are not aware that the item they are purchasing is in fact an e-motorcycle and

it is not legal to operate in the rights-of-way. The City of Mercer Island has been running an information campaign about the difference between an e-bike and an e-motorcycle, but more needs to be done.

**Enforcement**

Currently, when feasible, MIPD will attempt to contact youth riding e-motorcycles. MIPD will call their parents or guardian to pick up the youth and their vehicle. During the school year, if a youth rides an e-motorcycle to Islander Middle School, the School Resource Officer will identify the youth and again, call their parents and have them pick up the e-motorcycle. In both circumstances, MIPD reminds the parents and the child of the dangers of these types of vehicles and informs parents of the regulations around their use.

There are two issues restricting MIPD's ability to take additional enforcement actions staff are working to resolve. First, there is an enforcement gap due to the ages of the youth riding these vehicles. The Mercer Island Municipal Court (Municipal Court) can only process juvenile defendants if they are 16 or 17 years of age, and the offense is a traffic/driving offense. All other cases in which the defendant is a juvenile must be sent to the King County Prosecuting Attorney's Office – Juvenile Division (King County Prosecutor). For a case to be forwarded to the King County Prosecutor, it must be a criminal case.

As many of the riders operating e-motorcycles on the Island are 15 years old and under, their case could not be processed by the Municipal Court. An officer would need to press criminal charges and escalate the offense to the King County Prosecutor to take enforcement action against a person under 16 years old. Due to high caseloads and prioritization of violent crime, it is unlikely that the King County Prosecutor would take enforcement actions in juvenile e-motorcycle cases.

The second issue appears with RCW 46.04.330, the definition of a motorcycle. While this definition could be interpreted to include e-motorcycles, the path towards enforcing these vehicles and instituting criminal penalties is not straightforward. The vehicles operated on Mercer Island have a dirt bike style frame and have a lower power output than a traditional electric motorcycle, like a Harley Davidson or a Kawasaki. The e-motorcycles seen on Mercer Island cost significantly less than a traditional electric motorcycle and are available for purchase online, often labeled and branded as e-bikes. These e-motorcycles fall into a grey area between e-bikes and traditional electric motorcycles that allows the purchaser and/or rider to not fully understand the legal requirements and limits the enforcement actions that MIPD can effectively take.

As many jurisdictions are navigating issues with underage riders operating e-motorcycles, the best solution would be for the WA State Legislature to adopt a definition for these vehicles and accompany regulations. This would allow jurisdictions, including the City of Mercer Island, to uniformly regulate e-motorcycles from jurisdiction to jurisdiction. City staff are currently engaging with the Association of Washington Cities and regional cities to advocate for legislative change to address these needs. These recommendations will be included in the draft 2026 Legislative Priorities presented to the City Council for consideration in November.

**Public Outreach and Education**

Staff have conducted a robust public outreach and education campaign about e-bikes, e-scooters, and e-motorcycles that included the following items.

- Creation and maintenance of the E-Bike Safety page on the City of Mercer Island website.
- Social media posts across various platforms.
- Multiple features in the MI Weekly.

- An email, distributed by the Mercer Island School District, to all parents of children who attend Islander Middle School.
- Attending a PTA meeting in December 2024.
- Hosting two assemblies for all IMS students in April 2025.
- Tabling at Summer Celebration and National Night Out.

The goal of the public outreach and education campaign was to promote safe ridership, inform the community of the differences between e-bikes and e-motorcycles, and to share how to report an incident of unsafe or illegal behavior involving an e-bike or an e-motorcycle.

**Community Reporting**

The Mercer Island community has been active in reporting unsafe and illegal behaviors on e-bikes and e-motorcycles. Between January 1 and August 25, 2025, the Police Department received roughly 70 calls expressing concerns about e-bikes and e-motorcycles. In addition, 12 emails have been received between the Customer Service Team inbox and the Council inbox in 2025 inquiring about regulations and reporting unsafe behaviors.

Staff encourages community members witnessing unsafe and illegal behaviors involving e-bikes and e-motorcycles to call 911 to report the incident immediately. Calling 911 is the fastest way to deploy law enforcement to an incident and stop these behaviors as they are happening.

## ISSUE/DISCUSSION

Ordinance No. 25C-24 (Exhibit 1) establishes regulations for e-motorcycles, and allows MIPD to impound e-motorcycles, with the intention of mitigating unsafe and illegal riding.

The ordinance would make the following amendments to Title 10 – Vehicles and Traffic of the Mercer Island Municipal Code:

- Adopts a definition for electric motorcycles. As the state definition is insufficient to pursue enforcement action, adopting a definition for e-motorcycles will allow the City to institute regulations for these vehicles.
- Prohibits the operation of an e-motorcycle by any person under the age of 16 and any person who does not have a valid driver's license with a motorcycle endorsement.
- Prohibits the operation of any e-motorcycle that is not registered and does not display a valid license plate.
- Prohibits the operation of e-motorcycles on any sidewalk, pedestrian path, and within public parks.
- Establishes the ability for MIPD to impound an e-motorcycle.

Violations of the regulations, established under Ordinance. No. 25C-24, are civil infractions, subject to the following penalties.

- First offense: $250
- Second offense: $500
- Third and subsequent offenses: $750 and possible referral for criminal citation under RCW 46.20.005 Driving without a license

While Ordinance No. 25C-24 does not fully address the issues restricting MIPD's ability to take enforcement action, the code amendments provide MIPD with a tool to assist with reducing the number of e-motorcycles being operated unlawfully on Mercer Island and assign a monetary penalty. Further, impoundment and retrieval, as well as the civil infractions, serve as educational mechanisms to alert parents and riders of the dangers of these vehicles.

## NEXT STEPS

**Anticipated Regulatory Actions on E-Motorcycles and E-Bikes**

As this issue continues to develop, both on Mercer Island and regionally, staff will update the regulations to meet emerging needs and provide reports on the effectiveness of established regulations.

Staff will return to the City Council with a separate ordinance to establish regulations for e-bikes.

Additionally, staff are exploring the possibility of instituting a parental or adult vehicle owner responsibility clause that would shift the burden of a violation of e-motorcycle or e-bike regulations from the minor who committed the act to their parent, guardian, or the owner of the e-motorcycle.

**Opportunity for Regional Partnerships**

Staff have notified the Association of Washington Cities (AWC) of the emerging issues related to e-motorcycles and e-bikes and will continue to work with AWC to promote legislative solutions.

**Communications**

After adoption of Ordinance No. 25C-24, staff will continue the comprehensive outreach campaign, shifting the message to communicate the new regulations for e-motorcycles. This campaign will include coordination with the Mercer Island School District, outreach to parents, updates to the existing E-Bike Safety webpage, social media posts, and communications in the MI Weekly.

**Enforcement and Process for Impoundment**

If adopted, the ordinance will go into effect on January 1, 2026. Staff will use this time to establish the process for impoundment of e-motorcycles and make any changes needed to facilitate this process. This work may include amending Chapter 10.22 MICC Impounding and the City's Fee Schedule to establish set fees for impoundment. Adding these fees would allow MIPD to recover some of the costs associated with enforcement actions.

During the implementation time frame, staff will also determine where impounded e-motorcycles will be stored, as well as the process to retrieve an impounded e-motorcycle.

## RECOMMENDED ACTION

Schedule Ordinance No. 25C-24 for second reading and adoption on September 16, 2025.

**CITY OF MERCER ISLAND**
**ORDINANCE NO. 25C-24**

**AN ORDINANCE OF THE CITY OF MERCER ISLAND, WASHINGTON, AMENDING MERCER ISLAND CITY CODE RELATED TO ELECTRIC MOTORCYLES; ADOPTING A NEW CHAPTER 10.53 MICC RELATED TO ELECTRIC MOTORCYCLES; AMENDING MERCER ISLAND SECTION 9.30.150, VEHICLES; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, Mercer Island has seen an increase in popularity in e-motorcycle ridership within the City; and

WHEREAS, e-motorcycles can pose public safety issues if not operated appropriately, including traveling at high speeds on streets and sidewalks, or when demonstrating tricks; and

WHEREAS, on May 20, 2025, the City Council amended the 2025-2026 Workplan to include the development of an ordinance regulating the operation of e-bikes and e-motorcycles on the Island; and

WHEREAS, City Staff, including the Mercer Island Police Department, have drafted potential regulations for e-motorcycles to address the public safety issues.

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

**Section 1.** **Amended.** Chapter 10.04, Definitions, MICC shall be amended as set forth in Exhibit A of this ordinance.

**Section 2.** **Adopted.** New Chapter 10.53, Electric Motorcycles, MICC shall be adopted as set forth in Exhibit B of this ordinance.

**Section 3.** **Amended.** MICC 9.30.150, Vehicles, shall be amended as set forth in Exhibit C of this ordinance.

**Section 4.** **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 5.** **Effective date.** This ordinance shall take effect and be in force on January 1, 2026, provided thirty days have passed since the date of publication.

PASSED BY THE CITY COUNCIL OF THE CITY OF MERCER ISLAND, WASHINGTON AT ITS MEETING ON THE 16TH DAY OF SEPTEMBER, 2025.

CITY OF MERCER ISLAND

_____
Salim Nice, Mayor

Approved as to Form:

_____
Bio Park, City Attorney

ATTEST:

_____
Andrea Larson, City Clerk

Date of Publication: _____

**EXHIBIT A**

## Chapter 10.04 – DEFINITIONS

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### 10.04.170 – Electric motorcycle,

*Electric motorcycle* means a motorcycle, as defined by RCW 46.04.330, which is powered solely by electricity and:

1.Is not equipped with fully operable pedals capable of propelling it. Foot pegs are not considered pedals;

2. Has a motor with a power output that exceeds 750 watts; or is capable of traveling over 28 mph with motor assistance.

....

**EXHIBIT B**

## Chapter 10.53 – ELECTRIC MOTORCYCLES

### 10.53.010 Prohibited operation of electric motorcycles within the City of Mercer Island.

1. No person under the age of 16 may operate an electric motorcycle.
2. No person may operate an electric motorcycle that is not registered with the Washington State Department of Licensing and does not have a valid license plate.
3. No person without a valid driver's license with a motorcycle endorsement may operate an electric motorcycle.
4. To be operated on a public street or road, an electric motorcycle must meet the requirements of RCW 46.61.705.
5. No person may operate an electric motorcycle on any sidewalk, pedestrian path, park trail, or within City-owned or controlled parks.

### 10.53.020 Impoundment and penalties for operation of an electric motorcycle.

1. A law enforcement officer may impound, as defined in MICC 10.04.180, any electric motorcycle operated in violation of this chapter.
2. The impounded vehicle may be redeemed in accordance with MICC 10.22.060.
3. Violations of MICC 10.53.010 are deemed civil infractions and are subject to the following penalties:
    a. First offense: $250
    b. Second offense: $500
    c. Third and subsequent offenses: $750 and possible referral for criminal citation under RCW 46.20.005.
4. In addition to the penalties set out in this section, violators must pay the costs of impound, storage, and court fees in accordance with MICC 10.22.070.

### 10.53.030 Enforcement authority.

The Mercer Island Police Department is authorized to enforce the provisions of this chapter and may issue civil infractions, impound vehicles, and take other lawful action necessary to protect public safety and ensure compliance.

**EXHIBIT C**

**9.30.150 - Vehicles.**

It is unlawful to ride or drive any bicycle, motor vehicle, motorcycle, electric motorcycle as defined in MICC Ch. 10.04, or motor-driven cycle over or through any park except along and upon the public roads, streets or other designated areas therein or to operate any vehicle at a speed in excess of the posted speed limit. Both the operator or driver of such motor vehicle, motorcycle or motor-driven cycle and such vehicle shall be properly licensed if required by state law.

# BUSINESS OF THE CITY COUNCIL
# CITY OF MERCER ISLAND

**AB 6758**
**September 2, 2025**
**Regular Business**

## AGENDA BILL INFORMATION

| | | |
|---|---|---|
| **TITLE:** | AB 6758: Business License Code Amendment (Ordinance. No. 25C-22, First Reading) | ☐ Discussion Only<br>☒ Action Needed:<br>☒ Motion<br>☐ Ordinance<br>☐ Resolution |
| **RECOMMENDED ACTION:** | Conduct first reading of Ordinance No. 25C-22 to update City Code related to business licensing. | |

| | |
|---|---|
| **DEPARTMENT:** | Administrative Services<br>Finance |
| **STAFF:** | Ali Spietz, Chief of Administration<br>Matthew Mornick, Finance Director |
| **COUNCIL LIAISON:** | n/a |
| **EXHIBITS:** | 1. Ordinance No. 25C-22 |
| **CITY COUNCIL PRIORITY:** | n/a |

| | |
|---|---|
| **AMOUNT OF EXPENDITURE** | $ n/a |
| **AMOUNT BUDGETED** | $ n/a |
| **APPROPRIATION REQUIRED** | $ n/a |

## EXECUTIVE SUMMARY

The purpose of this agenda bill is to introduce a mandatory revision to the Mercer Island City Code to bring it into compliance with state requirements prior to the October 2025 deadline.

- In 2024, the Association of Washington Cities (AWC) formed a working group of cities to update the standard ordinance language for business licensing rules. The resulting revisions to Chapter 5.01 of the Mercer Island City Code (MICC) include a new minimum threshold exemption for out-of-city businesses, direction for how this threshold will periodically increase, and staff proposed changes to revise language that is no longer relevant or desired (Exhibit 1).
- To comply with state requirements, the City Council must adopt Ordinance No. 25C-22 before the mid-October deadline to take effect by January 1, 2026.

## BACKGROUND

After the 2017 legislative session, new law required standardized rules for out-of-city licensing across the state (RCW 35.90.080). In response, the Association of Washington Cities (AWC) was tasked with developing minimum threshold language for business licensing by January 1, 2019.

The resulting AWC committee represented by cities within the region drafted a model ordinance in 2018, which included a mandatory definition of “engaging in business” and established a $2,000 minimum threshold exemption when out-of-town or transient businesses are required to be licensed.

The 2018 ordinance was reviewed and updated by an AWC work group of cities in 2024 and requires an update to Chapter 5.01 of the Mercer Island City Code (MICC). The main change is a one-time increase to the exemption for out-of-city businesses from the current $2,000 threshold to a threshold of $4,000.

Cities must adopt the updated language by January 1, 2026. However, because the City of Mercer Island partners with the state Department of Revenue Business Licensing Service (BLS) for business licensing administration, the City must update language in the City code by mid-October 2025 to meet the state's 75-day notice requirement of any changes to the City's business licenses, including this mandatory change.

## ISSUE/DISCUSSION

Ordinance No. 25C-22 updates Chapter 5.01 MICC to bring it into compliance with the latest changes to the business licensing model ordinance, provides direction on how the new minimum threshold exemption will periodically increase, and staff proposed revisions to clean up language that is no longer relevant or desired (Exhibit 1). The main change in the update includes a one-time increase to a higher threshold exemption to $4,000 for out-of-city businesses from the current $2,000 threshold, effective January 1, 2026. Other changes include:

- Every four years thereafter, the threshold has an automatic periodic increase based on cumulative inflation.
- The rate of inflation would be calculated using the Consumer Price Index-U (CPI-U) Western for June of each year compared to the previous year for the previous four years.
- The rate of inflation would be calculated as zero in any year in which inflation was negative and capped at 5% per year or 20% over four years if inflation exceeded those amounts.
- To make the threshold easier to administer, the cumulative inflation amount would be rounded to the nearest $100.

In addition to the mandated changes from the state, staff is proposing additional amendments to clarify and clean up outdated language as follows:

- References to the city clerk as the business licensing authority have been changed to the finance director per current practice.
- Clarifies that all businesses must comply with the chapter regardless of location (5.01.050).
- Replaces outdated language about home business, resident business, and nonresident business with language regarding fees for initial and renewal licenses (5.01.060).
- References to a Master Exhibitor's License were removed as this license is not used (5.01.060).
- Removes language about when fees are due as the state Department of Revenue BLS handles this for the City (5.01.060).
- Replaces language about license period, renewal period, and how to display the license (5.01.070).
- Creates new section about notification suspension, revocation, or denial (5.01.115).
- Revises the appeal section for clarity and changes the appeal body from the City Council to the Hearing Examiner (5.01.120).

## NEXT STEPS

Staff seeks to answer questions from the City Council and schedule a second reading of Ordinance No. 25C-22 at the September 16 City Council meeting. Upon adoption, MICC chapter 5.01 will be revised, and staff will notify the Department of Revenue BLS service of the code amendments regarding business licenses.

## RECOMMENDED ACTION

Set Ordinance No. 25C-22 for second reading and adoption at the September 16, 2025 City Council meeting.

**CITY OF MERCER ISLAND**
**ORDINANCE NO. 25C-22**

**AN ORDINANCE OF THE CITY OF MERCER ISLAND, WASHINGTON UPDATING CHAPTER 5.01 MICC TO INCLUDE AMENDMENTS REQUIRED UNDER CHAPTER 35.90 RCW, MUNICIPAL BUSINESS LICENSING, PROVIDING FOR SEVERABILITY, AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Mercer Island's business license requirements, including fees, are adopted in chapter 5.01 MICC; and

**WHEREAS,** a committee of the Association of Washington Cities (AWC) developed a model ordinance in accordance with RCW 35.90.080(1)(a) for adoption by cities that impose general business license requirements; and

**WHEREAS**, RCW 35.90.080(1)(c) requires the City to update its business license code to align with updates to mandatory requirements in the model ordinance; and

**WHEREAS**, the 2018 model ordinance was reviewed and updated by an AWC work group in 2024; and

**WHEREAS**, the 2024 update amends the exemption from the business license requirement for out-of-city businesses, increasing the minimum threshold amount from $2,000 to $4,000 with periodic increases to this threshold tied to inflation, effective January 1, 2026; and

**WHEREAS**, in addition to the mandatory revisions to chapter 5.01 MICC to include this new minimum threshold exemption and direction for how this threshold will periodically increase, staff proposes revisions to clarify language that is no longer relevant or desired.

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

**Section 1**. **Amended**. Chapter 5.01 MICC, Business License Code, shall be amended as set forth in Exhibit A to this Ordinance. Exhibit A is incorporated herein by this reference as if set forth in full.

**Section 2.** **Severability**. If any section, sentence, clause or phrase of this ordinance or any municipal code section amended hereby 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 of Amendments**. Chapter 5.01 MICC, Business License Code, as amended in Section 1 of this Ordinance, shall take effect and be in force on 5 days after its passage and publication.

PASSED BY THE CITY COUNCIL OF THE CITY OF MERCER ISLAND, WASHINGTON, AT ITS MEETING ON SEPTEMBER _____, 2025.

CITY OF MERCER ISLAND

_____
Salim Nice, Mayor

Approved as to Form:

_____
Bio Park, City Attorney

ATTEST:

_____
Andrea Larson, City Clerk

Date of Publication:

# Exhibit A

## Chapter 5.01 BUSINESS LICENSE CODE

**5.01.010 - Short title.**
**5.01.020 - Purpose.**
**5.01.030 - Scope.**
**5.01.035 - Definition of engaging in business.**
**5.01.040 - Business license~~—R~~ required.**
**5.01.050 - Separate general business license required.**
**5.01.060 - License fees—Payment.**
**5.01.070 - ~~Duration of license~~License period, renewal, and display.**
**5.01.080 - ~~License renewal—Filing date, late renewal p~~Penalty for late payment.**
**5.01.090 - Refund request.**
**5.01.100 - License issuance and renewal—Appeal from denial.**
**5.01.110 - ~~Denial, s~~Suspension~~,~~ or revocation of licenses.**
**5.01.115 - Notification of suspension, revocation, or denial.**
**5.01.120 - Appeal.**
**5.01.130 - ~~Display of licenses~~Unlawful use—Transferability.**
**5.01.140 - Licenses subject to specific controls.**
**5.01.150 - Separate offenses.**
**5.01.160 - Penalty for violations—Principal offender.**
**5.01.170 - Effect on pending or past prosecutions.**

### 5.01.010 Short title.

This chapter shall be known as "the business license code" of the city of Mercer Island and may be cited as such.

### 5.01.020 Purpose.

The provisions of this chapter shall be an exercise of the power of the city to license for the purpose of revenue and regulation.

### 5.01.030 Scope.

All persons and businesses engaging in business within the city of Mercer Island shall be subject to the provisions of this chapter regardless of whether or not a place of business within the city is maintained, unless specifically exempted from licensing herein.

### 5.01.035 Definition of engaging in business.

A. The term engaging in business (or variations thereof) as used in this chapter means commencing, conducting, or continuing in business, and also the exercise of corporate or franchise powers, as well as liquidating a business when the liquidators thereof hold themselves out to the public as conducting such business.

B. This section sets forth examples of activities that constitute engaging in business in the city, and establishes safe harbors for certain of those activities so that a person who meets the criteria may engage in de minimus business activities in the city without having to pay a business license fee. The activities listed in this section are illustrative only and are not intended to narrow the definition of "engaging in business" in subsection A of this section. If an activity is not listed, whether it constitutes engaging in business in the city shall be determined by considering all the facts and circumstances and applicable law.

C. Without being all inclusive, any one of the following activities conducted within the city by a person, or its employee, agent, representative, independent contractor, broker or another acting on its behalf, constitutes engaging in business and requires a person to register and obtain a business license:

1. Owning, renting, leasing, maintaining, or having the right to use, or using, tangible personal property, intangible personal property, or real property permanently or temporarily located in the city.

2. Owning, renting, leasing, using, or maintaining an office, place of business, or other establishment in the city.

3. Soliciting sales.

4. Making repairs or providing maintenance or service to real or tangible personal property, including warranty work and property maintenance.

5. Providing technical assistance or service, including quality control, product inspections, warranty work, or similar services on or in connection with tangible personal property sold by the person or on its behalf.

6. Installing, constructing, or supervising installation or construction of real or tangible personal property.

7. Soliciting, negotiating, or approving franchise, license, or other similar agreements.

8. Collecting current or delinquent accounts.

9. Picking up and transporting tangible personal property, solid waste, construction debris, or excavated materials.

10. Providing disinfecting and pest control services, employment and labor pool services, home nursing care, janitorial services, appraising, landscape architectural services, security system services, surveying, and real estate services including the listing of homes and managing real property.

11. Rendering professional services such as those provided by accountants, architects, attorneys, auctioneers, consultants, engineers, professional athletes, barbers, baseball clubs and other sports organizations, chemists, consultants, psychologists, court reporters, dentists, doctors, detectives, laboratory operators, teachers, and veterinarians.

12. Meeting with customers or potential customers, even when no sales or orders are solicited at the meetings.

13. Training or recruiting agents, representatives, independent contractors, brokers or others, domiciled or operating on a job in the city, acting on its behalf, or for customers or potential customers.

14. Investigating, resolving, or otherwise assisting in resolving customer complaints.

15. In-store stocking or manipulating products or goods, sold to and owned by a customer, regardless of where sale and delivery of the goods took place.

16. Delivering goods in vehicles owned, rented, leased, used, or maintained by the person or another acting on its behalf.

D. If a person, or its employee, agent, representative, independent contractor, broker or another acting on the person's behalf, engages in no other activities in or with the city but the following, it need not register and obtain a business license:

1. Meeting with suppliers of goods and services as a customer.

2. Meeting with government representatives in their official capacity, other than those performing contracting or purchasing functions.

3. Attending meetings, such as board meetings, retreats, seminars, and conferences, or other meetings wherein the person does not provide training in connection with tangible personal property sold by the person or on its behalf. This provision does not apply to any board of director member or attendee engaging in business such as a member of a board of directors who attends a board meeting.

4. Renting tangible or intangible property as a customer when the property is not used in the city.

5. Attending, but not participating in, a trade show or multiple vendor events. Persons participating at a trade show shall review the city's trade show or multiple vendor event ordinances.

6. Conducting advertising through the mail.

7. Soliciting sales by phone from a location outside the city.

E. A seller located outside the city merely delivering goods into the city by means of common carrier is not required to register and obtain a business license; provided, that it engages in no other business activities in the city. Such activities do not include those in subsection D of this section.

F. The city expressly intends that engaging in business include any activity sufficient to establish nexus for purposes of applying the license fee under the law and the Constitutions of the United States and the State of Washington. Nexus is presumed to continue as long as the taxpayer benefits from the activity that constituted the original nexus generating contact or subsequent contacts.

**5.01.40 Business license ~~—R~~required.**

A. It is unlawful for any person or business~~, whether or not a place of business within the city is maintained,~~ to engage in business in the city without first having ~~first~~ obtained ~~and being the holder of a valid and subsisting license to do so, to be known as~~ a ~~"~~business license~~,"~~ ("license") from the City ~~and paying the fees, if any, prescribed herein; provided, that persons under the age of 18 years shall not be required to have a business license~~.

B. Persons or businesses engaging in business in the city, as defined in section 5.01.035, must comply with this chapter regardless of the physical location of the business (i.e., whether inside or outside Mercer Island city limits).

C. Application for the license is made through the Washington State Department of Revenue's Business Licensing Service. The application must include all information required for all the licenses requested and all fees required for all licenses, as well as the handling fee required by RCW 19.02.075.

**5.01.050 Separate ~~general~~ business license required.**

A. If business is conducted from more than one premises in the city that is rented, leased, subleased, or owned by such business, a separate registration and license shall be required for each premises within the city.

B. If more than one business, as indicated with a separate UBI number, is conducted upon or from a single premises, a separate registration and license shall be required for each separate business conducted, operated, engaged in, or practiced.
~~A separate license shall be obtained for each branch, establishment or location at which the business is carried on, and each license shall authorize the licensee to conduct only that business at that location.~~

**5.01.60 License fees—Payment.**

A. The fee for each initial business license required by this chapter and the fee for renewal of each business license shall be established by city council resolution. In addition, separate handling fees may be charged by Business Licensing Service pursuant to RCW 19.02.075.~~There is levied to be collected from those persons engaging in business in the city annual license fees in such amounts as are established by city council resolution for the following types of licenses:~~

~~1. Original license or renewal license.~~

~~a. Home occupation (business conducted within a home in the city of Mercer Island);~~

~~b. Resident business (business conducted from place of business located in the nonresidential zone in the city of Mercer Island);~~

~~c. Nonresident business (business conducted from place of business located outside city of Mercer Island; no license fee shall be required for nonresident business whose annual value of products, gross proceeds of sales, or gross income of business in the city is equal to or less than $2,000.00 to obtain a business license).~~

~~2. Master exhibitor's license. This license is available for persons who sponsor carnivals, exhibitions or like events where such events do not extend beyond seven days and no more often than twice a year and where multiple individuals are participating. In such cases the master exhibitor must provide to the city a complete and accurate list of participants with names and addresses of those participating. If participants also do business in the city other than during the events covered by the master exhibitor's license, such participants are required to have a separate business license.~~

B. License f~~F~~ee Exemptions. The following persons or businesses engaging in business in the City shall be required to obtain a business license and to pay the handling fee charged by Business Licensing Service pursuant to RCW 19.02.075, but are not subject to the City license fee:

1. Any person or business whose annual value of products, gross proceeds of sales, or gross income of the business in the city is equal to or less than $2,000 and who does not maintain a place of business within the city, shall be exempt from the general business license requirements in this chapter. The threshold does not apply to regulatory license requirements or activities that require a specialized permit.

   Beginning January 1, 2026, the threshold amount is $4,000.

   This threshold amount will be adjusted every forty-eight months on January 1, by an amount equal to the increase in the Consumer Price Index ("CPI") for "West Urban, All Urban Consumers" (CPI-U) for each 12-month period ending on June 30 as published by the United States Department of Labor Bureau of Labor Statistics or successor agency. To calculate this adjustment, the current rate will be multiplied by one plus the cumulative four-year (forty-eight month) CPI increase using each 12-month period ending on June 30 of each prior year and rounded to the nearest $100. However, if any of the annual CPI increases are more than five (5) percent, a five (5) percent increase will be used in computing the annual basis and if any of the annual CPI decreased during the forty-eight-month period, a zero (0) percent increase will be used in computing the annual basis.

~~B. Such annual license fee shall become due and payable on the first day of each calendar year as to any business required to have a business license under this chapter and in existence on said date. As to any business commenced during the year, the annual license fee shall be due and payable on the first day that business is transacted or carried on. The business license fee shall not be prorated for any part of the year.~~

~~C. Payment made by draft or check shall not be deemed a payment of the fee unless and until the same has been honored in the usual course of business, nor shall acceptance of any such check or draft operate as an acquittance or discharge of the fee unless and until the same is honored.~~

**5.01.070 ~~Duration of license~~ License period, renewal, and display.**

A. A business license will expire on the date established by the business licensing service and must be renewed on or before that date. The term and respective fee of the license may be prorated to synchronize the expiration date with the date established by the business licensing service.

B. All businesses shall renew their business licenses each year and pay any associated fees. Renewal notification will be generated by the business licensing service 30 days prior to license expiration.

C. *Display of License*. A license granted under this chapter shall be posted in a conspicuous location in the place of business of the licensee. No person shall allow any license to be posted, displayed, or used after its expiration, suspension, or revocation, or if it is not a valid license for the premises where displayed.

~~All licenses issued pursuant to the provision of this chapter expire on the date established by the business licensing service, unless sooner suspended or revoked in the manner provided in this chapter.~~

**5.01.080 ~~License renewal—Filing date, late renewal p~~Penalty for late payment.**

A. All persons and businesses required to obtain licenses under this chapter shall pay all licensing fees as determined by the city and the business licensing service prior to the expiration of their current license. Any business that fails to obtain and pay the license fees prior to expiration of its current license may be assessed late renewal penalties by Business Licensing Service, as authorized under RCW 19.02.085. ~~Applications for renewal of a license must be made on or before the expiration date established by the business licensing service. The renewal application must be submitted to the business licensing service and include all information required to renew all licenses requiring renewal, and all fees due for all licenses being renewed, as well as the handling fee required by RCW 19.02.075.~~

B. A business license that remains delinquent for at least 120 days after the expiration date may be canceled. After cancellation, a person or business must reapply for a business license as provided in this chapter in order to continue engaging in business in the c~~C~~ity. ~~Failure to renew the license by the expiration date will incur the late renewal penalty required by RCW 19.02.085. Failure to renew within 120 days after the expiration date will result in cancellation of the license and will require submission of a new application for license in order to continue to conduct business in the city.~~

**5.01.090 Refund request.**

If, pursuant to the provisions of this chapter, the applicant's request for a license is denied, either upon original application or renewal, 100 percent of the city's business license fee tendered only shall be refunded by the city to the applicant no later than 90 days following such denial; provided, that no refund shall be made where during the pendency of the original application the applicant has engaged in the business activity for which the license was intended, and in that case such amount shall be forfeited to the city.

**5.01.100 License issuance and renewal—Appeal from denial.**

A. The ~~city clerk~~finance director shall approve issuance of a business license to the applicant within ten working days if the information supplied to the city ~~clerk~~ is complete and the required license fee is paid; otherwise, the license application shall be denied. Upon denial of the application, ~~written~~ notice shall be sent to the applicant as set forth in MICC 5.01.120.

B. Any applicant whose application has been denied may file an appeal and request a hearing as set forth in MICC 5.01.120.

**5.01.110 ~~Denial, s~~Suspension~~,~~ or revocation of licenses.**

A. ~~Revocation by city clerk.~~ The ~~city clerk~~finance director shall have the right to revoke or suspend any license at any time on the following grounds:

1. That the license was procured by fraud or false representation of facts;

2. That the applicant or licensee or any of ~~his servants,~~their agents or employees, while acting within the scope of their employment, has violated or failed to comply with any of the ordinances of the city; provided, that this section shall not apply to traffic violations or to violations of ordinances when said violations are corrected within a period of 30 days from the date of the violation or when said violations are deemed not significant by the finance director~~city clerk~~;

3. That the licensee or any of ~~his servants,~~their agents or employees has been convicted of either a felony or misdemeanor involving moral turpitude, or involving fraud or an attempt to defraud, while acting within the scope of their employment; or

4. Conviction of a violation of any provision of this title shall be prima facie evidence to warrant suspension or revocation of the license.

The ~~city clerk~~finance director, upon finding that one or more of the above cited conditions exist, shall suspend the business license for a period of 30 days in cases of a first violation and revoke the business license in cases involving a second violation.

B. *Return of License Upon Revocation.* Whenever any license issued under this chapter is revoked, the licensee shall immediately return the license to the finance director.

**5.01.115 Notification of suspension, revocation, or denial.**

When the finance director determines that there is cause for denying, suspending, or revoking any license issued pursuant to this chapter, the finance director shall notify the applicant or person holding such license of the finance director's decision by personal service or by registered or certified mail, return receipt requested. Notice mailed to the address on file shall be deemed received three (3) days after mailing. The notice shall specify the grounds for the denial, suspension, or revocation. The suspension or revocation shall become effective fourteen (14) calendar days from the date the notice is delivered or deemed received unless the person affected thereby files a written appeal within such 14-day period as required by MICC 5.01.120.

~~A. *Notice of denial, suspension or revocation.* The city clerk shall notify the applicant or licensee in writing of the denial, suspension or revocation of the business license. The notice shall contain:~~

~~1. A statement by the city clerk setting forth the grounds for such action;~~

~~2. A statement of any action required to be taken as determined by the city clerk;~~

~~3. Statements advising:~~

~~a. That the applicant or licensee may appeal from the notice of any action taken by the city clerk to the city council, provided the appeal is made in writing, specifically sets forth the grounds for appeal and is filed with the city clerk within ten days, excluding legal holidays, from the date of service of such notice; and~~

~~b. That failure to appeal will constitute a waiver of all rights to an administrative hearing and determination of the matter.~~

~~4. The notice shall be served upon the applicant or licensee either personally or by mailing a copy of such notice by certified or registered mail, postage prepaid, return receipt requested, to such applicant or licensee at his address as it appears on the application or license. Service by mail in the manner herein provided shall be effective on the date of mailing.~~

**5.01.120 Appeal.**

A. Any person or business aggrieved by a decision of the finance director regarding business licensing may appeal such determination to the hearing examiner pursuant to this section.

B. *Form of Appeal.* An appeal must be in writing and must contain the following:

1. The name and address of the appellant;

2. A statement identifying the decision being appealed;

3. A statement setting forth the grounds for the appeal and identifying specific errors the finance director is alleged to have made in making the decision; and

4. A statement identifying the requested relief.

C. *Time and Place to Appeal.* An appeal shall be filed with the city clerk's office no later than 14 calendar days following the date the notification of suspension, revocation, or denial is deemed received pursuant to MICC 5.01.115. Failure to follow the appeal procedures in this section shall deny the hearing examiner jurisdiction to hear the appeal.

D. *Appeal Hearing.* The city clerk shall transmit the appeal to the hearing examiner. The hearing examiner shall work with the parties to schedule a hearing date and shall notify the parties of such hearing date at least ten calendar days prior to the date set for the hearing. The hearing examiner shall conduct an appeal hearing in accordance with this chapter and procedures established by the hearing examiner.

E. *Burden of Proof.* The appellant shall have the burden of proving by a preponderance of the evidence that the determination of the finance director is erroneous.

F. *Hearing Record.* The hearing examiner shall make an electronic sound recording of each appeal hearing unless the proceedings are conducted solely in writing.

G. *Decision of the Hearing Examiner.* Following the hearing, the hearing examiner shall enter a decision on the appeal, supported by written findings and conclusions in support thereof. A copy of the findings, conclusions and decision shall be mailed to the appellant and to the finance director.

H. During the pendency of an appeal of a notification of suspension or revocation of a license issued pursuant to this chapter, the finance director's determination shall be stayed.

~~B. Filing of appeal. Within ten days, excluding legal holidays, from the date of service of the foregoing notice, the applicant may file an appeal for a hearing before the city council and shall specify an address at which the appellant may be given notice of the hearing date. The notice of appeal must be in writing and be filed with the city clerk.~~

~~Upon receipt of such notice of appeal, the applicant or licensee shall be afforded a public hearing on appeal before the city council at the second regular council meeting after the filing of notice of appeal, unless the city council orders the hearing to be held at some earlier date. A regular meeting falling on the date of filing shall be counted in computing the hearing date.~~

~~C. Hearing—Notice to appellant. Upon the setting of such matter for hearing, the city clerk shall notify the appellant at least ten days before the date fixed for the hearing, unless appellant waives notice in writing. The notice of such hearing shall be delivered to the address specified by the appellant pursuant to this section and in the manner specified in subsection (A)(4) of this section. The notice shall include:~~

~~1. A statement of the time, place and nature of the proceeding;~~

~~2. A short and plain statement of the matters under appeal;~~

~~3. Advice that the appellant may elect to appear pro se before the city council or be represented by legal counsel; and~~

~~4. That the appellant may elect to testify orally before the city council or furnish a written statement.~~

~~D. Hearing—Procedure. The hearing on appeal shall be conducted as provided in MICC 2.30.060.~~

~~E. City council—Final decision. The city council shall, within 30 days after the conclusion of such hearing, reduce to writing its findings and conclusions. A copy of such written findings shall be furnished to the appellant at his request. The city council may affirm, modify, or reverse the denial, suspension or revocation and grant or reinstate the license, and may impose any terms or conditions upon the granting, continuance or retention of the business license which the city council may deem advisable under the circumstances. Such decision of the city council shall be final. Proceedings to review the decision of the city council in superior court must be instituted within 15 days of final action of the city council.~~

~~F. Effective date of denial, suspension or revocation. No denial, suspension or revocation of a license shall take effect until ten days have passed after service of the notice thereof on the applicant or licensee, and if an appeal is taken as herein prescribed, the denial, suspension or revocation shall be stayed pending final action by the city council.~~

~~G. Effect of denial, suspension or revocation. All licenses which are denied, suspended or revoked shall be immediately surrendered to the city clerk on the effective date of such denial, suspension or revocation. When revoked, the business license shall be canceled, and when suspended, the city clerk shall retain the same during the period of suspension. Revocation or suspension of a business license shall not relieve the licensee of the other penalties provided in this chapter.~~

~~H. Revocation—*Return of license fee.* Upon revocation of a business license, no portion of the license fee shall be returned to the licensee.~~

**5.01.130 - ~~Display of licenses~~Unlawful use—Transferability.**

~~A. Licenses—To be posted—Exception. All licenses issued pursuant to this chapter authorizing the maintenance or conducting of any occupation, business, trade or entertainment at a specified location shall be posted in a conspicuous place at such location, and such license shall not be tampered with in any manner; provided, however, that when the licensee has no established place of business and goes from place to place or from house to house, then such license must be carried on the person of such licensee while actually engaged in the licensed occupation, business or trade.~~

A. License—Unlawful use.

1. It is unlawful for any person to use, or permit to be used, any license except those approved by the ~~city clerk~~ finance director in conformity with the provisions of this chapter.

2. It is unlawful for any person to make, or manufacture, any licenses except upon order of the ~~city clerk~~finance director.

~~C~~B. Licenses—Not transferable. No license issued under provisions of this chapter shall be transferable or assignable. If a license is found in the possession of any person other than the licensee or his servants, agents or employees, such license shall be forthwith confiscated by officials of the city.

**5.01.140 Licenses subject to specific controls.**
The issuance of a license pursuant to the terms of this chapter and all activities of any licensee granted a license hereunder shall at all times be subject to all ordinances and regulations of the city enacted in the exercise of its police power, and the prohibition or regulation of any specific activity or sale of commodity by specific ordinance shall prevail over the terms and conditions of this chapter wherever they may conflict.

**5.01.150 Separate offenses.**
Each day that any person, firm, corporation or association shall operate any device, vehicle or thing, or engage in any business, calling, profession, trade, occupation or activity licensed herein without having procured a valid existing license as provided for by this chapter shall constitute a separate offense and be punished as such.

**5.01.160 Penalty for violations—Principal offender.**
A. Violations—Penalty. Any person violating or failing to comply with any of the provisions of this chapter shall be deemed guilty of a misdemeanor, and, upon conviction thereof, shall be punished by a fine in a sum not to exceed $500.00 or by imprisonment for a period not exceeding 90 days or both such fine and imprisonment.

B. Principal offender defined. Every person concerned in any act or omission in violation of this chapter, or who aids or abets the same, whether present or absent, and every person who directly or indirectly counsels, encourages, hires, commands, induces or otherwise procures another to commit such violation is, and shall be, a principal under the terms of this title and shall be proceeded against and prosecuted as such.

**5.01.170 Effect on pending or past prosecutions.**
No prosecution now pending and no offense heretofore committed under any ordinance heretofore enacted shall be affected in any way by the passage of this chapter, but all such prosecutions shall be conducted to final judgment and all such offenses shall be prosecuted in the same manner as if this chapter had not been enacted.

# 2025 PLANNING SCHEDULE

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

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

| SEPTEMBER 16, 2025<br>ABSENCES: | | DD<br>9/5 | FN<br>9/8 | CA<br>9/8 | Clerk<br>9/9 | CM<br>9/9 |
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| **ITEM TYPE \| TIME \| TOPIC** | | | | **STAFF** | | |
| **STUDY SESSION** | | | | | | |
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| **SPECIAL BUSINESS** | | | | | | |
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| **CONSENT AGENDA** | | | | | | |
| -- | AB xxxx: September 10, 2025 Payroll Certification | | | Ali Spietz/Nicole Vannatter | | |
| -- | AB xxxx: Certification of Claims August 16-31, 2025 | | | LaJuan Tuttle/Ashley Olson | | |
| -- | AB xxxx: Peace Day on Mercer Island, Proclamation No. xxx | | | Mayor Nice/Andrea Larson | | |
| -- | AB xxxx: 2025 Work Plan Update | | | Jessi Bon/Casey Thompson | | |
| -- | AB xxxx: Approval of 6-Year Workplan for Art in Public Places | | | Jason Kintner/Sarah Bluvas | | |
| -- | AB xxxx: Business License Tax Code Amendment (Second Reading and Adoption Ord. No. 25C-22) | | | Matt Mornick | | |
| -- | AB xxxx: Code Amendments Regarding E-bikes and E-motorcycles Regulations (Ordinance No. 25C-24, Second Reading and Adoption) | | | Michelle Bennett/Mike Seifert/Jeff Magnan/Amelia Tjaden | | |
| -- | AB xxxx: Luther Burbank Boiler Building Phase 1 Project Closeout | | | Jason Kintner/Shelby Perrault/Sarah Bluvas | | |
| -- | AB xxxx: Acceptance of 2025-2027 Commute Trip Reduction Grant | | | Amelia Tjaden/Alanna DeRogatis | | |
| **REGULAR BUSINESS** | | | | | | |
| 15 | AB xxxx: Briefing on in-lieu of fee work for town center affordable housing | | | Jeff Thomas/Alison Van Gorp | | |
| 30 | AB xxxx: Q2 2025 Financial Status Update and Budget Amending Ordinance | | | Ben Schumacher/ Matt Mornick | | |
| 20 | AB xxxx: 2024 MIPD Annual Report | | | Michelle Bennet/Mike Seifert/Jeff Magnan | | |
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| **EXECUTIVE SESSION** | | | | | | |
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| OCTOBER 7, 2025<br>ABSENCES: | | DD<br>9/26 | FN<br>9/29 | CA<br>9/29 | Clerk<br>9/30 | CM<br>9/30 |
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| **STUDY SESSION** | | | | | | |
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| **SPECIAL BUSINESS** | | | | | | |

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| | AB xxxx: Mercer Island Community Fund Recognition (Resolution No. xxxx) | Jason Kintner/Katie Herzog |
| **CONSENT AGENDA** | | |
| -- | AB xxxx: September 25, 2025 Payroll Certification | Ali Spietz/Nicole Vannatter |
| -- | AB xxxx: Certification of Claims September 1-15, 2025 | LaJuan Tuttle/Ashley Olson |
| -- | AB xxxx: Domestic Violence Action Month, Proclamation No. xxx | Mayor Nice/Derek Franklin |
| -- | AB xxxx: Arbor Day, Proclamation No. xxx | Mayor Nice/Andrew Prince |
| -- | AB xxxx: Indigenous Peoples' Day, Proclamation No. xxx | Mayor Nice/Andrea Larson |
| -- | AB xxxx: Safe Streets and Roads for All Program Grant Agreement for Transportation Action Plan | Jason Kintner/Patrick Yamashita/Rebecca Corigliano |
| -- | AB xxxx: Safe Streets and Roads for All Program Grant Agreement for Pedestrian and Bicycle Facilities Plan | Jason Kintner/Patrick Yamashita/Rebecca Corigliano |
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| **REGULAR BUSINESS** | | |
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| **OCTOBER 21, 2025**<br>ABSENCES: | **DD 10/10** | **FN 10/13** | **CA 10/13** | **Clerk 10/14** | **CM 10/14** |
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| **SPECIAL BUSINESS** | | | | | |
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| **CONSENT AGENDA** | | | | | |
| -- | AB xxxx: October 10, 2025 Payroll Certification | | Ali Spietz/Nicole Vannatter | | |
| -- | AB xxxx: Certification of Claims September 16-30, 2025 | | LaJuan Tuttle/Ashley Olson | | |
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| **REGULAR BUSINESS** | | | | | |
| 30 | AB xxxx: 2025-2026 Mid-Biennial Budget Revenue Forecast | | Matt Mornick | | |
| 60 | AB xxxx: Capital Project Update | | Jason Kintner/Kellye Hilde | | |
| 10 | AB xxxx: B&O Tax Code Amendment (First Reading Ord. No. 25C-23) | | Matt Mornick | | |
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| **EXECUTIVE SESSION** | | | | | |
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| NOVEMBER 4, 2025<br>ABSENCES: | | DD<br>10/24 | FN<br>10/27 | CA<br>10/27 | Clerk<br>10/28 | CM<br>10/28 |
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| **SPECIAL BUSINESS** | | | | | | |
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| **CONSENT AGENDA** | | | | | | |
| -- | AB xxxx: October 24, 2025 Payroll Certification | | | Ali Spietz/Nicole Vannatter | | |
| -- | AB xxxx: Certification of Claims October 1-15, 2025 | | | LaJuan Tuttle/Ashley Olson | | |
| -- | AB xxxx: Shop Small Month, Proclamation No. xxx | | | Mayor Nice/Deb Estrada | | |
| -- | AB xxxx: B&O Tax Code Amendment (Second Reading Ord. No. 25C-23) | | | Matt Mornick | | |
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| **REGULAR BUSINESS** | | | | | | |
| 30 | AB xxxx: 2025-2026 Mid-Biennial Budget Workshop (Placeholder) | | | Matt Mornick | | |
| 45 | AB xxxx: Permanent regulations in MICC Title 19 for Temporary Uses and Structures (First Reading of Ordinance No. 25C-xx) | | | Jeff Thomas/Molly McGuire | | |
| 45 | AB xxxx: Permanent regulations in MICC Title 19 for regulations related to housing production and permit streamlining (First Reading Ordinance No. 25C-xx) | | | Jeff Thomas/Adam Zack | | |
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| **EXECUTIVE SESSION** | | | | | | |
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| NOVEMBER 18, 2025<br>ABSENCES: | | DD<br>11/7 | FN<br>11/7 | CA<br>11/7 | Clerk<br>11/10 | CM<br>11/10 |
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| **CONSENT AGENDA** | | | | | | |
| -- | AB xxxx: November 10, 2025 Payroll Certification | | | Ali Spietz/Nicole Vannatter | | |
| -- | AB xxxx: Certification of Claims October 16-31, 2025 | | | LaJuan Tuttle/Ashley Olson | | |
| -- | AB xxxx: Permanent regulations in MICC Title 19 for Temporary Uses and Structures (Second Reading of Ordinance No. 25C-xx) | | | Jeff Thomas/Molly McGuire | | |
| -- | AB xxxx: Permanent regulations in MICC Title 19 for regulations related to housing production and permit streamlining (First Reading Ordinance No. 25C-xx) | | | Jeff Thomas/Adam Zack | | |
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| **REGULAR BUSINESS** | | | | | | |

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| 60 | AB xxxx: 2025-2026 Mid-Biennial Budget Public Hearing and Budget Adjustments | Matt Mornick |
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| **EXECUTIVE SESSION** | | |
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| **DECEMBER 2, 2025**<br>ABSENCES: | | **DD**<br>**11/21** | **FN**<br>**11/24** | **CA**<br>**11/24** | **Clerk**<br>**11/25** | **CM**<br>**11/25** |
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| **STUDY SESSION** | | | | | | |
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| **SPECIAL BUSINESS** | | | | | | |
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| **CONSENT AGENDA** | | | | | | |
| -- | AB xxxx: November 25, 2025 Payroll Certification | | | Ali Spietz/Nicole Vannatter | | |
| -- | AB xxxx: Certification of Claims November 1-15, 2025 | | | LaJuan Tuttle/Ashley Olson | | |
| -- | AB xxxx: Interim Regulations related to Co-living Housing (HB 1998) in Title 19 MICC (Second Reading Ordinance No. 25C-xx) | | | Alison Van Gorp/Adam Zack | | |
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| **REGULAR BUSINESS** | | | | | | |
| | AB xxxx: 2025-2026 Mid-Biennial Budget Amendments | | | Matt Mornick | | |
| | AB xxxx: 2026 Master Fee Schedule Update | | | Ali Spietz/ Matt Mornick | | |
| 45 | AB xxxx: Resolution to set the 2026 Docket | | | Jeff Thomas/Molly McGuire | | |
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| **EXECUTIVE SESSION** | | | | | | |
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| **DECEMBER 16, 2025 – POTENTIALLY CANCELED**<br>ABSENCES: | | **DD** | **FN** | **CA** | **Clerk** | **CM** |
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| **ITEM TYPE \| TIME \| TOPIC** | | | | **STAFF** | | |
| **STUDY SESSION** | | | | | | |
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| **SPECIAL BUSINESS** | | | | | | |
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| **CONSENT AGENDA** | | | | | | |
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| **REGULAR BUSINESS** | | |
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| **EXECUTIVE SESSION** | | |
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# 2026 PLANNING SCHEDULE

| **JANUARY 6, 2026**<br>ABSENCES: | | **DD** | **FN** | **CA** | **Clerk** | **CM** |
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| **ITEM TYPE \| TIME \| TOPIC** | | | | **STAFF** | | |
| **STUDY SESSION** | | | | | | |
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| **SPECIAL BUSINESS** | | | | | | |
| 15 | AB xxxx: Councilmember Oath of Office and Mayor and Deputy Mayor Elections | | | Ali Spietz/Andrea Larson | | |
| **CONSENT AGENDA** | | | | | | |
| -- | AB xxxx: Payroll Certification | | | Ali Spietz/Nicole Vannatter | | |
| -- | AB xxxx: Certification of Claims November 1-15, 2025 | | | LaJuan Tuttle/Ashley Olson | | |
| -- | AB xxxx: Certification of Claims November 16-30, 2025 | | | LaJuan Tuttle/Ashley Olson | | |
| -- | AB xxxx: Certification of Claims December 1-15, 2025 | | | LaJuan Tuttle/Ashley Olson | | |
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| **REGULAR BUSINESS** | | | | | | |
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| **JANUARY 20, 2026**<br>ABSENCES: | **DD** | **FN** | **CA** | **Clerk** | **CM** |
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| **ITEM TYPE \| TIME \| TOPIC** | | | **STAFF** | | |
| **STUDY SESSION** | | | | | |

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| **SPECIAL BUSINESS** | | |
| 30 | AB xxxx: Mercer Island Municipal Court Report | Judge Gregory |
| **CONSENT AGENDA** | | |
| -- | AB xxxx: Payroll Certification | Ali Spietz/Nicole Vannatter |
| -- | AB xxxx: Certification of Claims December 16-31, 2025 | LaJuan Tuttle/Ashley Olson |
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| **REGULAR BUSINESS** | | |
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| **FEBRUARY 3, 2026**<br>ABSENCES: | **DD** | **FN** | **CA** | **Clerk** | **CM** |
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| **ITEM TYPE \| TIME \| TOPIC** | | | **STAFF** | | |
| **STUDY SESSION** | | | | | |
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| **SPECIAL BUSINESS** | | | | | |
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| **CONSENT AGENDA** | | | | | |
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| FEBRUARY 17, 2026 – POTENTIALLY CANCELED<br>ABSENCES: | DD | FN | CA | Clerk | |
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| **ITEM TYPE \| TIME \| TOPIC** | | | **STAFF** | | |
| **STUDY SESSION** | | | | | |
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| **SPECIAL BUSINESS** | | | | | |
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| **REGULAR BUSINESS** | | | | | |
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