



# CITY OF MERCER ISLAND

## CITY COUNCIL REGULAR HYBRID MEETING

Tuesday, October 15, 2024 at 5:00 PM

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### MERCER ISLAND CITY COUNCIL:

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

### LOCATION & CONTACT:

MICEC – Slater Room Council Chambers and via Zoom  
8236 SE 24th Street | Mercer Island, WA 98040  
206.275.7793 | [www.mercerisland.gov](http://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](mailto:cityclerk@mercerisland.gov).

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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 during the Public Hearing must register with the City Clerk at 206.275.7793 or [cityclerk@mercerisland.gov](mailto:cityclerk@mercerisland.gov) before 4 PM on the day of the Council meeting. Each speaker will be allowed three (3) minutes to speak. 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](mailto: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 825 8410 7481 and Password 730224
- **Zoom:** Click this [link](#) (Webinar ID 825 8410 7481; Password 730224)
- **In Person:** Mercer Island Community & Event Center – Slater Room Council Chambers (8236 SE 24th Street, Mercer Island, WA 98040)

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## MEETING AGENDA

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

### PLEDGE OF ALLEGIANCE

### AGENDA APPROVAL

### 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

#### **1. AB 6554: October 4, 2024 Payroll Certification**

**Recommended Action:** Approve the October 4, 2024 Payroll Certification in the amount of \$831,343.08 and authorize the Mayor to sign the certification on behalf of the entire City Council.

#### **2. Certification of Claims:**

**A. Check Register | 00220938-00221025 | 09/27/2024 | \$1,399,891.75**

**B. Check Register | 00221026-00221076 | 10/04/2024 | 1,748,289.38**

C. EFT Payments | July 2024 | \$2,727,712.23

D. EFT Payments | August 2024 | \$2,490,904.90

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

**3. City Council Regular Hybrid Meeting Minutes of October 1, 2024**

**Recommended Action:** Approve the City Council Regular Hybrid Meeting Minutes of October 1, 2024.

**4. AB 6539: 2024 Work Plan Update**

**Recommended Action:** Receive report. No action necessary.

**REGULAR BUSINESS**

**5. AB 6555: Public Hearing - 2025-2026 Biennial Budget**

*Exhibit 1 Available at [www.mercerisland.gov/budget](http://www.mercerisland.gov/budget)*

**Recommended Action:** Conduct Public Hearing on 2025-2026 Biennial Budget.

**6. AB 6552: ARCH 2025 Work Program and Budget Approval**

**Recommended Action:** Approve the ARCH 2025-2026 Work Program and Administrative Budget, including Mercer Island's contributions of \$95,259 in 2025 and \$98,405 in 2026.

**7. AB 6553: Reallocation of ARCH HTF Funds for Redmond Plymouth Housing Project**

**Recommended Action:** Reallocate \$53,300 previously awarded to Plymouth Housing to the Redmond Supportive Housing Project, with revised conditions as described in Exhibit 1.

**8. AB 6551: First Reading of Ordinance No. 24C-15 Open Space Zone Code Amendment**

**Recommended Action:** Schedule Ordinance No. 24C-15 for second reading on November 4, 2024 with an effective date of December 31, 2024.

**9. AB: 6555: Presentation and Discussion - 2025-2026 Biennial Budget Workshop (Revenue Forecast, Operating Budget & Budget Proposals)**

*Packet Materials for this item are available on the First Item of Regular Business*

**Recommended Action:** Receive report and provide feedback and questions on the proposed 2025-2026 Operating Budget and Budget Proposals.

**OTHER BUSINESS**

**10. Planning Schedule**

**11. Councilmember Absences & Reports**

**EXECUTIVE SESSION - Approximately 45 Minutes**

**12. Pending or Potential Litigation**

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

**Collective Bargaining**

Executive Session for planning or adopting the strategy or position to be taken by the City Council during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress pursuant to RCW 42.30.140(4)(b)

**ADJOURNMENT**

Log #	AB No.	Received From	Question	Staff Response
1	6539	Councilmember Weinberg	<p>The 2<sup>nd</sup> bullet point on page 5 of the agenda bill indicates that Mercer Island received a good overall WSRB rating of 3.01. A couple questions:</p> <ol style="list-style-type: none"> <li>1. Would you please provide a pointer to the report describing the factors used to calculate this rating and which of those factors represent our strengths vs opportunities for improvement?</li> <li>2. Would you please advise as to what actions, if any, City Council can take to assist and support EFR in their continuing efforts to improve this rating?</li> </ol>	<p>The WSRB rating is based on the following four fire protection capabilities in the community:</p> <ul style="list-style-type: none"> <li>• Water System</li> <li>• Emergency Communication System</li> <li>• Fire Safety Control (Fire Prevention)</li> <li>• Fire Department (Fire stations, fire apparatus, and personnel training).</li> </ul> <p>For more information <a href="#">click here</a>.</p> <p>The City Council should generally be aware of the criteria listed above.</p>
2	6539	Councilmember Weinberg	<p>The 3<sup>rd</sup> bullet point on page 5 of the agenda bill talks about wildland fire “red card” training. I do have a couple questions about what happens when a firefighter participates in off-island training (be it red card or other training):</p> <ol style="list-style-type: none"> <li>1. Does EFR maintain the full contingent of 7 on-island on-duty personnel, or does such off-island training sometimes result in a temporarily reduced on-island presence of fire personnel?</li> <li>2. If it is the latter, did the MIFD follow the same practice?</li> </ol>	<p>There is no reduction in staffing when a firefighter is in training off-island. Minimum staffing levels are maintained. MIFD followed the same practices.</p>
3	6539	Councilmember Weinberg	<p>Question: Does the End date column generally indicate the <i>currently</i> planned End date or the <i>originally</i> planned (i.e. baseline) End date?</p>	<p>The end date is based on the current status of the work item.</p>
4	6539	Councilmember Weinberg	<p>The 1<sup>st</sup> Project listed in the Administrative Services section of the Work Plan shows Progress 50%, Start Jan-21, and End Sep-24. Assuming those data points are accurate, should we expect the next update of the Work Plan to contain a new target End date?</p>	<p>Since this item encompasses many policy updates, it has been added to the 2025-2026 work plan as well. In future iterations of this document, the completion or “end date” will likely be Q4 2025 or Q1 2026.</p>

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5	6539	Councilmember Weinberg	<p>The 3<sup>rd</sup> Project listed in the Community Planning and Development section – and its corresponding Projects at the end of the City Attorney’s Office section and the end of the City Manager’s Office section – shows Progress 10% while 70% of the Project’s duration (where Duration = End – Start = 30 months) has elapsed. A couple questions:</p> <ol style="list-style-type: none"> <li>1. Is this due to CPD’s necessary focus in the last 21 months on the Comp Plan Periodic Update?</li> <li>2. Do we still expect to be able to perform the remaining 90% of this work in the 30% of the time remaining, or should we expect this to continue into the 2<sup>nd</sup> half of 2025?</li> </ol>	<p>Since the spring of 2023, all available general funded CPD planning staff have been dedicated to the completion of the 2024 Comprehensive Plan periodic update and/or other City Council directed legislative priorities (i.e. Interim temporary use regulations).</p> <p>In addition to this outstanding work program, there is a waiting list of items the City Council has chosen to docket over the past two years and a growing number of interim regulations which have been adopted to have the City in compliance with various mandates from the Washington State legislature.</p> <p>It is not reasonable to expect 90% of the remaining work to be completed in 30% of the time remaining, especially considering there is a distinct possibility additional mandates related to residential regulations and development requirements may be coming in the 2025 legislative session.</p>
6	6539	Councilmember Weinberg	<p>The 5<sup>th</sup> Project in the Community Planning and Development section, which starts with “Index and digitize old records...”, ends with the words, “This work is ongoing.” A couple questions:</p> <ol style="list-style-type: none"> <li>1. In this context, does the word ongoing essentially mean that this Project is really a <i>Service</i> which we plan to provide on a continuous and indefinite basis?</li> <li>2. If so, should we consider listing a different set of key performance indicators for such Services instead of Start, End, and Progress?</li> </ol>	<p>No, this is an ongoing project that has a definite end. Eventually staff will have indexed and scanned all old paper records that are stored in City Hall. This is an active project being managed by the Records Team.</p> <p>There are continuous and indefinite records work that CPD does and will continue to do, but that is separate from this project to digitize all old paper records.</p>

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7	6539	Councilmember Weinberg	<p>The 6<sup>th</sup> Project in the Community Planning and Development section, which starts with “Analyze and implement measures to reduce...”, has Progress 40% while it’s 87% of the way through its 24-month duration. A couple questions (similar to question 5 above):</p> <ol style="list-style-type: none"> <li>1. Is this due to CPD’s necessary focus in the last 21 months on the Comp Plan Periodic Update?</li> <li>2. Do we expect to be able to perform the remaining 60% of this work in the 13% of the time remaining, or should we expect this work to continue into 2025?</li> </ol>	<p>This work should be substantially complete by 12/31/2024 with the adoption of interim regulations responsive to SB 5290. Should these interim regulations be adopted in a timely fashion, the only remaining work will be to complete the adoption of permanent regulations sometime in the next few years. NOTE: Renewal of the interim regulations may be required depending on when the process for the permanent regulations is scheduled.</p>
8	6539	Councilmember Weinberg	<p>The 1<sup>st</sup> Project in the Municipal Court section, which starts “Conduct court security assessment,” has Progress 100% and the word “Ongoing” in the End date column. In future Work Plans, should a Project such as this be split into two parts, one listing the project part (which has a true start and end) and one listing the ongoing service?</p>	<p>This item will be dropped from the work plan matrix in 2025-2026 since the project is now complete.</p>
9	6539	Councilmember Weinberg	<p>The 1<sup>st</sup> Project in the Police Department section talks about preparing “response protocols and pedestrian and vehicles safety considerations” relating to the new light rail station. Residents occasionally express their concerns to me about the safety of the new light rail station. Does the Police Department have a document, even if in draft format, which summarizes the aforementioned protocols and pedestrian/vehicle safety considerations that I could preview?</p>	<p>If you have questions about this work item, please reach out to Chief Sutter to schedule a meeting to discuss your questions.</p>

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10	6539	Councilmember Weinberg	<p>The 4<sup>th</sup> Project in the Public Works section, relating to SCADA, shows an initial completion target of Q4 2023 and a current target of Nov-25. A couple questions:</p> <ol style="list-style-type: none"> <li>1. Was the change in the End date due primarily to supply chain issues?</li> <li>2. Am I correct in assuming that the costs of a project can effectively “pause” while waiting for the delivery of a critical part? In other words, a significant increase in a project’s duration doesn’t necessarily result in a significant increase in the project’s cost?</li> </ol>	<p>The change in end date was primarily driven by the long lead times on the electrical components of the City’s 17 sewer pump stations. Due to material supply shortages, construction on the sewer side of the project was delayed.</p> <p>The construction of the project was publicly bid and the contractor, Valley Electric was awarded the project as part of <a href="#">AB 6190</a>. The current lead times during bidding and procurement were estimated at 36 and 44 weeks and the costs associated with this procurement were included in the construction contract. The delay was anticipated and there was no significant increase in costs due to this delay.</p>
11	6539	Councilmember Weinberg	<p>The 6<sup>th</sup> Project in the Public Works section, relating to the Luther Burbank Docks, shows Progress 30% and End date of Dec-24. Does the End date need updating?</p>	<p>Yes, the end date for the Luther Burbank Docks project needs to be updated. The correct end date is December 2026, although some project work may extend beyond the biennium. This will be revised in future versions of the work plan.</p>
12	6539	Councilmember Weinberg	<p>The 7<sup>th</sup> Project in the Public Works section, relating to the Clarke and Groveland Long-Term Plans, has Progress 25% while we’re 67% of the way through its 46-month duration. I realize that some projects progress in big jumps rather than a steady pace; is this such a project? That is, do we plan to complete the remaining 75% of the work in the project’s remaining 15 months, or should we expect the End date to change?</p>	<p>Yes, the end date to develop a joint park improvements plan for Clarke and Groveland Beach Parks has shifted and is now anticipated to be completed by 2026. The City engaged the Berger Partnership last year to lead this effort and began comprehensive site analysis to understand the existing conditions of each park. To date, the Berger team has completed the following background work:</p> <ul style="list-style-type: none"> <li>• Assessed in-water structures</li> <li>• Completed full topographic surveys</li> <li>• Delineated the ordinary high watermarks and completed bathymetric surveys, which are maps of underwater features and lake depths</li> <li>• Investigated critical areas, geologic hazards, and surface soil</li> <li>• Audited accessibility at restroom facilities</li> </ul>

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				The team also launched a community survey this fall to learn more about how residents currently use these waterfront parks. All of this background information will inform the scope of the joint park planning process, which will include more public engagement and is anticipated to begin in Q2 2025. The planning phase of this project was included as project number 90.20.0013 in the 2025-2026 CIP.
13	6539	Councilmember Weinberg	The 10 <sup>th</sup> Project in the Public Works section, relating to the King County sewer and MITI projects, has the word “Ongoing” in the End column. For future Work Plan updates, could we find out what the current furthest-out target end date is for the KC and ST projects and put that date in the End column?	<p>This is not a City project and is included here for reference given the coordination required on the City side.</p> <p>Construction is anticipated to conclude in 2025, however ongoing maintenance for landscaping, and coordination of that landscaping is expected to continue through 2026/2027.</p>
14	6539	Councilmember Weinberg	For the 12 <sup>th</sup> Project in the Public Works section, which starts with “Complete costing analysis, review interlocal agreements,” is the 90% of work remaining expected to be completed in the 43% of the remaining project duration, or should we expect the End date to change on this one?	This work has slid into the next biennium. The completion date will be updated with the next iteration of this document. The timeline for completing this work depends on negotiations with the parties to the ILAs. We hope to make considerable progress on this work in the next biennium.
15	6539	Councilmember Reynolds	<p>The AB states: “... received an overall rating of 3.01. Although this is a good rating, WSRB does not round ratings up or down, so EFR will maintain the rating of 4”. This gives rise to a series of questions:</p> <ol style="list-style-type: none"> <li>1. Is it a 1-5 scale or 0-100 or.....?</li> <li>2. Is a high number good or bad?</li> <li>3. What was the unrounded result before joining EF&amp;R?</li> <li>4. You say they do not round, but it seems we rounded up to 4? Or is the idea that we could have to have been 3.0 or below to be</li> </ol>	<p>The scale for the WSRB is from 1-10 with 10 being no fire protection and 1 being highest level of protection. The lower the number, the better.</p> <p>Mercer Island’s previous rating number was 3.06 so we improved and as a reminder it is based on the following four categories:</p> <ul style="list-style-type: none"> <li>• Water system</li> <li>• Emergency Communication</li> <li>• Fire Safety Control (Fire Prevention)</li> <li>• Fire Department (Fire stations, fire apparatus, and personnel training).</li> </ul>

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			moved to 3? 5. What is the rating for other EF&R cities? Bellevue? Seattle?	Yes, they rounded up but not down basically. We would have needed to be at 3.0 or lower to get to a 3.  Currently, Seattle is the only protection class 1 in the State of Washington and Bellevue currently has a protection class of 2. EFR cities' ratings are as follows. <ul style="list-style-type: none"> <li>• Carnation -4</li> <li>• Northbend-3</li> <li>• Sammamish-4</li> <li>• Woodinville-3</li> <li>• Issaquah-4</li> </ul>
16	6539	Councilmember Reynolds	What share of these are for Mercer Island residents? How does total booking revenue compare to last year?	Below are some annual stats on MICEC facility booking for comparison. Please note that for rental bookings at the MICEC the residency percentage reflects that of the business, organization, or individual making the booking, not the residency of the attendees.  2019: Bookings- 1,600 (+220 City Business), \$611K, 32% res. 2022: Bookings- 1,041 (+256 City Business), \$425K, 28% res. 2023: Bookings- 1,785 (+554 City Business), \$608K, 30% res. 2024: Bookings- 1,859 (+321 City Business), \$806K, 29% res. *2024 bookings are Y-T-D. **City Business (not included in residency %) is facility usage by City Departments in which the MICEC staff provides a similar level of service to that of external rentals. Use of the Slater Room (since the City Hall closure) by the City Council and Departments is not reflected, as it is coordinated and booked through a separate process.



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17	6551	Councilmember Reynolds	AB 6551. Can you please provide the “common name” and approximate acreage for each of the open space zones listed on the zoning map (e.g., Pioneer Park, Gallagher Hill, Mercerdale Hillside, etc.)	Please see the <a href="#">PROS Plan</a> for this information. The list of open space properties with acreages is on page 33 and the full map is on page 35.
18	6551	Weinberg	Does the definition of Passive Recreational Uses include stairwells and bridges? As these existing structures are exposed to the elements, they will all eventually need restoration.	Yes.
19	6552	Councilmember Reynolds	Please update your table of ARCH HTF contributions by city as shown in your 9/19/2022 email to me in response to my question about AB 6155.	This information will be shared with the City Council when it is ready. ARCH has been contacted requesting this information.
20	6553	Councilmember Reynolds	Why did Kenmore pull out of the Plymouth project? Why did Redmond pull it in house rather than just reallocating the cost of Plymouth?	The Kenmore City Council voted not to move forward with the project: <a href="#">City of Kenmore Press Release</a>  The project is being relocated to property owned by the City of Redmond and will be developed and operated by Plymouth Housing.
21	6555	Councilmember Weinberg	The Parks & Rec Revenues section of the budget indicates that 2024 P&R revenues were expected to be 9% below budget due to a decline in summer program enrollments and special event sponsorships. I’ve heard from a couple members of the Rockers, Mercer Island’s over-50 softball team, that they are having trouble scheduling games on Mercer Island because the softball fields are rented out to summer camps. Could you shed more light for us on how the fields are reserved? Is it a purely first-come-first-served basis, a highest-bidder basis, or is there some more nuanced approach which ensures we’re serving the needs of both younger and older generations of Mercer Island residents?	Our records show that the Rockers received all of the bookings they requested for spring/summer 2024, and that summer camps were scheduled around the Rockers requests and usage. (This year we did have the ADP Trail Improvement Project that limited access in August-Sept, but their season ends before that).  Athletic field booking is informed by the “ <a href="#">Athletic Facilities Allocation and Use Policy</a> ”. This policy provides guidance for the priority and booking of City managed athletic fields.  We offer “Priority Booking Periods” three times a year, where renters submit requests. Staff allocate bookings based on priority tiers and policy

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				guidelines for fairness. After this period, remaining spaces are available on a first-come, first-served basis until season-end.
22	6555	Councilmember Weinberg	<ol style="list-style-type: none"> <li>1. Could the EV plan be completed in less time if we included funds to augment our Sustainability staff with an LTE?</li> <li>2. If so, how much LTE would you recommend we authorize? (1.0? 0.5?)</li> </ol>	<p>The EV Charging Plan schedule was developed based on a considerable body of work and phased appropriately given current resources and other priorities. We have not analyzed what it would take to accelerate the project, which includes consulting time and PSE support and may also require adjustment of the schedule for other work items.</p> <p>If the majority of the City Council would like the project to accelerate, we would need a motion to direct the staff to prepare that analysis.</p>
23	6555	Councilmember Reynolds	<p>AB 6555   Exhibit 2   Page 9 shows a fairly material drop in interest earnings in 2025 relative to 2024 forecast. What is the breakdown of the reasons for forecasting the drop between the effect of reduced interest rates and the effect of reduced invested assets? I think you stated that 5.43 % is LGIP as of Q2. What is it now? What is the rationale for forecasting a drop to 3.75? That would be a fairly massive rate cut. What is the average term to maturity or weighted average life or (best of all) duration of the LGIP assets?</p>	<p>Many factors influence the City’s overall interest earnings, the three primary factors being the City’s total principal amount invested in the Local Government Investment Pool (LGIP), the average earnings rate applied to the principal, and the portion of that principal that ties to the General Fund.</p> <p>Based on the mix of historical LGIPs holdings, the average earnings rate has practically mirrored the federal funds rate. This trend is projected to continue in the near term.</p> <p>On September 18, the Federal Reserve cut the federal funds rate 0.50% while indicating more rate reductions are likely. This change in monetary policy has already rippled through to the LGIP’s earnings rate.</p> <p>On September 1, the LGIP true 30-day yield was 5.42%. On October 12, the true 30-day yield dropped to 5.08%. Staff assumed the average earnings rate on the City’s principal investments for 2024 will be 5.15%.</p>

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				<p>On this basis, staff assume the City’s average principal holdings through 2025 will be \$93.5 million, of which the General Fund will make up 40%, and the average LGIP earnings rate applied to the total principal through 2025 will be 3.75%. The principal holdings will notably increase in 2025 (the City’s average principal holding in 2024 is projected to be \$75.5 million) due to the infusion of LTGO bonds in the Water Fund.</p> <p>To provide for safety and liquidity of funds, the LGIP policy is to invest in only those high quality, short-term instruments authorized by statute. Investments are restricted to fixed rate securities that mature in 397 days or less, except for securities utilized in repurchase agreements and U.S. government and supranational floating or variable rate securities which may have a maximum maturity of 762 days, provided they have reset dates within one year and that on any reset date can reasonably be expected to have a fair value that approximates their amortized cost.</p> <p>The LGIP portfolio’s weighted average maturity will not exceed 60 days, and a weighted average life will not exceed 120 days. The State Treasurer has the sole responsibility to set the investment strategy for the LGIP.</p>
24	6555	Councilmember Reynolds	<p>AB 6555   Exhibit 2   Page 9 shows a huge drop in License, permit, and zoning fees from 2024 forecast to 2055 (3948 to 244). Please help me to understand this, and, in particular, to reconcile the latter figure to the statement a few pages later that “The revenue projection for permit and land use fees in 2025 is \$3.3 M, and \$3.4 M in 2026”. Also please reconcile this to the 4.2 and 4.3 M shown in figure 11.</p>	<p>Per Figure 1, the drop in license, permit, and zoning fee revenues from 2024 to 2025 and 2026 is due to the creation of the Development Services Fund, as portrayed in Figure 11. The remaining revenues in 2025 and 2026 in Figure 1 tie to business license revenue and revenues from Fire permit activities. Both revenues remain in the General Fund, with the latter offsetting the costs of Eastside Fire and Rescue services.</p> <p>The 2023-2024 Work Plan outlined the creation of the Development Services Fund to account for the revenues and expenditures specific to land use, development engineering, and development permitting.</p>

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				<p>Previously accounted for within the General Fund, this new special revenue fund separates these restricted permit and land use functions into a separate fund.</p> <p>Figure 11 includes permit fee and land use fee revenues, when combined amount to \$3.3 M in 2025 and \$3.4 M in 2026. Once interfund transfers from the General Fund are included in 2025 and 2026 to support non-development service-related work in the Community Planning and Development department (e.g., administration and long-term planning), the resulting revenues in the Development Services Fund amount to \$4.2 M in 2025 and \$4.3 M in 2026.</p>
25	6555	Councilmember Reynolds	Budget Proposal 2: How is this money to be spent? Consultants? Printing costs? Additional part time staff? Software?	The funds proposed to be allocated for communications and public relations support will likely be used for outside consultants, similar to the method we've employed this year related to our communications response on the water emergency. We may also evaluate the potential of an internship, but it would be a limited scope, likely summer only.
26	6555	Councilmember Reynolds	Budget Proposal 5: I see that going from 95% to 100% increases 2025 costs by \$587K. Is this linear? For example, if we went from 95% to 97%, would the impact be $(97-95)/(100-95) = 2/5$ of the cost of going from 95 to 100? If not, why not, and what would the cost be at 1% increments from 96-99?	<p>The increase between percentages is not perfectly linear due to the nature of compounding percentages being applied to forecasted wage and benefit expenditure costs. However, each percentage change represents an increase within a few hundred dollars of the prior scenario.</p> <p>For the sake of discussion, it is best to assume that these percentage scenarios are equal in the burden of increased expenditures when moving between them. Each percentage increase represents a change of about \$117,400 in 2025.</p>

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27	6555	Councilmember Reynolds	Page A-9: What drives the relatively huge increase from 2023 to 2024 in revenues for lines 343 (Cap Imp Fund) and 402 (Water fund)	<p>In 2024, the Capital Improvement Fund is projected to receive significant interfund transfers to support ongoing capital work from the Street Fund (REET-2 reserves) and the ARPA fund.</p> <p>In September 2024, the City Council authorized the issuance of bonds to fund critical improvements to the City's water utility infrastructure.</p> <p>The ordinance authorizes the issuance of one or more series of Limited Tax General Obligation (LTGO) and refunding bonds, with an aggregate principal amount not to exceed \$29 million.</p> <p>The bond sale is tentatively scheduled for the week of October 21, 2024, with bond closing and delivery of proceeds expected around November 7, 2024.</p>
28	6555	Councilmember Reynolds	Page B-3: Why do beginning fund balances not tie to prior year ending fund balances?	<p>Ending fund balance from year one does match the beginning fund balance in year two.</p> <p>In Budget by Fund recap, the Beginning fund balance in the following year is divided between portions of the fund balance that are reserved (based on state law or prior City Council actions) versus unreserved and appropriated for spending.</p> <p>For example, on B-3, the 2023 General Fund ending Balance is \$15,748,916. In 2024, the beginning fund balance is \$9,644,066 (appropriated) + \$6,104,850 (reserved) = \$15,748,916.</p>
29	6555	Councilmember Reynolds	Page B-3: The last column in the middle of the page has a "14-15" and "15-16". I assume these are typos	<p>These are typos. These will be revised in the final adopted budget.</p>

Log #	AB No.	Received From	Question	Staff Response
30	6555	Councilmember Reynolds	Page B-4: What causes salaries and wages to drop by about 7 MM and contractual services to increase by about 6 MM from 2024 to 2025? I thought this would be fire, but wouldn't that have been a year earlier? And I cannot figure out why the drop is more than the increase.	<p>The decrease in General Fund salary and benefit estimates is tied to the EF&amp;R fire contract and the creation of the Development Services Fund.</p> <p>With the creation of the Development Services special revenue fund, related expenditures have moved from the General Fund to the new special revenue fund.</p> <p>While the EF&amp;R contract began in 2024, the 2023-2024 budget as adopted was not adjusted at the line-item level to reflect the change in how actual expenditures would flow. The 2025-2026 preliminary budget includes only contract services for the EF&amp;R contract.</p>
31	6555	Councilmember Reynolds	Why is there no budgeted revenue for 1% for the arts in 2025 and such a small amount in 2024 with all this CIP work happening?	<p>Finance applies the 1% to "new construction" (as opposed to maintenance) of Streets and Parks capital projects. Utility projects were determined to be ineligible for 1% in the 2013 Audit.</p> <p>There is only one project in 2025-2026 that requires funding from the 1% for the Arts Fund: 90.25.0034 NMW Sidewalk Improvement. The 2026 budget is \$172,883. So, \$1,729 (rounded to \$2,000) is budgeted as a revenue in 2026 to the 1% of the Arts Fund for this project.</p> <p>All projects that involve new construction of street and parks are in the design phases of the projects over the next two years, which include 90.20.0012-ADP Lid A Playground and 90.20.0017-Hollerbach SE 45th Trail System.</p> <p>Staff will closely track project activity in the 2027-2028 biennium and appropriate 1% Arts Funds as the projects move to construction.</p>

Log #	AB No.	Received From	Question	Staff Response
32	6555	Councilmember Reynolds	Do you have a separate breakdown of thrift shop revenue and expenses?	Thrift Shop revenues and expenditures for 2025-2026 are separated in the Youth and Family Services Fund recap on page B-10.
33	6555	Councilmember Reynolds	Page B-11. Is the big increase in salaries and wages from 2024-2025 related to the class / comp adjustments?	<p>Partially. The budget also assumes a cost-of-living adjustment (COLA) of 4.2% in 2024 and 3.5% in 2025. In a given fiscal year, COLA is based on the average of the first six months of CPI-W for the Seattle region in the prior year.</p> <p>The estimates also include an additional 1.0 LTE YFS Counselor position that is fully funded by an agreement with the MI Boys &amp; Girls Club.</p>
34	6555	Councilmember Reynolds	I see a 2026 budget ending fund balance for 2026 for YFS fund. Please remind me, according to our policy, what is the target fund balance?	<p>Per the City's <a href="#">Financial Management Policies</a>, the YFS Fund Balance will be maintained with YFS revenues at a target threshold of six-months of average monthly YFS expenditures, evaluated each biennium. The Fund Balance is intended to provide adequate reserves to address the asynchronous nature between the City's biennial budget and the Mercer Island School District's academic year.</p> <p>Staff project the target fund balance will be met at the end of 2024. Fund balance reserves, however, and a \$350,000 annual contribution from the General Fund are required to bridge the YFS structural deficit through the 2025-2026 biennium.</p> <p>While there remains cash in the fund at the end of 2026, those dollars are restricted for specific uses including Emergency Assistance and the terms of the national opioid settlement agreement. See table on page B-11 for the breakdown of restricted and unrestricted elements of YFS ending fund balances.</p>

Log #	AB No.	Received From	Question	Staff Response
35	6555	Councilmember Reynolds	Page B-11: I presume the opioid settlement funds have to be used for relevant expenditures. What are these funds being used for? Do we need a separate fund for these, as we do for ARPA?	In November 2023, as part of the mid-biennial budget review, the City Council appropriated Mercer Island’s share of the Opioid Settlement funds to the Healthy Youth Initiative ( <a href="#">11/21/23 Minutes</a> ). This appropriate meets the requirements for use of these funds These resources will be tracked in the YFS Fund. A separate fund is not required. More information about eligible uses of these funds can be found at the King County <a href="#">Opioid Abatement Council</a> .
36	6555	Councilmember Reynolds	Page B-12: The gun buyback program is shown in 2024, but it has not happened yet, and I doubt it will this year. Why does it still show in the forecast?	This will be revised in the final budget document.
37	6555	Councilmember Reynolds	Page B-13: What is the rationale for maintaining a Dev Services Fund balance of \$1.4 MM each year?	<p>In discussions between Finance and the Community Planning and Development department, staff elected to set the target funding threshold for the new Development Services Fund to equal six-months of average monthly expenditures (\$1.8 - \$1.9 million over the next biennium), evaluated every two years.</p> <p>The operating reserve is not intended to be maintained each year. It is meant to stabilize operations during economic downturns and invest in operational improvements. A significant portion of the current reserve will be required to invest in new permit-related technology over the next several years (e.g., new permit software and associated technology).</p> <p>This aligns with similar operating reserves and the direction set in the City’s financial management policies.</p>
38	6555	Councilmember Reynolds	Page B-15 and B-16: Any reason not to release the fund balance in the bond redemption funds?	The remaining fund balance in the Bond Redemption Funds can be released back to the General Fund. It is a City Council policy decision whether to release the remaining funds.



Log #	AB No.	Received From	Question	Staff Response
				<p>Debt Service Funds account for the accumulation of resources for the principal and interest payments on general obligation bonds.</p> <p>The remaining balance in Funds 208 and 239 are left over resources after the City paid down the principal and interest from previous general obligation debt. These remaining resources can be allocated to future general obligation debt service payments.</p>
39	6555	Councilmember Reynolds	Page B-17: If we had an idea for a capital project to increase parking in TC, is this where the money would come from? Would it need to be for auto parking, or could it be used for bicycle parking?	<p>The Town Center Parking Fund was established to track the costs associated with creating Long Term Regional Parking in the Town Center, namely the project that is happening on the former Tully’s site.</p> <p>New parking projects should be funded from the Capital Improvement Fund.</p>
40	6555	Councilmember Reynolds	Page B-21: I notice the Y&E fund continues to increase. Why? What is the target fund balance for this fund?	<p>The Technology and Equipment Fund does not have a target funding balance. This fund receives an annual contribution from the General Fund of \$250,000 to pay for long-term technology and equipment investments.</p> <p>Fund balance is projected to decrease from \$1.2 million in 2023 to \$774,000 in 2024, and incrementally increase to \$971,000 by the end of the next biennium. Expenditures include capital improvement projects outlined in section E – Capital Improvement Program. Examples include recreation facility booking software, GIS projects, and City information via WebGIS dashboards, among others.</p>
41	6555	Councilmember Reynolds	Page B-25: We are obviously (page B-24) seeing some big increases in CIP for water, yet it appears sewer expenditures are declining. Are there fewer needs there? Why, given the systems are about the same age.	<p>Significant work is scheduled over the next six years for the Sewer Utility including system reinvestment, as outlined in the 2025-2030 Capital Improvement Program (CIP).</p>

Log #	AB No.	Received From	Question	Staff Response
				<p>Construction of the SCADA system for the Sewer Utility was delayed due to long lead times and equipment shortages. Construction is now underway. The SCADA system is important for future reinvestment needs, particularly at the 17 pump stations, as the data (flows, volumes, trends, etc...) will be used in prioritizing reinvestment needs for these stations.</p> <p>Capital spending levels for the sewer utility are projected at \$4.2 and \$4.8 million in 2025 and 2026, and notably increase to \$7.4 and \$6.7 million in 2027 and 2028.</p>
42	6555	Councilmember Reynolds	B-27 Storm water fund balances are dropping dramatically. What is the target balance for this fund?	<p>The target fund balance is based on a 45-day operating reserve for cash flow purposes as well as a capital reserve (2% of total capital assets) that serves as contingency for unplanned major repairs or capital projects costs, revisited each biennium.</p> <p>Also included is the basin improvement reserve, which is for watercourse improvements on the Island that is funded by storm water in-lieu fees paid by developers.</p> <p>The budgeted \$834,528 ending fund balance in 2026 meets the policy funding targets for the fund.</p> <p>Overall, the City is spending down reserves (particularly in the utility funds) over the 2025-2026 biennium.</p>
43	6555	Councilmember Reynolds	Page B-28: What is hg practical distinction between “funding for expenditures next year” and “unreserved, and why does the former appear to bear no relationship with actual next year expenditures?”	<p>In general, in the fund balance tables the “Funding for Expenditures Next Year” is intended to show the dollar value of ending fund balance that is required to meet expenditure needs in the following year.</p>

Log #	AB No.	Received From	Question	Staff Response
				For example, on page B-28 a total of \$1,343,375 shown as “Funding for Expenditures Next Year” in 2025 is the same value as appropriated (budgeted) begin fund balance in 2026.
44	6555	Councilmember Reynolds	Page B-29: Is the “vehicle replacements” just a sinking fund payment, or is this amount targeted for specific vehicles? If so, which vehicles, and how do we decide which ones to replace and when?	<p>The vehicle replacement fund is an established sinking fund to pay for specific vehicle and equipment replacements. The different vehicles and equipment are on scheduled replacements based on industry standards and recommendations. For example, patrol vehicles are scheduled to be replaced every 4 years while other vehicles and equipment are on 10- and 15-year intervals.</p> <p>Each biennium, replacements are evaluated, and small changes are made based on a number of factors including age, condition, ongoing costs, and business needs.</p>
45	6555	Councilmember Reynolds	Page B-30: What is the target balance for the equipment rental fund.	<p>The Equipment Rental Fund target fund balance shifts every fiscal year to ensure near-and long-term needs for the City’s fleet are met. This is accomplished by charging internal fees for the operation, maintenance, and replacement of the City’s fleet. The fund includes three reserves:</p> <ol style="list-style-type: none"> <li><b>Vehicle Replacement Reserve</b> is a sinking fund to replace fleet vehicles and equipment. Funded by internal service charges to each department.</li> <li><b>Fire Apparatus Replacement Reserve</b> is a sinking fund to replace fire apparatus. Funded by 1.65% dedicated property tax levy and the excess annual levy proceeds from the Fire State &amp; Fire Rescue Truck levy lid lift from 2014-2021.</li> <li>The <b>800 MHz Radio Replacement Reserve</b> is a sinking fund to replace 800 MHz radios used by Police and Public Works staff. Funded by internal service charges to each department. Money is earmarked for costs associated with transitioning to PSERN.</li> </ol>

Log #	AB No.	Received From	Question	Staff Response								
46	6555	Councilmember Reynolds	Page B-33: Why are there no transfers in? Didn't we establish some regular funding for this as part of the financial management policies, or was that only for medical? What is the actuarial liability for this pension plan?	<p>The Firefighters Pension Fund includes a flat annual contribution of \$26,410 of property tax, a fire insurance premium the City receives from the state based on a tax imposed on insurance companies that sell fire insurance policies in Washington, and interest earnings.</p> <p>In 2020, the City Council appropriated \$200,000 of prior year fund unassigned fund balance to the Firefighters pension fund.</p> <p>In 2021, the City Council Finance Ad Hoc Committee evaluated the Pension Fund's long-term liability and determined the current contribution levels were sufficient.</p> <p>As of 2024, the actuarial present values of the future pension benefits, the retiree medical, and long-term care benefits expected to be paid under the Firefighters Pension Fund and LEOFF I provisions are shown below:</p> <table border="1" data-bbox="1634 878 2279 1040"> <tr> <td>Pension Benefits</td> <td>\$1,936,000</td> </tr> <tr> <td>Medical Benefits</td> <td>2,687,000</td> </tr> <tr> <td>Long-term Care</td> <td>6,408,000</td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>\$11,031,000</b></td> </tr> </table> <p>Only the pension benefit liabilities track to the Firefighters Pension Fund.</p>	Pension Benefits	\$1,936,000	Medical Benefits	2,687,000	Long-term Care	6,408,000	<b>TOTAL</b>	<b>\$11,031,000</b>
Pension Benefits	\$1,936,000											
Medical Benefits	2,687,000											
Long-term Care	6,408,000											
<b>TOTAL</b>	<b>\$11,031,000</b>											
47	6555	Councilmember Reynolds	I am sure I missed it, but where is the LEOFF 1 medical fund?	<p>The LEOFF 1 long-term care reserve is held in the General Fund. The estimated balance is detailed on page B-4 of the preliminary budget.</p> <p>Estimated costs for LEOFF 1 medical and other post-employment benefits are budgeted within the non-departmental division in the General Fund.</p>								
48	6555	Councilmember Reynolds	Page C-2: Can you expand this table to show total assessed value as well as the rate? This might help me to understand why the	<p>Mercer Island's assessed valuation dropped from 2023 to 2024, resulting in the increase in the City's property tax levy rate.</p>								

Log #	AB No.	Received From	Question	Staff Response
			rate goes up so much from 2023 to 2024. This seems like more than can be explained by the parks levy.	In 2023, the City's total assessed value was \$22,474,155,238. In 2024, total assessed value dropped to \$20,214,930,455. Even with holding property tax revenues constant year over year, if the City's assessed value decreases, the levy rate will increase, which is historically atypical.
49	6555	Councilmember Reynolds	Page D-3: What drives the big drop in city clerk expenditures from 2024 to 2025	The change relates to election expenses. In 2022, we anticipated having additional election expenses in 2024, due to King County Elections billing for the 2023 election in 2024.
50	6555	Councilmember Reynolds	Page D-9: Maybe this applies elsewhere too, but why is there not a revenue line item to reflect overhead allocations from all the departments that legal provides services to?	The City Attorney's Office, along with many other internal service providers (e.g., Finance, Human Resources, Communications, among others) are included in the updated Cost Allocation Policy. Resources allocated for the services received from these internal service departments go directly to the General Fund and are not returned at the department level.
51	6555	Councilmember Reynolds	Page D-10: What is "legislative oversight". Is this for lobbyists?	No, this is the work that the City Council does setting policy.
52	6555	Councilmember Reynolds	Page D-11: What "benefits" does the Council get?	None. Benefits as shown on page D-11 are estimates for required federal payroll taxes.
53	6555	Councilmember Reynolds	Page D-17. Are the years wrong in the headers?	Yes. This will be corrected in the final version of the document.
54	6555	Councilmember Reynolds	Page D-29: What was the driver in the ~35% increase in benefits cost from 2023 to 2024?	This is 2023 actuals to 2024 forecasted. The 2024 benefit rates were set in 2022 before we knew the true benefits increases for 2024.
55	6555	Councilmember Reynolds	Page D-31: Interesting that we had a huge increase in insurance from 2023 to 2024 and then a decrease. Are 2025 rates known yet?	This is 2023 actuals to 2024 forecasted. The 2024 benefit rates were set in 2022 before we knew the true benefits increases for 2024. Yes, 2025 rates are known and are included in the preliminary budget.

Log #	AB No.	Received From	Question	Staff Response
56	6555	Councilmember Reynolds	Page D-31: What are “other services and charges”, and why did they drop by 99.9%?	The 2024 forecast includes the final installment of the Sound Transit legal settlement in the amount of \$1,525,000. The 2025-2026 budget estimate is for miscellaneous general government printing needs.
57	6555	Councilmember Reynolds	Page E-40: This feels like a lot for lighting, especially since most riders at night will have their own lights. If the PBF plan update is done by then, will we be able to reallocate these funds to other higher priority bike tasks? Is this one part of the current plan?	<p>The cost for this outyear project is a planning-level estimate, and further electrical engineering and design will help refine the actual costs. While it’s true that many cyclists have their own lights, this area experiences unexpected darkness during daytime hours in the winter, when riders might not have their lights on, and pedestrians may not fully recognize the visibility issues. Since this location connects Shorewood and the Town Center, about half a mile apart, adding lighting will enhance safety for both cyclists and pedestrians.</p> <p>Since this is an outyear project, the funds could be reallocated to other needs if necessary. Staff is planning to pursue grant funding for this project through WSDOT’s Pedestrian and Bicycle program.</p>
58	6555	Councilmember Reynolds	Page E-66: Given what we just spend on LB pickleball (which admittedly had some unique challenges) do we think 500K (2027) is enough to do any pickleball court creation?	This outyear project and estimated cost is a planning level estimate. The 2025-2026 CIP includes \$50,000 for 90.20.0037 Sport Courts Improvements to assess the existing conditions of sport court facilities at Aubrey Davis, Homestead, Island Crests, and Roanoke Parks. This background assessment work will provide a better idea of the site preparation work that will be required to efficiently renovate these facilities. Staff aim to complete this assessment work in early 2026 to have updated information to inform potential adjustments to the 2027-2028 CIP.
59	6555	Councilmember Reynolds	Page E-68: How did we decide on this amount? What is the reserve balance now?	The amount was determined as a “starting place.” There is no reserve balance.

**Question & Answer Matrix**  
**October 15, 2024 - City Council Meeting**

Item 1.

Log #	AB No.	Received From	Question	Staff Response
60	6555	Councilmember Reynolds	Perhaps I missed this somewhere, but I cannot find it. Do you have a table in the budget showing budgeted 2024, 2025, and 2026, as well as actual 2024, FTE and LTE head count?	See below for the 2024 budget to actual for staffing. Also included is the comparison of 2024 budget to 2025 proposed. Proposed staffing is the same for 2025 and 2026.

	BUDGETED		ACTUAL	
	2024	2024	2024	2024
	FTE	LTE	FTE	LTE
Administrative Services	15.00		14.50	
City Attorney's Office	2.00		2.00	
City Manager's Office	3.00	1.00	3.00	3.00
Comm, Plng & Dev	18.00	2.00	16.00	1.00
Finance	9.00	1.00	7.50	1.00
Municipal Court	3.10		3.10	
Police Department	37.50		35.50	
Public Works	63.80	4.00	56.55	3.75
Recreation	10.25		7.75	1.75
Youth & Family Services	11.43	2.03	11.43	2.01
Thrift Shop	2.00	7.50	2.00	6.50
	<b>175.08</b>	<b>17.53</b>	<b>159.33</b>	<b>19.01</b>
		<b>192.61</b>		<b>178.34</b>

	BUDGETED		PROPOSED		Change
	2024	2024	2025	2025	
	FTE	LTE	FTE	LTE	
Administrative Services	15.00		14.50	1.00	0.50
City Attorney's Office	2.00		2.00		
City Manager's Office	3.00	1.00	3.00	1.00	
Comm, Plng & Dev	18.00	2.00	18.00	2.00	
Finance	9.00	1.00	9.00		-1.00
Municipal Court	3.10		3.10		
Police Department	37.50		37.50		
Public Works	63.80	4.00	64.00	2.75	-1.05
Recreation	10.25		10.25		
Youth & Family Services	11.43	2.03	11.93	2.83	1.30
Thrift Shop	2.00	7.50	3.00	6.50	
	<b>175.08</b>	<b>17.53</b>	<b>176.28</b>	<b>16.08</b>	<b>-0.25</b>
		<b>192.61</b>		<b>192.36</b>	



# BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

**AB 6554**  
**October 1, 2024**  
**Consent Agenda**

## AGENDA BILL INFORMATION

<b>TITLE:</b>	AB 6554: October 4, 2024 Payroll Certification	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
<b>RECOMMENDED ACTION:</b>	Approve the October 4, 2024 Payroll Certification in the amount of \$831,343.08	

<b>DEPARTMENT:</b>	Administrative Services
<b>STAFF:</b>	Ali Spietz, Chief of Administration Nicole Vannatter, Human Resources Manager
<b>COUNCIL LIAISON:</b>	n/a
<b>EXHIBITS:</b>	1. October 4, 2024 Payroll Certification 2. FTE/LTE Counts
<b>CITY COUNCIL PRIORITY:</b>	n/a

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

## EXECUTIVE SUMMARY

This agenda bill is to approve the payroll certification for the City of Mercer Island for the period from September 14, 2024 through September 27, 2024 in the amount of \$831,343.08 (see Exhibit 1).

## BACKGROUND

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



**ISSUE/DISCUSSION**

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

**Additional payments:**

Description	Amount
Leave cash outs for current employees	\$7,878.44
Leave cash outs for terminated employees	\$761.54
Service and recognition awards	\$3,150.00
Overtime earnings (see chart for overtime hours by department).	\$17,581.43
<b>Total</b>	<b>\$29,371.41</b>

**Overtime hours by department:**

Department	Hours
Administrative Services	
City Attorney’s Office	
City Manager’s Office	
Community Planning & Development	
Finance	7.50
Municipal Court	
Police	111.00
Public Works	95.75
Thrift Shop	
Youth & Family Services	
<b>Total Overtime Hours</b>	<b>214.25</b>

**NEXT STEPS**

**FTE/LTE COUNTS**

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

Casual Labor

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

**RECOMMENDED ACTION**

Approve the October 4, 2024 Payroll Certification in the amount of \$831,343.08 and authorize the Mayor to sign the certification on behalf of the entire City Council.

**CITY OF MERCER ISLAND PAYROLL CERTIFICATION**


Item 2.

**PAYROLL PERIOD ENDING** **09.27.2024**  
**PAYROLL DATED** **10.04.2024**

Net Cash	\$	568,831.11
Net Voids/Manuals		
<b>Net Total</b>	<b>\$</b>	<b>568,831.11</b>
Federal Tax Deposit	\$	89,476.49
Social Security and Medicare Taxes	\$	60,589.40
State Tax (California & Oregon)	\$	640.08
State Tax (California)	\$	0.64
Family/Medical Leave Tax (California & Oregon)	\$	48.79
Public Employees Retirement System 1 (PERS 1)	\$	-
Public Employees' Retirement System (PERS Plan 2)	\$	32,462.64
Public Employees' Retirement System (PERS Plan 3)	\$	9,042.50
Public Employees' Retirement System (PERSJM)	\$	624.87
Public Safety Employees' Retirement System (PSERS)	\$	-
Law Enforcement Officers' & Fire Fighters' Retirement System (LEOFF Plan2)	\$	14,750.81
Regence & LEOFF Trust Medical Insurance Deductions	\$	12,484.54
Domestic Partner Medical Insurance Deductions		
Kaiser Medical Insurance Deductions	\$	1,341.14
Health Care - Flexible Spending Account Contributions	\$	1,384.19
Dependent Care - Flexible Spending Account Contributions	\$	1,057.70
ICMA Roth IRA Contributions	\$	497.77
ICMA 457 Deferred Compensation Contributions	\$	32,818.89
ICMA 401K Deferred Compensation Contributions	\$	-
Garnishments (Chapter 13)	\$	1,203.88
Tax Wage Garnishment	\$	-
Child Support Wage Garnishment	\$	775.65
Mercer Island Employee Association Dues	\$	250.00
AFSCME Union Dues	\$	-
Police Union Dues	\$	-
Standard - Supplemental Life Insurance	\$	-
Unum - Long Term Care Insurance	\$	272.95
AFLAC - Supplemental Insurance Plans	\$	238.52
Coffee Club Dues	\$	-
Transportation - Flexible Spending Account Contributions	\$	-
Miscellaneous		
Oregon Transit Tax and Oregon Benefit Tax	\$	8.05
Fire HRA-VEBA Contributions	\$	-
Washington Long Term Care	\$	2,542.47
<b>Tax &amp; Benefit Obligations Total</b>	<b>\$</b>	<b>262,511.97</b>

<b>TOTAL GROSS PAYROLL</b>	<b>\$ 831,343.08</b>
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I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Mercer Island, and that I am authorized to authenticate and certify to said claim.

  
 \_\_\_\_\_  
 Finance Director

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

## FTE AND LTE COUNTS AS OF 9/27/2024

Full Time Equivalents (FTEs)	2024 Budgeted	2024 Actual
Administrative Services	15.00	14.50
City Attorney's Office	2.00	2.00
City Manager's Office	3.00	3.00
Community Planning & Development	18.00	16.00
Finance	9.00	7.50
Municipal Court	3.10	3.10
Police	37.50	35.50
Public Works	63.80	56.55
Recreation	10.25	7.75
Youth & Family Services	11.43	11.43
Thrift Shop	2.00	2.00
<b>Total FTEs</b>	<b>175.08</b>	<b>159.33</b>
Limited Term Equivalents (LTEs)	2024 Budgeted	2024 Actual
City Manager's Office <sup>1</sup>	1.00	3.00
Community Planning & Development <sup>2,4</sup>	2.00	1.00
Finance	1.00	1.00
Public Works <sup>3</sup>	4.00	3.75
Recreation	0.00	1.75
Youth & Family Services	2.03	2.01
Thrift Shop	7.50	6.50
<b>Total LTEs</b>	<b>17.53</b>	<b>19.01</b>
<b>Total FTEs &amp; LTEs</b>	<b>192.61</b>	<b>178.34</b>

**FTE Vacancies:**

- 1.25 CIP Project Manager
- 1.0 Custodian
- 1.0 Development Engineer
- 1.0 Financial Analyst
- 0.5 HR Admin Assistant
- 1.0 Inventory/Warehouse Team Member
- 1.0 Parks Maintenance Team Member
- 1.0 Planner
- 2.0 Police Officer
- 0.75 Recreation Assistant
- 1.0 Recreation Business Systems Analyst
- 0.75 Recreation Specialist
- 1.0 Sr. Building Plans Examiner
- 2.0 Utilities Team Member
- 0.5 Utility Billing Admin Assistant

**Footnotes:**

- <sup>1</sup> 5/23/2023: Extend 1.0 LTE Management Analyst [AB 6255](#)
- <sup>2</sup> 5/23/2023: New 1.0 LTE Assistant Planner [AB 6255](#)
- <sup>3</sup> 5/23/2023: New 1.0 LTE Support Services Foreman [AB 6255](#)
- <sup>4</sup> 3/1/2024: New 1.0 LTE Planner [3/1 Minutes](#)

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	00220938-00221025	9/27/2024	<b>\$1,399,891.75</b>

## Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: 402000 - Water Fund-Admin Key</i>				
P0122431	00221022	WALTER E NELSON CO	INVENTORY PURCHASES	2,289.82
P0122481	00221017	SUPPLY SOURCE INC,THE	INVENTORY PURCHASES	1,483.15
P0122433	00221022	WALTER E NELSON CO	INVENTORY PURCHASES	631.56
<i>Org Key: CA1100 - Administration (CA)</i>				
P0122508	00220994	Madrona Law Group, PPLC	Invoice #12752 Professional	6,784.50
P0122508	00220994	Madrona Law Group, PPLC	Invoice #12748 Professional	5,260.50
P0122508	00220994	Madrona Law Group, PPLC	Invoice #12745 Professional	953.00
P0122508	00220994	Madrona Law Group, PPLC	Invoice #12750 Professional	589.50
P0122508	00220994	Madrona Law Group, PPLC	Invoice #12746 Professional	513.00
	00220944	Amazon Capital Services Inc	111-2011282-8371427	440.79
P0122501	00221009	RELX INC DBA LEXISNEXIS	Invoice #1000RVY57 Legal	394.52
P0122508	00220994	Madrona Law Group, PPLC	Invoice #12747 Professional	313.50
	00221020	US BANK CORP PAYMENT SYS	Dues & Subscriptions	312.00
P0122508	00220994	Madrona Law Group, PPLC	Invoice #12743 Professional	142.50
P0122508	00220994	Madrona Law Group, PPLC	Invoice #12751 Professional	85.50
P0122512	00221012	SCHWAAB INC	Invoice ##4595685 - Notary Sta	43.36
P0122432	00220945	AT&T MOBILITY	Wireless Service Aug 2024 INV	40.04
	00221020	US BANK CORP PAYMENT SYS	Dues & Subscriptions	19.96
<i>Org Key: CA1150 - Attorney-Litigation</i>				
P0122503	00220996	McNaul Ebel Nawrot	Invoice #113785 Professional	1,073.50
<i>Org Key: CA1200 - Prosecution &amp; Criminal Mngmnt</i>				
P0122502	00220986	Kiviat, Aaron	Invoice #1666 Professional Ser	7,800.00
<i>Org Key: CA1300 - Public Records</i>				
P0122504	00221023	WAPRO	Invoice #10109 Registration WA	200.00
<i>Org Key: CM1100 - Administration (CM)</i>				
P0122432	00220945	AT&T MOBILITY	Wireless Service Aug 2024 INV	40.04
<i>Org Key: CM1200 - City Clerk</i>				
	00220944	Amazon Capital Services Inc	114-6599877-4415413	21.16
<i>Org Key: CM1400 - Communications</i>				
	00221020	US BANK CORP PAYMENT SYS	Dues & Subscriptions	15.96
	00221020	US BANK CORP PAYMENT SYS	Dues & Subscriptions	5.95
<i>Org Key: CO6100 - City Council</i>				
	00221020	US BANK CORP PAYMENT SYS	Operating Supplies	296.13
	00221020	US BANK CORP PAYMENT SYS	Planning Commission Job Postin	125.00
	00221020	US BANK CORP PAYMENT SYS	Operating Supplies	82.55
	00221020	US BANK CORP PAYMENT SYS	Operating Supplies	57.81
<i>Org Key: CR1100 - Human Resources</i>				
P0122422	00221016	SUMMIT LAW GROUP	HR Professional Services Suppo	2,926.00
P0122510	00220965	EQUIFAX INFORMATION SVCS LLC	Backgrounds Entry Level -	687.69
	00221020	US BANK CORP PAYMENT SYS	Pre-Hire Psychological Testing	480.00
<i>Org Key: CT1100 - Municipal Court</i>				
	00221020	US BANK CORP PAYMENT SYS	Travel Expense	436.74
	00221020	US BANK CORP PAYMENT SYS	Office Supplies	15.70

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: DS0000 - Development Services-Revenue</i>				
	00220970	FISCHER, JANET	REFUND: CODE INTERP. DENIED	3,380.00
<i>Org Key: DS1100 - Administration (DS)</i>				
	00221020	US BANK CORP PAYMENT SYS	J Thomas toner cartridges	195.78
P0122498	00221015	SOUND PUBLISHING INC	NOPH 9/25 Open Space Code	102.68
P0122497	00220945	AT&T MOBILITY	J Thomas Hotspot	40.04
<i>Org Key: DS1200 - Bldg Plan Review &amp; Inspection</i>				
	00221020	US BANK CORP PAYMENT SYS	Hardhats	654.81
	00221020	US BANK CORP PAYMENT SYS	Outdoor gear	440.75
	00221020	US BANK CORP PAYMENT SYS	Stickers	186.50
<i>Org Key: FN1100 - Administration (FN)</i>				
	00220944	Amazon Capital Services Inc	114-3424032-3005046	327.83
	00221020	US BANK CORP PAYMENT SYS	Operating Supplies	219.29
	00221020	US BANK CORP PAYMENT SYS	Operating Supplies	127.37
	00220944	Amazon Capital Services Inc	111-7197938-3693010	57.10
	00221020	US BANK CORP PAYMENT SYS	Operating Supplies	-127.37
<i>Org Key: FR0000 - Fire-Revenue</i>				
P0122524	00221006	OPTUM CARE	Refund overpayment claim	128.28
<i>Org Key: FR1100 - Administration (FR)</i>				
P0122421	00220963	EASTSIDE FIRE & RESCUE	Q2 2024 MIH Service INV 6269	25,769.39
<i>Org Key: GB0100 - Building Repairs</i>				
	00220944	Amazon Capital Services Inc	114-9754885-1772257	138.84
<i>Org Key: GB0101 - HVAC Repairs</i>				
	00220944	Amazon Capital Services Inc	114-4292649-8837832	94.30
	00220944	Amazon Capital Services Inc	114-4292649-8837832	47.15
<i>Org Key: GB0116 - Facility Access Control-Secure</i>				
	00220944	Amazon Capital Services Inc	111-3768218-9284262	363.75
	00220944	Amazon Capital Services Inc	111-0070844-8686650	58.30
<i>Org Key: GGM004 - Gen Govt-Office Support</i>				
	00221020	US BANK CORP PAYMENT SYS	Dues & Subscriptions	1,431.50
	00220944	Amazon Capital Services Inc	111-4193608-3167458	1,041.96
	00221020	US BANK CORP PAYMENT SYS	City Shredding Services Invoic	258.73
	00221020	US BANK CORP PAYMENT SYS	City Shredding Services -	258.73
	00220944	Amazon Capital Services Inc	114-3134287-9353849	68.31
	00220944	Amazon Capital Services Inc	114-3134287-9353849	68.31
	00221020	US BANK CORP PAYMENT SYS	Postage	16.50
	00220944	Amazon Capital Services Inc	114-3134287-9353849	11.20
<i>Org Key: GGM005 - Genera Govt-L1 Retiree Costs</i>				
	00220978	HILTNER, PETER	LEOFF1 Medicare	619.50
P0122525	00220974	HAGSTROM, CRAIG	LEOFF 1 Medical Expenses	465.92
P0122528	00220964	ELSOE, RONALD	LEOFF 1 Medical Expenses	426.43
	00220952	BOOTH, GLENDON D	LEOFF1 Medicare	344.90
	00220961	DEEDS, EDWARD G	LEOFF1 Medicare	273.10

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00220948	BARNES, WILLIAM	LEOFF1 Medicare	271.10
	00220972	FORSMAN, LOWELL	LEOFF1 Medicare	271.10
	00220993	LYONS, STEVEN	LEOFF1 Medicare	247.80
	00221018	THOMPSON, JAMES	LEOFF1 Medicare	245.90
	00221011	SCHOENTRUP, WILLIAM	LEOFF1 Medicare	240.60
	00220938	ABBOTT, RICHARD	LEOFF1 Medicare	239.10
	00220973	GOODMAN, J C	LEOFF1 Medicare	236.30
	00220964	ELSOE, RONALD	LEOFF1 Medicare	220.10
	00220940	ADAMS, RONALD E	LEOFF1 Medicare	214.40
	00220982	JOHNSON, CURTIS	LEOFF1 Medicare	212.60
	00220946	AUGUSTSON, THOR	LEOFF1 Medicare	209.90
	00220992	LOISEAU, LERI M	LEOFF1 Medicare	209.90
	00221001	MYERS, JAMES S	LEOFF1 Medicare	179.80
	00220962	DOWD, PAUL	LEOFF1 Medicare	174.70
	00220975	HAGSTROM, JAMES	LEOFF1 Medicare	174.70
	00221010	RUCKER, MANORD J	LEOFF1 Medicare	174.70
	00221014	SMITH, RICHARD	LEOFF1 Medicare	174.70
	00221024	WEGNER, KEN	LEOFF1 Medicare	170.10
	00221025	WHEELER, DENNIS	LEOFF1 Medicare	164.90
P0122526	00220974	HAGSTROM, CRAIG	LEOFF 1 Medical Expenses	151.16
	00221008	RAMSAY, JON	LEOFF1 Medicare	136.20
	00220954	CARLSON, LARRY	LEOFF1 Medicare	92.60
	00221014	SMITH, RICHARD	LEOFF1 Medicare	65.20
P0122527	00220964	ELSOE, RONALD	LEOFF 1 Medical Expenses	61.83
P0122529	00220946	AUGUSTSON, THOR	LEOFF 1 Medical Expenses	28.18
<b>Org Key: GGM100 - Emerg Incident Response</b>				
P0122505	00220977	HEARTLAND LLC	Invoice #1352Aug2024 Professio	475.00
<b>Org Key: GGM606 - Excess Retirement-Fire</b>				
	00220948	BARNES, WILLIAM	LEOFF1 Excess Benefit	3,133.75
	00220958	COOPER, ROBERT	LEOFF1 Excess Benefit	3,085.43
	00220982	JOHNSON, CURTIS	LEOFF1 Excess Benefit	1,978.49
	00221011	SCHOENTRUP, WILLIAM	LEOFF1 Excess Benefit	1,577.32
	00221008	RAMSAY, JON	LEOFF1 Excess Benefit	1,074.17
<b>Org Key: IGV012 - MW Pool Operation Subsidy</b>				
P0122035	00220999	MI SCHOOL DISTRICT #400	SEPT 2024 Mary Wayte Pool oper	14,601.27
<b>Org Key: IGVO02 - ARCH</b>				
P0122513	00220949	BELLEVUE, CITY OF	Q4 ARCH Contribution	19,152.75
<b>Org Key: IS1100 - IGS Mapping</b>				
	00220944	Amazon Capital Services Inc	111-7631366-9001036	121.21
<b>Org Key: IS2100 - IGS Network Administration</b>				
	00221020	US BANK CORP PAYMENT SYS	Services - Software Maint/Supt	1,388.52
	00221020	US BANK CORP PAYMENT SYS	Tuition & Registrations	900.00
	00221020	US BANK CORP PAYMENT SYS	Construction-Sewer	817.61
	00221020	US BANK CORP PAYMENT SYS	CENTURYLINK LUMEN	648.99
	00221020	US BANK CORP PAYMENT SYS	CENTURYLINK LUMEN	589.46
P0122523	00220955	CENTURYLINK BUSINESS SERVICES	333622384 September 2024	255.31

## Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00220944	Amazon Capital Services Inc	111-6738728-9567417	206.69
P0122523	00220955	CENTURYLINK BUSINESS SERVICES	333538597 September 2024	192.25
	00221020	US BANK CORP PAYMENT SYS	CENTURYLINK LUMEN	168.79
	00221020	US BANK CORP PAYMENT SYS	CENTURYLINK LUMEN	148.81
	00220944	Amazon Capital Services Inc	111-3517209-0891440	99.17
	00221020	US BANK CORP PAYMENT SYS	CENTURYLINK LUMEN	96.14
	00221020	US BANK CORP PAYMENT SYS	Computer Supplies	93.55
	00220944	Amazon Capital Services Inc	111-3065398-4452214	90.94
	00221020	US BANK CORP PAYMENT SYS	Professional Services	87.91
	00221020	US BANK CORP PAYMENT SYS	CENTURYLINK LUMEN	72.03
	00221020	US BANK CORP PAYMENT SYS	CENTURYLINK LUMEN	69.07
	00221020	US BANK CORP PAYMENT SYS	CENTURYLINK LUMEN	57.58
	00220944	Amazon Capital Services Inc	112-2153308-5914666	49.39
	00221020	US BANK CORP PAYMENT SYS	Professional Services	42.42
	00221020	US BANK CORP PAYMENT SYS	Professional Services	13.22
	00220944	Amazon Capital Services Inc	111-6661736-9819455	8.45
 <i>Org Key: MT1400 - Development Engineering</i>				
	00220944	Amazon Capital Services Inc	111-9995939-1052252	157.28
	00221020	US BANK CORP PAYMENT SYS	Services - Software Maint/Supt	121.22
	00220944	Amazon Capital Services Inc	111-9995939-1052252	104.67
	00221020	US BANK CORP PAYMENT SYS	Operating Supplies	11.83
 <i>Org Key: MT1402 - Util Inspection - Water Fund</i>				
P0122497	00220945	AT&T MOBILITY	B Vandewater Hotspot	10.01
 <i>Org Key: MT1404 - Util Inspection - Street Fund</i>				
P0122497	00220945	AT&T MOBILITY	B Vandewater Hotspot	10.01
 <i>Org Key: MT1426 - Util Inspection - Sewer Fund</i>				
P0122497	00220945	AT&T MOBILITY	B Vandewater Hotspot	10.01
 <i>Org Key: MT1432 - Util Inspection - Storm Fund</i>				
P0122497	00220945	AT&T MOBILITY	B Vandewater Hotspot	10.01
 <i>Org Key: MT2100 - Roadway Maintenance</i>				
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	3,131.12
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	1,794.31
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	464.84
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	354.77
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	256.95
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	252.31
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	191.48
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	141.45
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	89.51
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	77.27
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	68.72
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	64.86
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	62.60
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	57.00
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	56.31
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	48.23



**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	31.02
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	13.70
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	13.68
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	11.98
<i>Org Key: MT2255 - Urban Forest Management (ROW)</i>				
	00221020	US BANK CORP PAYMENT SYS	Operating Supplies	475.00
	00221020	US BANK CORP PAYMENT SYS	Operating Supplies	237.00
	00221020	US BANK CORP PAYMENT SYS	Operating Supplies	75.00
<i>Org Key: MT2300 - Planter Bed Maintenance</i>				
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	13.83
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	1.87
<i>Org Key: MT3100 - Water Distribution</i>				
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	6,137.91
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	190.28
	00221020	US BANK CORP PAYMENT SYS	1/2" socket for tap machine.	25.95
<i>Org Key: MT3150 - Water Quality Event</i>				
P0122486	00220957	CITY OF SEATTLE	REPEAT SAMPLES	332.00
<i>Org Key: MT3300 - Water Associated Costs</i>				
P0122490	00220966	EXELE	Annual Software Renewal - Exel	632.81
	00220944	Amazon Capital Services Inc	111-3493167-2065030	23.13
<i>Org Key: MT3400 - Sewer Collection</i>				
	00220944	Amazon Capital Services Inc	111-7050809-5214616	404.43
	00220944	Amazon Capital Services Inc	111-1541743-3297054	49.55
	00220944	Amazon Capital Services Inc	111-1541743-3297054	31.95
<i>Org Key: MT3500 - Sewer Pumps</i>				
	00221020	US BANK CORP PAYMENT SYS	CENTURYLINK LUMEN	2,522.70
P0122490	00220966	EXELE	Annual Software Renewal - Exel	632.81
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	438.20
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	265.47
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	234.55
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	229.06
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	218.55
	00221020	US BANK CORP PAYMENT SYS	CENTURYLINK LUMEN	212.58
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	174.30
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	162.30
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	153.38
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	148.03
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	144.84
	00220944	Amazon Capital Services Inc	111-8437275-3765048	130.66
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	123.91
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	112.98
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	101.79
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	97.26
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	76.47
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	74.87
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	66.59

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	33.16
<i>Org Key: MT3800 - Storm Drainage</i>				
	00221020	US BANK CORP PAYMENT SYS	Licenses/Certifications/Exams	139.00
	00221020	US BANK CORP PAYMENT SYS	Operating Supplies	48.97
<i>Org Key: MT4101 - Support Services - General Fd</i>				
	00220944	Amazon Capital Services Inc	111-3073942-2860256	220.34
	00220944	Amazon Capital Services Inc	111-2122422-9055438	68.97
	00220944	Amazon Capital Services Inc	111-2122422-9055438	40.72
	00220944	Amazon Capital Services Inc	111-8814934-0273049	38.55
	00220944	Amazon Capital Services Inc	111-0659089-3565009	27.54
	00220944	Amazon Capital Services Inc	111-0974111-9829033	21.98
	00220944	Amazon Capital Services Inc	111-0659089-3565009	11.01
	00220944	Amazon Capital Services Inc	111-1548890-8770627	-204.84
<i>Org Key: MT4200 - Building Services</i>				
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	2,004.32
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	1,793.05
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	144.45
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	64.60
	00220944	Amazon Capital Services Inc	113-9233923-4572201	43.50
	00220944	Amazon Capital Services Inc	113-4880509-1429809	21.24
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	17.58
	00221020	US BANK CORP PAYMENT SYS	Operating Supplies	11.83
	00220944	Amazon Capital Services Inc	113-4880509-1429809	5.94
	00220944	Amazon Capital Services Inc	113-4880509-1429809	5.31
<i>Org Key: MT4271 - ARPA-Records Analyst</i>				
	00220944	Amazon Capital Services Inc	111-5373330-2945849	148.00
	00220944	Amazon Capital Services Inc	111-0667711-6936239	90.57
	00220944	Amazon Capital Services Inc	111-5373330-2945849	63.27
<i>Org Key: MT4274 - ARPA-Municipal Court Site Leas</i>				
P0122487	00221003	NEWCASTLE, CITY OF	Court Office Rent Oct 2024 INV	4,110.50
<i>Org Key: MT4300 - Fleet Services</i>				
	00220944	Amazon Capital Services Inc	111-0839571-5257025	10.35
<i>Org Key: MT4420 - Transportation Planner Eng</i>				
	00221005	O'SULLIVAN, REBECCA	REIMBURSEMENT: PE STUDY COURS	600.00
	00221005	O'SULLIVAN, REBECCA	REIMBURSEMENT: PE EXAM FEE	400.00
<i>Org Key: MT4450 - Cust Resp - Clearing Acct</i>				
	00221020	US BANK CORP PAYMENT SYS	Licenses/Certifications/Exams	690.00
	00221020	US BANK CORP PAYMENT SYS	Licenses/Certifications/Exams	450.00
<i>Org Key: MT4501 - Water Administration</i>				
	00221020	US BANK CORP PAYMENT SYS	CENTURYLINK LUMEN	64.86
<i>Org Key: MT4503 - Storm Water Administration</i>				
P0122489	00220985	KING COUNTY FINANCE	133734 2nd trimester installme	9,232.66
<i>Org Key: MT6100 - Park Maintenance</i>				

## Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	2,154.29
	00220944	Amazon Capital Services Inc	113-1906863-8401815	109.51
	00220944	Amazon Capital Services Inc	113-3292848-7564267	95.07
	00221020	US BANK CORP PAYMENT SYS	Operating Supplies	92.25
	00220944	Amazon Capital Services Inc	113-1906863-8401815	77.13
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	72.20
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	69.13
	00220944	Amazon Capital Services Inc	113-3197835-1369050	56.56
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	34.48
	00220944	Amazon Capital Services Inc	111-1401327-8369836	30.83
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	28.21
	00220944	Amazon Capital Services Inc	113-3292848-7564267	26.12
	00220944	Amazon Capital Services Inc	113-3292848-7564267	16.27
	00220944	Amazon Capital Services Inc	113-1906863-8401815	15.42
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	15.03
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	10.89
 <i>Org Key: MT6200 - Athletic Field Maintenance</i>				
	00220944	Amazon Capital Services Inc	113-9437476-5698620	177.75
	00220944	Amazon Capital Services Inc	113-9437476-5698620	177.75
	00220944	Amazon Capital Services Inc	113-2859266-2076200	159.00
	00220944	Amazon Capital Services Inc	113-2859266-2076200	159.00
	00220944	Amazon Capital Services Inc	113-3741148-3076230	88.08
 <i>Org Key: MT6500 - Luther Burbank Park Maint</i>				
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	834.93
P0122428	00220956	CINTAS	5230344904 First Aid Supplies	230.10
	00221020	US BANK CORP PAYMENT SYS	CENTURYLINK LUMEN	151.48
	00221020	US BANK CORP PAYMENT SYS	CENTURYLINK LUMEN	75.74
 <i>Org Key: MT6600 - Park Maint School Fields</i>				
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	749.70
	00221020	US BANK CORP PAYMENT SYS	Operating Supplies	21.29
 <i>Org Key: MT6900 - Aubrey Davis Park Maint</i>				
	00221020	US BANK CORP PAYMENT SYS	Operating Supplies	241.26
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	57.54
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	54.61
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	49.90
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	35.68
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	23.28
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	5.01
 <i>Org Key: PA0100 - Open Space Management</i>				
	00221020	US BANK CORP PAYMENT SYS	Volunteer program communicatio	213.69
	00220944	Amazon Capital Services Inc	114-1187443-8138647	115.70
	00221020	US BANK CORP PAYMENT SYS	surfactant for noxious weeds	84.50
	00220944	Amazon Capital Services Inc	114-1187443-8138647	74.94
	00221020	US BANK CORP PAYMENT SYS	volunteer program supplies	64.50
	00220944	Amazon Capital Services Inc	114-0715005-0116249	36.86
	00221020	US BANK CORP PAYMENT SYS	WSU weeds training	15.00
	00221020	US BANK CORP PAYMENT SYS	Volunteer program forest stewa	11.67

## Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: PA0101 - Recurring Parks Minor Capital</i>				
	00221020	US BANK CORP PAYMENT SYS	Operating Supplies	205.49
<i>Org Key: PA0109 - Aubrey Davis Park Trail Safety</i>				
P0122219	00220943	ALWAYS ACTIVE SERVICES LLC	Aubrey Davis Park Trail Improv	186,159.04
<i>Org Key: PA0117 - Island Crest Park North Infiel</i>				
P0120303	00220984	KCDA PURCHASING COOPERATIVE	Island Crest Park Infield and	9,448.18
<i>Org Key: PA0129 - Pioneer Park/Engstrom OS Fores</i>				
P0122500	00220968	FIRST AMERICAN TITLE INSURANCE	GUARANTEE SUBDIVISION PLAT	386.23
	00221020	US BANK CORP PAYMENT SYS	Volunteer program communicatio	213.69
	00221020	US BANK CORP PAYMENT SYS	volunteer program supplies	64.50
	00221020	US BANK CORP PAYMENT SYS	Volunteer program forest stewa	11.66
<i>Org Key: PA0130 - Roanoke Playground Replacement</i>				
P0121208	00220990	LANDSCAPE STRUCTURES INC	Landscape Structures - PlayCre	49,946.39
P0120255	00220950	BERGER PARTNERSHIP PS, THE	Roanoke Park Playground Replac	14,095.25
<i>Org Key: PA0143 - LB Park Tennis Court Resurface</i>				
P0118506	00220960	DA HOGAN	Luther Burbank Park Sport Cour	853.50
<i>Org Key: PA0145 - Deanes Pk Playground Repl</i>				
P0120255	00220950	BERGER PARTNERSHIP PS, THE	Deane's Children's Park Pl	1.59
<i>Org Key: PA0157 - Master PlanClarke &amp; Groveland</i>				
P0120255	00220950	BERGER PARTNERSHIP PS, THE	Clarke & Groveland Joint Maste	11,010.71
<i>Org Key: PA0158 - First Hill Park Playground</i>				
P0120255	00220950	BERGER PARTNERSHIP PS, THE	PROFESSIONAL PERSONNEL	487.50
<i>Org Key: PO1100 - Administration (PO)</i>				
P0122515	00220947	AXON ENTERPRISE INC	Taser Yearly Subscription and	13,744.05
P0120904	00220951	BlueRidge Armor LLC	Patrol Ballistic Shield - Invo	5,502.00
P0122432	00220945	AT&T MOBILITY	Wireless Service Aug 2024 INV	5,023.92
P0122495	00220998	MI REPORTER/JOURNAL AMERICAN	Renewal - Invoice(s): MI-90341	140.00
P0122509	00220945	AT&T MOBILITY	Cell phone service July 2024 -	52.53
<i>Org Key: PO1350 - Police Emergency Management</i>				
	00221020	US BANK CORP PAYMENT SYS	Newsletter Fee	479.32
	00221020	US BANK CORP PAYMENT SYS	Supplies-Mitigation	327.29
	00220981	JIRA, ROBERT	REIMBURSEMENT: WSCPA	263.99
	00220981	JIRA, ROBERT	REIMBURSEMENT: LODGING FOR CON	243.90
	00221020	US BANK CORP PAYMENT SYS	Volunteer Exercise	227.74
	00220981	JIRA, ROBERT	REIMBURSEMENT: MILEAGE FOR CON	188.94
	00221020	US BANK CORP PAYMENT SYS	Computer Supplies	140.00
	00221020	US BANK CORP PAYMENT SYS	Computer Supplies	140.00
	00220981	JIRA, ROBERT	Reimbursement: Per Diem	134.00
	00221020	US BANK CORP PAYMENT SYS	Volunteer Exercise	55.04
	00220981	JIRA, ROBERT	REIMBURSEMENT: WSCPA	37.37
	00221020	US BANK CORP PAYMENT SYS	Office Supplies	19.77
<i>Org Key: PO1900 - Jail/Home Monitoring</i>				
P0122430	00221013	SCORE	SCORE Jail Housing Invoice(s):	38,050.09

## Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0122429	00221013	SCORE	SCORE Jail Housing - Invoice(s)	7,887.37
<i>Org Key: PO2100 - Patrol Division</i>				
P0122426	00220989	KROESENS UNIFORM COMPANY	Uniform Supplies - Invoice(s):	3,032.45
P0122427	00220969	FIRST RESPONDER OUTFITTERS INC	Police Uniforms - Invoice(s):	1,806.72
P0122517	00220979	HISTORICAL MILITARY SALES	Shadow Box - Holmes, Munoz and	1,172.56
P0122488	00220969	FIRST RESPONDER OUTFITTERS INC	Patrol Uniform Supplies -	1,084.92
	00220944	Amazon Capital Services Inc	112-2555071-8432241	639.12
P0122424	00220969	FIRST RESPONDER OUTFITTERS INC	Jumpsuit Uniforms for Patrol	585.71
	00220944	Amazon Capital Services Inc	114-5569455-5171423	273.75
	00220944	Amazon Capital Services Inc	114-3877238-5818644	220.72
	00221020	US BANK CORP PAYMENT SYS	Operating Supplies	182.47
	00220944	Amazon Capital Services Inc	111-5559680-6225814	159.78
	00220944	Amazon Capital Services Inc	111-2733947-6867405	150.38
	00220944	Amazon Capital Services Inc	112-5657003-2829028	128.89
	00221020	US BANK CORP PAYMENT SYS	Lunch for call out support 202	66.27
	00220944	Amazon Capital Services Inc	111-7909499-0185057	47.94
	00221020	US BANK CORP PAYMENT SYS	Coffee for CSPA Chief's Meetin	44.08
	00220944	Amazon Capital Services Inc	112-8583498-5913805	39.63
	00221020	US BANK CORP PAYMENT SYS	CSPA Chief's Meeting	19.98
	00220944	Amazon Capital Services Inc	114-0747720-2943464	17.44
	00221020	US BANK CORP PAYMENT SYS	2024-7425	17.00
	00221020	US BANK CORP PAYMENT SYS	Operating Supplies	10.34
<i>Org Key: PO2200 - Marine Patrol</i>				
P0122516	00221007	PERFORMANCE HEALTH HOLDINGS	Navigation Buoys - Invoice	4,137.68
P0122511	00220997	MI HARDWARE - POLICE	MP Supplies - Invoice(s): 1470	134.98
<i>Org Key: PO2201 - Dive Team</i>				
	00220944	Amazon Capital Services Inc	112-7756093-1758660	154.16
	00220944	Amazon Capital Services Inc	111-5887352-0318631	154.16
	00220944	Amazon Capital Services Inc	112-7756093-1758660	68.32
	00220944	Amazon Capital Services Inc	112-3349631-5173814	26.40
<i>Org Key: PO2450 - Special Operations Team</i>				
P0122423	00220967	Ferro Concepts USA Inc.	Level III plates for SOT - Inv	3,500.00
P0122423	00220967	Ferro Concepts USA Inc.	Level III plates for SOT - Inv	2,691.40
<i>Org Key: PO3100 - Investigation Division</i>				
P0122425	00220991	LEADSONLINE.COM	Leads Online Investigations Su	3,297.00
	00220944	Amazon Capital Services Inc	114-6276763-5338622	110.16
<i>Org Key: PO4100 - Firearms Training</i>				
P0122515	00220947	AXON ENTERPRISE INC	Taser Yearly Subscription and	10,000.08
P0122507	00220941	AIMPOINT INC	Duty RDS - Sight Optic - Invoi	2,399.61
	00220944	Amazon Capital Services Inc	112-1824775-4973047	578.88
	00221020	US BANK CORP PAYMENT SYS	Tuition & Registrations	500.00
	00221020	US BANK CORP PAYMENT SYS	Tuition & Registrations	50.00
	00221020	US BANK CORP PAYMENT SYS	Operating Supplies	33.72
<i>Org Key: PO4300 - Police Training</i>				
P0122506	00220959	CRIMINAL JUSTICE TRAINING COMM	BLEA - Johnson and Udodik - In	6,366.00
P0122519	00220971	FORCE SCIENCE LTD	Force Science	5,085.00

## Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0122506	00220959	CRIMINAL JUSTICE TRAINING COMM	DT Instructor Course - Amici,	4,600.00
P0122506	00220959	CRIMINAL JUSTICE TRAINING COMM	BLEA - Bonagofski - Invoice #	2,646.00
	00221020	US BANK CORP PAYMENT SYS	Operating Supplies	1,166.99
P0122506	00220959	CRIMINAL JUSTICE TRAINING COMM	Handgun Instructor Course - Of	1,150.00
	00221020	US BANK CORP PAYMENT SYS	Operating Supplies	902.60
	00221020	US BANK CORP PAYMENT SYS	Protective case/keyboard for t	373.58
P0122506	00220959	CRIMINAL JUSTICE TRAINING COMM	Pre Supervisor Course - Office	300.00
P0122506	00220959	CRIMINAL JUSTICE TRAINING COMM	Pre Supervisory Course - Det.	300.00
P0122506	00220959	CRIMINAL JUSTICE TRAINING COMM	Pre Supervisor Course - Johnst	300.00
	00221020	US BANK CORP PAYMENT SYS	Operating Supplies	211.58
P0122506	00220959	CRIMINAL JUSTICE TRAINING COMM	Instructor Development - Crpl.	50.00
 <i>Org Key: PR1100 - Administration (PR)</i>				
	00221020	US BANK CORP PAYMENT SYS	NRPA Yearly Dues for Parks and	700.00
P0122522	00221002	Naomi Morgan	Musical Fitness classes for Au	600.00
	00221020	US BANK CORP PAYMENT SYS	Division Marketing & Advertisi	254.29
P0122521	00220945	AT&T MOBILITY	September Service	120.12
	00220944	Amazon Capital Services Inc	114-0688060-8056267	114.90
	00221020	US BANK CORP PAYMENT SYS	Seattle Times	59.95
	00220944	Amazon Capital Services Inc	112-3019668-0565824	39.66
	00220944	Amazon Capital Services Inc	112-1526894-0316242	29.30
	00220944	Amazon Capital Services Inc	112-4567989-7205035	22.46
	00220944	Amazon Capital Services Inc	112-4567989-7205035	6.44
	00221020	US BANK CORP PAYMENT SYS	mailed old donation plaque to	1.77
 <i>Org Key: PR2104 - Special Events</i>				
	00220944	Amazon Capital Services Inc	114-4747521-2242657	127.77
	00220944	Amazon Capital Services Inc	114-0114244-8199475	84.90
	00220944	Amazon Capital Services Inc	114-3415880-8416249	84.90
	00221020	US BANK CORP PAYMENT SYS	Operating Supplies	66.09
	00220944	Amazon Capital Services Inc	114-4291656-6709008	47.34
	00220944	Amazon Capital Services Inc	114-4291656-6709008	17.60
	00221020	US BANK CORP PAYMENT SYS	Mostly Music in the Park suppl	14.30
	00220944	Amazon Capital Services Inc	114-4291656-6709008	11.01
 <i>Org Key: PR4100 - Community Center</i>				
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	7,312.69
	00221020	US BANK CORP PAYMENT SYS	Advertising for the Knot and W	764.42
	00220944	Amazon Capital Services Inc	111-3359243-0375412	660.96
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	625.06
	00220944	Amazon Capital Services Inc	114-5909608-5517020	308.52
	00221020	US BANK CORP PAYMENT SYS	Supplies - Concessions	94.49
	00220944	Amazon Capital Services Inc	111-8230292-1029849	74.70
	00221020	US BANK CORP PAYMENT SYS	CENTURYLINK LUMEN	72.48
	00220944	Amazon Capital Services Inc	111-8847915-6851442	65.02
	00220944	Amazon Capital Services Inc	111-8054800-6635467	63.97
	00220944	Amazon Capital Services Inc	114-7009731-7625006	59.60
	00220944	Amazon Capital Services Inc	111-3488200-7377828	35.16
	00220944	Amazon Capital Services Inc	111-8054800-6635467	12.75
	00220944	Amazon Capital Services Inc	111-8208234-3758647	9.91
 <i>Org Key: PR5400 - Gallery Program</i>				

## Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00221020	US BANK CORP PAYMENT SYS	Operating Supplies	140.80
	00221020	US BANK CORP PAYMENT SYS	Operating Supplies	29.27
<i>Org Key: PRAT40 - Ongoing Art Programs</i>				
P0122491	00220942	ALLOY ART SERVICES LLC	Cleaning and maintenance of	8,242.96
<i>Org Key: SP0101 - Arterial Street Preservation</i>				
P0122492	00220988	KRAZAN & ASSOCIATES INC	2024 Arterial & Residential St	5,732.20
<i>Org Key: SP0111 - 80th Ave SE Sidewalk Improve</i>				
P0122420	00221019	UNITED REPROGRAPHICS	SIDEWALK IMPROVEMENT SIGNS	239.46
<i>Org Key: SP0118 - ADA Compliance Plan Implementa</i>				
P0119275	00220987	KPFF CONSULTING ENGINEERS	ADA Transition Plan Implementa	693.58
P0122419	00221019	UNITED REPROGRAPHICS	ADA TRANSITION SIGNS	158.90
<i>Org Key: SP0135 - ICW Corridor Improvements</i>				
P0122016	00220939	Active Construction Inc.	Island Crest Way Crosswalk	573,398.32
<i>Org Key: SU0100 - Emergency Sewer Repairs</i>				
P0121723	00221021	VALLEY ELECTRIC CO	Transducer replacement at Pump	1,351.00
<i>Org Key: SU0113 - SCADA System Replacement-Sewer</i>				
P0103284	00220953	BROWN AND CALDWELL CONSULTANTS	PHI SCADA EQUIPMENT REPLACEMEN	9,839.12
	00221020	US BANK CORP PAYMENT SYS	Construction-Sewer	1,500.00
	00221020	US BANK CORP PAYMENT SYS	Construction-Sewer	1,214.06
<i>Org Key: SW0111 - Sub Basin 46a.3 Watercourse</i>				
P0120250	00221004	NW Hydraulic Consultants Inc.	Sub Basin 46a.3 Watercourse	23,243.08
<i>Org Key: VCP104 - CIP Streets Salaries</i>				
P0122497	00220945	AT&T MOBILITY	J Lesarge Hotspot	77.96
<i>Org Key: VCP402 - CIP Water Salaries</i>				
	00221020	US BANK CORP PAYMENT SYS	Tuition & Registrations	749.00
	00221020	US BANK CORP PAYMENT SYS	Services - Software Maint/Supt	606.01
	00221020	US BANK CORP PAYMENT SYS	Tuition & Registrations	600.00
P0122497	00220945	AT&T MOBILITY	J Lesarge Hotspot	77.95
	00220944	Amazon Capital Services Inc	111-1012175-6931469	8.80
<i>Org Key: VCP426 - CIP Sewer Salaries</i>				
	00221020	US BANK CORP PAYMENT SYS	Services - Software Maint/Supt	121.22
P0122497	00220945	AT&T MOBILITY	J Lesarge Hotspot	77.95
<i>Org Key: VCP432 - CIP Storm Drainage Salaries</i>				
	00221020	US BANK CORP PAYMENT SYS	Services - Software Maint/Supt	121.31
P0122497	00220945	AT&T MOBILITY	J Lesarge Hotspot	77.95
<i>Org Key: WU0117 - Meter Replacement Implementati</i>				
P0102980	00220976	HDR ENGINEERING INC	WATER METER REPLACEMENT	6,489.07
<i>Org Key: WU0119 - Reservoir Generator Replacemen</i>				
P0117841	00220995	McClure and Sons, Inc.	Reservoir Standby Generator	20,394.05
<i>Org Key: WU0130 - 2023 Water Sys Improvements</i>				
P0119570	00220983	KAR-VEL CONSTRUCTION INC	2023 Water System Improvements	80,721.71

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00221020	US BANK CORP PAYMENT SYS	Small Tools & Equipment	1,838.68
<i>Org Key: WU0145 - Emergency Repair-SPU SE 40th</i>				
P0122493	00220980	HWA GEOSCIENCES INC	Project 2024-164-21 - 40th St	1,292.50
<i>Org Key: YF1100 - YFS General Services</i>				
	00221020	US BANK CORP PAYMENT SYS	EMR and telehealth platform su	1,149.39
	00221020	US BANK CORP PAYMENT SYS	Certification Renewal for Staf	802.50
	00221020	US BANK CORP PAYMENT SYS	Air filter replacements	495.80
	00220944	Amazon Capital Services Inc	111-4931607-0898641	321.74
	00221020	US BANK CORP PAYMENT SYS	Zoom subscription for presenta	176.21
	00221020	US BANK CORP PAYMENT SYS	Operating Supplies	60.00
	00221020	US BANK CORP PAYMENT SYS	Operating Supplies	42.00
	00221020	US BANK CORP PAYMENT SYS	Test Lyft concierge rides	34.15
	00221020	US BANK CORP PAYMENT SYS	test Lyft concierge rides	31.99
	00220944	Amazon Capital Services Inc	111-2854092-1374653	25.54
	00221020	US BANK CORP PAYMENT SYS	Narcan training - Jing	20.00
	00221020	US BANK CORP PAYMENT SYS	Subscription to MI reporter	5.95
	00221020	US BANK CORP PAYMENT SYS	Therapy resource	5.36
	00220944	Amazon Capital Services Inc	111-8098820-7369803	-9.36
<i>Org Key: YF1200 - Thrift Shop</i>				
	00221020	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY INC	770.00
	00221020	US BANK CORP PAYMENT SYS	Operating Supplies	447.82
	00220944	Amazon Capital Services Inc	111-4640069-4014632	429.76
	00220944	Amazon Capital Services Inc	111-6508666-1677059	330.59
	00220944	Amazon Capital Services Inc	111-6423484-9036213	302.84
	00221020	US BANK CORP PAYMENT SYS	CENTURYLINK LUMEN	227.22
	00221020	US BANK CORP PAYMENT SYS	Operating Supplies	214.36
	00221020	US BANK CORP PAYMENT SYS	Operating Supplies	148.55
	00220944	Amazon Capital Services Inc	111-6852974-7142628	143.25
	00220944	Amazon Capital Services Inc	111-2980571-0120223	141.64
	00220944	Amazon Capital Services Inc	111-0026429-6595449	99.16
	00221020	US BANK CORP PAYMENT SYS	Operating Supplies	31.87
	00221020	US BANK CORP PAYMENT SYS	Operating Supplies	25.46
	00221020	US BANK CORP PAYMENT SYS	Operating Supplies	12.48
	00221020	US BANK CORP PAYMENT SYS	Operating Supplies	11.35
	00221020	US BANK CORP PAYMENT SYS	Operating Supplies	10.00
	00221020	US BANK CORP PAYMENT SYS	Operating Supplies	7.86
	00220944	Amazon Capital Services Inc	111-3750838-7829041	7.66
	00221020	US BANK CORP PAYMENT SYS	Operating Supplies	7.06
	00221020	US BANK CORP PAYMENT SYS	Operating Supplies	6.84
	00220944	Amazon Capital Services Inc	111-3750838-7829041	5.39
	00221020	US BANK CORP PAYMENT SYS	Operating Supplies	5.07
<i>Org Key: YF2600 - Family Assistance</i>				
	00221020	US BANK CORP PAYMENT SYS	Back to school gift cards	2,700.00
	00221020	US BANK CORP PAYMENT SYS	back to school gift cards	650.00
	00221020	US BANK CORP PAYMENT SYS	For Emergency Assistance Clie	180.75
	00221020	US BANK CORP PAYMENT SYS	Scholarships-Youth Sports	145.41
	00221020	US BANK CORP PAYMENT SYS	For Emergency Assistance Clie	134.41
	00221020	US BANK CORP PAYMENT SYS	For Emergency Assistance Clie	78.20



**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00221020	US BANK CORP PAYMENT SYS	Scholarships-Youth Sports	77.12
	00221020	US BANK CORP PAYMENT SYS	For Emergency Assistance Clie	59.49
	00221020	US BANK CORP PAYMENT SYS	Back to school gift cards	50.00
	00221020	US BANK CORP PAYMENT SYS	Staff Training fee	42.42
<i>Org Key: YF2850 - Federal SPF Grant</i>				
P0122534	00221000	Montana State University	HYI website content	53,244.00
	00221020	US BANK CORP PAYMENT SYS	Operating Supplies	140.00
<b>Total</b>				<u>1,399,891.75</u>

**Accounts Payable Report by Check Number**

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00220938	09/27/2024	ABBOTT, RICHARD LEOFF1 Medicare		OCT2024B	10/01/2024	239.10
00220939	09/27/2024	Active Construction Inc. Island Crest Way Crosswalk	P0122016	7/01/24-7/31/24	08/23/2024	573,398.32
00220940	09/27/2024	ADAMS, RONALD E LEOFF1 Medicare		OCT2024B	10/01/2024	214.40
00220941	09/27/2024	AIMPOINT INC Duty RDS - Sight Optic - Invoi	P0122507	120586	09/23/2024	2,399.61
00220942	09/27/2024	ALLOY ART SERVICES LLC Cleaning and maintenance of	P0122491	09182024	09/18/2024	8,242.96
00220943	09/27/2024	ALWAYS ACTIVE SERVICES LLC Aubrey Davis Park Trail Improv	P0122219	7/29/24-8/31/24	09/17/2024	186,159.04
00220944	09/27/2024	Amazon Capital Services Inc 111-2011282-8371427		1F7V-1J7R-KNCT	08/14/2024	12,698.57
00220945	09/27/2024	AT&T MOBILITY Wireless Service Aug 2024 INV	P0122497	4975X09132024	09/05/2024	5,668.54
00220946	09/27/2024	AUGUSTSON, THOR LEOFF1 Medicare	P0122529	09252024	09/25/2024	238.08
00220947	09/27/2024	AXON ENTERPRISE INC Taser Yearly Subscription and	P0122515	INUS260446	07/01/2024	23,744.13
00220948	09/27/2024	BARNES, WILLIAM LEOFF1 Medicare		OCT2024A	10/01/2024	3,404.85
00220949	09/27/2024	BELLEVUE, CITY OF Q4 ARCH Contribution	P0122513	50454	09/16/2024	19,152.75
00220950	09/27/2024	BERGER PARTNERSHIP PS, THE Roanoke Park Playground Replac	P0120255	0000037035	09/13/2024	25,595.05
00220951	09/27/2024	BlueRidge Armor LLC Patrol Ballistic Shield - Invo	P0120904	3443	04/19/2024	5,502.00
00220952	09/27/2024	BOOTH, GLENDON D LEOFF1 Medicare		OCT2024B	10/01/2024	344.90
00220953	09/27/2024	BROWN AND CALDWELL CONSULTANTS PH1 SCADA EQUIPMENT REPLACEMEN	SP0103284	145334953	09/06/2024	9,839.12
00220954	09/27/2024	CARLSON, LARRY LEOFF1 Medicare		OCT2024B	10/01/2024	92.60
00220955	09/27/2024	CENTURYLINK BUSINESS SERVICES 333622384 September 2024	P0122523	2384/8597X092024	09/02/2024	447.56
00220956	09/27/2024	CINTAS 5230344904 First Aid Supplies	P0122428	5230344904	09/17/2024	230.10
00220957	09/27/2024	CITY OF SEATTLE REPEAT SAMPLES	P0122486	I0005752	09/06/2024	332.00
00220958	09/27/2024	COOPER, ROBERT LEOFF1 Excess Benefit		OCT2024A	10/01/2024	3,085.43
00220959	09/27/2024	CRIMINAL JUSTICE TRAINING COMM Pre Supervisory Course - Det.	P0122506	MAR-AUG2024	07/29/2024	15,712.00
00220960	09/27/2024	DA HOGAN Luther Burbank Park Sport Cour	P0118506	24-8727	08/31/2024	853.50
00220961	09/27/2024	DEEDS, EDWARD G LEOFF1 Medicare		OCT2024B	10/01/2024	273.10
00220962	09/27/2024	DOWD, PAUL LEOFF1 Medicare		OCT2024B	10/01/2024	174.70
00220963	09/27/2024	EASTSIDE FIRE & RESCUE Q2 2024 MIH Service INV 6269	P0122421	6269	07/25/2024	25,769.39

**Accounts Payable Report by Check Number**

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00220964	09/27/2024	ELSOE, RONALD LEOFF 1 Medical Expenses		OCT2024B	10/01/2024	708.36
00220965	09/27/2024	EQUIFAX INFORMATION SVCS LLC Backgrounds Entry Level -	P0122510	11/2023-7/2024	07/23/2024	687.69
00220966	09/27/2024	EXELE Annual Software Renewal - Exel	P0122490	12139	06/26/2024	1,265.62
00220967	09/27/2024	Ferro Concepts USA Inc. Level III plates for SOT - Inv	P0122423	SI-313895	04/29/2024	6,191.40
00220968	09/27/2024	FIRST AMERICAN TITLE INSURANCE GUARANTEE SUBDIVISION PLAT	P0122500	874-4209139320	08/16/2024	386.23
00220969	09/27/2024	FIRST RESPONDER OUTFITTERS INC Police Uniforms - Invoice(s):	P0122424	9543-3	09/16/2024	3,477.35
00220970	09/27/2024	FISCHER, JANET REFUND: CODE INTERP. DENIED		09192024	09/19/2024	3,380.00
00220971	09/27/2024	FORCE SCIENCE LTD Force Science	P0122519	FSI-32161	08/29/2024	5,085.00
00220972	09/27/2024	FORSMAN, LOWELL LEOFF1 Medicare		OCT2024B	10/01/2024	271.10
00220973	09/27/2024	GOODMAN, J C LEOFF1 Medicare		OCT2024B	10/01/2024	236.30
00220974	09/27/2024	HAGSTROM, CRAIG LEOFF 1 Medical Expenses	P0122526	SEPT2024	09/25/2024	617.08
00220975	09/27/2024	HAGSTROM, JAMES LEOFF1 Medicare		OCT2024B	10/01/2024	174.70
00220976	09/27/2024	HDR ENGINEERING INC WATER METER REPLACEMENT PROGRA	P0102980	1200650579	09/03/2024	6,489.07
00220977	09/27/2024	HEARTLAND LLC Invoice #1352Aug2024 Professio	P0122505	1352AUG2024	09/17/2024	475.00
00220978	09/27/2024	HILTNER, PETER LEOFF1 Medicare		OCT2024B	10/01/2024	619.50
00220979	09/27/2024	HISTORICAL MILITARY SALES Shadow Box - Holmes, Munoz and	P0122517	789171	07/19/2024	1,172.56
00220980	09/27/2024	HWA GEOSCIENCES INC Project 2024-164-21 - 40th St	P0122493	36596	08/30/2024	1,292.50
00220981	09/27/2024	JIRA, ROBERT REIMBURSEMENT: LODGING FOR CON		09192024	09/19/2024	868.20
00220982	09/27/2024	JOHNSON, CURTIS LEOFF1 Medicare		OCT2024A	10/01/2024	2,191.09
00220983	09/27/2024	KAR-VEL CONSTRUCTION INC 2023 Water System Improvements	P0119570	7/1/24-8/31/24	08/22/2024	80,721.71
00220984	09/27/2024	KCDA PURCHASING COOPERATIVE Island Crest Park Infield and	P0120303	300809775	09/18/2024	9,448.18
00220985	09/27/2024	KING COUNTY FINANCE 133734 2nd trimester installme	P0122489	133734	09/17/2024	9,232.66
00220986	09/27/2024	Kiviat, Aaron Invoice #1666 Professional Ser	P0122502	1666	08/28/2024	7,800.00
00220987	09/27/2024	KPFF CONSULTING ENGINEERS ADA Transition Plan Implementa	P0119275	532902	09/09/2024	693.58
00220988	09/27/2024	KRAZAN & ASSOCIATES INC 2024 Arterial & Residential St	P0122492	I624374 - 5832	08/31/2024	5,732.20
00220989	09/27/2024	KROESENS UNIFORM COMPANY Uniform Supplies - Invoice(s):	P0122426	608/140/086	09/13/2024	3,032.45

**Accounts Payable Report by Check Number**

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00220990	09/27/2024	LANDSCAPE STRUCTURES INC Landscape Structures - PlayCre	P0121208	INV-150227	08/13/2024	49,946.39
00220991	09/27/2024	LEADSONLINE.COM Leads Online Investigations Su	P0122425	412351	06/15/2024	3,297.00
00220992	09/27/2024	LOISEAU, LERI M LEOFF1 Medicare		OCT2024B	10/01/2024	209.90
00220993	09/27/2024	LYONS, STEVEN LEOFF1 Medicare		OCT2024B	10/01/2024	247.80
00220994	09/27/2024	Madrona Law Group, PPLC Invoice #12745 Professional	P0122508	43/45-48/50-52	09/05/2024	14,642.00
00220995	09/27/2024	McClure and Sons, Inc. Reservoir Standby Generator	P0117841	8/1/24-8/30/24	09/12/2024	20,394.05
00220996	09/27/2024	McNaul Ebel Nawrot Invoice #113785 Professional	P0122503	113785	08/31/2024	1,073.50
00220997	09/27/2024	MI HARDWARE - POLICE MP Supplies - Invoice(s): 1470	P0122511	19/57/68/77/89	07/31/2024	134.98
00220998	09/27/2024	MI REPORTER/JOURNAL AMERICAN Renewal - Invoice(s): MI-90341	P0122495	09122024	09/12/2024	140.00
00220999	09/27/2024	MI SCHOOL DISTRICT #400 SEPT 2024 Mary Wayte Pool oper	P0122035	SEPT 2024	09/01/2024	14,601.27
00221000	09/27/2024	Montana State University HYI website content	P0122534	W9712-6 FINAL	09/17/2024	53,244.00
00221001	09/27/2024	MYERS, JAMES S LEOFF1 Medicare		OCT2024B	10/01/2024	179.80
00221002	09/27/2024	Naomi Morgan Musical Fitness classes for Au	P0122522	5322900891	08/06/2024	600.00
00221003	09/27/2024	NEWCASTLE, CITY OF Court Office Rent Oct 2024 INV	P0122487	1070	10/01/2024	4,110.50
00221004	09/27/2024	NW Hydraulic Consultants Inc. Sub Basin 46a.3 Watercourse	P0120250	31808	08/31/2024	23,243.08
00221005	09/27/2024	O'SULLIVAN, REBECCA REIMBURSEMENT: PE EXAM FEE		09202024	09/20/2024	1,000.00
00221006	09/27/2024	OPTUM CARE Refund overpayment claim	P0122524	213407360B00	09/20/2024	128.28
00221007	09/27/2024	PERFORMANCE HEALTH HOLDINGS Navigation Buoys - Invoice	P0122516	IN97722600	06/17/2024	4,137.68
00221008	09/27/2024	RAMSAY, JON LEOFF1 Medicare		OCT2024A	10/01/2024	1,210.37
00221009	09/27/2024	RELX INC DBA LEXISNEXIS Invoice #1000RVY57 Legal	P0122501	3095279147	08/31/2024	394.52
00221010	09/27/2024	RUCKER, MANORD J LEOFF1 Medicare		OCT2024B	10/01/2024	174.70
00221011	09/27/2024	SCHOENTRUP, WILLIAM LEOFF1 Medicare		OCT2024A	10/01/2024	1,817.92
00221012	09/27/2024	SCHWAAB INC Invoice ##4595685 - Notary Sta	P0122512	4595685	09/05/2024	43.36
00221013	09/27/2024	SCORE SCORE Jail Housing - Invoice(s)	P0122430	7420-7968	07/10/2024	45,937.46
00221014	09/27/2024	SMITH, RICHARD LEOFF1 Medicare		OCT2024B	10/01/2024	239.90
00221015	09/27/2024	SOUND PUBLISHING INC NOPH 9/25 Open Space Code	P0122498	MIR1000761	08/21/2024	102.68

**Accounts Payable Report by Check Number**

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00221016	09/27/2024	SUMMIT LAW GROUP HR Professional Services Suppo	P0122422	156824	09/19/2024	2,926.00
00221017	09/27/2024	SUPPLY SOURCE INC,THE INVENTORY PURCHASES	P0122481	2410944	09/12/2024	1,483.15
00221018	09/27/2024	THOMPSON, JAMES LEOFF1 Medicare		OCT2024B	10/01/2024	245.90
00221019	09/27/2024	UNITED REPROGRAPHICS SIDEWALK IMPROVEMENT SIGNS	P0122419	9122090-IN	08/28/2024	398.36
00221020	09/27/2024	US BANK CORP PAYMENT SYS Dues & Subscriptions		5539SEPTEMBER20 2	09/06/2024	72,718.49
00221021	09/27/2024	VALLEY ELECTRIC CO Transducer replacement at Pump	P0121723	91589R	07/10/2024	1,351.00
00221022	09/27/2024	WALTER E NELSON CO INVENTORY PURCHASES	P0122431	1012413	09/12/2024	2,921.38
00221023	09/27/2024	WAPRO Invoice #10109 Registration WA	P0122504	10109	09/11/2024	200.00
00221024	09/27/2024	WEGNER, KEN LEOFF1 Medicare		OCT2024B	10/01/2024	170.10
00221025	09/27/2024	WHEELER, DENNIS LEOFF1 Medicare		OCT2024B	10/01/2024	164.90
					Total	<u>1,399,891.75</u>

CERTIFICATION OF CLAIMS

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



\_\_\_\_\_  
Finance Director

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

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

Report	Checks	Date	Amount
Check Register	00221026-00221076	10/4/2024	<b>\$1,748,289.38</b>

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: 402000 - Water Fund-Admin Key</i>				
P0122557	00221059	QUICK CRETE PRODUCTS CORP	INVENTORY PURCHASES	3,457.67
	00221048	MEE LEE LEUNG & DANIEL AU YEUNG	REFUND: OVERPAYMENT ON ACCT	774.16
	00221033	DUGGAN, AUDREY & DESMOND	REFUND: OVERPAYMENT ON ACCT	643.99
	00221062	RICHARDSON, MAIA	REFUND: OVERPAYMENT ON ACCT	312.13
<i>Org Key: 814074 - Garnishments</i>				
	00221076	YAKIMA ADJUSTMENT SERVICE INC	PR 10.04.2024	631.88
	00221028	CHAPTER 13 TRUSTEE	PR 10.04.2024	572.00
<i>Org Key: 814075 - Mercer Island Emp Association</i>				
	00221050	MI EMPLOYEES ASSOC	PR 10.04.2024	250.00
<i>Org Key: AS1100 - Administrative Services</i>				
P0122549	00221071	VERIZON WIRELESS	8.24-9.23.2024 AS/HR Cell Phon	278.21
<i>Org Key: CA1100 - Administration (CA)</i>				
P0122537	00221047	MARTEN LAW	Invoice #44097454 Professional	8,576.00
P0122549	00221071	VERIZON WIRELESS	8.24-9.23.2024 CA Cell Phones	95.31
P0122549	00221071	VERIZON WIRELESS	8.24-9.23.2024 CM/CO/CA Cell P	87.29
<i>Org Key: CM1100 - Administration (CM)</i>				
P0122549	00221071	VERIZON WIRELESS	8.24-9.23.2024 CM/CO/CA Cell P	226.91
<i>Org Key: CO6100 - City Council</i>				
P0122549	00221071	VERIZON WIRELESS	8.24-9.23.2024 CM/CO/CA Cell P	338.70
<i>Org Key: CR1100 - Human Resources</i>				
P0122532	00221055	OCCUPATIONAL HEALTH CTRS OF WA	DOT PHYSICALS	294.00
P0122532	00221055	OCCUPATIONAL HEALTH CTRS OF WA	DOT PHYSICALS	130.00
P0122549	00221071	VERIZON WIRELESS	8.24-9.23.2024 AS/HR Cell Phon	89.81
<i>Org Key: CT1100 - Municipal Court</i>				
P0122566	00221040	INTERCOM LANGUAGE SERVICES INC	Intercom invoice 24-518	934.03
P0122549	00221071	VERIZON WIRELESS	8.24-9.24.2024 CT Cell Phones	84.52
<i>Org Key: DS1100 - Administration (DS)</i>				
P0118732	00221045	KPG	KPG On-Call Transportation	1,326.00
P0122549	00221071	VERIZON WIRELESS	8.24-9.23.2024 CPD Cell Phones	615.18
<i>Org Key: FN1100 - Administration (FN)</i>				
P0122549	00221071	VERIZON WIRELESS	8.24-9.23.2024 FN/TS Cell Phon	359.15
<i>Org Key: FN2100 - Data Processing</i>				
P0122576	00221068	SUPERION LLC	4TH QTR ONESOLUTION MAINTENANC	14,968.77
<i>Org Key: FN4501 - Utility Billing (Water)</i>				
P0122579	00221049	METROPRESORT	SEPT 2024 PRNT & MAILING OF UT	247.66
P0122579	00221049	METROPRESORT	SEPT 2024 PRNT & MAILING OF UT	175.68
<i>Org Key: FN4502 - Utility Billing (Sewer)</i>				
P0122579	00221049	METROPRESORT	SEPT 2024 PRNT & MAILING OF UT	247.68
P0122579	00221049	METROPRESORT	SEPT 2024 PRNT & MAILING OF UT	175.69
<i>Org Key: FN4503 - Utility Billing (Storm)</i>				

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0122579	00221049	METROPRESORT	SEPT 2024 PRNT & MAILING OF UT	247.66
P0122579	00221049	METROPRESORT	SEPT 2024 PRNT & MAILING OF UT	175.70
<i>Org Key: FR2100 - Fire Operations</i>				
P0121713	00221034	EASTSIDE FIRE & RESCUE	Oct 2024 Contract Fee	656,228.84
<i>Org Key: GB0116 - Facility Access Control-Secure</i>				
P0122395	00221069	Tech Heads Inc.	2024 Switch Replacements and A	6,617.24
<i>Org Key: GB0125 - Design - Police_PW Building</i>				
P0122533	00221054	OAC SERVICES INC	PSM FACILITY PRE-DESIGN	1,632.00
<i>Org Key: GGM001 - General Government-Misc</i>				
P0122573	00221029	COMCAST	September-October Comcast Cabl	184.61
<i>Org Key: GGM004 - Gen Govt-Office Support</i>				
P0122548	00221060	RESERVE ACCOUNT	SEPT 2024 RESERVE REFILL	2,500.00
P0122535	00221056	PITNEY BOWES INC	POSTAGE MACHINE SERVICE AGREEM	442.72
<i>Org Key: GGX620 - Custodial Disbursements</i>				
P0122553	00221074	WA ST TREASURER'S OFFICE	Remit MI Court Fees AUG24	3,171.52
P0122552	00221074	WA ST TREASURER'S OFFICE	Remit Newcastle Court Fees	2,351.42
P0122553	00221074	WA ST TREASURER'S OFFICE	Remit MI Court Fees AUG24	1,804.96
P0122552	00221074	WA ST TREASURER'S OFFICE	Remit Newcastle Court Fees	1,393.53
P0122552	00221074	WA ST TREASURER'S OFFICE	Remit Newcastle Court Fees	1,305.70
P0122553	00221074	WA ST TREASURER'S OFFICE	Remit MI Court Fees AUG24	992.36
P0122553	00221074	WA ST TREASURER'S OFFICE	Remit MI Court Fees AUG24	975.60
P0122552	00221074	WA ST TREASURER'S OFFICE	Remit Newcastle Court Fees	898.15
P0122552	00221074	WA ST TREASURER'S OFFICE	Remit Newcastle Court Fees	283.95
P0122552	00221074	WA ST TREASURER'S OFFICE	Remit Newcastle Court Fees	283.92
P0122553	00221074	WA ST TREASURER'S OFFICE	Remit MI Court Fees AUG24	202.88
P0122553	00221074	WA ST TREASURER'S OFFICE	Remit MI Court Fees AUG24	194.89
P0122552	00221074	WA ST TREASURER'S OFFICE	Remit Newcastle Court Fees	78.88
P0122553	00221074	WA ST TREASURER'S OFFICE	Remit MI Court Fees AUG24	70.14
P0122553	00221074	WA ST TREASURER'S OFFICE	Remit MI Court Fees AUG24	43.81
P0122552	00221074	WA ST TREASURER'S OFFICE	Remit Newcastle Court Fees	15.46
P0122552	00221074	WA ST TREASURER'S OFFICE	Remit Newcastle Court Fees	15.44
P0122552	00221074	WA ST TREASURER'S OFFICE	Remit Newcastle Court Fees	13.77
<i>Org Key: GT0108 - Technology Equipment Replaceme</i>				
P0122395	00221069	Tech Heads Inc.	2024 Switch Replacements and A	11,435.58
<i>Org Key: IS2100 - IGS Network Administration</i>				
P0122549	00221071	VERIZON WIRELESS	8.24-9.23.2024 IT Cell Phones	276.42
P0122580	00221063	Ringsquared Telecom LLC	Long Distance Charges Sept 202	94.31
<i>Org Key: MT2100 - Roadway Maintenance</i>				
P0122571	00221058	PUGET SOUND ENERGY	Acct # 220035432453 Aug - Sept	69.83
P0122572	00221058	PUGET SOUND ENERGY	Acct# 220014359958 Aug - Sept	49.20
P0122484	00221037	GRAINGER	PERFORATED MORTAR HOE	36.51
P0122572	00221058	PUGET SOUND ENERGY	Acct# 200008261139 Aug - Sept	13.03
<i>Org Key: MT2255 - Urban Forest Management (ROW)</i>				
P0120570	00221035	FACET	Town Center Urban Forest Manag	167.40



**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: MT3400 - Sewer Collection</i>				
P0122564	00221037	GRAINGER	IMPACT SOCKET BITS	61.49
<i>Org Key: MT3600 - Sewer Associated Costs</i>				
P0122559	00221039	GREEN RIVER COMM COLLEGE/WETRC	CONFINED SPACE FOR SIALE TAUMO	240.00
<i>Org Key: MT3800 - Storm Drainage</i>				
P0122577	00221052	NEOZYME INTERNATIONAL INC	storm spill kit supplies. 2	853.52
<i>Org Key: MT4150 - Support Services - Clearing</i>				
P0122549	00221071	VERIZON WIRELESS	8.24-9.23.2024 PW Cell Phones	4,347.27
P0122539	00221026	AT&T MOBILITY	Wireless Services 08.06-09.05.	2,579.15
P0122540	00221026	AT&T MOBILITY	Wireless Services 06.06-07.05.	1,746.29
P0122561	00221031	DATAQUEST LLC	Background Checks INV 24069	26.50
<i>Org Key: MT4300 - Fleet Services</i>				
P0122541	00221065	SEATTLE BOAT COMPANY	Marine Patrol Fuel -	3,553.71
P0122538	00221051	NELSON REISNER	PUBLIC WORKS SHOP FUEL INV 087	1,936.84
P0122574	00221032	DEPT OF LICENSING	2015 FORD 350 PLATE # 60052D	190.25
<i>Org Key: MT4403 - Customer Response - Water</i>				
	00221042	KELLEY, CHRIS M	MILEAGE REIMBURSEMENT	67.13
<i>Org Key: MT4420 - Transportation Planner Eng</i>				
P0118732	00221045	KPG	KPG On-Call Transportation	9,124.00
<i>Org Key: MT4501 - Water Administration</i>				
P0122536	00221066	SEATTLE PUBLIC UTILITIES	AUG 2024 WATER PURCHASE	313,185.07
<i>Org Key: MT4502 - Sewer Administration</i>				
P0120214	00221043	KING COUNTY TREASURY	2024 JAN-DEC MONTHLY SEWER CHA	476,040.18
<i>Org Key: MT6100 - Park Maintenance</i>				
P0122549	00221071	VERIZON WIRELESS	8.24-9.24.2024 PM Cell Phones	508.58
P0122547	00221037	GRAINGER	Dayton Shutter Motor	153.65
P0122549	00221071	VERIZON WIRELESS	8.24-9.23.2024 FN/TS Cell Phon	40.01
<i>Org Key: PA0109 - Aubrey Davis Park Trail Safety</i>				
P0122546	00221045	KPG	inv213084 - Aubrey Davis Park	17,578.50
P0122543	00221073	WA ST DEPT OF TRANSPORTATION	JZ AUBREY DAVIS PARK SAFETY	1,147.25
P0122544	00221073	WA ST DEPT OF TRANSPORTATION	Aubrey Davis Trail Design Revi	735.53
<i>Org Key: PA0122 - Luther Burbank Dock Repair &amp; R</i>				
P0120736	00221035	FACET	Luther Burbank Park Permitting	1,000.00
P0114806	00221044	KPFF CONSULTING ENGINEERS	Luther Burbank Park Final Desi	430.00
<i>Org Key: PA0124 - Luther Burbank Boiler Bldg Roo</i>				
P0120913	00221070	TERRACON CONSULTANTS INC	Luther Burbank Boiler Building	2,939.75
<i>Org Key: PA122B - LB Shoreline Access Improvemen</i>				
P0114806	00221044	KPFF CONSULTING ENGINEERS	Luther Burbank Park Final Desi	2,257.00
P0120736	00221035	FACET	Luther Burbank Park Permitting	1,000.00
<i>Org Key: PA122D - LB Storm Drainage KC Flood Con</i>				
P0114806	00221044	KPFF CONSULTING ENGINEERS	Luther Burbank Park Final Desi	42,110.85

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: PO0000 - Police-Revenue</i>				
P0122556	00221075	WASHINGTON STATE PATROL	WSP CPL Backgrounds - Invoice	79.50
<i>Org Key: PO1100 - Administration (PO)</i>				
P0122549	00221071	VERIZON WIRELESS	8.24-9.24-2024 PO Cell Phones	792.99
P0122542	00221027	Bendiksen & Ball Polygraph	Pre Employment Polygraph - Rec	300.00
<i>Org Key: PO1800 - Contract Dispatch Police</i>				
P0122558	00221072	Vigilant Solutions LLC.	ALPR and Parking Solution - In	12,725.00
<i>Org Key: PO1900 - Jail/Home Monitoring</i>				
P0122565	00221041	ISSAQUAH JAIL, CITY OF	Jail housing invoice - #	10,185.34
P0122565	00221041	ISSAQUAH JAIL, CITY OF	Jail housing invoice - # 20240	94.30
<i>Org Key: PO2100 - Patrol Division</i>				
P0122555	00221064	ROBY, JOHN G.	Patrol Supplies - Invoice #	301.52
P0122563	00221046	KROESENS UNIFORM COMPANY	Patrol Uniform Supplies - Invo	150.02
P0122562	00221046	KROESENS UNIFORM COMPANY	Patrol Uniform Supplies - Invo	82.76
<i>Org Key: PO2200 - Marine Patrol</i>				
P0122554	00221036	FISHERIES SUPPLY	Marine Patrol Supplies -	502.58
<i>Org Key: PR1100 - Administration (PR)</i>				
P0122573	00221029	COMCAST	September-October Comcast Cabl	396.39
P0122549	00221071	VERIZON WIRELESS	8.24-9.23.2024 Rec Cell Phones	279.82
P0122561	00221031	DATAQUEST LLC	Background Checks INV 24069	26.50
<i>Org Key: PR5900 - Summer Celebration</i>				
P0122545	00221038	GREEN LATRINE	SEAFAIR RENTALS 8.1-8.5.2024	4,665.00
<i>Org Key: SP0111 - 80th Ave SE Sidewalk Improve</i>				
P0122546	00221045	KPG	inv213084 - 80th Ave SE -	898.00
<i>Org Key: SP0114 - WMW P3 Shoulder Improvements</i>				
P0120685	00221053	NEW X INC	WMW Roadside Shoulder Improvem	9,900.00
P0120685	00221053	NEW X INC	WMW Roadside Shoulder Phase 4	1,260.00
<i>Org Key: SP0118 - ADA Compliance Plan Implementa</i>				
P0122546	00221045	KPG	inv213084 - ADA Transition Imp	1,173.00
<i>Org Key: SP0135 - ICW Corridor Improvements</i>				
P0122546	00221045	KPG	inv213084 - Island Crest Way	31,985.08
<i>Org Key: SU0115 - Sewer Pipe Upsize</i>				
P0114350	00221067	Staheli Trenchless Consultants	21-48 Sewer Pipe Replacements	11,314.35
<i>Org Key: SU0128 - Pump Station Improvements</i>				
P0121993	00221061	RH2 ENGINEERING INC	24-06 Sewer Pump Station 20	26,597.43
<i>Org Key: WU0103 - Water Reservoir Improvements</i>				
P0117106	00221061	RH2 ENGINEERING INC	RESERVOIR IMPROVEMENTS - SERVI	5,901.44
P0122550	00221030	Dalton Electric	MI Tank Reconnections MAY 2024	1,313.03
<i>Org Key: WU0117 - Meter Replacement Implementati</i>				
	00221057	PSE POLE SERVICES	SITE APPLICATION FEE	2,000.00

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: WU0128 - Reservoir Pump Replacement</i>				
P0111663	00221061	RH2 ENGINEERING INC	SERVICES DURING CONSTRUCTION A	10,086.56
<i>Org Key: YF1100 - YFS General Services</i>				
P0122549	00221071	VERIZON WIRELESS	8.24-9.23.2024 YFS Cell Phones	990.17
<i>Org Key: YF1200 - Thrift Shop</i>				
P0122549	00221071	VERIZON WIRELESS	8.24-9.23.2024 YFS Cell Phones	138.93
P0122549	00221071	VERIZON WIRELESS	8.24-9.23.2024 FN/TS Cell Phon	84.30
P0122561	00221031	DATAQUEST LLC	Background Checks INV 24070	53.00
Total				1,748,289.38

**Accounts Payable Report by Check Number**

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00221026	10/04/2024	AT&T MOBILITY Wireless Services 06.06-07.05.	P0122539	3437X09132024	09/05/2024	4,325.44
00221027	10/04/2024	Bendiksen & Ball Polygraph Pre Employment Polygraph - Rec	P0122542	MPID3	09/27/2024	300.00
00221028	10/04/2024	CHAPTER 13 TRUSTEE PR 10.04.2024		PR 10.04.2024	10/04/2024	572.00
00221029	10/04/2024	COMCAST September-October Comcast Cabl	P0122573	2599X092024	09/20/2024	581.00
00221030	10/04/2024	Dalton Electric MI Tank Reconnections MAY 2024	P0122550	1859	09/19/2024	1,313.03
00221031	10/04/2024	DATAQUEST LLC Background Checks INV 24069	P0122561	24069/24070	09/30/2024	106.00
00221032	10/04/2024	DEPT OF LICENSING 2015 FORD 350 PLATE # 60052D	P0122574	09122024	09/12/2024	190.25
00221033	10/04/2024	DUGGAN, AUDREY & DESMOND REFUND: OVERPAYMENT ON ACCT		09132024	09/13/2024	643.99
00221034	10/04/2024	EASTSIDE FIRE & RESCUE Oct 2024 Contract Fee	P0121713	6427	09/30/2024	656,228.84
00221035	10/04/2024	FACET Town Center Urban Forest Manag	P0120736	0057748	09/10/2024	2,167.40
00221036	10/04/2024	FISHERIES SUPPLY Marine Patrol Supplies -	P0122554	151/132/950/957	09/30/2024	502.58
00221037	10/04/2024	GRAINGER PERFORATED MORTAR HOE	P0122547	9265648569	09/30/2024	251.65
00221038	10/04/2024	GREEN LATRINE SEAFAIR RENTALS 8.1-8.5.2024	P0122545	I47137	07/29/2024	4,665.00
00221039	10/04/2024	GREEN RIVER COMM COLLEGE/WETRC CONFINED SPACE FOR SIALE TAUMO	P0122559	233708	09/30/2024	240.00
00221040	10/04/2024	INTERCOM LANGUAGE SERVICES INC Intercom invoice 24-518	P0122566	24-518	09/30/2024	934.03
00221041	10/04/2024	ISSAQUAH JAIL, CITY OF Jail housing invoice - # 20240	P0122565	129/177/203	05/08/2024	10,279.64
00221042	10/04/2024	KELLEY, CHRIS M MILEAGE REIMBURSEMENT		09262024	09/26/2024	67.13
00221043	10/04/2024	KING COUNTY TREASURY 2024 JAN-DEC MONTHLY SEWER CHA	P0120214	30039449	10/01/2024	476,040.18
00221044	10/04/2024	KPFF CONSULTING ENGINEERS Luther Burbank Park Final Desi	P0114806	532952/527182	09/09/2024	44,797.85
00221045	10/04/2024	KPG KPG On-Call Transportation	P0122546	213084	09/12/2024	62,084.58
00221046	10/04/2024	KROESENS UNIFORM COMPANY Patrol Uniform Supplies - Invo	P0122563	12278	09/30/2024	232.78
00221047	10/04/2024	MARTEN LAW Invoice #44097454 Professional	P0122537	44097454	09/23/2024	8,576.00
00221048	10/04/2024	MEE LEE LEUNG & DANIEL AU YEUNG REFUND: OVERPAYMENT ON ACCT		09132024	09/13/2024	774.16
00221049	10/04/2024	METROPRESORT SEPT 2024 PRNT & MAILING OF UT	P0122579	IN671225	10/02/2024	1,270.07
00221050	10/04/2024	MI EMPLOYEES ASSOC PR 10.04.2024		PR 10.04.2024	10/04/2024	250.00
00221051	10/04/2024	NELSON REISNER PUBLIC WORKS SHOP FUEL INV 087	P0122538	0873352-IN	09/17/2024	1,936.84

**Accounts Payable Report by Check Number**

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00221052	10/04/2024	NEOZYME INTERNATIONAL INC storm spill kit supplies. 2	P0122577	12437	09/27/2024	853.52
00221053	10/04/2024	NEW X INC WMW Roadside Shoulder Improvem	P0120685	7/1/24-7/31/24	07/31/2024	11,160.00
00221054	10/04/2024	OAC SERVICES INC PSM FACILITY PRE-DESIGN	P0122533	149605	09/17/2024	1,632.00
00221055	10/04/2024	OCCUPATIONAL HEALTH CTRS OF WA DOT PHYSICALS	P0122532	84285480/4425180	09/13/2024	424.00
00221056	10/04/2024	PITNEY BOWES INC POSTAGE MACHINE SERVICE AGREEM	P0122535	1026077959	09/15/2024	442.72
00221057	10/04/2024	PSE POLE SERVICES SITE APPLICATION FEE		09262024	09/26/2024	2,000.00
00221058	10/04/2024	PUGET SOUND ENERGY Acct# 220014359958 Aug - Sept	P0122571	2453X092424	09/24/2024	132.06
00221059	10/04/2024	QUICK CRETE PRODUCTS CORP INVENTORY PURCHASES	P0122557	112477	09/19/2024	3,457.67
00221060	10/04/2024	RESERVE ACCOUNT SEPT 2024 RESERVE REFILL	P0122548	09262024	09/26/2024	2,500.00
00221061	10/04/2024	RH2 ENGINEERING INC 24-06 Sewer Pump Station 20	P0111663	97679	09/20/2024	42,585.43
00221062	10/04/2024	RICHARDSON, MAIA REFUND: OVERPAYMENT ON ACCT		09132024	09/13/2024	312.13
00221063	10/04/2024	Ringsquared Telecom LLC Long Distance Charges Sept 202	P0122580	IN241726	10/03/2024	94.31
00221064	10/04/2024	ROBY, JOHN G. Patrol Supplies - Invoice #	P0122555	0623129-IN	12/12/2023	301.52
00221065	10/04/2024	SEATTLE BOAT COMPANY Marine Patrol Fuel -	P0122541	8.30.24-9.13.24	09/26/2024	3,553.71
00221066	10/04/2024	SEATTLE PUBLIC UTILITIES AUG 2024 WATER PURCHASE	P0122536	AUGUST2024	09/20/2024	313,185.07
00221067	10/04/2024	Staheli Trenchless Consultants 21-48 Sewer Pipe Replacements	P0114350	24-229	09/18/2024	11,314.35
00221068	10/04/2024	SUPERION LLC 4TH QTR ONESOLUTION MAINTENANC	P0122576	421424	10/01/2024	14,968.77
00221069	10/04/2024	Tech Heads Inc. 2024 Switch Replacements and A	P0122395	INV-12878/12945	09/26/2024	18,052.82
00221070	10/04/2024	TERRACON CONSULTANTS INC Luther Burbank Boiler Building	P0120913	TM57110	09/03/2024	2,939.75
00221071	10/04/2024	VERIZON WIRELESS 8.24-9.23.2024 AS/HR Cell Phon	P0122549	8.24.24-9.23.24	09/23/2024	9,633.57
00221072	10/04/2024	Vigilant Solutions LLC. ALPR and Parking Solution - In	P0122558	59542 RI	09/18/2024	12,725.00
00221073	10/04/2024	WA ST DEPT OF TRANSPORTATION JZ AUBREY DAVIS PARK SAFETY	P0122544	RE41JZ1035L022	09/16/2024	1,882.78
00221074	10/04/2024	WA ST TREASURER'S OFFICE Remit Newcastle Court Fees	P0122553	85001350AUG24	08/31/2024	14,096.38
00221075	10/04/2024	WASHINGTON STATE PATROL WSP CPL Backgrounds - Invoice	P0122556	I2501434	10/01/2024	79.50
00221076	10/04/2024	YAKIMA ADJUSTMENT SERVICE INC PR 10.04.2024		PR 10.04.2024	10/04/2024	631.88
					Total	<u>1,748,289.38</u>



**Accounts Payable EFT Report**

Item 3.

<b>Date</b>	<b>Description</b>	<b>Dollar Amount</b>
7/1/2024	Preauthorized ACH Debit CAYAN GLOBAL PAYGLOBAL Merchant Fee - Thrift STL930553411164783 Shop	\$ 11,972.11
7/1/2024	Preauthorized ACH Debit DIRECT DEPOSIT BANKCARD Merchant Fee - Utility 948908660000035 Billing	11,464.46
7/1/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL MERCHANT S 8039720340 Refund - Recreation	441.00
7/1/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL MERCHANT S 8039720340 Refund - Recreation	784.00
7/1/2024	Preauthorized ACH Debit MISSIONSQUARE Employee	
7/1/2024	Preauthorized ACH Debit INVESTMENT Withholding - Payroll	397.77
7/1/2024	Preauthorized ACH Debit MISSIONSQUARE Employee	
7/1/2024	Preauthorized ACH Debit INVESTMENT Withholding - Payroll	32,236.08
7/1/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility DISC FEES Billing	3.59
7/1/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility TRX FEES Billing	8.00
7/1/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL Employee	
7/1/2024	Preauthorized ACH Debit WASHINGTON-DSHS Withholding - Payroll	917.23
7/1/2024	Preauthorized ACH Debit MERCHANT SVCS MERCH Merchant Fee - FEE 00000000259217 MBP.com	1,857.68
7/1/2024	Preauthorized ACH Debit MERCHANT SVCS MERCH Merchant Fee - Boat FEE 8037460410 Launch	366.88
7/1/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL Merchant Fee - MERCHANT S 8039720340 Recreation	4,697.49
7/2/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility DISC FEES Billing	0.40
7/2/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility DISC FEES Billing	5.79
7/2/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility DISC FEES Billing	5.90
7/2/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility MONTH END Billing	10.00
7/2/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility TRX FEES Billing	3.00
7/2/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility TRX FEES Billing	8.00
7/2/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility TRX FEES Billing	68.00
7/2/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL FISERV	
7/3/2024	Preauthorized ACH Debit MERCHANT FEE Merchant Fee	495.44
7/3/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility DISC FEES Billing	0.09

**Accounts Payable EFT Report**

Item 3.

<b>Date</b>	<b>Description</b>	<b>Dollar Amount</b>
7/3/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility TRX FEES Billing	2.00
7/5/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL MERCHANT S 8039720340 Refund - Recreation	30.00
7/5/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL NAVIA Employee BENEFIT SOFLEXIBLE B Withholding - Payroll	2,857.71
7/5/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility DISC FEES Billing	3.49
7/5/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility TRX FEES Billing	9.00
7/8/2024	Deposited Item Returned CHARGEBACK NSF Return	418.64
7/8/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL Merchant Fee - Utility INVOICE CLOUD INVOICE CL Billing	112.05
7/8/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL MERCHANT S 8039720340 Refund - Recreation	171.00
7/8/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility DISC FEES Billing	0.36
7/8/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility DISC FEES Billing	0.52
7/8/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility TRX FEES Billing	7.00
7/8/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility TRX FEES Billing	8.00
7/9/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL NAVIA Employee BENEFIT SOFLEXIBLE B Withholding - Payroll	129.00
7/9/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility DISC FEES Billing	0.13
7/9/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility DISC FEES Billing	0.73
7/9/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility DISC FEES Billing	1.53
7/9/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility TRX FEES Billing	3.00
7/9/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility TRX FEES Billing	3.00
7/9/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility TRX FEES Billing	6.00
7/10/2024	Outgoing Money Transfer DIRECT WITHDRAWAL ADP WAGE PAY WAGE PAY Net Payroll	687,465.98
7/10/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility DISC FEES Billing	6.81



**Accounts Payable EFT Report**

Item 3.

<b>Date</b>	<b>Description</b>	<b>Dollar Amount</b>
7/10/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility REJECT FEE Billing	15.00
7/10/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA REJECTS NSF Return	500.00
7/10/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility TRX FEES Billing	70.00
7/11/2024	Preauthorized ACH Debit Tax ADP Tax Payroll Tax	296,182.97
	<i>Employee (Payroll withholding)</i> \$ 219,553.92	
	<i>Employer Portion</i> \$ 76,629.05	
7/11/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL NAVIA Employee BENEFIT SOFLEXIBLE B Withholding - Payroll	680.24
7/11/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility DISC FEES Billing	2.01
7/11/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility TRX FEES Billing	17.00
7/11/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL Vimly Benefit SoAWC Employee Benefits	220,591.74
	<i>Employee (Payroll withholding)</i> \$ 31,014.23	
	<i>Employer Portion</i> \$ 189,577.51	
7/11/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL WA DEPT RET SYS DRS EPAY Remit Retirement	2,638.58
7/12/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility DISC FEES Billing	7.49
7/12/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility TRX FEES Billing	14.00
7/12/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL WA STATE DOL WA DRIVER Driver Abstract	15.00
7/15/2024	Preauthorized ACH Debit MISSIONSQUARE Employee INVESTMENT Withholding - Payroll	497.77
7/15/2024	Preauthorized ACH Debit MISSIONSQUARE Employee INVESTMENT Withholding - Payroll	31,503.41
7/15/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility DISC FEES Billing	0.27
7/15/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility TRX FEES Billing	7.00
7/15/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL Employee WASHINGTON-DSHS Withholding - Payroll	917.23
7/16/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility DISC FEES Billing	0.05
7/16/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility DISC FEES Billing	0.33

**Accounts Payable EFT Report**

Item 3.

<b>Date</b>	<b>Description</b>	<b>Dollar Amount</b>
7/16/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility DISC FEES Billing	1.78
7/16/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility TRX FEES Billing	1.00
7/16/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility TRX FEES Billing	7.00
7/16/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility TRX FEES Billing	11.00
7/16/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL WA DEPT RET SYS DRS EPAY Remit Retirement	210.18
7/17/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility DISC FEES Billing	2.19
7/17/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility TRX FEES Billing	47.00
7/17/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL WA DEPT RET SYS DRS EPAY Remit Retirement	262,825.45
	<i>Employee (Payroll withholding)</i> \$ 118,698.31	
	<i>Employer Portion</i> \$ 144,127.14	
7/18/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL CAYAN Merchant Fee - Thrift HOLDINGS LPAYMENT Shop	101.78
7/18/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL NAVIA Employee BENEFIT SOFLEXIBLE B Withholding - Payroll	427.76
7/18/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility DISC FEES Billing	1.02
7/18/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility REJECT FEE Billing	15.00
7/18/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA REJECTS NSF Return	680.00
7/18/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility TRX FEES Billing	15.00
7/19/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL MERCHANT S 8039720340 Refund - Recreation	1,321.00
7/19/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility DISC FEES Billing	4.34
7/19/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility TRX FEES Billing	70.00
7/22/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL Cayan Merchant Fee - Utility LLC EDI PYMNTS Billing	6.80
7/22/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility DISC FEES Billing	0.87
7/22/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility TRX FEES Billing	6.00

**Accounts Payable EFT Report**

Item 3.

<b>Date</b>	<b>Description</b>	<b>Dollar Amount</b>
	DIRECT WITHDRAWAL	
7/23/2024	Preauthorized ACH Debit MERCHANT S 8039720340 Refund - Recreation	1,000.00
	DIRECT WITHDRAWAL PAYA Merchant Fee - Utility	
7/23/2024	Preauthorized ACH Debit DISC FEES Billing	0.42
	DIRECT WITHDRAWAL PAYA Merchant Fee - Utility	
7/23/2024	Preauthorized ACH Debit DISC FEES Billing	6.19
	DIRECT WITHDRAWAL PAYA Merchant Fee - Utility	
7/23/2024	Preauthorized ACH Debit REJECT FEE Billing	15.00
	DIRECT WITHDRAWAL PAYA	
7/23/2024	Preauthorized ACH Debit REJECTS NSF Return	398.46
	DIRECT WITHDRAWAL PAYA Merchant Fee - Utility	
7/23/2024	Preauthorized ACH Debit TRX FEES Billing	6.00
	DIRECT WITHDRAWAL PAYA Merchant Fee - Utility	
7/23/2024	Preauthorized ACH Debit TRX FEES Billing	71.00
	DIRECT WITHDRAWAL PAYA Merchant Fee - Utility	
7/24/2024	Preauthorized ACH Debit DISC FEES Billing	0.01
	DIRECT WITHDRAWAL PAYA Merchant Fee - Utility	
7/24/2024	Preauthorized ACH Debit TRX FEES Billing	1.00
	DIRECT WITHDRAWAL ADP	
7/25/2024	Preauthorized ACH Debit Tax ADP Tax Payroll Tax	234,079.48
	<i>Employee (Payroll withholding)</i> \$ 168,665.49	
	<i>Employer Portion</i> \$ 65,413.99	
	DIRECT WITHDRAWAL ADP	
7/25/2024	Preauthorized ACH Debit WAGE PAY WAGE PAY Net Payroll	589,235.71
	DIRECT WITHDRAWAL NAVIA Employee	
7/25/2024	Preauthorized ACH Debit BENEFIT SOFLEXIBLE B Withholding - Payroll	127.05
	DIRECT WITHDRAWAL PAYA Merchant Fee - Utility	
7/25/2024	Preauthorized ACH Debit DISC FEES Billing	0.99
	DIRECT WITHDRAWAL PAYA Merchant Fee - Utility	
7/25/2024	Preauthorized ACH Debit REJECT FEE Billing	15.00
	DIRECT WITHDRAWAL PAYA	
7/25/2024	Preauthorized ACH Debit REJECTS NSF Return	940.77
	DIRECT WITHDRAWAL PAYA Merchant Fee - Utility	
7/25/2024	Preauthorized ACH Debit TRX FEES Billing	8.00
	DIRECT WITHDRAWAL WA Remit Leasehold	
7/25/2024	Preauthorized ACH Debit DEPT REVENUE TAX PYMT Excise Tax	5,804.11
	DIRECT WITHDRAWAL WA	
7/25/2024	Preauthorized ACH Debit DEPT REVENUE TAX PYMT Remit Excise Tax	77,476.59
	<i>Water Fund</i> \$ 41,837.12	
	<i>Sewer Fund</i> \$ 16,518.77	
	<i>Stormwater Fund</i> \$ 3,246.53	
	<i>Thrift Shop</i> \$ 13,388.73	
	<i>General Fund</i> \$ 2,485.44	

**Accounts Payable EFT Report**

Item 3.

<b>Date</b>	<b>Description</b>	<b>Dollar Amount</b>
7/26/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL ADP PAYROLL FEESADP FEES ADP Fee	1,891.91
7/26/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL ADP PAYROLL FEESADP FEES ADP Fee	6,411.56
7/26/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility DISC FEES Billing	1.45
7/26/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility TRX FEES Billing	21.00
7/26/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL WRIGHT EXPRESS FLEET DEBI Fuel	13,049.85
7/29/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL COMCAST CABLE July Fiber fees	4,468.28
7/29/2024	Preauthorized ACH Debit MISSIONSQUARE Employee INVESTMENT Withholding - Payroll	497.77
7/29/2024	Preauthorized ACH Debit MISSIONSQUARE Employee INVESTMENT Withholding - Payroll	31,024.18
7/29/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility DISC FEES Billing	0.35
7/29/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility TRX FEES Billing	6.00
7/29/2024	Preauthorized ACH Debit WASHINGTON-DSHS Employee WA53000000 Withholding - Payroll	917.23
7/30/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility DISC FEES Billing	0.54
7/30/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility DISC FEES Billing	0.79
7/30/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility DISC FEES Billing	8.01
7/30/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility REJECT FEE Billing	15.00
7/30/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA REJECTS NSF Return	1,646.78
7/30/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility TRX FEES Billing	6.00
7/30/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility TRX FEES Billing	9.00
7/30/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility TRX FEES Billing	76.00
7/31/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL AFLAC Employee COLUMBUS ACHPMT Withholding - Payroll	477.02
7/31/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility DISC FEES Billing	0.12

Accounts Payable EFT Report

Item 3.

Date	Description		Dollar Amount
7/31/2024 Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA	Merchant Fee - Utility	
	TRX FEES	Billing	2.00
	UNUMGROUP955	Employee	
7/31/2024 Preauthorized ACH Debit	INSURANCE	Withholding - Payroll	730.80
7/31/2024 Outgoing Money Transfer	HRA VEBA	Employee Benefits	180,870.69
<b>TOTAL</b>			<b>\$ 2,727,712.23</b>



**Accounts Payable EFT Report**

Item 3.

<b>Date</b>	<b>Description</b>	<b>Dollar Amount</b>
8/1/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL Merchant Fee - MERCHANT S 8039720340 Recreation	\$ 4,452.11
8/1/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL NAVIA Employee Withholding BENEFIT SOFLEXIBLE B - Payroll	1,248.42
8/1/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility DISC FEES Billing	3.09
8/1/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility TRX FEES Billing	9.00
8/1/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL WA STATE DOL WA DRIVER Driver Abstract	15.00
8/1/2024	Preauthorized ACH Debit MERCHANT SVCS MERCH FEE Merchant Fee - 000000000259217 MBP.com	2,540.17
8/1/2024	Preauthorized ACH Debit MERCHANT SVCS MERCH FEE Merchant Fee - Boat 8037460410 Launch	552.49
8/2/2024	Preauthorized ACH Debit CAYAN GLOBAL PAYGLOBAL Merchant Fee - Thrift STL930553411164783 Shop	12,969.04
8/2/2024	Preauthorized ACH Debit DIRECT DEPOSIT BANKCARD Merchant Fee - Utility 948908660000035 Billing	11,770.35
8/2/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL LABOR&INDUSTRIESL&I ELF Payroll Tax	96,205.16
8/2/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility DISC FEES Billing	0.67
8/2/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility MONTH END Billing	10.00
8/2/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility TRX FEES Billing	9.00
8/5/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL FISERV MERCHANT FEE Merchant Fee	664.34
8/5/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL MERCHANT S 8039720340 Recreation Refund	381.00
8/5/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility DISC FEES Billing	1.90
8/5/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility TRX FEES Billing	10.00
8/6/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility DISC FEES Billing	0.11
8/6/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility DISC FEES Billing	0.67
8/6/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility DISC FEES Billing	1.59
8/6/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility TRX FEES Billing	4.00

**Accounts Payable EFT Report**

Item 3.

Date	Description	Dollar Amount
8/6/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility TRX FEES Billing	12.00
8/6/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility TRX FEES Billing	15.00
8/6/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL Vimly Benefit SoAWC Employee Benefits	219,434.69
	<i>Employee (Payroll withholding)</i> \$ 27,473.52	
	<i>Employer Portion</i> \$ 191,961.17	
8/6/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL WA STATE DOL WA DRIVER Driver Abstract	15.00
8/6/2024	Outgoing Money Transfer KROGER Food Pantry	4,800.00
8/7/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL INVOICE Merchant Fee - Utility CLOUD INVOICE CL Billing	112.05
8/7/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility DISC FEES Billing	6.76
8/7/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility TRX FEES Billing	74.00
8/8/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL ADP Tax ADP Tax Payroll Tax	232,579.50
	<i>Employee (Payroll withholding)</i> \$ 166,958.32	
	<i>Employer Portion</i> \$ 65,621.18	
8/8/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL ADP WAGE PAY WAGE PAY Net Payroll	596,900.51
8/8/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL NAVIA Employee Withholding BENEFIT SOFLEXIBLE B - Payroll	124.70
8/8/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL NAVIA Employee Withholding BENEFIT SOFLEXIBLE B - Payroll	434.57
8/8/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility DISC FEES Billing	0.28
8/8/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility REJECT FEE Billing	15.00
8/8/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA REJECTS NSF Return	935.96
8/8/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility TRX FEES Billing	6.00
8/9/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility DISC FEES Billing	0.93
8/9/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility REJECT FEE Billing	15.00
8/9/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA REJECTS NSF Return	638.29



**Accounts Payable EFT Report**

Item 3.

<b>Date</b>	<b>Description</b>	<b>Dollar Amount</b>
8/9/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility TRX FEES Billing	14.00
8/12/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL MERCHANT S 8039720340 Recreation Refund	500.00
8/12/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL MISSIONSQUARE INVESTMENT Employee Withholding - Payroll	497.77
8/12/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL MISSIONSQUARE INVESTMENT Employee Withholding - Payroll	32,237.55
8/12/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility DISC FEES Billing	3.34
8/12/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility REJECT FEE Billing	15.00
8/12/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA REJECTS NSF Return	619.38
8/12/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility TRX FEES Billing	14.00
8/12/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL Employee Withholding WASHINGTON-DSHS - Payroll	775.65
8/13/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility DISC FEES Billing	0.23
8/13/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility DISC FEES Billing	0.84
8/13/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility DISC FEES Billing	1.37
8/13/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility TRX FEES Billing	4.00
8/13/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility TRX FEES Billing	9.00
8/13/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility TRX FEES Billing	11.00
8/14/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility DISC FEES Billing	7.76
8/14/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility REJECT FEE Billing	15.00
8/14/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA REJECTS NSF Return	540.00
8/14/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility TRX FEES Billing	66.00
8/15/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL MERCHANT S 8039720340 Recreation Refund	668.00
8/15/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL NAVIA Employee Withholding BENEFIT SOFLEXIBLE B - Payroll	431.50

Accounts Payable EFT Report

Item 3.

Date	Description	Dollar Amount
8/15/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility Billing	4.42
8/15/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility Billing	15.00
8/15/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA REJECTS NSF Return	9,102.20
8/15/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility Billing	13.00
8/16/2024	Deposited Item Returned CHARGEBACK NSF Return	493.92
8/16/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL CITY OF MERCER IRETURN NSF Return	418.55
8/16/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility Billing	0.59
8/16/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility Billing	15.00
8/16/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA REJECTS NSF Return	2,539.96
8/16/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility Billing	7.00
8/16/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL WA DEPT RET SYS DRS EPAY Remit Retirement	129,896.23
	<i>Employee (Payroll withholding)</i>	\$ 59,946.19
	<i>Employer Portion</i>	\$ 69,950.04
8/19/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL CAYAN Merchant Fee - Thrift Shop	101.78
8/19/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility Billing	2.16
8/19/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility Billing	15.00
8/20/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility Billing	0.21
8/20/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility Billing	0.36
8/20/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility Billing	8.21
8/20/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility Billing	3.00
8/20/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility Billing	6.00
8/20/2024	Preauthorized ACH Debit DIRECT WITHDRAWAL PAYA Merchant Fee - Utility Billing	74.00

**Accounts Payable EFT Report**

Item 3.

<b>Date</b>	<b>Description</b>	<b>Dollar Amount</b>
	DIRECT WITHDRAWAL WA DEPT	
8/20/2024	Preauthorized ACH Debit	
	RET SYS DRS EPAY	Remit Retirement
		124,493.48
	<i>Employee (Payroll withholding)</i>	\$ 57,816.88
	<i>Employer Portion</i>	\$ 66,676.60
	DIRECT WITHDRAWAL Cayan	Merchant Fee - Thrift
8/21/2024	Preauthorized ACH Debit	
	LLC EDI PYMNTS	Shop
		5.40
	DIRECT WITHDRAWAL PAYA	Merchant Fee - Utility
8/21/2024	Preauthorized ACH Debit	
	DISC FEES	Billing
		0.35
	DIRECT WITHDRAWAL PAYA	Merchant Fee - Utility
8/21/2024	Preauthorized ACH Debit	
	TRX FEES	Billing
		1.00
	DIRECT WITHDRAWAL ADP Tax	
8/22/2024	Preauthorized ACH Debit	
	ADP Tax	Payroll Tax
		229,038.55
	<i>Employee (Payroll withholding)</i>	\$ 164,894.90
	<i>Employer Portion</i>	\$ 64,143.65
	DIRECT WITHDRAWAL ADP	
8/22/2024	Preauthorized ACH Debit	
	WAGE PAY WAGE PAY	Net Payroll
		574,236.60
	DIRECT WITHDRAWAL NAVIA	Employee Withholding
8/22/2024	Preauthorized ACH Debit	
	BENEFIT SOFLEXIBLE B	- Payroll
		100.74
	DIRECT WITHDRAWAL PAYA	Merchant Fee - Utility
8/22/2024	Preauthorized ACH Debit	
	DISC FEES	Billing
		1.77
	DIRECT WITHDRAWAL PAYA	Merchant Fee - Utility
8/22/2024	Preauthorized ACH Debit	
	TRX FEES	Billing
		13.00
	DIRECT WITHDRAWAL WA DEPT	
8/22/2024	Preauthorized ACH Debit	
	REVENUE TAX PYMT	Remit Excise Tax
		131,265.85
	<i>Water Fund</i>	\$ 77,193.94
	<i>Sewer Fund</i>	\$ 32,488.82
	<i>Stormwater Fund</i>	\$ 4,934.35
	<i>Thrift Shop</i>	\$ 14,437.84
	<i>General Fund</i>	\$ 2,210.90
	DIRECT WITHDRAWAL ADP	
8/23/2024	Preauthorized ACH Debit	
	PAYROLL FEESADP FEES	ADP Fee
		1,955.91
	DIRECT WITHDRAWAL ADP	
8/23/2024	Preauthorized ACH Debit	
	PAYROLL FEESADP FEES	ADP Fee
		6,301.30
	DIRECT WITHDRAWAL PAYA	Merchant Fee - Utility
8/23/2024	Preauthorized ACH Debit	
	DISC FEES	Billing
		9.73
	DIRECT WITHDRAWAL PAYA	Merchant Fee - Utility
8/23/2024	Preauthorized ACH Debit	
	TRX FEES	Billing
		80.00
	DIRECT WITHDRAWAL WA STATE	
8/23/2024	Preauthorized ACH Debit	
	DOL WA DRIVER	Driver Abstract
		15.00
	DIRECT WITHDRAWAL	
8/26/2024	Preauthorized ACH Debit	
	MERCHANT S 8039720340	Recreation Refund
		500.00

**Accounts Payable EFT Report**

Item 3.

<b>Date</b>	<b>Description</b>	<b>Dollar Amount</b>
	DIRECT WITHDRAWAL Employee Withholding	
8/26/2024	Preauthorized ACH Debit MISSIONSQUARE INVESTMENT - Payroll	497.77
	DIRECT WITHDRAWAL Employee Withholding	
8/26/2024	Preauthorized ACH Debit MISSIONSQUARE INVESTMENT - Payroll	32,443.33
	DIRECT WITHDRAWAL PAYA Merchant Fee - Utility	
8/26/2024	Preauthorized ACH Debit DISC FEES Billing	0.94
	DIRECT WITHDRAWAL PAYA Merchant Fee - Utility	
8/26/2024	Preauthorized ACH Debit TRX FEES Billing	6.00
	DIRECT WITHDRAWAL Employee Withholding	
8/26/2024	Preauthorized ACH Debit WASHINGTON-DSHS - Payroll	775.65
	DIRECT WITHDRAWAL	
8/27/2024	Preauthorized ACH Debit COMCAST CABLE August Fiber service	4,479.36
	DIRECT WITHDRAWAL	
8/27/2024	Preauthorized ACH Debit MERCHANT S 8039720340 Recreation Refund	60.00
	DIRECT WITHDRAWAL PAYA Merchant Fee - Utility	
8/27/2024	Preauthorized ACH Debit DISC FEES Billing	0.04
	DIRECT WITHDRAWAL PAYA Merchant Fee - Utility	
8/27/2024	Preauthorized ACH Debit DISC FEES Billing	0.15
	DIRECT WITHDRAWAL PAYA Merchant Fee - Utility	
8/27/2024	Preauthorized ACH Debit DISC FEES Billing	1.28
	DIRECT WITHDRAWAL PAYA Merchant Fee - Utility	
8/27/2024	Preauthorized ACH Debit TRX FEES Billing	1.00
	DIRECT WITHDRAWAL PAYA Merchant Fee - Utility	
8/27/2024	Preauthorized ACH Debit TRX FEES Billing	3.00
	DIRECT WITHDRAWAL PAYA Merchant Fee - Utility	
8/27/2024	Preauthorized ACH Debit TRX FEES Billing	5.00
	DIRECT WITHDRAWAL AFLAC Employee Withholding	
8/28/2024	Preauthorized ACH Debit COLUMBUS ACHPMT - Payroll	477.02
	DIRECT WITHDRAWAL PAYA Merchant Fee - Utility	
8/28/2024	Preauthorized ACH Debit DISC FEES Billing	0.36
	DIRECT WITHDRAWAL PAYA Merchant Fee - Utility	
8/28/2024	Preauthorized ACH Debit TRX FEES Billing	6.00
	DIRECT WITHDRAWAL Employee Withholding	
8/28/2024	Preauthorized ACH Debit UNUMGROUP955 INSURANCE - Payroll	730.80
	DIRECT WITHDRAWAL WRIGHT	
8/28/2024	Preauthorized ACH Debit EXPRESS FLEET DEBI Fuel	16,329.03
	DIRECT WITHDRAWAL NAVIA Employee Withholding	
8/29/2024	Preauthorized ACH Debit BENEFIT SOFLEXIBLE B - Payroll	850.11
	DIRECT WITHDRAWAL PAYA Merchant Fee - Utility	
8/29/2024	Preauthorized ACH Debit DISC FEES Billing	0.73
	DIRECT WITHDRAWAL PAYA Merchant Fee - Utility	
8/29/2024	Preauthorized ACH Debit REJECT FEE Billing	15.00

**Accounts Payable EFT Report**

Item 3.

Date	Description		Dollar Amount
8/29/2024 Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing	6.00
8/30/2024 Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA DISC FEES	Merchant Fee - Utility Billing	6.32
8/30/2024 Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing	60.00
8/30/2024 Preauthorized ACH Debit	DIRECT WITHDRAWAL WA STATE DOL WA DRIVER	Driver Abstract	15.00
<b>Total</b>			<b>\$ 2,490,904.90</b>



# CITY COUNCIL MINUTES REGULAR HYBRID MEETING OCTOBER 1, 2024

Item 4.

## 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 24<sup>th</sup> Street, Mercer Island, Washington.

Mayor Salim Nice, Deputy Mayor Dave Rosenbaum, and Councilmember Ted Weinberg attended in person. Councilmembers Lisa Anderl, Jake Jacobson, Craig Reynolds, and Wendy Weiker attended via Zoom.

## PLEDGE OF ALLEGIANCE

The City Council delivered the Pledge of Allegiance.

## AGENDA APPROVAL

It was moved by Rosenbaum; seconded by Weinberg to:

**Approve the agenda as presented.**

PASSED: 7-0

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

## CITY MANAGER REPORT

Chief of Administration Ali Spietz reported on the following items:

- **Council, Boards & Commission Meetings:** Next City Council Meeting – October 15 at 5:00 pm, Parks & Recreation Commission – October 8 at 5:00 pm and Utility Board – October 8 at 5:00 pm.
- **City Services Updates:**
  - Public Input on Clark & Groveland Beaches – A digital survey is open through October 22 collecting information on how the community currently uses Groveland and Clark beaches.
  - Police Modular Buildings – Installation began this week on the third modular building for Mercer Island Police Department. Work will continue getting the space ready for staff to begin moving in by the last week in October.
  - Luther Burbank Boiler Building – Installation on the mezzanine and stairway railings is underway. Substantial completion of the project is expected in about two weeks.
  - Pickleball Courts at Luther Burbank Park – Crews have placed the second lift of asphalt pavement this week and conducted flood testing to check the court drainage. The vendor is completing installation of new drains, construction of a new access path, and grading. The courts are anticipated to be playable later this month with temporary striping.
  - 80<sup>th</sup> Ave SE Pedestrian Improvements – Work is ongoing between SE 30<sup>th</sup> and SE 32<sup>nd</sup> Streets along the east side of 80<sup>th</sup> Avenue SE. New concrete curbs have been poured and new electrical conduit for street lighting has been installed. Work will continue in this area through the end of the year.
  - King County Metro Sewer Project – Asphalt paving has been completed on the I-90 trail near Luther Burbank south parking lot to Shorewood Drive. Shoulder restoration and landscaping along the trail is wrapping up and this section of path should be fully reopened to pedestrian and bicycle traffic later in October.
  - Comprehensive Plan – the 2024 City Council Draft Comprehensive Plan is now available for public review on Let's Talk. Comments are due by October 31 and will be compiled and included in the City Council packet for the November 4 City Council Meeting.

- Planning Commission Recruitment – The recruitment for the Planning Commission is open through October 25. The City Council is recruiting for five positions, with terms beginning January 1, 2025.
- **Upcoming Events:**
  - MIHS Homecoming Parade this Saturday, October 5 in Town Center beginning at 10:30am.
  - Women’s Day Out – Sunday October 20 at MICEC beginning at 10am.
- **News:**
  - King County Grant Awarded to YFS – The City and YFS have been selected for a Best Starts for Kids Positive Family Connections grant award from King County. This grant will allow YFS to increase support for Island parents and families and continue the implementation of the parentingmercerisland.org, a web-based parenting tool that has been developed over the last two years.
  - Family Movie Night Fun – 124 people came to last week’s Family Movie Night at MICEC to watch Kung Fu Panda 4. Thank you to Mercer Island Martial Arts for sponsoring. The next Family Movie Night is scheduled for December 13.

## APPEARANCES

Addie Smith spoke about being a hate crime survivor.

Callie Ridolfi (Mercer Island) spoke in support of adding the last item of Regular Business to the October 15 City Council Agenda.

Sue Stewart (Mercer Island) spoke about the Pea Patch.

Carolyn Boatsman (Mercer Island) spoke in support of adding the last item of Regular Business to the October 15 City Council Agenda.

## CONSENT AGENDA

Deputy Mayor Rosenbaum requested removal of AB 6527: Letter of Support for Improvements to the PSE Low-Income Utility Assistance Programs from the Consent Agenda. Mayor Nice moved it to the first item of Regular Business.

### AB 6544: September 20, 2024 Payroll Certification

**Recommended Action:** Approve the September 20, 2024 Payroll Certification in the amount of \$829,302.27 and authorize the Mayor to sign the certification on behalf of the entire City Council.

#### Certification of Claims:

**A. Check Register | 00220838-00220883 | 9/13/2024 | \$229,610.87**

**B. Check Register | 00220884-00220937 | 9/20/2024 | \$1,440,400.37**

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

### City Council Regular Hybrid Meeting Minutes of September 17, 2024

**Recommended Action:** Approve the City Council Regular Hybrid Meeting Minutes of September 17, 2024.

### AB 6545: Domestic Violence Awareness Month, Proclamation No. 347

**Recommended Action:** Approve Proclamation No. 347 Proclaiming October 2024 as Domestic Violence Awareness Month on Mercer Island.

### AB 6546: Arbor Day Proclamation, Proclamation No. 348

**Recommended Action:** Approve Proclamation No. 348 proclaiming the third Saturday in October as Arbor Day in the City of Mercer Island.

**AB 6547: Indigenous Peoples' Day, Proclamation No. 349**

**Recommended Action:** Approve Proclamation No. 349 Proclamation October 14, 2024 as Indigenous Peoples' Day on Mercer Island.

**AB 6549: Agreement with MISD for Fuel Purchase**

**Recommended Action:** Authorize the City Manager or designee to execute an agreement with the Mercer Island School District No. 400 that allows the City to purchase fuel from the District for the City's vehicles substantially in the form attached as Exhibit 1.

It was moved by Weinberg; seconded by Rosenbaum to:

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

PASSED: 7-0

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

**REGULAR BUSINESS**

**AB 6527: Letter of Support for Improvements to the PSE Low-Income Utility Assistance Programs**

It was moved by Rosenbaum; seconded by Nice to:

**Table AB 6527: Letter of Support for Improvements to the PSE Low Income Utility Assistance Programs for further consideration.**

PASSED: 7-0

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

**AB 6548: 2024 Comprehensive Plan Periodic Update – HB 1220 Affordable Housing Target Capacity Options**

CPD Director Jeff Thomas spoke about the process for setting affordable housing target capacity and the next steps once capacity targets have been selected.

Senior Planner Adam Zack presented the background of this item and explained these regulations are needed to comply with HB 1220 affordable housing targets. He explained that by increasing the multifamily and mixed-use development capacity by at least 143 units was needed. Senior Planner Zack presented the direction provided by City Council in January and September 2024 to increase capacity in Town Center, and presented Options A and B, the proposed alternative for affordable housing percent of units, the proposed AMI requirements for rental units and for ownership units, and the optional additional capacity buffer.

City Council discussed the options and asked questions of staff.

It was moved by Nice; seconded by Rosenbaum to:

**Direct staff to prepare an ordinance containing interim development regulations for public hearing and consideration on November 19, 2024 incorporating Option B and an adjustment of the affordable housing requirement to 15% at an AMI of 50% for rental units and at an AMI of 80% for ownership units.**

MOTION PASSED: 7-0

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

It was moved by Rosenbaum; seconded by Reynolds to:

**Direct staff to further evaluate an optional additional capacity buffer in the TC-3 subarea along 80th Ave SE north of SE 30th Street and bring this matter back to City Council for further discussion in 2025.**

MOTION PASSED: 7-0

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



### **AB 6542: Financial Status Update for the Second Quarter 2024 and Budget Amending Ordinance**

Financial Analyst Ben Schumacher presented the 2024 second quarter financial status update, budget versus actuals through June 2024, revenues and expenditures in both the General and Utility Funds, REET revenues, and the budget amending ordinance.

City Council asked questions of staff.

It was moved by Weinberg; seconded by Rosenbaum to:

**Adopt Ordinance No. 24-13 amending the 2023-2024 Biennial Budget**

MOTION PASSED: 7-0

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

### **AB 6550: Introduction to the Preliminary 2025-2026 Biennial Budget and Overview of the 2025-2030 Capital Improvement Program (CIP)**

City Manager Jessi Bon introduced the preliminary 2025-2026 Biennial Budget and spoke about the focus of the presentation on the Capital Improvement Program.

Finance Director Matt Mornick presented the 2025-2026 budget schedule including two Public Hearings scheduled for October 15 and November 19 and budget adoption at the December 3 City Council Meeting. He discussed how the preliminary budget was built and how it is focused on modernizing aging facilities and infrastructure. Finance Director Mornick spoke about how the preliminary 2025-2026 budget is arranged, focusing first on the Capital Improvement Program (CIP) and then the Operating Budget and Revenues at the October 15 City Council Meeting. He spoke about fund accounting, the seven categories that include 20 distinct Funds, and which funds support CIP work.

Chief of Operations Jason Kintner highlighted the past six years of critical infrastructure investments including:

- 17,000 Linear feet of Water Main installed
- Construction of a new Booster Chlorination System
- 388 Service connections to households installed
- 7,200 Water Meters Replaced
- Upgraded the Supervisory Control and Data Acquisition (SCADA) System
- 9-Miles of roads resurfaced
- Major pedestrian improvements at three intersections
- 11 ADA accessible curb ramps installed
- 1.2 miles of biking infrastructure constructed
- 16,400 Linear feet of rehabilitated sewer main
- 140 manhole covers installed
- Major repairs performed at ten Pump Stations
- Five major Sewer System assessments completed
- 4,700 Linear feet of Storm Water pipe installed
- 85 Catch Basins installed
- 2,200 Linear Feet of Watercourse Stabilization

Chief of Operations Kintner presented the 2025-2030 Capital Improvement Program (CIP), discussed how the CIP is informed by emerging needs, field observations, and the City's Long Range Plans, and the changes that have been made since the Transportation Improvement Program (TIP) was adopted in June. He spoke about the funding sources for CIP projects and the eight asset or project categories that CIP projects are divided into. Chief of Operations Kintner spoke about how most of the expenditures in the CIP tie to the water distribution system, parks and open spaces, and the sewer conveyance system. He discussed the areas of focus for the 2025-2026 CIP is the Water Utility, Parks, Recreation, and Open Spaces including waterfront improvements in Luther Burbank Park, playground replacements, and Pioneer Park and Engstrom Open Space improvements, and critical sewer utility components that require major reinvestment.

City Council discussed the CIP and provided feedback to staff.

### **AB 6530: Long-Term Water Infrastructure Response and Alternatives**

Chief of Operations Jason Kintner spoke about how water is received from Seattle Public Utilities (SPU), the leak that occurred in the SPU transmission line in April 2024, how the leak was resolved, and the work that has been done to identify an alternative location for the water supply line. He presented an alternative supply line location that would modernize the supply line and align ownership, control, and responsibility with the City. Chief of Operations Kintner spoke about alternatives for water service to Shorewood and spoke about the planning level cost estimates for this project.

City Council asked questions of staff.

It was moved by Rosenbaum; seconded by Weinberg to:

**Direct staff to include the design and construction of a new transmission line in the 2025-2030 Capital Improvement Plan; negotiate a preferred pipeline alignment and ownership from Seattle Public Utilities; identify long-term solutions to serve the Shorewood Apartments; prepare an amended Wholesale Service Contract; and, return to the City Council with a recommended project funding plan. In addition, direct the City Manager to prepare a capital funding request for submission to the Washington State Legislature and include this request as part of the City's 2025 Legislative Priorities. Further, authorize the Mayor and Deputy Mayor to commence conversations with State legislative representatives about this project and the corresponding capital funding request**

MOTION PASSED: 7-0

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

**Discussion to Consider Adding a Resolution in Opposition of State Initiative 2117, Concerning Carbon Tax Credit Trading, and State Initiative 2066, Concerning Access to Natural Gas for Washington Homes and Businesses to the October 15 City Council Agenda.**

Mayor Nice explained that this item was requested to be added to the agenda pursuant to City Council Rules of Procedure Section 4.2 by Councilmembers Reynolds and Weinberg. He noted that pursuant to that Section, the discussion is limited to whether or not to place this item on the agenda for the October 15 City Council Meeting for discussion and deliberation.

City Council discussed whether or not to place this item on the agenda for the October 15 City Council Meeting.

It was moved by Reynolds; seconded by Weinberg to:

**Add a Resolution in Opposition of State Initiative 2117, Concerning Carbon Tax Credit Trading, and State Initiative 2066, Concerning Access to Natural Gas for Washington Homes and Businesses to the October 15 City Council Agenda.**

MOTION FAILED: 2-5

FOR: 2 (Reynolds and Weinberg)

AGAINST: 5 (Anderl, Jacobson, Nice, Rosenbaum, and Weiker)

## OTHER BUSINESS

### Planning Schedule

Mayor Nice presented the recommendation to move the November 5 City Council Meeting to November 4, schedule the 2025 Planning Session for February 4, 2025 beginning at 12pm, and cancel the February 18, 2025 City Council Meeting.

It was moved by Jacobson; seconded by Anderl to:

**Cancel the November 5, 2024 City Council Meeting and schedule a Special Meeting on Monday, November 4, 2024 beginning at 5pm.**

MOTION PASSED: 7-0

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

It was moved by Rosenbaum; seconded by Jacobson to:

**Schedule the 2025 City Council Planning Session for Tuesday, February 4, 2025 beginning at 12pm.**

MOTION PASSED: 7-0

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

It was moved by Jacobson; seconded by Anderl to:  
**Cancel the February 18, 2025 City Council Meeting.**

MOTION PASSED: 7-0

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

**Councilmember Absences and Reports**

Councilmember Weinberg notes that the Mercer Island Sister City Association held its annual Soiree on September 22 at Alistair, and that his next monthly open lunch is on October 19 at Pagliacci. Councilmember Jacobson noted there is a Utility Board Meeting next week.

**ADJOURNMENT**

The Regular Hybrid Council Meeting adjourned at 8:11 pm.

Attest:

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

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



# BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

**AB 6539**  
**October 15, 2024**  
**Consent Agenda**

## AGENDA BILL INFORMATION

<b>TITLE:</b>	AB 6539: 2024 Work Plan Update	<input checked="" type="checkbox"/> Discussion Only <input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
<b>RECOMMENDED ACTION:</b>	No action necessary. Receive report.	

<b>DEPARTMENT:</b>	City Manager
<b>STAFF:</b>	Jessi Bon, City Manager
<b>COUNCIL LIAISON:</b>	n/a
<b>EXHIBITS:</b>	1. 2023-2024 Work Plan Matrix 2. 2023-2024 Biennial Budget Work Plans by Department
<b>CITY COUNCIL PRIORITY:</b>	4. Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community.

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

## EXECUTIVE SUMMARY

The purpose of this agenda item is to provide a written update to the City Council on the status of major work items from the 2023-2024 Biennial Budget (see Exhibit 1).

## BACKGROUND

As part of the year-long process leading up to the adoption of the biennial budget, staff work with the City Council to develop priorities that guide the budget process and the City’s biennial work plan.

The City’s work plan is developed to meet legal (federal, state, and local) requirements and achieve the City Council’s priorities. On the following page is the adopted City Council Priorities and primary areas of focus for the 2023-2024 biennium:

### 2023-2024 City Council Priorities

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

In 2021, staff created a streamlined work plan tool to better visualize and track major work items, now commonly referred to as the Work Plan Matrix (see Exhibit 1).

Major work items from the 2023-2024 biennium, as well as any work items and projects that carried over from the previous year, have been incorporated into the Matrix. The last update to the 2023-2024 Work Plan was provided at the March 1, 2024 Council Planning Session ([AB 6415](#)).

The full list of 2023-2024 Work Plan Items, as adopted in the biennial budget, is available in Exhibit 2.

## ISSUE/DISCUSSION

### 2023-2024 Work Plan Highlights

#### Major Issues/Key Areas of Focus:

- The entirety of the City’s Work Plan for 2023-2024 has been affected by the closure of City Hall, which has impacted every department across the organization. The City Manager’s Office is managing the City’s response to the closure of the building and is sharing long-term facilities planning changes and updates with the City Council and staff. The City continues to track expenditures, manage obstacles created by the closure, and work on solutions to the City Hall closure and future facility needs.
  - Design work is underway for the new Public Safety and Maintenance Building.
  - The City Attorney’s Office is continuing to work with the City Manager’s Office on real estate matters that were triggered and accelerated by the closure of City Hall.
  - The closure of City Hall in April 2023 paused the Comprehensive Facilities Assessment for re-evaluation. Facility assessments were later completed on the Public Works and Maintenance building, the Annex building at the Mercer Island Community & Event Center, and City Hall. The facility assessment is nearing completion on the Luther Burbank Administration building and is expected to be complete by the end of 2024.
  - The City Clerk’s Office has hired an experienced Records Business Systems Analyst to manage records management, destruction, and scanning for all City Hall records. Since April, 52 boxes of over 700 files have been reviewed and either disposed of or digitized for archival purposes.
- On April 3, 2024, the City of Mercer Island learned of a leaking underground Seattle Public Utilities (SPU) water pipe. The City and SPU worked through the spring and summer to maintain water supply levels while the City received water on a backup line for 120 days. SPU installed 1,300 feet of flexible liner into the leaking pipe, and the pipeline was put back into service in early August 2024.

### Capital Project Highlights:

- Island Crest Park North Field turf and South Mercer Playfields turf replacement and ballfield backstop project was completed this spring.
- After 18 months of electrical equipment production, all materials for the **sewer SCADA project** have been received and programming has been completed. Once all components have undergone factory acceptance testing, installation of the sewer SCADA system at the 17 pump stations is ready to begin. Staff have received the necessary shoreline and electrical permits for each site, and are continuing work on one utility easement modification, which is not expected to delay work. Construction is scheduled to begin in October 2024 and will be completed in Q3 2025.
- Work on the north water reservoir coating replacements was substantially complete at the end of September. Work will begin on the south water reservoir this winter with completion in April 2025 before the start of water demand season. A significant change order was executed to enhance the surface preparation for the north tank roof. This will double the life expectancy of the new roof coating. A similar change order will be executed for the south tank roof.
- The 2006 Luther Burbank Park Master Plan identified the 1928 **Boiler Building** for reuse as a non-motorized watercraft facility. Construction began in February 2024 on the Phase 1 improvements including seismic retrofits to stabilize the building, installing a new roof membrane, repairing masonry, and renovating the restroom. This work is expected to be substantially completed by the end of October 2024.
- The **water meter replacement** phase of the AMI System Implementation began in March 2024 and was completed in early August 2024. Water use data from many of the new meters is being read by the two data collectors that were installed and activated this summer. This fall staff will continue work related to installation of the four remaining data collectors. Staff are also working on implementation of the new customer service portal. Once these parts of the system are implemented, all City water customers will be able to access their hourly water use information and automatically receive leak notifications. Finance's Utility Billing division has been integral in supporting this work.
- The 2022 PROS Plan designates Luther Burbank Park as a preferred site for converting tennis courts to pickleball, leading to City Council's approval of the **Sport Courts Renovation** project in the 2023-2024 Budget and Capital Improvement Program. Work began on May 21, but significant subgrade failures were discovered in July, causing a suspension of work on July 12. Soil tests revealed inconsistent soil strength, leading to the decision to fully remove the old asphalt pavement and underlying weak soils. The plan was revised to apply 3 inches of new asphalt in two lifts for enhanced surface durability and planarity. With City Council approval of a significant change order, construction resumed in September. with completion expected by mid-October. Acrylic surfacing will be applied in Spring 2025 after the new asphalt cures over winter, with temporary striping allowing the courts to open in mid-October. The City is planning for a ribbon-cutting in 2025.

### Citywide Plans and Policy Updates:

- YFS contracted with BERK Consulting to perform and update the 2019 **Community Needs Assessment**. The assessment will provide YFS with an understanding of how the population of Mercer Island has changed, particularly given the COVID-19 pandemic, to inform current programming and identify where future needs are likely to materialize. BERK has completed the project, and staff will be presenting the results at a future City Council meeting.

- Community Planning and Development presented the Planning Commission’s recommendations for the periodic update of the **Comprehensive Plan** to the City Council on July 16, 2024. City Council review of the plan is underway, and adoption is now anticipated in November 2024.
- HB 5290 fully takes effect on January 1, 2025. This legislation is related to the permit intake and review process and requires several procedural and administrative changes to the City’s permitting processes. CPD staff are preparing updated interim regulations for City Council review and adoption in November-December 2024.
- CPD staff are analyzing policy options related to complying with HB 1110 (middle housing) and HB 1337 (ADUs). Staff will prepare draft interim regulations for City Council for review and adoption prior to the June 2025 deadline for compliance.
- In May, the City Council adopted the updated **cost allocation policy**. This initiative was stewarded by the City Council Ad Hoc Finance Committee. The new allocation policy is being incorporated into the 2025-2026 biennial budget.

#### Technology Highlights:

- Work to implement phase 1 of the new **financial management software** system is on track. The core project team is in the configuration and testing phase with a go-live date using core financial software systems January 2025. The remaining subsystems that will improve how the City receives payments for services and business and occupation tax payments is scheduled to be implemented December 2025.
- Recreation staff have fully implemented **Civic Optimize**, a software tool which will enhance the permit and rental process, athletic field rentals, and park permit requests. Utilizing Civic Optimize and other new procedures, staff have been able to respond and confirm contracts for most rentals within 24 hours. Previously, turnaround times could take 3-5 business days.

#### Operational Updates:

- Work continues with the City Council to invest the **American Rescue Plan Act (ARPA)** funds before the December 31, 2024 deadline to either spend or encumber remaining funds for use until December 31, 2026. Work is well on track to meet these deadlines set by the US Treasury Department. As part of the second quarter of 2024 financial status update, staff presented recommendations to the City Council for how to invest the remaining ARPA funds.
- The Finance and Community Planning and Development Departments effectively established a new special revenue fund. All revenues and expenditures tied to development services will be tracked to the **Development Services Fund**, which will be presented as part of the 2025-2026 biennial budget and is incorporated into the City’s new financial management software systems.
- The City Council Ad Hoc Finance Committee met a few times in the first half of 2024 to review the proposed **Compensation Plan for Non-Represented Employees**. The Plan was then adopted by the entire City Council in June. The Plan details the City’s compensation philosophy, provides a new position classification system, and the first ever salary schedule for non-represented employees. In July, employees were notified of their new classifications and salaries and new standardized job descriptions were rolled out for each position.
- Mercer Island Police have met with Sound Transit and other agencies to review protocol and response plans for the new light rail station. Police plan to utilize the Town Center officers to provide a visible police presence in Town Center and the surrounding transit facility.

- In spring 2024, communications staff worked with a consultant to administer the **2024 community survey** to help inform the 2025-2026 biennial budget process. The survey results were presented to the City Council on June 4 showing an overall positive satisfaction rating from the community. Ninety-four percent (94%) of the residents surveyed, who had an opinion, rated the community of Mercer Island as an “excellent” or “good” place to live. Other areas that respondents were especially satisfied with include overall quality of life in the City (92%), Mercer Island as a place to raise children (92%), and overall feeling of safety in the City (91%).
- Eastside Fire and Rescue is continuing work towards improving the Washington Surveying & Rating Bureau’s rating for Mercer Island. The most recent evaluation was completed in Q4, and EFR was notified in April 2024 that Mercer Island received an overall rating of 3.01. Although this is a good rating, WSRB does not round ratings up or down, so EFR will maintain the rating of 4 until the next evaluation with the intent to lower insurance costs for Mercer Island residents.
- The 2023 Fire work plan included training six members of the then-Mercer Island Fire Department in wildland firefighting (known as a Red Card), and this training was completed. These six members are now part of Eastside Fire and Rescue’s 35-member wildland team, trained in wildland incident command, wildland-urban interface firefighting, and hazard tree mitigation.
- Eastside Fire and Rescue also secured seven additional replacement defibrillator units through a King County EMS grant, incurring no cost to the City.
- **MICEC rental occupancy rates** have surpassed 2024 goals. As of August 1, the MICEC has booked 2,019 rental bookings for over 8,000 hours through year end. This already surpasses 2023 hours by over 1,000 hours.
- In early 2024, YFS contracted with Hopelink to bring their Mobile (food) Market to the Island to restart distribution of fresh and shelf stable food items to Islanders facing food insecurity. This change also reduced the unsustainable cost of the food card program and the waste inherent to food card distribution (lost cards, cards with unused balances, etc.). Currently, YFS is tracking up to 100 visits every two weeks to the **Hopelink Mobile Market**, has established an agreement with Mercer Island Farmer’s Market to offer “Market Bucks” to supplement summertime food demand (without school lunches/meals, some families face extra demand), and refers individuals or families who need food delivery or more food for larger families to Hopelink’s brick and mortar location in Bellevue, Washington.
- The **Mercer Island Thrift Shop** is on track to meet its goal of increasing revenue by 10% in 2024.

## NEXT STEPS

Staff prepared the draft 2025-2026 Work Plan which will be reviewed and adopted by the City Council during the 2025-2026 Biennial Budget process later this fall. The next update to the work plan is scheduled for Q1 2025.

## RECOMMENDED ACTION

Receive report. No action necessary.





# City of Mercer Island

## 2023-2024 Work Plan Matrix

Project	PROGRESS	START	END	2023				2024				2025			
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
<b>Administrative Services</b>															
Review and update citywide policies regarding human resources, finance, purchasing, fleet, and others.	50%	Jan-21	Sep-24												
Continue implementation of HRIS software to centralize employee data, payroll, and benefits. This work is ongoing.	80%	Jan-21	Dec-24												
Negotiate new Collective Bargaining Agreements with bargaining groups: (1) Police and Police Support bargaining groups for the years 2025 through 2027. (2) AFSCME bargaining group for the years 2025 through 2027. <del>(3) Fire bargaining group for the years 2023 through 2025.</del>	40%	Jan-24	Dec-24												
Conduct a Citywide Classification & Compensation Study.	100%	Feb-21	Aug-24												
Develop a citywide compensation policy and philosophy subject to review and approval by the City Council.	100%	Apr-22	Jul-24												
Conduct a biennial public opinion survey in 2024 to inform the 2025-2026 budget process.	100%	Jan-24	Jun-24												
Complete GIS Utility Network Data Upgrade Project by Q2 2023.	100%	Feb-22	Jun-23												
<b>City Attorney's Office</b>															
Defend the 2017 Settlement Agreement with Sound Transit to ensure modifications to North Mercer Way that allow passenger transfers to and from bus and light rail at the East Link Station do not adversely impact traffic patterns or public safety for community residents.	99%	Jan-21	Jun-25												
Support the City Manager's Office as they evaluate the leadership structure of the Fire Department and prepare a long-term recommendation. Fire Department leadership is current performed through contract with Eastside Fire & Rescue.	100%	Jan-23	Dec-23												
Support Administrative Services as they negotiate new Collective Bargaining Agreements with bargaining groups: (1) Police and Police Support bargaining groups for the years 2025 through 2027. (2) AFSCME bargaining group for the years 2025 through 2027. <del>(3) Fire bargaining group for the years 2023 through 2025.</del>	50%	Jan-23	Dec-24												
Support Community Planning & Development in their efforts to complete 2024 Comprehensive Plan Periodic Update by Q2 2024 as directed by the City Council in March 2022.	90%	Mar-22	Dec-24												
Support Community Planning & Development in their efforts to review and report back to the City Council on the effectiveness and impacts of the 2017 Residential Development Standards code amendments included in the Residential Code (MICC 19.02) Identify opportunities to streamline permitting processes.	10%	Jan-23	Jun-25												

Project	PROGRESS	START	END	2023				2024				2025		Item 5.
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	
<b>City Manager's Office</b>														
Prepare for the opening of the Sound Transit Light Rail Station in 2025. Work with internal teams and other agencies to ensure safe design and implementation.	75%	Jan-21	Jun-25											
Administer the Sound Transit Settlement Agreement to include tracking of appropriations and expenditures, contract management, and submission of invoices.	Ongoing	Jan-21	Jun-25											
Evaluate the leadership structure of the Fire Department and prepare a long-term recommendation. Fire Department leadership is current performed through contract with Eastside Fire & Rescue.	100%	Jan-23	Jun-23											
Oversee the Comprehensive Facilities Assessment to include the Annex Building at the Mercer Island Community & Event Center, City Hall, the Maintenance Facility, and the Luther Burbank Administrative Building. This project will evaluate the remaining useful life of these buildings and identify alternatives to replace or repair. The project is anticipated to be complete by Q2 2024, with initial recommendations capital project recommendations prepared for the 2025-2026 budget.	75%	Nov-22	May-24											
Support Community Planning & Development in their efforts to review and report back to the City Council on the effectiveness and impacts of the 2017 Residential Development Standards code amendments included in the Residential Code (MICC 19.02) Identify opportunities to streamline permitting processes.	10%	Jan-23	Jun-25											
<del>Oversee the activation of the former Tully's Property to serve as a satellite police precinct. Evaluate the potential expansion of the police volunteer program to include volunteers at the satellite police precinct to include preparation of a 2025-2026 budget proposal.</del>	0%	Jan-24	Dec-24											
<b>Community Planning and Development</b>														
Complete 2024 Comprehensive Plan Periodic Update by Q2 2024 as directed by the City Council in March 2022.	90%	Mar-22	Dec-24											
Coordinate with the State Department of Commerce, the Puget Sound Regional Council, King County, and other King County jurisdictions on regional growth planning including affordable housing target development.	90%	Jul-21	Dec-24											
Review and report back to the City Council on the effectiveness and impacts of the 2017 Residential Development Standards code amendments included in the Residential Code (MICC 19.02) Identify opportunities to streamline permitting processes.	10%	Jan-23	Jun-25											
Compile and analyze potential improvements to the development codes and propose such for the annual docket as appropriate.	Ongoing	Jan-23	Dec-25											
Index and digitize old records to make them easily accessible to the public and continue to provide support for public records requests. This work is ongoing.	40%	Sep-22	Dec-24											
Analyze and implement measures to reduce building, planning, and land-use permit plan review times through appropriate staffing and on-call support levels. Routinely analyze data and gather feedback from customers to inform decision-making and process improvements.	40%	Jan-23	Dec-24											
Update the construction codes according to state requirements by Q2 2023.	100%	Jan-23	Jun-24											
Complete a Parking Study for Town Center.	100%	May-22	Mar-24											
Business Code Zone Amendment.	100%	Oct-22	Jun-23											

Project	PROGRESS	START	END	2023				2024				2025		Item 5.
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	
<b>Finance</b>														
Conduct a phased implementation of the new financial management software system. This entails grouping software system modules that power core business processes being phased into production while progressively going live with additional ancillary modules as the implementation progresses. Completion date for core financials is Q4 2023, with the entire financial management software system going live in Q3 2025.	60%	Dec-22	Dec-25											
Complete a cost allocation methodology analysis to identify the full costs of services provided by internal service departments by Q4 2024.	100%	Jan-21	Dec-24											
Engage the City Council and organization for the highest and best use of the City's American Relief Plan Act (ARPA) fund allocation. Track all funds and meet all federal reporting requirements. This work is ongoing through the biennium.	Ongoing	Jan-23	Ongoing											
Develop a Special Revenue Fund to track permit revenues in the Community Planning and Development Department for implementation by Q1 2025.	100%	Jan-23	Dec-24											
Assist Public Works with the completion of the Water Meter Replacement Project by Q3 2024.	80%	Jul-21	Dec-24											
Transition to monthly financial reports. Implementation of this goal is tied to procurement and implementation of the new financial software.	60%	Dec-22	Dec-25											
<b>Fire</b>														
Review and provide data driven updates specific to fee collection policies (transport fee, Fire Marshals permitting, GEMT, etc.), new or updated requests for contracts, and/or strategies to the City Manager in September of each year.	100%	Jun-22	Sep-24											
Coordinate with Administrative Services and Finance to update the new Master Fee Schedule annually to include all associated fire permit fees.	Ongoing	Jan-22	Ongoing											
Engage with regional partners to train up to six personnel to become Red Card certified to assist with both Mercer Island and regional urban interface and wildland related emergencies by Q4 2023. This type of training will be ongoing.	100%	Jan-23	Jul-23											
Purchase King County Public Health certified defibrillators for 911 response by Q3 2023.	100%	Oct-22	Nov-23											
Develop lesson plans for approximately 10 public education related topics (Home Safety, Exit Drills, Smoke Detector Education etc.) by Q4 2024.	100%	Jan-23	Sep-23											
<b>Municipal Court</b>														
Conduct court security assessment. Work to improve court security in line with Washington State General Court Rule guidelines.	100%	Feb-23	Ongoing											
Assess, plan, and implement updated procedures and technology of the Court. Move to add audio and video upgrades with grant funding recently received from the State. Utilize the grant funding to implement paperless court file maintenance which will include outside pleading filings, discovery and records request transfers, and court file depository and usage.	75%	Dec-22	Dec-24											

Project	PROGRESS	START	END	2023				2024				2025		Item 5.
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	
<b>Police Department</b>														
Prepare for the new Light Rail station, to include response protocols and pedestrian and vehicles safety considerations. This work is ongoing.	90%	Jan-21	Mar-25											
Continue the Interlocal Agreements for Marine Patrol Services with Hunts Point, Medina, and Yarrow Point. Track time and resources spent in each marine jurisdiction to inform the cost allocation model the City utilizes to charge contract cities. Work with the Finance Department to complete an overhead cost analysis to inform updates to the Interlocal Agreements by Q4 2023.	75%	Apr-22	Jun-25											
Collaborate with public safety partners to acquire and implement the Puget Sound Emergency Radio Network (PSERN) for public safety communications by Q4 2022.	100%	Jan-21	Dec-23											
Proactively combat crimes through crime prevention and education programs, by leveraging social media outreach and rigorous investigation efforts. This work is ongoing.	Ongoing	Jan-23	Dec-24											
Continue the Community Academy, Coffee with a Cop, Paws on Patrol, Community Emergency Response Team (CERT), and National Night Out. Support the Parks and Recreation Department through participation in community-wide special events.	Ongoing	Jan-23	Dec-24											
<del>Collaborate with the City Manager's Office on the activation of the former Tully's Property to serve as a satellite police precinct. Evaluate the potential expansion of the police volunteer program to include volunteers at the satellite police precinct to include preparation of a 2025-2026 budget proposal.</del>	0%	Jan-24	Dec-24											
<b>Public Works</b>														
Develop Standard Operating Procedures for Cityworks (asset management system) by Q3 2023. - Develop Key Performance Indicators (KPI's) for Cityworks by Q3 2023. - Increase staff skill and competency in the Cityworks platform through ongoing trainings. This work is ongoing.	30%	Jan-23	Dec-25											
Collaborate with the City Manager's Office on the development of the Comprehensive Facilities Assessment to include the Annex Building at the Mercer Island Community & Event Center, City Hall, the Maintenance Facility, and the Luther Burbank Administrative Building.	75%	Nov-22	Dec-24											
Work with King County and Recology to update solid waste rates per the new proposed solid waste rates anticipated in 2023 and 2024.	100%	Jan-23	Mar-24											
Implement the Supervisory Control and Data Acquisition Project ("SCADA" Project) by Q4 2023.	75%	Jan-21	Nov-25											
Complete the Water Meter Replacement Project by Q3 2024.	80%	Jul-21	Dec-24											
Luther Burbank Docks reconfiguration and repair project.	30%	Jun-20	Dec-24											
Develop Joint Master Plan for Clarke Beach and Groveland Beach Parks by Q4 2023.	25%	Mar-22	Dec-25											
Continue with ongoing soil and groundwater remediation at the former Honeywell Site and City Maintenance facility. Compliance is necessary to obtain a No Further Action letter from Department of Ecology.	85%	Jan-21	Dec-26											
Begin to implement the Americans with Disabilities Act (ADA) Transition Plan. This work is ongoing.	Ongoing	Jan-23	Ongoing											
Work proactively with King County Metro and Sound Transit to minimize impacts to City infrastructure (streets and utilities), traffic (cars, pedestrians, bicycles), and the public by the sewer interceptor and MITI projects and ensure that City infrastructure is restored to City standards. This work is ongoing.	90%	Jan-23	Ongoing											

Project	PROGRESS	START	END	2023				2024				2025		Item 5.		
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2			
Adopt the Climate Action Plan by Q2 2023. Begin Council directed implementation of strategies and actions from the adopted Plan by Q4 2024.	90%	Jan-23	Dec-24													
Complete costing analysis, review interlocal agreements, and work with the Mercer Island School District (MISD) to draft a new Master Facility Use Agreement to include facilities shared/jointly maintained between the MISD and the City by Q4 2023.	10%	Jan-23	Dec-25													
Complete the Site Characterization for soil and groundwater at Fire Station 91 by Q4 2022.	100%	Jan-21	Dec-24													
Athletic Field Replacement Projects as included in the 2022 PROS Plan. Projects include: (1) Island Crest Park North Field Turf and (2) South Mercer Playfields Turf Replacement & Ballfield Backstop Update.	100%	Jun-22	Oct-24													
Reservoir Pump Replacements.	35%	Mar-22	Jun-25													
Reservoir Improvements.	55%	Mar-22	May-25													
First Hill Booster Station Generator Replacement.	20%	Jun-22	Dec-25													

### Parks & Recreation

Complete implementation and integration of Civic Optimize, a software tool which will enhance the permit and rental process, increase customer satisfaction, and optimize staff review efficiency. Research, develop and implement procedures for the use of technology-based tools by Q4 2024 to improve customer service and reduce permit turnaround times.	100%	Jan-23	Ongoing													
Establish resource needs, program implementation, and evaluation tools in preparation for the future expansion of recreation services to include various youth, senior, and adult programs.	100%	Jan-23	Jun-24													
Achieve MICEC rental occupancy level of 1,500 bookings by end of Q4 2023; 2,000 bookings by end of Q4 2024.	100%	Jan-23	Dec-23													
Achieve drop-in programming participation of 2,000 individuals to the fitness room and 6,000 drop-in sports participants by end of Q4 2023.	100%	Jan-23	Sep-23													
Expand drop-in programming to increase diversity of offerings by 25-50% by Q1 2024.	100%	Jan-23	Mar-24													
Collaborate with local community organizations to partner on special events, programs, volunteerism, and other community engagement opportunities.	100%	Jan-23	Ongoing													
Expand and enhance opportunities for recreation service sponsorships and park asset and property donations.	100%	Jan-23	Dec-24													
In collaboration with the Finance Department and Capital Projects Team, revisit the funding plan (aka the sinking fund) for the replacement of synthetic turf athletic fields.	20%	Jan-23	Dec-26													

### Youth and Family Services

Work with the City Manager on a stabilization plan for YFS revenues. This work is tied to recovery of Thrift Shop operations and development of a long-term funding strategy. This work is ongoing.	Ongoing	Jan-23	Dec-24													
Provide food support for residents facing food insecurity, which currently includes grocery gift cards. Re-evaluate food pantry operations as Pandemic recovery efforts allow as part of the comprehensive Emergency Assistance policy update.	100%	Jan-23	Jun-24													
Integrate and expand Trauma-Informed Approaches (TIA) Organizational Development.	100%	Jan-23	Jun-23													
Increase Thrift Store annual revenues by 10% each year of the biennium based on FY 2022 gross revenues.	75%	Jan-23	Dec-24													

Project	PROGRESS	START	END	2023				2024				2025		Item 5.		
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2			
Grow Thrift Store volunteer service hours by 15% in 2023 and 10% in 2024 to increase engagement of the volunteer labor pool by Q4 2024.	75%	Jan-23	Dec-24													
Transition YFS operations to ensure compliance with HIPAA standards by Q4 2022.	100%	Apr-21	Oct-23													
Complete the update to the YFS policy and procedures manual by Q4 2022. Policies related to financial assistance programs may require City Council review and approval.	100%	Oct-21	Oct-23													

# 2023-2024 Biennial Budget Work Plans by Department

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# Administrative Services

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1. **Goal: Coordinate and oversee the internal and support services and teams for the City of Mercer Island.**
  - 1.1 Work with the City Manager's Office and the Finance Department to develop the 2025-2026 budget recommendation.
  - 1.2 Review and update citywide policies regarding human resources, finance, purchasing, fleet, and others.
  - 1.3 Lead the citywide customer service initiative, including trainings for employees, focusing on improving and strengthening overall customer experience for internal and external customers.
  - 1.4 Review and update the Mayor's Emergency Powers code (MICC 9.40) by Q4 2024.
2. **Goal: Provide a single and centralized location for Mercer Island residents, businesses, and visitors to access City services.**
  - 2.1 Provide a consistent customer service experience, while creating efficiencies and reducing redundancies.
  - 2.2 Maintain customer relationship management (CRM) software to track and manage customer interactions.
  - 2.3 Track progress through data collection of calls and emails and establish performance objectives.
  - 2.4 Provide one-stop shopping and relieve multiple staff teams from working on the same request.
  - 2.5 Provide citywide support for the re-opening of City facilities and the ongoing transition back to in-person services.
3. **Goal: Administer uniform Human Resources policies, procedures, and programs and process the payroll for all City employees.**
  - 3.1 Implement a semi-monthly payroll process by Q4 2024.
  - 3.2 Implement HRIS software to centralize employee data, payroll, and benefits by Q2 2023.
  - 3.3 Negotiate new Collective Bargaining Agreements with bargaining groups:
    - 3.3.1 Police and Police Support bargaining groups for the years 2025 through 2027.
    - 3.3.2 AFSCME bargaining group for the years 2025 through 2027.
    - 3.3.3 Fire bargaining group for the years 2023 through 2025.
  - 3.4 Continue to monitor near-term retirements and coordinate with department directors on succession planning strategies. This work is ongoing.
  - 3.5 Administer citywide training programs and conduct an annual employee survey.
  - 3.6 Manage the citywide performance evaluation process and employee recognition and service award programs. This work is ongoing.
  - 3.7 Review and digitize human resources and payroll records, identifying destruction and/or archival requirement. This work is ongoing.
  - 3.8 Conclude the Citywide Classification & Compensation Study by Q2 2023.
  - 3.9 Develop a citywide compensation policy and philosophy subject to review and approval by the City Council by Q4 2023.
  - 3.10 Develop a comprehensive onboarding program for new employees by Q2 2023.



## Administrative Services Work Plan Cont.

4. **Goal: Plan, organize, and supervise the City's community outreach efforts and media relations to educate residents and encourage informed input from the Mercer Island community.**
  - 4.1 Develop and manage communications plans and provide support or outreach/engagement management for other departments.
  - 4.2 Maintain range of communications platforms (website, Let's Talk, social media, MI Weekly, news releases, etc.).
  - 4.3 Develop, deploy, and ensure consistent branding across departments and materials.
  - 4.4 Oversee the City's website, adding news and calendar items, updating content, and designing new webpages as needed. Continue citywide partnerships and training to ensure department staff are regularly updating and monitoring website content.
  - 4.5 Partner internally to develop and manage targeted outreach, including small business relations and cross-agency collaboration.
  - 4.6 Research and present options for the City Council's biennial public opinion survey; collaborate on promotion and assist with distribution and explanation of results.
  - 4.7 Conduct a biennial public opinion survey in 2024 to inform the 2025-2026 budget process.
5. **Goal: Serve the public by striving for excellence in preparation of agendas and minutes of meetings and provide complete and accurate information while preserving the records of the City.**
  - 5.1 Coordinate City Council meeting agenda packet creation and distribution and assist with hybrid meeting management.
  - 5.2 Manage the City's municipal code and official City records including ordinances, resolutions, agreements, and minutes.
  - 5.3 Provide administrative support to the City Manager, Chief of Administration, and City Council.
  - 5.4 Advertise, recruit, and fill vacancies for the City's boards and commissions. Update rosters, initiate and track Open Public Meetings Act (OPMA) and Public Records Act (PRA) training needs, ensure Code of Ethics compliance, and train support staff.
  - 5.5 Assist with processing public records requests.
  - 5.6 Provide training to employees regarding City Clerk and City Council policies and procedures, including Public Records Act training.
  - 5.7 Provide ethics training for all public officials. Identify a Washington Cities Insurance Authority (WCIA) training consultant, establish curriculum that supports the adopted Code of Ethics, and develop a training schedule.
6. **Goal: Provide excellent support and management of the City's technology, operations, and initiatives and the City's Geographic Information System and related products and services.**
  - 6.1 Procure, implement, maintain, and support all information and technology infrastructure, systems, and software that enables City service delivery to the public.
  - 6.2 Implement technology projects approved in the Capital Improvement Plan, including a new financial system, a new cybersecurity system, and the technology equipment replacement program.
  - 6.3 Assist staff to identify and prioritize technology projects for the 2025-2026 biennium.
  - 6.4 Mitigate and respond to cyber and information security risks, complete cyber security audits, and conduct ongoing training for all technology users (employees, volunteers, City Council, and boards and commissioners) on cyber and information security.

## Administrative Services Work Plan Cont.

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- 6.5 Ensure that mobile computer systems in emergency vehicles and field reporting systems are dependable, well-maintained, and functional.
- 6.6 Continue to provide technology and staffing support for remote and hybrid public meetings (City Council, Boards and Commissions, etc.)
- 6.7 Maintain and administer all online map services to ensure WebGIS, Cityworks, and Online maps are operational.
- 6.8 Maintain and enhance mapping software (ESRI and VertiGIS GeoCortex) including procurement, licensing, maintenance, and administration to ensure GIS software and WebGIS software are operational.

## City Attorney's Office

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- 1. Provide legal advice and guidance to the City Council, the City Manager, and City departments, as well as boards and commissions.**
  - 1.1 Conduct legal research for civil matters, and ensure actions taken by the City are consistent with state and federal laws.
  - 1.2 Attend City Council meetings, Executive Sessions, and other meetings as needed; provide legal guidance and advice.
  - 1.3 Prepare draft ordinances for City Council consideration and adoption as City law.
  - 1.4 Negotiate contracts in a variety of areas, including ROW franchises, real estate and development services, land use, environmental law, public works, and professional services.
  - 1.5 Manage administrative claims and advise the City Manager and departments on risk management. Reviews incident reports City-wide for potential liability. The City receives an average of 25 claims and 75 incident reports per year.
- 2. Support comprehensive efforts relating to the future of the Bus/Rail Interchange along North Mercer Way.**
  - 2.1 Defend the 2017 Settlement Agreement with Sound Transit to ensure modifications to North Mercer Way that allow passenger transfers to and from bus and light rail at the East Link Station do not adversely impact traffic patterns or public safety for community residents.
- 3. Represent the City in civil litigation and prosecution of criminal citations.**
  - 3.1 Advise and represent the City in civil lawsuits, administrative appeals, and employment matters.
  - 3.2 Monitor and enforce terms of the Sound Transit Settlement Agreement.
  - 3.3 Manage representation and work assigned to outside legal counsel.
  - 3.4 Oversee prosecution of misdemeanor citations issued by the Mercer Island Police Department and management of criminal cases and infractions before the City's municipal court.
  - 3.5 Administer contracts for prosecutorial and public defense services.

## City Attorney's Office Work Plan Cont.

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### 4. Respond to public records requests pursuant to Public Records Act.

- 4.1 Coordinate timely response to public records requests.
- 4.2 Ensure compliance with the Public Records Act and proper application of exemptions.
- 4.3 Stay current with changes to public records laws.
- 4.4 Review and identify destruction and/or archival requirements for records. Provide support to City departments for records retention.
- 4.5 Develop a citywide training schedule for employees regarding records storage, retention, and destruction.
- 4.6 Develop/update policies that identify the minimum requirements to lawfully destroy paper records after conversion to a digital format, ensuring access to, and retrieval of, digital images throughout the minimum retention period.

## City Council

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

## City Manager's Office

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1. **Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community. (Adopted City Council 2023-2024 Priority, see AB 6064)**
  - 1.1 Implement the adopted 2023-2024 budget with a continued focus on fiscal recovery of services and operations impacted by the COVID-19 pandemic.
  - 1.2 Prepare and transmit a 2025-2026 biennial budget recommendation to include policy revisions and updates at the direction of the City Council.
  - 1.3 Continue work on long-term financial strategies; including ongoing implementation of policies related to the long-term forecast, reserves, and operating contingencies.
  - 1.4 Provide support to the Finance Department and Administrative Services Department in developing and revising financial and operational policies.
  - 1.5 Evaluate the leadership structure of the Fire Department and prepare a long-term recommendation. Fire Department leadership is current performed through contract with Eastside Fire & Rescue.

## City Manager's Office Work Plan Cont.

- 1.6 Provide support to the Public Works, Finance, and Youth & Family Services Department to continue rebuilding Thrift Shop operations.
- 1.7 Collaborate with the Finance Department to engage the City Council and organization for the highest and best use of the City's American Relief Plan Act (ARPA) fund allocation. Track all funds and meet all federal reporting requirements. This work is ongoing through the biennium.
- 1.8 Complete the Classification and Compensation Study and the accompanying Recruitment and Retention Strategy. Provide policy recommendations to the City Council by Q2 2023.
- 1.9 Implement the organizational structure as approved in the 2023-2024 budget.
  - 1.9.1 Continue to work towards filling interim/vacant positions.
  - 1.9.2 Provide support to the organization to ensure succession planning remains a priority to address upcoming retirements.
  - 1.9.3 Emphasize building and developing future leaders throughout the organization through continuing education, cross-training, and identifying other opportunities for professional growth.
- 2. Make once-in-a-generation investments to update and modernize aging infrastructure, capital facilities, and parks. (Adopted City Council 2023-2024 Priority, see AB 6064)**  
**Sustain and enhance our natural environment, especially parks and open spaces, to benefit this generation and others that follow. (Adopted City Council 2023-2024 Priority, see AB 6064)**
  - 2.1 Oversee the Comprehensive Facilities Assessment to include the Annex Building at the Mercer Island Community & Event Center, City Hall, the Maintenance Facility, and the Luther Burbank Administrative Building. This project will evaluate the remaining useful life of these buildings and identify alternatives to replace or repair. The project is anticipated to be complete by Q2 2024, with initial recommendations capital project recommendations prepared for the 2025-2026 budget.
  - 2.2 Support the Public Works Department in the delivery of capital projects.
  - 2.3 Support the Public Works Department in the implementation of the parks levy initiatives.
- 3. Goal: Develop data-driven economic development and retail plans and strategies to activate Town Center and other business areas. (Adopted City Council 2023-2024 Priority, see AB 6064)**
  - 3.1 Continue to prepare for the opening of the Sound Transit Light Rail Station. Work with internal teams and other agencies to ensure safe design and implementation.
  - 3.2 Administer the Sound Transit Settlement Agreement to include tracking of appropriations and expenditures, contract management, and submission of invoices.
  - 3.3 Support the Community Planning and Development Department (CPD) in the completion of the Comprehensive Plan update, to include an updated to the Economic Development Element. Support the development of specific economic development strategies. (See CPD work plan).
  - 3.4 Oversee the activation of the former Tully's Property to serve as a satellite police precinct. Evaluate the potential expansion of the police volunteer program to include volunteers at the satellite police precinct to include preparation of a 2025-2026 budget proposal.

## City Manager's Office Work Plan Cont.

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### 4. Goal: Provide leadership and planning support to the City Council.

- 4.1 Manage the City Council Planning Schedule to ensure timely delivery of work plan items. Evaluate the need for Special Meetings and "Joint Meetings" with other boards or governing bodies.
- 4.2 Provide support to the City Council in setting the agendas and preparing for the Annual Planning Session.
- 4.3 Prepare the annual legislative priorities with direction from the City Council. Respond to legislative activity at the State and Federal level and coordinate lobbyist activity.

## Community Planning & Development

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### 1. Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community. (Adopted City Council 2023-2024 Priority, see AB6064)

- 1.1 Complete 2024 Comprehensive Plan Periodic Update by Q2 2024 as directed by the City Council in March 2022.
- 1.2 Work with the City Manager's Office and the Finance Department to develop the 2025-2026 budget recommendation.
- 1.3 Coordinate with the State Department of Commerce, the Puget Sound Regional Council, King County, and other King County jurisdictions on regional growth planning including affordable housing target development.
- 1.4 Continue representation on the ARCH Executive Board and serve as the liaison between the City Council and ARCH. Support City Council with review and approval of the annual ARCH work program and budget, and the allocation to the Housing Trust Fund.
- 1.5 Coordinate with intergovernmental organizations and other local government jurisdictions on legislative advocacy and provide support to the City Council for such.
- 1.6 Review and report back to the City Council on the effectiveness and impacts of the 2017 Residential Development Standards code amendments included in the Residential Code (MICC 19.02) Identify opportunities to streamline permitting processes.
- 1.7 Collaborate with the Finance Department to develop a Special Revenue Fund to track permit revenues for implementation by Q1 2025.
- 1.8 Compile and analyze potential improvements to the development codes and propose such for the annual docket as appropriate.
- 1.9 Work with the City Attorney's Office to analyze potential improvements to the nuisance codes.
- 1.10 Support City Council with legislative reviews and other matters of local, regional, and state interest.
- 1.11 Provide administrative support to the Planning Commission as well as staff recommendations for legislative reviews.
- 1.12 Provide administrative support to the Design Commission as well as staff recommendations for design review permits.
- 1.13 Provide administrative support to the Hearing Examiner as well as staff recommendations for land use permits and appeals.

## Community Planning & Development Work Plan Cont.

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- 1.14 Work with the Mercer Island School District (MISD) to update school impact fees as necessary in coordination with the annual adoption of its Capital Facilities Plan (Q3-Q4).
  - 1.15 Update construction permit fees annually and include as part of the Master Fee Schedule (Q4).
  - 1.16 Ensure ongoing workforce development through training and job growth opportunities. Develop internal candidates for anticipated vacancies and plan for upcoming retirements.
  - 1.17 Index and digitize old records to make them easily accessible to the public and continue to provide support for public records requests. This work is ongoing.
- 2. Develop data-driven economic development and retail plans and strategies to activate Town Center and other business areas. (Adopted City Council 2023-2024 Priority, see AB 6064)**
- 2.1 Develop an Economic Development Implementation Strategy to follow the 2024 Comprehensive Plan Periodic Update in Q2 2024.
  - 2.2 Establish an on-call Economic Development professional services contract to support efforts for a healthy and sustainable Town Center commercial environment through retail demand strategy and analysis.
  - 2.3 Support implementation of the actions identified in the Town Center Parking Study (Note: The Town Center Parking Study is anticipated to be completed in Q4 2022).
  - 2.4 Strengthen the relationship between the City and the local business community by providing transparent and timely information.
  - 2.5 Collaborate with the Mercer Island Chamber of Commerce to continue supporting local businesses.
- 3. Provide basic permitting service levels (including construction permit reviews, land use decisions, inspections, code compliance, noticing and public outreach, customer service and data reporting).**
- 3.1 Analyze and implement measures to reduce building, planning, and land-use permit plan review times through appropriate staffing and on-call support levels. Routinely analyze data and gather feedback from customers to inform decision-making and process improvements.
  - 3.2 Strive to provide responses to all general inquires within one business day. Collaborate with the Customer Service team to improve access to frequently asked questions.
  - 3.3 Maintain current service levels of “next day” inspections through appropriate staffing and on-call support levels.
  - 3.4 Reestablish the “over-the-counter” (OTC) permit program by Q2 2023.
  - 3.5 Restore the Code Compliance position to 1.0 FTE to address ongoing service needs.
  - 3.6 Update the construction codes according to state requirements by Q2 2023.
  - 3.7 Prepare for TrakIT permit software replacement in 2025-2026, including development of workflow mapping. Collaborate with the IT team to prepare for the implementation

## Finance

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- 1. Goal: Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community (Adopted City Council 2023-2024 Priority, see AB 6064).**
  - 1.1 Oversee the mid-biennial budget update and develop the 2025-2026 biennial budget.

## Finance Work Plan Cont.

- 1.2 Complete annual financial reports as specified by the State Auditor's Office each year.
  - 1.3 Transition the City's annual financial report from Generally Accepted Accounting Practices (GAAP) full accrual financial statements to the modified cash-basis method by Q4 2023.
  - 1.4 Oversee the State Auditor's Office (SAO) Annual Financial audit, Accountability audit, and in years where the City spend \$750,000+ in Federal dollars, the Federal Single audit, as required. Provide all documentation, resources, and staff support as required. This work is ongoing.
  - 1.5 Conduct a phased implementation of the new financial management software system. This entails grouping software system modules that power core business processes being phased into production while progressively going live with additional ancillary modules as the implementation progresses. Completion date for core financials is Q4 2023, with the entire financial management software system going live in Q3 2025.
  - 1.6 In tandem with Public Works, conduct a utility rate study to inform utility rate adjustments for review by the Utility Board for the 2025-2026 biennium by Q3 2024.
  - 1.7 Complete a cost allocation methodology analysis to identify the full costs of services provided by internal service departments by Q4 2024.
  - 1.8 Engage the City Council and organization for the highest and best use of the City's American Relief Plan Act (ARPA) fund allocation. Track all funds and meet all federal reporting requirements. This work is ongoing through the biennium.
  - 1.9 Review and update the City's financial management policies regarding the following:
    - 1.9.1 Equipment surplus policy, including review of the valuation threshold for City Council approval by Q4 2024.
    - 1.9.2 Long-term funding mechanism for ongoing technology expenses by Q4 2024.
    - 1.9.3 Utility billing policies and procedures by Q4 2024.
    - 1.9.4 Purchasing and procurement procedures and written policies by Q4 2024.
  - 1.10 Cross-train staff in utility billing, payroll management, and other internal service workflows within the department. This work is ongoing.
- 2. Goal: Provide excellent service to internal and external customers.**
- 2.1 Split supervisory responsibilities with the Public Works Department to help the Mercer Island Thrift Shop fully recover operations.
  - 2.2 Ensure staff is properly trained leading up to go-live dates with the new financial management software. This work is ongoing through the biennium.
  - 2.3 In concert with the City Manager's Office, facilitate utility billing customers in need of financial assistance with the variety of City resources. This work is ongoing.
  - 2.4 Transition to monthly financial reports by Q4 2024. Implementation of this goal is tied to implementation of the new financial software system.
  - 2.5 Provide collective bargaining support for the Administrative Services Department. This work is ongoing.
  - 2.6 Develop a Special Revenue Fund to track permit revenues in the Community Planning and Development Department for implementation by Q1 2025.
  - 2.7 Provide regular opportunities for City staff to provide feedback on interdepartmental budget development and financial system implementation work throughout the biennium.
  - 2.8 Assist the Police department with completion of a marine patrol cost allocation model to charge contract cities for marine patrol services by Q4 2023.

## Finance Work Plan Cont.

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- 2.9 Assist with the implementation of the Meter Replacement Project, develop new internal business operations, and train staff based on this infrastructure improvement by Q4 2024.
- 2.10 Assist Public Works to update solid waste rates per the new proposed solid waste rates from King County and Recology, anticipated in 2023 and 2024.
- 2.11 Support implementation of the Supervisory Control and Data Acquisition (SCADA) System conducted by Public Works through project completion.
- 2.12 Support Administrative Services as the City transitions from bi-weekly to semi-monthly payroll processing.

## Fire

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1. **Goal: Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community. (Adopted City Council 2023-2024 Priority, see AB 6064)**
  - 1.1 Deploy personnel and resources in an efficient and effective manner to remain responsive to community needs. Continue to respond and address surges and deviations during the COVID-19 Pandemic. This work is ongoing.
  - 1.2 Review and provide data driven updates specific to fee collection policies (transport fee, Fire Marshals permitting, GEMT, etc.), new or updated requests for contracts, and/or strategies to the City Manager in September of each year.
  - 1.3 Plan for anticipated retirements by identifying departure dates as early as possible. Develop succession plans for all ranks within the department and identify pathways to achieve each of those ranks. This work is ongoing.
  - 1.4 Coordinate with Administrative Services and Finance to update the new Master Fee Schedule annually to include all associated fire permit fees.
2. **Goal: Keep the Mercer Island community safe through effective planning, training, response, and mitigation of emergencies.**
  - 2.1 In collaboration with regional partners and emergency management, develop “lessons learned” from COVID-19 to prepare for potential future pandemic outbreaks with respect to personal protective equipment (PPE) usage, its reuse, as well as decontamination protocols by Q2 2023.
  - 2.2 Engage with regional partners to train up to six personnel to become Red Card certified to assist with both Mercer Island and regional urban interface and wildland related emergencies by Q4 2023. This type of training will be ongoing.
  - 2.3 Resume CPR, AED, Rescue Diver, and technical rescue certifications for personnel and research and implement training opportunities designed to further improve performance outcomes in each of these disciplines by Q4 2023.
  - 2.4 Focus on the physical and mental wellness of firefighters by developing the MIFD PEER Support Team and offer quarterly webinars on mental health and wellness. This work is ongoing.



## Fire Work Plan Cont.

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- 2.5. Assess MIFD current baseline performance metrics and establish new baseline response metrics for both stations by Q4 2023.
    - 2.5.1. Attain a 90% fractal response time<sup>1</sup> (time of call to on scene) of 6:30 for EMS responses.
    - 2.5.2. Attain a 90% fractal response time (time of call to on scene) of 7:30 for Fire responses.
    - 2.5.3. Attain a 90% fractal turnout time of 75 seconds for daytime and 90 seconds for nighttime for EMS responses.
  - 2.6 Attain a 90% fractal turnout time of 105 seconds for daytime and 150 seconds for nighttime for Fire responses.
  - 2.7 Study the feasibility of modifying the geographical response boundary of Fire Station 92 to balance the call volumes between Stations 91 and 92 by Q4 2023.
  - 2.8 In partnership with the Youth and Family Services Department, utilize Mobile Integrated Health (MIH) funds from King County Emergency Medical Services (KCEMS) to implement a MIH program beginning Q1 2023.
- 3. Goal: Maintain or increase cardiac survival rates.**
- 3.1 Continue to participate in cardiac survival studies through King County Emergency Medical Services (KCEMS). This work is ongoing.
  - 3.2 Support Citizen initiated CPR by reimplementing MIFD instructed classes by Q4 2023 utilizing a full cost recovery model. Continue to review the effectiveness of Pulse Point App for citizen-initiated CPR prior to MIFD arrival to increase patient survivability. This is ongoing
  - 3.3 Purchase King County Public Health certified defibrillators for 911 response by Q3 2023.
- 4. Goal: Emphasize community risk reduction through fire prevention and public education.**
- 4.1 Work with Sound Transit on design, plan review, and installation of fire suppression systems for the light rail station by Q2 2024. This work is ongoing.
  - 4.2 Work with Zone 1 Fire Marshals on the Puget Sound Emergency Radio Network (PSERN) in-building radio coverage for the new County radio system, to be completed by Q4 2023.
  - 4.3 Continue to work towards improving the Washington Surveying & Rating Bureau (WSRB) rating from a class 4 to a class 3 city with the intent to lower insurance costs for Mercer Island residents.
  - 4.4 Train one Inspector per shift (A, B and C) to become a certified International Code Council (ICC) Inspector 1 by Q4 2024.
  - 4.5 Develop lesson plans for approximately 10 public education related topics (Home Safety, Exit Drills, Smoke Detector Education etc.) by Q4 2024.
  - 4.6 Work with the Community Planning & Development Department and the City Council to adopt the 2021 Fire Code by Q2 2023.

# Municipal Court

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1. **Goal: Resolve cases in a fair and just manner in accordance with the laws of Washington State and provide a legal venue for individuals to adjudicate civil infractions and criminal cases.**
  - 1.1 Hold court hearings in a timely fashion as required by the Washington State Supreme Court.
  - 1.2 Adjudicate civil infractions and set hearing dates.
  - 1.3 Prepare monthly reports and submit to the Office of Administrator of the Courts.
  - 1.4 Facilitate probation and court monitoring services to ensure compliance with judgments and sentencings. Set and hold post-sentence compliance review hearings when appropriate.
  - 1.5 Collect court fines.
  - 1.6 Continue to provide municipal court services to the City of Newcastle via the current interlocal agreement.
  - 1.7 Conduct court security assessment. Work to improve court security in line with Washington State General Court Rule guidelines.
  - 1.8 Adjudicate certain identified civil code infractions and set hearing dates.
2. **Goal: Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community. (Adopted City Council 2023-2024 Priority, see AB 6064)**
  - 2.1 Assess, plan, and implement updated procedures and technology of the Court. Move to add audio and video upgrades with grant funding recently received from the State. Utilize the grant funding to implement paperless court file maintenance which will include outside pleading filings, discovery and records request transfers, and court file depository and usage.
  - 2.2 Upgrade court technology to allow for limited remote hearings opening more immediate access to the Court for in-custody defendants and limit jail and transport costs.
  - 2.3 Update court operations procedures to allow better notice to defendants, counsel, and the Police Department to increase access to justice and improve court time efficiency for all parties.
  - 2.4 Support the Finance Department in completing an overhead cost analysis to ensure the interlocal with the City of Newcastle is fully cost recovering. Complete by Q4 2023.
  - 2.5 Increase community engagement and outreach including Mercer Island public and private schools, Mercer Island Youth and Family services, the Mercer Island local arts community, and others.
  - 2.6 Evaluate expending the suite of court services provided to the community, which may include wedding ceremonies, passport services, and other opportunities.
3. **Make once-in-a-generation investments to update and modernize aging infrastructure, capital facilities, and parks. (Adopted City Council 2023-2024 Priority, see AB 6064)**
  - 3.1 Support the City Manager's Office in the Comprehensive Facilities Assessment related to future municipal court needs.

# Police

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## 1. Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community. (Adopted City Council 2023-2024 Priority, see AB 6064).

- 1.1. Work with the City Manager's Office and the Finance Department to develop the 2025-2026 budget recommendation.
- 1.2. Recruit and retain officers to maintain minimum authorized staffing level requirements. Plan for anticipated retirements by identifying departure dates as early as possible. Develop succession plans for all ranks within the department and identify pathways to achieve each of those ranks. This work is ongoing.
- 1.3. Collaborate with Sound Transit (ST), King County Metro, and other agencies to ensure safe design and implementation of the Light Rail Station and bus intercept. This work is ongoing.
- 1.4. Prepare for the new light rail station with response protocols and pedestrian and vehicles safety considerations. This work is ongoing until the station is operational.
- 1.5. Provide each officer annual training each year of the biennium in State-mandated topics that include crisis intervention, de-escalation, cultural awareness, and anti-biased policing, updated Use of Force protocols, along with training required by accreditation to maintain certifications, and additional specialized continuing education.
- 1.6. Work closely with law enforcement partners and affiliated agencies to ensure a safe boating environment. Reduce boating collisions through proactive boating law enforcement and boater education.
- 1.7. Continue the Interlocal Agreements for Marine Patrol Services with Hunts Point, Medina, and Yarrow Point. Track time and resources spent in each marine jurisdiction to inform the cost allocation model the City utilizes to charge contract cities. Work with the Finance Department to complete an overhead cost analysis to inform updates to the Interlocal Agreements by Q4 2023.
- 1.8. Maintain proficiency with the special operations team, dive team, and bicycle team via monthly training sessions.
- 1.9. Support the City Manager's Office with the development of legislative priorities. Engage with the City Council and lobbyist team to develop strategies for successful implementation, to include providing testimony when legislation is being considered.
- 1.10. Ensure the Department complies with State accreditation standards. This work is ongoing.
- 1.11. Prepare an Annual Police Report to include highlights of significant case investigations, noteworthy training classes, community outreach efforts, and applications of force, and present an annual summary to the City Council by Q2.

## 2. Goal: Continue focus on community safety, outreach, and education.

- 2.1 Operate and oversee the City-wide emergency response to the COVID-19 Pandemic. This work is ongoing.
- 2.2 Work with regional partners to develop "lessons learned" from the COVID-19 Pandemic to prepare for future pandemic outbreaks. Update the City's Pandemic plan by Q4 2024.
- 2.3 Recruit volunteers for Community Emergency Response Team (CERT), Map Your Neighborhood Program, and Emergency Preparedness Volunteer Teams. This work is ongoing.
- 2.4 Proactively combat crimes through crime prevention and education programs, by leveraging social media outreach and rigorous investigation efforts. This work is ongoing.

## Police Work Plan Cont.

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- 2.5 Increase safety in the schools by working with our partners in the MISD to identify and address gaps in training and other areas of need.
  - 2.6 Support the partnerships the School Resource Officer has with students and their families, the Mercer Island School District, and the Youth and Family Services Department. Maintain the focus on intervention, education, and ways to keep youth out of the Criminal Justice system. This work is ongoing.
  - 2.7 Conduct traffic safety emphasis patrols and public education to maintain a low motor vehicle collision rate. Continue to partner with Public Works and the Traffic Engineer to identify and mitigate traffic issues.
  - 2.8 Continue the Community Academy, Coffee with a Cop, Paws on Patrol, Community Emergency Response Team (CERT), and National Night Out. Support the Parks and Recreation Department through participation in community-wide special events.
  - 2.9 Conduct the annual community drug-takeback event.
  - 2.10 Participate and engage in educational efforts related to drowning prevention and water safety, to include annual classroom presentations in area Kindergarten classes.
- 3. Develop data-driven economic development and retail plans and strategies to activate Town Center and other business areas. (Adopted City Council 2023-2024 Priority, see AB 6064)**
- 3.1 Implement the Town Center Officer program with two additional Patrol Officers assigned to the Sound Transit light rail station area when the station becomes operational.
  - 3.2 Collaborate with the City Manager's Office on the activation of the former Tully's Property to serve as a satellite police precinct. Evaluate the potential expansion of the police volunteer program to include volunteers at the satellite police precinct to include preparation of a 2025-2026 budget proposal.
  - 3.3 Support implementation of the actions identified in the Town Center Parking Study. (Note: The Town Center Parking Study is anticipated to be completed in Q4 2022.)
- 4. Goal: Enhance public safety communication.**
- 4.1 Collaborate with public safety partners to implement the Puget Sound Emergency Radio Network (PSERN) for public safety communications. This work is ongoing.
  - 4.2 Support Citywide communications by preparing timely content on public safety matters.

## Public Works

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- 1. Goal: Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community. (Adopted City Council 2023-2024 Priority, see AB 6064)**
- 1.1 Work with the City Manager's Office and the Finance Department to develop the 2025-2026 budget recommendation.
  - 1.2 Develop Standard Operating Procedures for Cityworks (asset management system) by Q3 2023.
    - 1.2.1 Increase staff skill and competency in the Cityworks platform through ongoing trainings. This work is ongoing.
    - 1.2.2 Develop Key Performance Indicators (KPI's) for Cityworks by Q3 2023.

## Public Works Work Plan Cont.

- 1.3 Continue succession planning for staff within the Department to address upcoming retirements. Cross-train maintenance and operations staff to ensure continuity of services across all lines of business; provide staff opportunities to improve knowledge and skills with emphasis on leadership development training. This work is ongoing.
  - 1.4 Split supervisory responsibilities with the Finance Department to help the Mercer Island Thrift Shop thrive.
  - 1.5 Pursue grant opportunities and alternate funding sources that support Council approved projects and initiatives (i.e., the American Rescue Plan Act funded projects)
- 2. Goal: Provide safe, functional, and efficient delivery of public services and ensure preservation and maintenance of critical public infrastructure.**
- Make once-in-a-generation investments to update and modernize aging infrastructure, capital facilities, and parks. (Adopted City Council 2023-2024 Priority, see AB 6064)**
- 2.1 Collaborate with the City Manager’s Office on the development of the Comprehensive Facilities Assessment to include the Annex Building at the Mercer Island Community & Event Center, City Hall, the Maintenance Facility, and the Luther Burbank Administrative Building.
  - 2.2
  - 2.3 Develop and adopt the Transportation Improvement Program (TIP) by July 1 each year.
  - 2.3 Complete the Island Crest Way Corridor Improvements, identified in the 2023 TIP, by Q4 2024.
  - 2.4 Support the Finance department with work on a utility rate study to inform utility rate adjustments for review by the Utility Board for the 2025-2026 biennium by Q3 2024.
  - 2.5 Work with King County and Recology to update solid waste rates per the new proposed solid waste rates anticipated in 2023 and 2024.
  - 2.6 Complete the West Mercer Way Roadside Shoulders Phase 4 by Q3 2024. This is the last segment of West Mercer Way without a paved shoulder. Complete the Sunset Highway/77th Ave. SE Intersection Improvements project by Q3 2023 to improve pedestrian and bicycle crossings and access to the East Link light rail station ahead of the station opening.
  - 2.7 Implement the water and sewer system Supervisory Control and Data Acquisition Project (“SCADA” Project) by Q2 2023 and Q4 2024, respectively.
  - 2.8 Complete the Booster Chlorination System project by Q1 2023 to maintain and supplement chlorine levels throughout the water system.
  - 2.9 Complete the Water Reservoir Improvements project to replace and improve aging components, especially the interior and exterior coatings, by Q4 2024.
  - 2.10 Complete the Water Meter Replacement Project by Q3 2024.
  - 2.11 Actively pursue grants to support the Luther Burbank Docks and Waterfront Renovation project, currently estimated for completion in Q4 2024.
  - 2.12 Complete the Groveland and Clarke Beach Joint Master Plan by Q4 2023 and identify a preferred concept for shoreline improvements.
  - 2.13 Continue ongoing soil and groundwater remediation at the former Honeywell Site and City Maintenance facility. Compliance is necessary to obtain a No Further Action letter from Department of Ecology.
  - 2.14 Complete approved capital projects per the schedules identified in the capital improvement program (CIP). Provide regular updates to the City Council and the community on progress.

## Public Works Work Plan Cont.

- 2.14.1 Actively monitor potential supply chain delays and proactively identify strategies to reduce the impacts on construction schedules.
- 2.15 Monitor construction related inflation and bidding environment to support the development of market rate cost estimates and effective solicitation of bids. Complete the annual National Pollution Discharge Elimination System (NPDES) permit requirements for the Stormwater Utility by March 31 annually.
- 2.16 Begin to implement the Americans with Disabilities Act (ADA) Transition Plan. This work is ongoing.
- 2.17 Issue a Request for Proposals to evaluate contracting out utility locate services by Q2 2024.
- 3. Goal: Prepare for Sound Transit Interchange and King County Metro sewer construction.**
  - 3.1 Work proactively with King County Metro and Sound Transit to minimize impacts to City infrastructure (streets and utilities), traffic (cars, pedestrians, bicycles), and the public by the sewer interceptor and MITI projects and ensure that City infrastructure is restored to City standards. This work is ongoing.
- 4. Goal: Advance sustainable practices throughout the City organization and community, in partnership with regional initiatives.**
  - 4.1 Adopt the Climate Action Plan by Q2 2023. Begin Council directed implementation of strategies and actions from the adopted Plan by Q4 2024.
  - 4.2 Continue implementation of the following initiatives:
    - 4.2.1 Community solar campaign and green power for City facilities.
    - 4.2.2 Enhanced food waste and recycling options inside City and within the community.
    - 4.2.3 Support select K4C priorities and legislation.
    - 4.2.4 Implement bicycle wayfinding map and final Town Center/Mountains to Sound Greenway Trail signage.
    - 4.2.5 Continue work on energy efficiency retrofits within City facilities.
  - 4.3 Serve as the City program/contract manager for Metro #630 Commuter Shuttle.
  - 4.4 Research and implement mobility initiatives that help commuters access regional transit at Town Center without single occupant vehicle usage.  
Manage the Recology contract and pursue joint community outreach and efficiency measures. This work is ongoing.
  - 4.6 Work with the Parks Natural Resources and Stormwater teams to improve coordination of maintenance and capital project work and adhere to stormwater best practices. Promote clean water and stormwater management initiatives in the community.
- 5. Sustain and enhance our natural environment, especially parks and open spaces, to benefit this generation and others that follow. (Adopted City Council 2023-2024 Priority, see AB 6064)**
  - 5.1 Complete costing analysis, review interlocal agreements, and work with the Mercer Island School District (MISD) to draft a new Master Facility Use Agreement to include facilities shared/jointly maintained between the MISD and the City by Q4 2023.
  - 5.2 Implement the Parks, Recreation and Open Space (PROS) Plan.
    - 5.2.1 Establish level of service standards for parks maintenance operations consistent with PROS Plan by Q4 2024.

## Public Works Work Plan Cont.

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- 5.3 Renegotiate the Washington State Department of Transportation (WSDOT) maintenance agreements for Aubrey Davis Park by Q4 2024.
  - 5.4 Implement programs and services associated with the parks levy.
  - 5.5 Continue to implement habitat restoration work in accordance with the Open Space Vegetation Management Plan and the Pioneer Park Forest Management Plan. This work is ongoing.
  - 5.6 Establish Standard Operating Procedures for tree planting and care in street rights-of-way, including watering, maintenance, and structural pruning practices, by Q4 2024. Develop a list of preferred/recommended street tree species by Q4 2024.
- 6. Develop data-driven economic development and retail plans and strategies to activate Town Center and other business areas. (Adopted City Council 2023-2024 Priority, see AB 6064)**
- 6.1 Support implementation of the actions identified in the Town Center Parking Study. (Note: The Town Center Parking Study is anticipated to be completed in Q4 2022.)
  - 6.2 Continue to implement beautification projects in Town Center including hanging flower baskets, planted median beds, and seasonal tree illumination.

## Recreation Division

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- 1. Goal: Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community. (Adopted City Council 2023-2024 Priority, see AB 6064)**
- 1.1 Work with the Parks and Recreation Commission and Arts Council to develop policies identified in the Recreation Reset Strategy. This work began in the 2021-2022 biennium and will continue in 2023-2024.
    - 1.1.1 Complete implementation and integration of Civic Optimize, a software tool which will enhance the permit and rental process, increase customer satisfaction, and optimize staff review efficiency. Research, develop and implement procedures for the use of technology-based tools by Q4 2024 to improve customer service and reduce permit turnaround times.
    - 1.1.2 Establish resource needs, program implementation, and evaluation tools in preparation for the future expansion of recreation services to include various youth, senior, and adult programs.
  - 1.2 Expand drop-in programming and rental opportunities for the Mercer Island Community and Event Center and outdoor facilities.
    - 1.2.1 Achieve MICEC rental occupancy level of 1,500 bookings by end of Q4 2023; 2,000 bookings by end of Q4 2024.
    - 1.2.2 Achieve drop-in programming participation of 2,000 individuals to the fitness room and 6,000 drop-in sports participants by end of Q4 2023.
    - 1.2.3 Expand drop-in programming to increase diversity of offerings by 25-50% by Q1 2024.
  - 1.3 Achieve post-rental and drop-in programming participation satisfaction levels of 85% by Q4 2023 and 90% by Q4 2024.
  - 1.4 Collaborate with local community organizations to partner on special events, programs, volunteerism, and other community engagement opportunities.

## Recreation Division Work Plan Cont.

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- 1.5 Develop and enhance external communication and marketing for Division services to improve cost recovery levels.
  - 1.6 Provide staff support for the Parks & Recreation Commission and the Arts Council.
  - 1.7 Facilitate and promote comprehensive and engaging arts and culture experiences through ongoing community partnerships.
  - 1.8 Expand and enhance opportunities for recreation service sponsorships and park asset and property donations.
- 2. Make once-in-a-generation investments to update and modernize aging infrastructure, capital facilities, and parks. (Adopted City Council 2023-2024 Priority, see AB 6064)**
- 2.1 Collaborate with the City Manager's Office on the development of the Comprehensive Facilities Assessment to include the Annex Building and the Mercer Island Community & Event Center.
  - 2.2 Collaborate with the Finance Department to revise the replacement cycle for MICEC technology and equipment and ensure financial sustainability of the MICEC Technology and Equipment Fund to meet the long-term needs of the community.
  - 2.3 In collaboration with the Finance Department and Capital Projects Team, revisit the funding plan (aka the sinking fund) for the replacement of synthetic turf athletic fields.
- 3. Goal: Provide emergency response services related to the COVID-19 Pandemic and other City emergencies.**
- 3.1 Continue to support city-wide response and coordinate the Operations Section of the Emergency Operations Center.
  - 3.2 Utilize the MICEC to host shelter operations, and to meet cooling and warming center needs.

## Youth & Family Services

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- 1. Goal: Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community. (Adopted City Council 2023-2024 Priority, see AB 6064)**
- 1.1 Work with the City Manager on a stabilization plan for YFS revenues. This work is tied to recovery of Thrift Shop operations and development of a long-term funding strategy. This work is ongoing.
  - 1.2 Continue to partner and collaborate with the YFS Foundation on community fundraising campaigns. Meet regularly with the YFS Foundation to coordinate fundraising strategies to address both short-term and long-term funding needs. This work is ongoing.
  - 1.3 Explore new funding opportunities for YFS programming, including grants. This work is ongoing.
  - 1.4 Update the 2019 Community Needs Assessment by Q4 2024 to confirm that services and the funding model remain aligned with community needs and priorities.
- 2. Goal: Provide Access to Mental Health Services to all MISD Students**
- 2.1 Renew the Interlocal Agreement with the Mercer Island School District (MISD) annually.



## Youth & Family Services Work Plan Cont.

- 2.2 Ensure YFS mental health and substance use intervention/prevention counseling services are accessible to all students in the MISD by providing at least one Clinical Team staff member at each school.
- 2.3 Continue to monitor and integrate behavioral health disaster response data and intervention strategies to address adverse impacts from the COVID-19 Pandemic on youth mental health. This work is ongoing; current modeling anticipates elevated risk to continue 18-24 months post-pandemic.
- 3. Goal: Scale Community Based Mental Health Services to Meet Demand**
  - 3.1 Maintain the mental health services intern program, with two to four unpaid graduate level interns placed at YFS annually.
  - 3.2 Continue public outreach campaigns to address community mental health needs related to the COVID-19 Pandemic recovery and other emerging issues.
  - 3.3 Utilize Mobile Integrated Health (MIH) funds from King County Emergency Medical Services (KCEMS) to address the needs of low-acuity 9-1-1 callers and vulnerable community members by connecting these individuals with resources and referrals to health and human services providers. This program is in coordination with MIFD, and the work is ongoing.
- 4. Goal: Provide Emergency Assistance and Geriatric Case Management**
  - 4.1 Provide food support for residents facing food insecurity, which currently includes grocery gift cards. Re-evaluate food pantry operations as Pandemic recovery efforts allow as part of the comprehensive Emergency Assistance policy update.
  - 4.2 Provide emergency financial assistance support as available and meet community demand for case management and resource/referral support each year of the biennium. Continue collaboration with the YFS Foundation to raise funds to meet emergency assistance needs.
  - 4.3 Meet community demand for geriatric case management services.
- 5. Goal: Integrate and Expand Trauma-Informed Approaches (TIA) Organizational Development**
  - 5.1 Implement TIA organizational assessment for the YFS department by Q1 2023
  - 5.2 Continue bi-annual TIA trainings and consultation targeted for mental-health professionals and human services providers. This work is ongoing.
  - 5.3 Continue to integrate TIA concepts into weekly clinical team meetings, monthly YFS All Staff meetings and direct service clinical and case management work. This work is ongoing.
  - 5.4 Draft a two-year plan for organizational growth related to TIA by Q2 2023.
- 6. Goal: Seek Funding Sustainability for the Healthy Youth Initiative**
  - 6.1 Monitor SAMHSA federal funding opportunities for substance use prevention and mental health promotion programming to determine eligibility for available funding. This work is ongoing.
  - 6.2 Maintain regional and national relationships that are conducive to competitive grant applications. This work is ongoing.
  - 6.3 Apply for any eligible funding to sustain Healthy Youth Initiative programming beyond the 2023-2024 biennium. This work is ongoing.
  - 6.4 Develop a sustainable funding model for the Healthy Youth Initiative for the 2025-2026 biennium by Q3 2024.

## Youth & Family Services Work Plan Cont.

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### **7. Goal: Integrate and Expand Organizational Equity and Social Justice Practices**

- 7.1 Schedule annual diversity, equity, and inclusion trainings and consultation targeted for mental-health professionals and human services providers.
- 7.2 Hold quarterly mental health-specific consultation sessions during clinical team meetings in partnership with regional human service organizations. This work is ongoing.
- 7.3 Support City of Mercer Island and Mercer Island School District organizational diversity, equity, and inclusion efforts. This work is ongoing.

### **8. Goal: Rebuild baseline operations at the Thrift Shop working towards optimizing sales into the next biennium.**

- 8.1 Increase annual revenues by 10% each year of the biennium based on FY 2022 gross revenues.
- 8.2 Implement a new standardized staff training program to optimize donation processing and production output by Q2 2023.
- 8.3 Complete Thrift Shop facility capital improvements in both FY 2023 and FY 2024 that re-set the retail store, correct building deficiencies, enhance safety and aesthetics, and increase operational efficiencies. Strategize scheduling of capital program work to minimize downtime/closures.
- 8.4 Grow volunteer service hours by 15% in 2023 and 10% in 2024 to increase engagement of the Shop's volunteer labor pool by Q4 2024.
- 8.5 Decrease the amount of unsellable items received through donations 50% by Q4 2023, thereby reducing storage, transport, and disposal costs and using staff time on higher return-on-investment activities.
- 8.6 Strengthen the relationship between the community and Thrift Shop through education and communication in our newsletters and other social platforms. Utilize special events and sales to enhance community support to further the Mercer Island Youth & Family Services' mission.



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

**AB 6555  
October 15, 2024  
Regular Business**

**AGENDA BILL INFORMATION**

<b>TITLE:</b>	AB 6555: Public Hearing and 2025-2026 Biennial Budget Workshop to review the Revenue Forecast, Operating Budget, and Budget Proposals.	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
<b>RECOMMENDED ACTION:</b>	Receive report and provide feedback and questions on the proposed 2025-2026 Operating Budget and Budget Proposals.	

<b>DEPARTMENT:</b>	Finance and Public Works
<b>STAFF:</b>	Jessi Bon, City Manager Jason Kintner, Chief of Operations Matthew Mornick, Finance Director
<b>COUNCIL LIAISON:</b>	n/a
<b>EXHIBITS:</b>	1. Preliminary 2025-2026 Biennial Budget at <a href="http://www.mercerisland.gov/budget">www.mercerisland.gov/budget</a> 2. 2025-2026 Biennial Budget Revenue Forecast 3. Budget Proposals
<b>CITY COUNCIL PRIORITY:</b>	n/a

**EXECUTIVE SUMMARY**

In continuation from the October 1 City Council budget workshop ([AB 6550](#)), this agenda bill outlines next steps in the City Council’s 2025-2026 Biennial Budget review process, which is anticipated to conclude with the adoption of the 2025-2026 Biennial Budget on December 3.

- Per Washington State law, the City Manager is required to deliver a balanced preliminary biennial budget to the City Council for review and approval. The City Council received the **Preliminary 2025-2026 Biennial Budget (“Preliminary Budget”)** on September 25, 2024, and a copy was filed with the City Clerk (Exhibit 1).
- The 2025-2026 Preliminary Budget is balanced, maintains current service levels, and is built upon significant progress and a sustained practice to enhance City services and operations with each biennium.
- As proposed, the General Fund expenditure budget is \$36.8 M in 2025 and \$38.6 M in 2026.
- At the October 1 City Council meeting staff introduced overarching budget themes, reviewed the schedule for Council and the community to provide feedback on the budget, and presented the 2025-2030 Capital Improvement Program (CIP).
- At Tuesday’s meeting, the City Council will hold the first of two public hearings on the Preliminary Budget. This is an opportunity for the public to provide comments about any part of the budget.
- The **2025-2026 Biennial Budget Revenue Forecast** (Exhibit 2) provides an update on projected revenues for the City’s primary operating funds. Projections of key revenues that support the CIP are also included.

- General Fund revenues are projected to exceed budget estimates in 2024 by \$5.8 M, largely due to higher-than-expected sales tax revenues, development service revenues, and interest earnings.
- Revenues in the YFS Fund are on track to meet budget expectations. Staff projects the YFS Fund's operating deficit will be offset with ARPA funds, amounting to 670,000 in 2024. With one-time federal dollars set to expire at year-end, an annual operating structural deficit of nearly \$800,000 begins in 2025. General Fund resources and operating reserves in the Youth and Family Services Fund bridge the next two-year budget gap, bidding time to develop and commit to a sustainable funding plan.
- At 2024 year-end, real estate excise tax (REET) revenues – a major revenue source for the CIP – is projected to be \$288,000 below revenue projections from the 2023-2024 mid-biennial budget review last October. REET revenue is projected to improve over the next two years.
- Staff will present recent work plan achievements that served as the foundation for the goals and objectives proposed for the next two years. The presentation will conclude with a review of Budget Proposals (see Exhibit 3). Staff will be prepared to answer questions from the City Council and community.
- Staff will return to City Council for a second public hearing on November 19 to review changes incorporated into the Preliminary Budget and present for adoption budget related ordinances related to property tax levies and regional policy dispatch services.

## BACKGROUND

Per Washington State law, the City Manager is required to deliver a balanced preliminary biennial budget to the City Council for review and approval. The City Council received the Preliminary Budget (Exhibit 1) on September 25, 2024, and a copy was filed with the City Clerk.

By design, the Preliminary Budget is both a spending plan for the City's available financial resources and the legal authority for departments to spend these resources for public programs and services. The Preliminary Budget aligns with the City's Financial Management Policies and the City Council's 2025-2026 priorities, which include:

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

At the October 1 City Council meeting staff introduced areas of focus in the Preliminary Budget, the budget development schedule, and the six-year CIP. During the meeting, Council requested staff evaluate options and trade-offs to potentially accelerate the removal and replacement of asbestos cement (AC) pipes in the water distribution system.

## ISSUE/DISCUSSION

Budget workshops over the next two months are intended to be interactive. Staff will address City Council questions while seeking consensus on key policy decisions and priorities for the upcoming biennium. Department Directors and other budget staff will attend and participate in the discussions.

### **AC Water Mains Follow-up**

The AC main replacements focus on the systematic replacement of antiquated AC water mains with ductile iron water mains. AC pipe was a widely used material for water mains in the 1940's, 50's and 60's. Unfortunately, as the AC mains age, they become prone to deterioration and catastrophic failure, typically requiring full pipe segment replacements and large service impacts. Since 2020, the City has had 10 water main breaks on AC pipe alone. The replacement program reduces the potential for catastrophic system failure, unexpected service disruptions, and large damage claims to the City. The 2025-2030 CIP proposed the complete removal and replacement of antiquated AC water mains via a staggered approach of design in year one and construction in year two through 2030.

At the City Council's request, staff reevaluated the proposed capital work in the water utility and whether AC main replacements could be accelerated. The current CIP calls for all the remaining AC pipe to be replaced by the end of 2028, with the exception of the "clean-up" project in 2029-2030. Specifically, the 2029-2030 AC Main Replacement project (90.40.0026) is intended as a final "clean-up" project to identify and replace remaining AC main "odds and ends" within the distribution system.

Although staff appreciate the opportunity to evaluate potential project acceleration, the only way to move ahead the 2027-2028 AC main projects would be to postpone other water projects. Water system improvement projects are prioritized and rely on a combination of data to inform project timing including age, material type, condition, fire flow, service history, and water quality. These capital improvements take place in coordination with other scheduled capital improvement projects and are well sequenced. Therefore, staff do not recommend changing the proposed timing of the water utility CIP projects.

There will be opportunities, however, to accelerate the work planned in 2029-2030. The 2029-2030 AC Main Replacement project (90.40.0026) is intended as a final "clean-up" project to identify and replace remaining AC pipe within the distribution system. Although the City's Geographic Information System (GIS) is very comprehensive, there are some remaining data omissions from as-builts submitted from the late 1960's. This remaining AC Water Main project requires completing the City's data set via GIS analysis and field confirmations (e.g., via minor excavations known as "potholing") to identify, confirm, and design the replacement plan for the remaining AC pipes.

The 2025-2026 budget proposal list (see Exhibit 3) includes funding for two LTE positions in the water utility. Funding for these positions ensures we will have enough staff resources to complete the water improvement projects in the CIP. The addition of these staff positions also ensures our other team water utility team members will have the time to do the AC pipe field investigations described previously, among a long list of other priorities.

Staff recommends the City Council fund these two positions as this is the best strategy to ensure AC main replacement stays on track. The addition of these two positions also allows for the AC main field investigation work to begin in 2025. As field investigations are confirmed, the project team will continue to identify opportunities to accelerate the remaining AC water main replacements.

### **Revenue Forecast**

The 2025-2026 Biennial Budget Revenue Forecast ("Revenue Forecast") (Exhibit 2) is an integral part of the two-year budget process. Each year, the Revenue Forecast evaluates the City's current and future fiscal conditions to inform the City's policies, strategic decisions, or changes to service levels. In the second year of the biennium, the Revenue Forecast establishes baseline budget figures for the Preliminary Budget. It is based

on past, current, and projected financial conditions unique to City operations while considering socio-economic factors at the local, regional, and national level.

The Revenue Forecast details General Fund revenue projections through the end of 2026 with an outlook through 2028. It also includes a five-year projection for the Youth and Family Services Fund and REET, a primary revenue that supports the CIP.

Staff will provide a presentation on the Revenue Forecast at the City Council meeting. Overall, General Fund revenue year-over-year growth is projected to slow yet remain healthy in 2025 and 2026. It is not until the 2027-2028 biennium that expenditure growth is projected to outpace General Fund revenues.

The operating deficit between expenditures and revenues that is projected in the General Fund is already underway in the YFS Fund. Staff projects the operating deficit in the YFS Fund will be offset with ARPA funds in 2024, amounting to 670,000. However, with one-time federal dollars set to expire at year-end, an annual operating structural deficit of nearly \$800,000 begins in 2025. General Fund resources and operating reserves in the Youth and Family Services Fund bridge the next two-year budget gap, bidding time to develop and commit to a sustainable funding plan.

Real estate excise tax (REET) revenues – a major revenue source for the CIP – is a 0.5% tax on property sales. In 2024, property sales are tracking with lows last seen in 2008-2009. However, indications point to REET revenues improving over the next two years. The Federal Reserve reduced the federal funds rate 0.50% in September, while signaling more rate cuts ahead while median home sale prices on Mercer Island remain high.

### **2023-2024 Work Plan Accomplishments**

Most of the work in the upcoming biennium is built upon recent efforts to achieve the goals and objectives outlined in the 2023-2024 biennial budget work plan. Staff has maintained service levels and completed critical improvements to the City's public infrastructure. Many of these capital improvements were discussed during the October 1, 2024 budget workshop.

On the operations side, staff and the City Council have delivered on a multitude of programs, projects, and services. A detailed review of the 2023-2024 work plan accomplishments is included in the October 15 City Council meeting materials (see AB 6539). Beyond day-to-day service delivery, notable work completed in the current operating budget is briefly summarized below:

- Completion of numerous capital projects including the Booster Chlorination Station (paid for with a low-interest Public Works Trust Board loan), the West Mercer Way Roadside Shoulders Phase 4, and the opening of the new Bike Skills Area in Deane's Children's Park, to name just a few.
- The Comprehensive Plan Periodic Update will guide land use, transportation, housing, economic development, and environmental decisions in the decade ahead. This community-wide effort to update the City's long-term vision for growth and development will be completed November this year, following four years of focused work with the staff and City Council.
- Work is underway to implement the City's new financial management software, Enterprise ERP. This suite of new software tools will streamline business operations and improve financial reporting capabilities. The initial phase of software implementation is in the final stages of testing and configuration. It will go live in January 2025, with additional phases scheduled to rollout over the next biennium.
- A new special revenue fund was established for the Community Planning and Development department. All revenues and expenditures tied to development services will be tracked to the

Development Services Fund, which is incorporated into the Preliminary Budget and the City’s new financial management software. The fund has a \$1.3 M projected operating reserve going into January 2025 (see Exhibit 2).

- Secured a long-term partnership with Eastside Fire and Rescue for enhanced fire and emergency medical services, thereby reducing the administrative burdens on the City.
- Maintained access to mental health services for all Mercer Island School District students and the Mercer Island community.
- Per the 2022 PROS Plan, new infield turf was installed at Island Crest Park North Field Turf and new turf, backstops, and lighting improvements were completed at South Mercer Playfields. Both projects were on schedule and within budget.
- Stewarded by the Finance Ad Hoc Committee, the Cost Allocation Policy was adopted by the City Council and is already allowing the City to more effectively recover the cost of services provided to partner jurisdictions.
- The City Council Finance Ad Hoc Committee worked closely with staff to establish a new compensation plan and the first-ever position classification system and salary schedule for non-represented employees. The City Council adopted this new policy in June, and it went into effect July 1, 2024.
- Completed the Town Center parking study and updates to the City’s construction codes in accordance with state requirements; adopted the Climate Action Plan, and the Transportation Improvement Program

**Departmental Work Plans**

The operating budget proposes staffing and financial resources to deliver the 2025-2026 work plan.

Figure 1 below compares proposed staffing levels in 2025 with those adopted in 2024. Staffing levels remain on par with prior years to tackle the proposed work plan. Emphasis is to sustain current service levels while clearly laying out future facility needs and identifying fiscally prudent ways in the near- and long-term to meet them.

**Figure 1: Staffing Proposal**

<b>POSITION TYPES</b> <i>Fiscal Year</i>	<b>BUDGETED</b> <b>FY 2024</b>	<b>PROPOSED</b> <b>FY 2025</b>	<b>CHANGE</b> <b>YOY</b>
Full-time Equivalent (FTE)	175.08	176.28	1.20
Limited-term Equivalent (LTE)	17.53	16.08	(1.45)
<b>TOTAL</b>	<b>192.61</b>	<b>192.36</b>	<b>(0.25)</b>

Section D “Operating Budget by Department” in the Preliminary Budget introduces each City department’s work plan for the next two years. As mentioned, several initiatives staff will be executing during the 2025-2026 budget period, listed below, build on recent work completed and are reiterated throughout department work plan goals and objectives. The initiatives outlined below are among the City’s highest priorities over the next two years:

- In response to the closure of City Hall and functional obsolescence of the existing Public Works building, manage the design of a new Public Safety and Maintenance Building (PSM), prepare for a ballot measure to fund its construction, and re-house other displaced City services. This work will be informed by a thorough community engagement process related to the design and future operations of the PSM building and the City Council’s long-term vision for the next generation of City facilities.

- Work with City Council leadership and community partners to develop and commit to a financial plan that sustainably funds Youth and Family Services beyond 2026.
- Renew all interlocal agreements with neighboring jurisdictions (e.g., municipal court services and marine patrol services, among others) to ensure they align with the City Council's new cost allocation policy.
- Complete a comprehensive needs assessment to identify areas of City operations where Artificial Intelligence can drive efficiency (e.g., data analysis, project tracking, report generation, language translation, and customer service) and enhance service delivery.
- Draft a new Parks Zone for consideration by the Parks and Recreation Commission, the Planning Commission, and the City Council to include a community outreach and engagement process.
- Develop informed policies to ensure the safe and responsible usage of e-bikes and e-scooters with new regulations proposed for City Council consideration while also working with the State legislature to advocate for statewide regulations.
- Continue succession planning to address upcoming retirements, nurture rising talent, and cross-train staff to ensure continuity of services across all lines of business throughout the organization.

### **New Work Items**

Following the publication of the 2025-2026 Preliminary Budget, staff identified several work items that were omitted from the draft. These items will be included in the final budget document.

- Develop informed policies to ensure the safe and responsible usage of e-bikes and e-scooters with new regulations proposed for City Council consideration while also working with the State legislature to advocate for enhanced statewide regulations.
- Update the Comprehensive Arts & Culture Plan (CACP) with practicable goals and strategies to support arts and culture on Mercer Island. The CACP serves as a roadmap to invest in and promote arts and culture initiatives.
- Upon completion of the new Parks Zone, begin a review of the Parks Code (MICC 9.30.010) and recommend updates. This work is tentatively scheduled to begin in 2026 with adoption later that year, or early 2027.

At the October 15 City Council meeting, staff will provide an overview of the high-level initiatives from department work plans.

### **Budget Proposals**

Exhibit 3 identifies seven budget proposals under consideration for 2025-2026, including the estimated costs for each fiscal year, specifying whether the costs are one-time or ongoing, identifying the funding source, the department responsible, and any additional staff notes for each proposal. The City Council will be asked to review each budget proposal, and if desired, provide a motion directing staff to include the budget proposal in the final 2025-2026 budget.

A total of \$501,273 remains from the 2023 fiscal year for City Council consideration and appropriation for items on the budget proposal list or for other purposes as directed by the Council.



**NEXT STEPS**

The Preliminary Budget development schedule is summarized below.

Date	Topic
10/15/2024 <i>Public hearing*</i>	Revenue Forecast Operating Budget Review Receive Direction on Budget Proposals
11/19/2024 <i>Public hearing*</i>	Review changes incorporated into Preliminary Budget Adopt 2025 rates for Regional Police Dispatch Services Adopt 2025 Property Tax Levies
12/3/2024	Adopt 2025 Master Fee Schedule and Final 2025-2026 Biennial Budget

***Community Outreach and Public Hearings***

The public is encouraged to provide feedback on the Preliminary Budget and Capital Improvement Program at two scheduled Public Hearings on [October 15 and November 19](#). Public comment is also invited at all City Council meetings.

**RECOMMENDED ACTION**

Approve budget proposal(s) [Insert # here] and direct staff to include the associated funding in the final 2025-2026 Biennial Budget.

*Additional motion if budget proposals 6 & 7 are approved:*

Authorize the City Manager to open recruitment for two Water Utility Capital Team Members (budget proposals 6 & 7) ahead of the final budget adoption.

# INTRODUCTION

The 2025-2026 biennial budget revenue forecast (“forecast”) provides an overview of projected revenues through year-end 2024 and for the 2025-2026 biennium. The forecast focuses on the City’s primary operating funds: the General Fund, the Youth and Family Services Fund, the Development Services Fund, and the Contingency Fund. Projections of key revenues that support the Capital Improvement Program (CIP) are also included.

Analysis is based on information from fiscal years 2021 through 2023, the first six months of 2024 budget actuals, along with the latest local, regional, and national information available. The 2025-2026 Biennial Budget Revenue Forecast projects local economic conditions will get back to what was normal prior to the pandemic. General Fund revenues are projected to slow compared to growth rates in prior years yet remain healthy through the end of the biennium.



## 2025-2026 BIENNIAL BUDGET REVENUE FORECAST OCTOBER 15, 2024

### GENERAL FUND REVENUES

#### 2024

*Adopted Budget*  
\$33.7 million

*2024 Forecast*  
\$39.6 million

*2025 Forecast\**  
\$37.4 million

*2026 Forecast*  
\$38.6 million

*\* Development service revenues transition out of the General Fund beginning Jan 1, 2025.*



Figure 1 includes General Fund revenue projections for fiscal 2024, 2025, and 2026. A summary of each revenue category in the left column is listed below.

**Figure 1: 2024 to 2026 General Fund Revenue Forecast**

<i>(\$ in thousands)</i>	<b>2024 Adopted Budget</b>	<b>2024 Forecast</b>	<b>Diff. from Amended</b>	<b>2025 Forecast</b>	<b>2026 Forecast</b>
<b>BEGINNING FUND BALANCE</b>				\$0	\$536
<b>REVENUES</b>					
PROPERTY TAX	13,726	13,725	(1)	13,960	14,200
GENERAL SALES TAX	5,600	7,365	1,765	7,639	7,944
UTILITY TAXES	4,739	5,202	463	5,378	5,523
LICENSE, PERMIT, AND ZONING FEES	2,527	3,948	1,421	244	245
B&O TAXES	706	741	35	748	756
PARK AND RECREATION	1,414	1,285	(128)	1,357	1,377
EMS REVENUES	1,973	1,973	-	2,114	2,162
COST ALLOCATION	1,105	1,105	-	2,412	2,527
INTERFUND TRANSFERS	-	-	-	-	-
SHARED REVENUES	1,481	1,808	327	1,658	1,666
MUNICIPAL COURT	193	149	(43)	175	185
MISCELLANEOUS REVENUES	250	338	88	291	291
INTEREST EARNINGS	11	1,944	1,933	1,403	1,155
<b>TOTAL REVENUES</b>	<b>\$33,725</b>	<b>\$39,584</b>	<b>\$5,858</b>	<b>\$37,379</b>	<b>\$38,567</b>

**PROPERTY TAX**

The 2024 Adopted Budget assumed \$13.7 million (M) in property tax revenue, representing 41% of total General Fund revenues. This is a stable revenue source with payments received in April and October of each calendar year.

Revenues through June are on track to meet 2024 budget assumptions. For 2025 and 2026, the forecast assumes the City will assess a property tax increase of the statutorily allowed 1% of the previously levied amount (e.g., 2024 actual regular levy) plus new construction each year.

**SALES TAX**

The 2024 Adopted Budget assumed \$5.6 M in total sales tax revenues (general and local criminal justice sales tax revenues), representing 17% of total General Fund revenues. Total sales tax earnings in 2023 were \$7.3 M, a record high for Mercer Island. Overall, sales tax revenues are up 1.9% during the first half of 2024 compared to the prior year and are expected to continue leveling off.

For a long-term view of general sales tax activity, Figures 2 and 3 illustrate historical revenues and year-over-year trends for the City from 2006 through 2023, with 2024 through 2026 projections included for reference.

Figure 2: Total General Sales Tax Revenues

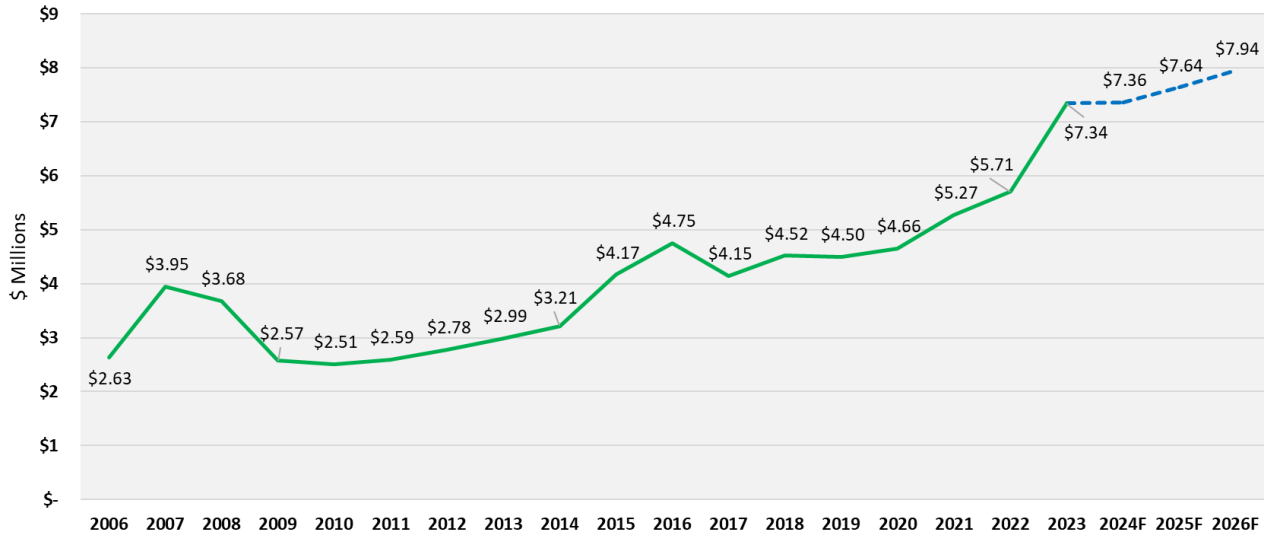
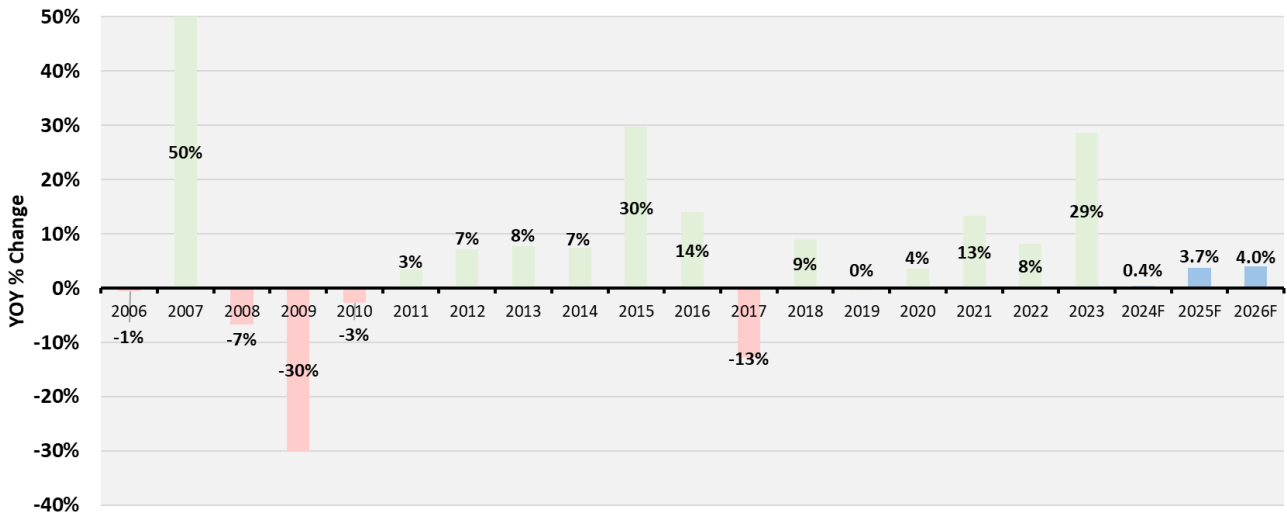


Figure 3: General Sales Tax  
Year-over-Year Percent Change



The historical data from the Department of Revenue highlights the sensitivity of the sales tax revenues to the economic environment, but also shows the City has been without a year-over-year (YOY) decrease in sales tax revenues since 2017. The dip in 2017 was due to the construction sector generating \$490,768 less in 2017 than in 2016.

The significant increase in sales tax revenues in 2023 was largely driven by the construction sector including two high valuation construction projects: Riot Games building renovations and the King County Pump Station and North Mercer Island/Enatai Sewer Upgrade.

For 2024, the forecast projects a 0.4% increase in sales tax revenues compared to 2023. General sales tax revenues are projected to rise 3.7% in 2025 and 4.0% in 2026. These projections are also informed by the King County Office of Economic and Financial Analysis and the Washington State Economic and Revenue Forecast.

## UTILITY TAXES

The 2024 Adopted Budget assumed \$4.7 M in utility tax revenues, representing 14% of total General Fund revenues. A utility user tax is a tax imposed on utility services provided on Mercer Island, such as cellular phone service, natural gas, electricity, along with City utilities (water, sewer, and stormwater).

This revenue stream is, for the most part, not subject to economic volatility. The forecast assumes utility tax revenues will finish the year at \$5.2 M, \$463,000 more than the 2024 adopted budget. Staff projects utility tax revenues will increase 3% in 2025 and 2.7% in 2026, with minor declines anticipated in the telephone and cellular sectors.

## LICENSE, PERMITS, AND ZONING FEES

The 2024 Adopted Budget assumed \$2.5 M in license, permit, and zoning revenues, representing 7% of total General Fund revenues. This revenue category consists of fees related to development services and business licenses.

Revenues in 2023 were \$3.57 M, 0.75% more than 2022. Revenues remained steady into 2024. For the first six months of 2024, revenues are tracking \$655,000 higher than the same period in 2023. Staff estimates this is largely due to an additional round of permit activity associated with the Xing Hua development. Staff projects this revenue category will end 10% above the 2023 revenue actuals and generate \$3.9 M in 2024.

Beginning in 2025, all revenues unique to development services will be accounted for in the Development Services Fund. The revenue projection for permit and land use fees in 2025 is \$3.3 M, and \$3.4 M in 2026. This is a modest 6% decrease compared to 2024. No new developments are anticipated in the Town Center in 2025. Reference Figure 10 in the Development Services Fund section.

## BUSINESS AND OCCUPATION (B&O) TAXES

The 2024 Adopted Budget assumed \$706,500 in B&O tax revenue, representing 2% of total General Fund revenues. B&O tax is paid annually before April 15 unless a business earns greater than \$1 M annually in gross receipts, in which case the tax is paid quarterly.

Though the Pandemic impacted the business community, B&O tax revenues have trended upward since 2019, when the City transitioned to the Washington State's Business Licensing Service. This has resulted in better tracking of businesses eligible to pay B&O tax revenues.

Revenues for the first six months of 2024 are aligned with budget estimates. The 2025-2026 biennial budget revenue forecast assumes 2024 B&O tax revenues will exceed budget expectations by 4.9% and remain relatively flat into the next biennium.

## PARKS & RECREATION REVENUES

The 2024 Adopted Budget assumed \$1.4 M in Parks and Recreation revenues, representing 4% of total General Fund revenues. Revenues include field rental fees, boat launch fees, program fees, and rent payments from the annex building located behind the Community Center.

Recreation program revenues are forecasted to finish 9% below budget in 2024, which is due to a decline in both summer program enrollments and sponsorships for special events. Revenues are projected to incrementally improve through the next biennium, increasing to \$1.36 M in 2025 above and \$1.37 M in 2026.

## EMERGENCY MEDICAL SERVICE (EMS) REVENUES

The 2024 Adopted Budget assumed \$1.9 M for EMS revenues, representing 6% of total General Fund revenues.

This revenue stream offsets expenses related to contract costs for fire and emergency medical services with Eastside Fire & Rescue. It includes Mercer Island's annual contribution from the King County EMS levy, the EMS utility charge adopted annually with utility rate adjustments, and revenues from transport fees and federal reimbursements for emergency medical transports originating in Mercer Island.

The revenue forecast projects 2024 revenues will meet budget estimates. Revenue projections are expected to increase 7% in 2025 and 2% in 2026, assuming the property tax levy that primarily funds Basic Life Support (BLS) services within King County will continue beyond 2025.

## COST ALLOCATION

The cost allocation revenue category recovers overhead costs from the Utility and Capital Funds through internal transfers. The 2024 Adopted Budget assumed roughly \$1.1 M in cost allocation transfers, representing 3% of total General Fund revenues. These revenues are forecasted to meet budget expectations through the end of 2024.

On May 21, 2024, the City Council adopted a new Cost Allocation Policy (appendix B of the City's [financial management policies](#)). The new policy was based on established best practices from the Government Finance Officers Association (GFOA), Washington State Auditor's Office, and the Municipal Research and Services Center (MRSC).

As a result of implementing this new policy, staff estimate the General Fund will be reimbursed \$2.4 M in 2025 and \$2.5 M in 2026 for internal services provided to each allocable City Fund.

## SHARED REVENUES

The 2024 Adopted Budget assumed \$1.4 M in shared/intergovernmental revenues, representing 4% of total General Fund revenues. This category combines a variety of revenues and includes State shared tax revenues, grants, and the Department of Transportation (WSDOT) funds collected for landscape services agreement for Aubrey Davis Park, among others.

Revenues in 2024 are projected to end the year 22% above budget estimates. This is mainly due to grant funds from the Washington State Department of Commerce Periodic Update Grant. The grant program provides financial assistance to cities to help complete periodic updates of their comprehensive plans and development regulations, as required by the Growth Management Act (GMA).

Revenues into the next biennium are projected to stabilize to historic levels and remain relative flat at \$1.6 M in 2025 and 2026.

## MUNICIPAL COURT REVENUES

The 2024 Adopted Budget assumed \$ 192,895 in General Fund revenue collected from fines, forfeitures, fees, costs, and penalties associated with the enforcement of local and State law.

Court revenues depend on caseload. Relative to the first half of 2023, case filings were down 48% in Mercer Island and down 17% in Newcastle in the first half of 2024. The forecast projects revenues will end 2024 19% lower than the 2024 adopted budget. The forecast assumes court revenues will return to historical averages, increasing 12% in 2025 and 6% in 2026.

## MISCELLANEOUS REVENUES

The 2024 Adopted Budget assumed \$250,000 in miscellaneous General Fund revenues. This category includes judgment settlements, cell tower leases, and disability reimbursements received from the Washington State Department of Labor and Industries.

The forecast assumes miscellaneous revenues will end the year 43% above budget estimates, largely due to disability reimbursements coming in higher than expected. These reimbursements are a result of the buy-back policy the City has with active employees that qualify for time-loss compensation through the Department of Labor and Industries. This revenue category is forecasted to remain flat at \$291,297 in 2025 and 2026.

## INTEREST EARNINGS

The 2024 Adopted Budget assumed \$11,000 in General Fund revenue from interest earned on the City's holdings. To date, interest earnings are markedly exceeding budget expectations and are currently projected to reach \$1.9 M by year end. The forecast considers the projected principal balance, the annual LGIP 30-day yield, and the General Fund portion of the City's principal investments. For 2025, staff anticipate the LGIP's average 30-day yield will drop to 3.75% and 3.15% in 2026. Interest earnings in the outyears are currently projected to stabilize and return to historical averages.

Per current budget policy, interest earnings are distributed quarterly to various Funds based on their relative cash balances at quarter end. The Contingency Fund achieved its funding target at 12.5% of budgeted General Fund expenditures at the beginning of the year and continues to receive a proportion of interest earnings as the budget is amended, per the City Council's adopted financial management policies.

### Background Information on Interest Earnings

Aside from the cash on-hand required for paying bills and managing daily operations, the City invests in the WA State Local Government Investment Pool (LGIP). The LGIP saw a continued increase in the true 30-day yield interest rates through June 2024, ending at 5.43% compared to 0.73% in June 2022.

Increased earnings in the City's investments correspond with changes to the Federal Reserve's federal funds target rates, as illustrated in Figure 4. Between June 2022 and June 2024, the Federal Reserve raised the funds target rate by more than five percentage points. Changes in the federal funds target rates are the Federal Reserve's primary tool to implement monetary policy. While increases to the federal funds target rates helped slow the pace of inflation, it also increased the LGIP's earnings rate.

**Figure 4: WA State Treasurer Local Government Investment Pool**

June 2022 - June 2024

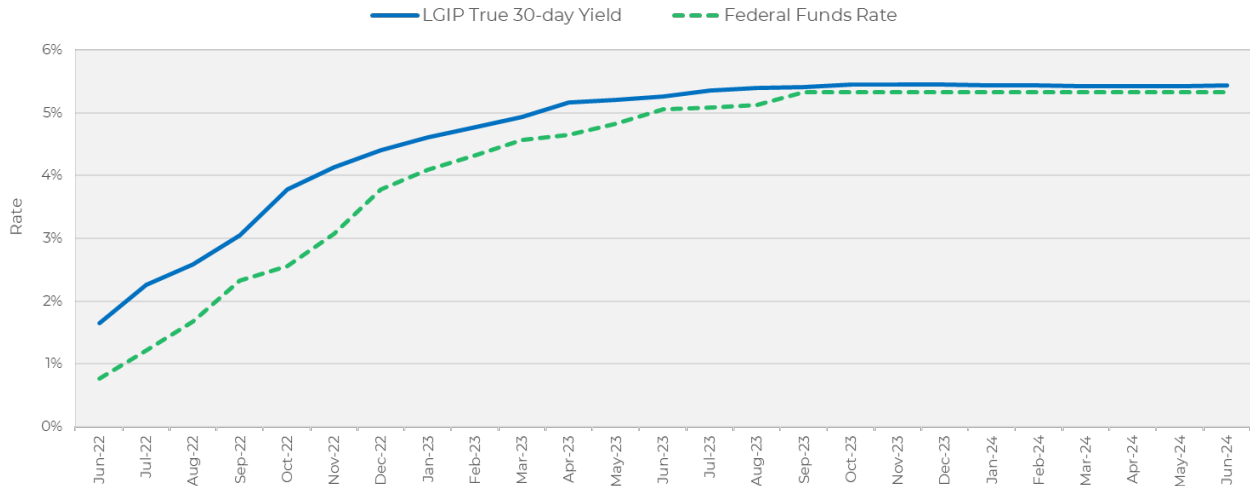
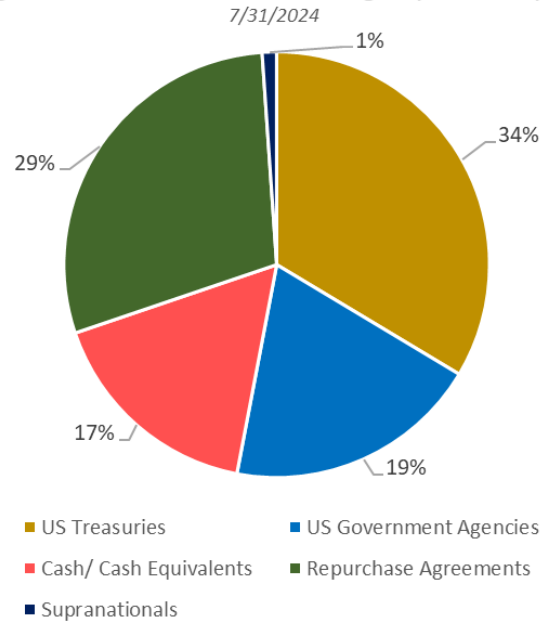


Figure 5 illustrates the average balance of holdings in the LGIP as of July 2024. These include:

- US Treasuries** are backed by the full faith and credit of the US government and considered to be low risk.
- US Government Agencies** are bonds of government-sponsored enterprises or U.S. government agencies. They are independent organizations sponsored by the federal government that are established with a public purpose. Examples include Fannie May, Freddie Mac, and the Federal Deposit Insurance Corporation (FDIC).
- Cash/ Cash Equivalents** refers to highly liquid investments that can be easily converted into cash within a short period of time, usually 7 days or less. These investments are generally considered to have minimal risk.
- Repurchase Agreements (AKA repo)** is the agreement by an authorized dealer to sell to a public fund investor (buyer) authorized investment securities (referred to as collateral) with the agreement to purchase the securities back on an agreed to date and rate of interest (simple interest on 360-day basis), to be paid to the buyer.
- Supranationals** are US dollar-denominated bonds of quasi-governmental organizations that exist in multiple countries to promote economic development, such as the World Bank.

**Figure 5: WA State LGIP Holdings by Issuer Type**



Staff is closely tracking economic projections from the Federal Reserve. The Federal Open Market Committee (FOMC) is the policy-making body of the Federal Reserve System, the central bank of the United States. Based on indications from FOMC economic projections, the forecast assumes at least one additional cut in the federal funds rate before the end of 2024.



## GENERAL FUND FORECAST

Figure 6 projects General Fund revenues and expenditure assumptions as outlined in the forecast. The pro forma includes fiscal years 2021 through 2028.

In general, the forecast assumes there will be no recession, that inflation will continue to decrease and normalize, along with interest rates stabilizing. In the near term, General Fund revenues are projected to remain healthy. It is not until 2027 that expenditure growth is projected to outpace General Fund revenues. The forecast as presented shows annual revenues and expenditures and does not include reserves or prior-year accumulated fund balance.

### BASILINE ASSUMPTIONS

#### Employee Compensation

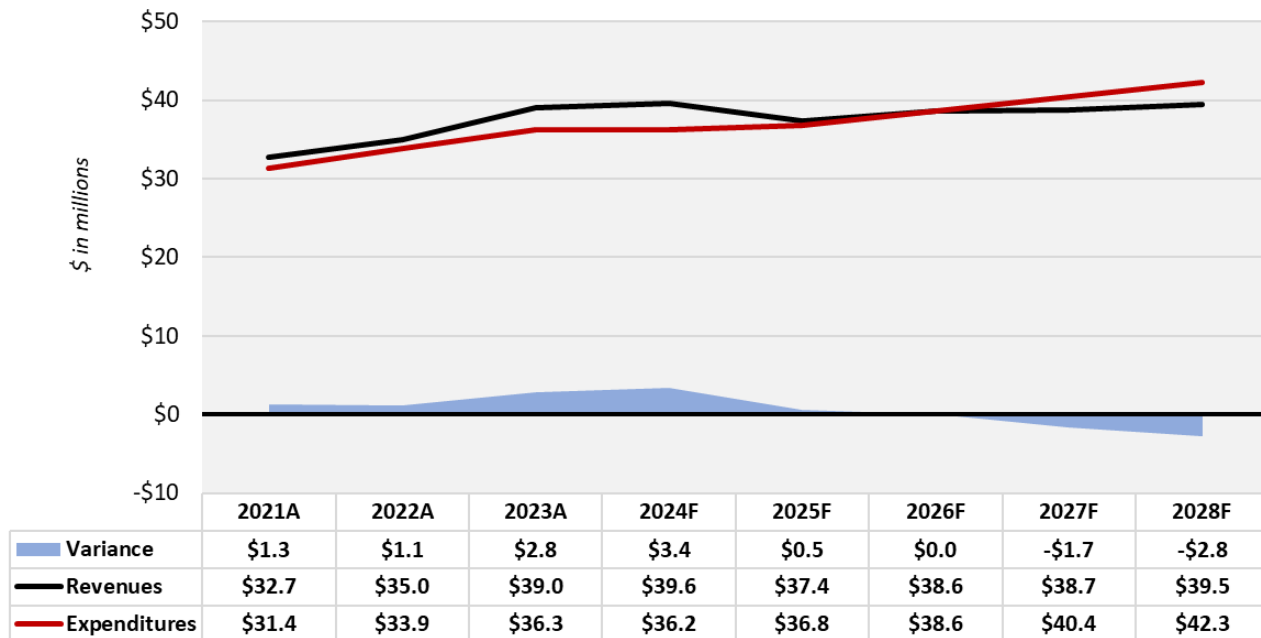
- The new compensation plan for non-represented employees went into effect July 1, 2024. The resulting budgetary impacts are assumed in the forecast.
- The cost-of-living adjustment (COLA) in 2025 is 4.2%. For 2026, staff assumed 3.5%.
- COLA is based on the average percentage change over the first six months of the prior year of the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) for the region.

#### Expenditures

- Staff assumed an annual rate of change of 4.68% for the General Fund and 4.00% for the YFS Fund in 2027 and 2028.

**Figure 6: Revenues and Expenditures**

Five-Year Forecast



It is important to note the near- and long-term budgetary impacts of City Hall’s closure are not yet reflected in the General Fund. Emergency expenditures to assess the condition of City Hall, decommission the building, and begin schematic designs on the new Public Safety and Maintenance building have been paid for with American Rescue Plan Act (ARPA) funds and one-time savings from the 2023 fiscal year.

Ongoing costs associated with City Hall’s closure – such as leases at the City of Newcastle for Municipal Court operations and modular buildings for Police operations – have also been paid for with ARPA funds. Beginning January 1, 2025, these ongoing costs, along with unforeseen costs to stabilize government operations and provide temporary workspace, will be carried by the City’s operating budget.

## ARPA FUNDS

A significant influence that is stabilizing the General Fund through the current biennium is the City's strategic disposition of the American Rescue Plan Act (ARPA) funds. The City is required to encumber these funds by December 2024, and fully expend them no later than December 2026.

Most of the ARPA funds have gone to critical investments in the City's public facilities, youth and family services, and the water and sewer utility infrastructure. During the May 2023 planning session, the City Council authorized \$885,500 of ARPA funds to support a variety of additional work items ([AB 6255](#)).

With budget amending [Ordinance No. 24-13](#) adopted October 1, 2024, the City Council appropriated the remaining \$637,673 of the \$7.2 M original ARPA award. These remaining funds will pay for improvements underway to the City's remaining facilities through the end of 2024.

Note, ARPA funds are not included in the General Fund balance. For audit and tracking purposes, staff account for them separately.

## NON-GENERAL FUND REVENUES

The following details additional revenue streams and underlying assumptions through year-end and into 2025 and beyond.

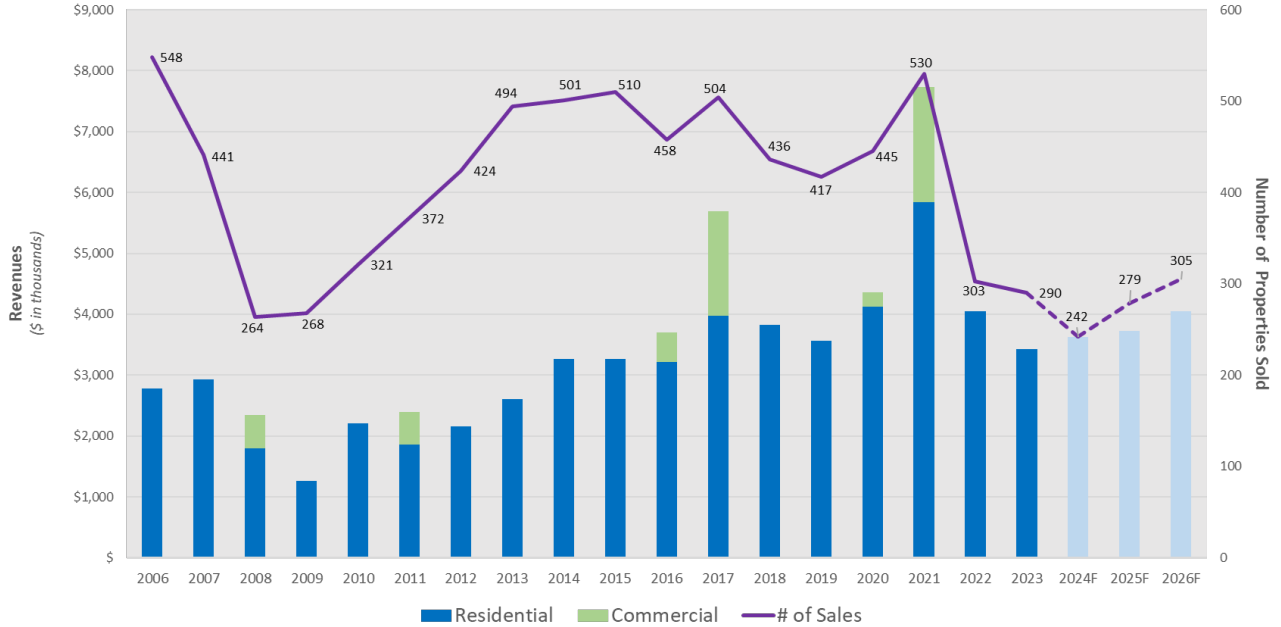
### REAL ESTATE EXCISE TAX (REET)

REET revenues support the City's Street and Capital Improvement Funds. This revenue stream results from a 0.5% tax levied on all sales of real estate, measured by the full selling price, including the amount of any liens, mortgages, and other debts given to secure the purchase.

Figure 7 illustrates the number of property sales each year and the resulting REET revenues from 2006 through 2022, with revenue projections in 2024-2026. REET revenues in 2021 were the highest on record, due to a historically high volume of homes sold and two commercial property sales that generated a combined \$1.8 M in revenue. The total number of property sales in 2021 was 530. By comparison, total property sales were 303 in 2022 and 290 in 2023. Compared to 2023, total property sales in 2021 represent a 45% decrease.

REET Revenues for the first six months of 2024 are down by nearly \$262,000 relative to the prior year. This is largely tied to current market conditions, the lower volume of property sales, and revenues not reported in January due to the timing of the City's transition to the cash basis accounting methodology.

**Figure 7: Mercer Island Property Sales and Total Revenues  
2006-2026**



The slowing of real estate activity on the Island mirrored the Federal Reserve’s increases to the federal funds rate, which simultaneously slowed the pace of inflation and increased borrowing costs.

At year-end, 2024 REET revenues are projected to come in \$288,000 below revenue projections made in October 2023 during the 2023-2024 mid-biennial budget review.

**Figure 8: 2024 – 2026 REET Revenue Forecast**

(\$ in thousands)	2024F*	2024F	Diff.	2025F	2026F
REET	\$ 3,720	\$ 3,432	\$ (288)	\$ 3,728	\$ 4,047

*\*2024 forecast from the Oct 2023 mid-biennial revenue forecast.*

The Federal Reserve reduced the federal funds rate 0.50% in September 2024, while signaling more rate cuts ahead. Average property sale prices on Mercer Island remain high. Indications point to activity in the real estate market improving.

Staff projects REET revenues will modestly rebound in 2025 and 2026 as outlined in Figure 8. This projection is informed by the average price of homes sold in 2024 to date, the number of homes in the past two years, and the estimated number of homes that will sell based on historic seasonal trends.

## YOUTH & FAMILY SERVICES (YFS) FUND

A significant factor that is stabilizing the Youth and Family Services Fund through the current biennium is the use of American Rescue Plan Act (ARPA) funds. The 2023-2024 biennial budget committed up to \$1.4 M in ARPA resources in support of mental health and family counseling programs.

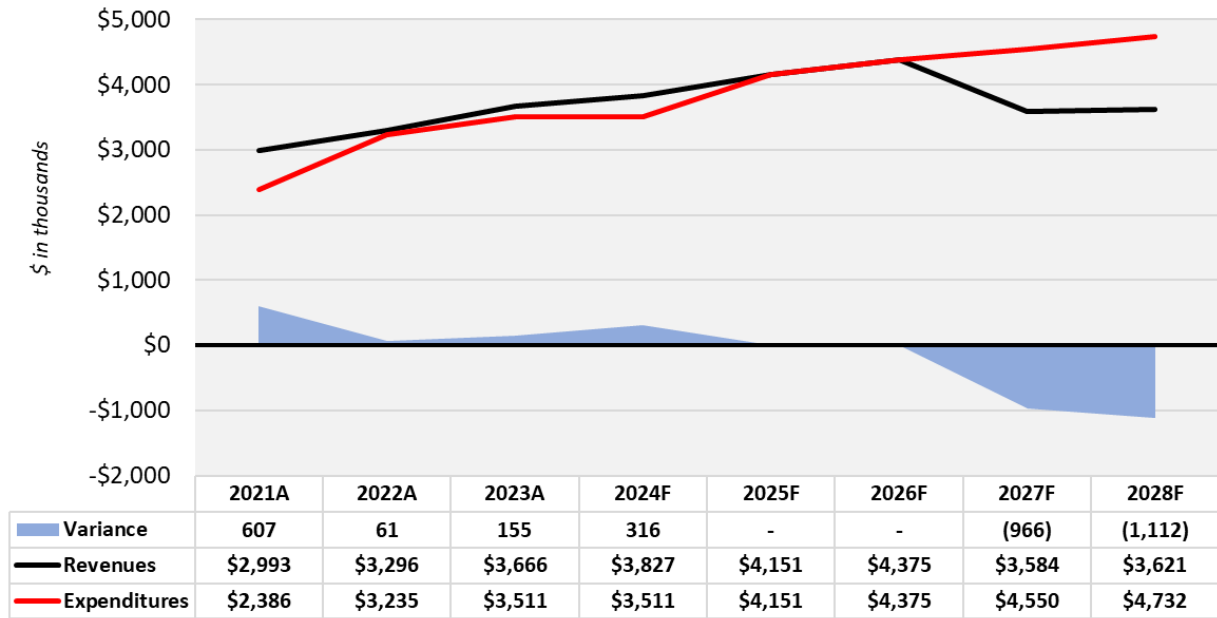
With one-time federal dollars set to expire at year-end, an annual operating structural deficit of nearly \$700,000 begins in 2025. To bridge the next two-year budget gap, the funding strategy includes using a combination of YFS Fund operating reserves and one-time General Fund resources of \$350,000 in 2025 and 2026. This affords the City and community partners time to develop and commit to a financial plan that sustainably funds Youth and Family Services beyond 2026.

Figure 9 shows revenue projections for the City's Youth and Family Services (YFS) Fund, with Figure 10 illustrating the five-year projection for the YFS Fund into the 2027-2028 biennium. A summary of each revenue category in the left column is listed below.

**Figure 9: 2024 to 2026 Youth & Family Services Fund Revenue Forecast**

REVENUES <i>(\$ in thousands)</i>	2024 Adopted Budget	2024 Forecast	Diff. from Amended	2025 Forecast	2026 Forecast
USE OF OPERATING RESERVES	0	0	0	469	500
FEDERAL, STATE & LOCAL GRANTS	76	40	(35)	45	45
HEALTHY YOUTH INITIATIVE GRANTS	225	369	144	363	358
SCHOOL COUNSELOR PROGRAM SUPPORT	60	60	0	60	60
THRIFT SHOP	1,723	1,723	0	1,895	2,080
PROGRAM FEES & DONATIONS	90	119	28	257	270
EMERGENCY ASSISTANCE PROGRAM SUPPORT	162	113	(49)	115	115
MIYFS FOUNDATION SUPPORT	300	515	215	515	515
AFFORDABLE AND SUPPLEMENTAL HOUSING	0	40	40	35	35
OPIOID SETTLEMENT AGREEMENTS	0	179	179	48	48
INTERFUND TRANSFER	733	670	(63)	350	350
<b>TOTAL REVENUES</b>	<b>\$3,369</b>	<b>\$3,827</b>	<b>\$458</b>	<b>\$4,151</b>	<b>\$4,375</b>

**Figure 10: Revenues and Expenditures**  
Five-Year Forecast



**STATE AND FEDERAL GRANTS AND THE HEALTHY YOUTH INITIATIVE**

At the time the forecast was developed, staff assumed three YFS grants would continue into the next biennium, which accounted for about \$350k in annual revenue. Staff received notice at the end of September that two federal grants were not renewed. The City was, however, selected for a Best Starts for Kids Positive Family Connections award from King County. The \$288,000 award will be used from 2025 to 2027 to fund a portion of the Prevention Coordinator position, school-based programs, and continued focus on parent education and support.

These changes to the grant revenue assumptions will be incorporated into the 2025-2026 budget before City Council adoption later this year.

**MERCER ISLAND THRIFT SHOP**

The 2024 Adopted Budget included \$1.7 M in Thrift Shop revenues, representing 51% of YFS Fund revenues.

The Thrift Shop is forecasted to meet budget expectations in 2024, generating \$1.72 M in gross revenues and over \$551,000 in net profits by year-end. Gross revenues are projected to increase 10% in 2024 compared to the prior year. This rate of growth is projected to continue through the next biennium.

**PROGRAM FEES & DONATIONS**

The 2024 Adopted Budget included \$90,000 in revenues from additional YFS services, representing 3% of YFS Fund revenues. These revenues include fees from family counseling services and related services.

In 2023, family counseling service fees generated \$111,817 in revenues, exceeding budget expectations. Revenues through the first six months of the year maintain this upward trend. The forecast projects \$119,000 will be received by 2024 year-end and increase 1.6% per year in 2025 and 2026.

## **YOUTH & FAMILY SERVICES FOUNDATION**

The Youth and Family Services Foundation (MIYFS) provides critical funding to support human services provided through the Youth & Family Services division. In 2023, the City and MIYFS entered a new four-year funding agreement that formalized the Foundation's annual contribution to the Youth and Family Services Department at \$515,000.

The new funding level goes towards funding the second Mental Health Counselor position at the Middle School, extending the position through June 2026. It will also 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. The forecast assumes the 2025 and 2026 funding levels will remain at \$515,000.

## **EMERGENCY ASSISTANCE**

This revenue category includes revenues from pass thru fund raising generated at the Thrift Shop and direct donations that are restricted for emergency assistance. This revenue is projected to end the year at \$113,000 and remain flat at \$115,000 for 2025 and 2026.

## **AFFORDABLE AND SUPPLEMENTAL HOUSING FUNDS**

In 2023, [HB 1406](#) was passed to address the housing crisis by providing local jurisdictions with additional funding for affordable and supportive housing. The bill allows cities to impose a local state-shared sales and use tax, which is not directly paid by consumers. Instead, the 0.0146% of sales tax is credited against the state sales tax based on population and other factors.

Mercer Island collects this credit to support rental assistance through the City's youth and family services operations, specifically for emergency rental assistance. The forecast assumes the City will receive HB 1406 funding in both 2025 and 2026, and this revenue category will meet budget expectations at year-end.

## **OPIOID SETTLEMENT AGREEMENTS**

On December 21, 2022, Washington state joined in multistate resolutions with several companies resulting in potentially over \$430 million in settlements resulting from a nationwide legal action against pharmaceutical companies and distributors who were found to have contributed to the opioid epidemic.

The Opioid Abatement Council (OAC) is an oversight body responsible for ensuring appropriate documentation and reporting of opioid settlement funds used by cities within King County that receive funds from opioid lawsuits, Mercer Island among them. This revenue is restricted to harm reduction, prevention efforts, and treatment services tied to the opioid epidemic.

As of June 2024, Mercer Island has received \$221,038 of a total projected payment of \$782,913 from opioid settlement funds. Funds are distributed annually through 2038 based on population and opioid impacts within each jurisdiction, among other factors. Staff projects the City will receive \$43,000 in 2025 and 2026.

## **DEVELOPMENT SERVICES FUND**

The Development Services Fund is established to account for the revenues and expenditures specific to land use, development engineering, and development permitting. Previously accounted for within the General Fund, this new special revenue fund separates these restricted permit and land use functions. The fund is established using prior year restricted development revenue transferred in from the General Fund.

**Figure 11: 2024 to 2026 Development Services Fund Revenue Forecast**

<b>DEVELOPMENT SERVICES FUND REVENUE FORECAST</b> <i>(\$ in thousands)</i>	<b>2024 Adopted Budget</b>	<b>2024 Forecast</b>	<b>Diff. from Amended</b>	<b>2025 Forecast</b>	<b>2026 Forecast</b>
PERMIT FEES	-	-	-	2,786	2,853
LAND USE FEES	-	-	-	501	521
INTEREST	-	-	-	-	-
INTERFUND TRANSFERS IN	-	1,286	1,286	913	966
<b>TOTAL REVENUES</b>	<b>\$0</b>	<b>\$1,286</b>	<b>\$1,286</b>	<b>\$4,201</b>	<b>\$4,340</b>

**INTERFUND TRANSFERS**

By creating a special revenue fund specific to development services, staff can track revenues and expenditures associated with the provision of these services and the General Fund’s annual contribution to support the Community Planning and Development department’s non-development related services.

Staff project the General Fund will contribute \$913,016 in 2025 and \$966,165 to the Development Services Fund, making up 22% of the Community Planning and Development Department’s overall budget.

**CONTINGENCY FUND**

At the end of 2023, the Contingency Fund balance was \$4.9M, meeting the target per the City’s financial policies. The balance remains \$4.9M, representing 12.5% of the adopted expenditure budget, and will be adjusted at the end of the fiscal year.

No.	Title	Origin	Description, Scope, and Outcomes	Fund(s)	One-Time or Ongoing	2025	2026	Staff Notes
1	<b>Municipal Facility Replacement Fund Contribution</b>	Staff	This incremental contribution from the unassigned 2023 year-end fund balance from the General Fund falls in line with the City Council's financial management policies and prior actions to set aside one-time resources whenever possible to reaching target funding levels.	General	ONE-TIME	\$ 150,000	\$ -	In November 2023, the City Council established the Municipal Facility Replacement Fund to set aside resources to help fund short and long-term needs following the closure of City Hall. The target funding level is \$10,000,000.  As of October 9, 2024, the fund has \$3,194,808.
2	<b>Communications &amp; Public Relations Support</b>	Staff	The Director's team identified communications as an area that would add real value to the organization over the next biennium. The proposed resources would be used to help produce communications related to day-to-day operations, responding to emergencies, and staying ahead of emerging issues.	General	ONE-TIME	60,000	60,000	
3	<b>Gun buyback program</b>	City Council	This proposal is pilot modeled after the City of Kirkland's gun buyback program. The program includes a monetary incentive (e.g., gift card) for each gun relinquished via scheduled gun buyback events.	General	ONE-TIME	25,000	-	City Council approved the funding for this program in May 2023. The program was delayed due to complications of collecting and storing firearms without a secure facility.  Staff anticipates conducting two weekend events in 2025 as part of the pilot with approximately 12% of the total proposed budget for administering the program. Program will be geared towards Mercer Island residents.
4	<b>EV Charging Plan</b>	Staff	Initial phase of funding to develop and implement an electric vehicle (EV) Charging Infrastructure Plan - in collaboration with Puget Sound Energy (PSE) - to guide expansion of EV charging capacity throughout the city.  The plan will include analysis and recommendations on the facilities and infrastructure required for the City for the City and the Mercer Island School District to meet the 2030 and 2050 fleet electrification goals. It will also feature a readiness and capacity study to evaluate increasing EV charging at commercial and residential properties citywide. Finally, the Plan will identify an implementation strategy, including partnerships, funding, and future policy recommendations (including code amendments).	General	ONE-TIME	100,000	50,000	Staff anticipate developing the plan will take 3-4 years and cost approximately \$300 to \$400k to complete via a phased approach. On October 4, staff submitted a \$100,000 grant application to the Department of Commerce to fund the planning work for our own fleet.  If the City Council supports this request, it will help fund the next phase of planning work and serve as a "match" for other funding applications.



No.	Title	Origin	Description, Scope, and Outcomes	Fund(s)	One-Time or Ongoing	2025	2026	Staff Notes
5	<b>Set Compensation Plan for Non-Represented Staff to 100% of Market Median</b>	City Council	<p>At the June 18 2024 meeting, the City Council adopted a Compensation Plan for non-represented employees at 95% of market median, with seven steps in a new salary schedule, and a 4% difference between steps, that became effective July 1, 2024.</p> <p>The City Council further directed staff to prepare a budget proposal outlining the budgetary impacts if the City Council were to set the non-represented salary schedule to 100% of market median.</p>	Many	ONGOING	586,916	652,215	
6	<b>Water Utility Capital Team Member (1.0 LTE)</b>	Staff	A limited-term position to support the City's water utility daily operations as staff get pulled away with overseeing the current and anticipated high-levels of capital improvement work underway on the Island's water distribution system.	Water	ONE-TIME	127,346	137,475	<p>Certified water operators are responsible for overseeing the quality or quantity of city's drinking water on a daily basis.</p> <p>Although construction of capital improvements - such as watermain replacements - are often completed via a third-party contractors, the actual shutdown and operation of the water utility requires constant oversight of certified members of the water utility team.</p> <p>The current and proposed investments levels in the capital program are atypically high. This position would support utility team members assisting with construction-related capital improvements to ensure daily operational activities of the water utility remain uninterrupted.</p>

No.	Title	Origin	Description, Scope, and Outcomes	Fund(s)	One-Time or Ongoing	2025	2026	Staff Notes
7	<b>Water Utility Capital Team Member (1.0 LTE)</b>	Staff	A limited-term position to support the City's water utility daily operations as staff get pulled away with overseeing the current and anticipated high-levels of capital improvement work underway on the Island's water distribution system.	Water	ONE-TIME	127,346	137,475	<p>Certified water operators are responsible for overseeing the quality or quantity of city's drinking water on a daily basis.</p> <p>Although construction of capital improvements - such as watermain replacements - are often completed via a third-party contractors, the actual shutdown and operation of the water utility requires constant oversight of certified members of the water utility team.</p> <p>The current and proposed investments levels in the capital program are atypically high. This position would support utility team members assisting with construction-related capital improvements to ensure daily operational activities of the water utility remain uninterrupted.</p>



# BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

**AB 6552**  
**October 15, 2024**  
**Regular Business**

## AGENDA BILL INFORMATION

<b>TITLE:</b>	AB 6552: ARCH 2025 Work Program and Budget Approval	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
<b>RECOMMENDED ACTION:</b>	Approve the ARCH 2025-2026 Work Plan and Administrative Budget, including Mercer Island’s 2025 contributions of \$95,259 in 2025 and \$98,405 in 2026.	

<b>DEPARTMENT:</b>	Community Planning and Development
<b>STAFF:</b>	Jeff Thomas, Community Planning and Development Director Alison Van Gorp, Deputy Director
<b>COUNCIL LIAISON:</b>	n/a
<b>EXHIBITS:</b>	1. ARCH 2025 Work Plan and Budget
<b>CITY COUNCIL PRIORITY:</b>	n/a

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

## EXECUTIVE SUMMARY

The purpose of this agenda bill is to seek approval from the City Council on the A Regional Coalition for Housing’s (ARCH) 2025 Administrative Budget and work plan.

- ARCH is an intergovernmental coalition of 15 cities and King County focused on affordable housing, of which the City of Mercer Island is a member.
- The [ARCH interlocal agreement](#) (ILA) requires each member jurisdiction to approve the Administrative budget and work plan each year.
- The member jurisdictions collectively fund ARCH’s operations as well as the Housing Trust Fund.
- In 2025-2026, ARCH’s work plan includes priorities such as working to secure dedicated revenue sources for affordable housing and supporting member jurisdictions with compliance with state mandates such as HB 1110 and HB 1337.
- The ARCH Administrative budget totals \$2,720,754 for 2025 and \$2,827,690 for 2026, of which Mercer Island is asked to contribute \$95,259 and \$98,405, respectively.
- These funds are included in the City’s Preliminary 2025-2026 Biennial Budget. The preliminary budget also includes a \$35,000 annual contribution to the Housing Trust Fund in 2025 and 2026.

## BACKGROUND

ARCH was created in 1992 by an Interlocal Agreement. Member jurisdictions include Beaux Arts Village, Bellevue, Bothell, Clyde Hill, Hunts Point, Issaquah, Kenmore, King County, Kirkland, Medina, Mercer Island, Newcastle, Redmond, Sammamish, Woodinville, and Yarrow Point.

By participating in ARCH, member jurisdictions are part of a joint effort to collectively plan for and provide affordable housing in East King County communities. Under the terms of the ARCH Interlocal Agreement, each member city must approve the ARCH Administrative Budget and Work Program.

Mercer Island contributes annually to ARCH to provide administrative support for the organization's housing activities. The coordinated approach used by ARCH provides for an efficient use of resources in fulfilling each member's obligations under the Washington State Growth Management Act (GMA) to make adequate provisions for the existing and projected housing needs of all economic segments of the community ([RCW 36.70A.070\(2\)\(d\)](#)), as well as in sharing resources with regional partners in the provision and administration of affordable housing.

The ARCH Housing Trust Fund (HTF) enables the member jurisdictions to pool resources to directly fund affordable housing development and preservation projects. The HTF typically funds projects that create housing that is affordable for households earning 60% area median income or less. In the Seattle-Bellevue, WA HUD Metro FMR Area, the median family income for a four-member household in 2024 is \$147,400.

### Direct Support to Mercer Island

Mercer Island also receives direct support from ARCH staff in implementing affordable housing policies and programs locally, including monitoring of the affordable units created through the incentive program in the Town Center. In addition, ARCH staff have provided support with technical and policy considerations for the Comprehensive Plan Housing Element and compliance with HB 1220. In the coming months, ARCH staff will provide further support as the City begins work on compliance with HB 1110 and HB 1337.

### ARCH Organizational Improvements

Consultant reports in 2019 and 2021, by Street Level Advisors and Cedar River Group respectively, called attention to the need to grow ARCH staff capacity to continue to provide support and oversight as the portfolio of affordable units under ARCH's stewardship continues to grow and the needs of member jurisdictions expand. The ARCH Executive Board has taken a measured approach to responding to the consultant recommendations, adding staff capacity through a phased approach that balances the need for additional staff capacity with the member jurisdictions' fiscal needs.

Earlier this year, the ARCH Executive Board adopted a Strategic Plan designed to "Build More Affordable Housing Faster." The 2025-2026 Budget and Work Program was crafted with the intent to move the Strategic Plan into action, elevating new strategies, building organizational capacity to implement those strategies, and carrying forward existing core commitments as summarized in the "Work Program" section below.

## ISSUE/DISCUSSION

### ARCH 2024 BUDGET AND WORK PROGRAM

#### Administrative Budget

Each year, the ARCH Executive Board develops and approves a work program and Administrative Budget that is advanced to member councils for approval. Going forward, the ARCH Executive Board is recommending moving to a biennial budget approval process, and thus the recommended work program and budget covers both 2025 and 2026 (Exhibit 1). The Administrative Budget supports the staffing and other costs associated with implementing the 2025-2026 work program (summarized below).

The ARCH Administrative Budget totals \$2,720,754 for 2025 and \$2,827,690 for 2026. The 2025 budget represents a 21% increase over the 2024 budget (see Exhibit 1, page 4). This increase is the result of two additional staff positions, a Communications/ Government Affairs Manager and a Local Planning/Special Projects Advisor. These positions will add capacity to take on an expanded work program including the following key programs:

- ARCH will facilitate targeted state and regional policy efforts that increase funding and reduce barriers that contribute to the cost of affordable housing development. This work will include convening and collaborating with ARCH members to identify legislative priorities and coordinate advocacy efforts as well as providing data, policy expertise and talking points to support these efforts.
- Engage elected officials through tours, educational workshops and briefings to build understanding and support for affordable housing, key policy and funding tools, and the role of ARCH and local jurisdictions in meeting the needs of low-income households.
- Consider changes to ARCH's legal and governance structure focused on streamlining decision-making, empowering the coalition to tackle major policy challenges, and increasing education and engagement of elected officials.

Each ARCH member pays a share of the Administrative Budget. The member contributions are divided into two categories. The "base" contributions represent a share of the base operating budget determined by the population of each member jurisdiction. The "additional" contributions are paid by members that utilize ARCH services to support the operation and monitoring of a local affordable housing incentive program, based on the number of housing units currently in the program. Mercer Island currently has 13 units in the affordable housing incentive program (located in the Hadley Apartments). Development of the Xing Hua project, currently under construction, will add an additional 15 units to the program. Since the City's portfolio is small, the contribution is at the minimum level.

In 2025, Mercer Island's share of the base operating budget is \$91,801. In addition, Mercer Island's share of the additional dues to support the housing incentive program is \$3,458. Thus, the total Mercer Island contribution to the 2025 ARCH Administrative Budget is \$95,259, or 3.5% of ARCH's total operating budget. This represents a 24.3% increase over the City's 2024 contribution. For 2026, these costs are expected to remain consistent with 2025, with a projected 3.3% inflationary increase to \$98,405 for the total Mercer Island contribution.

#### Housing Trust Fund (HTF) Budget

In addition to providing administrative support to ARCH, the City also contributes to the HTF to directly support the creation of affordable housing. These contributions play an important role in helping to meet the growing demand for affordable housing in East King County.

Mercer Island's contributions to the ARCH HTF come from the City's General Fund, designated to ARCH for the purpose of creating affordable housing. The City contributed \$96,000 in 2018, \$50,000 in 2019, \$33,768 in 2020, and \$35,000 each year starting in 2021. Funds contributed to the HTF are held in a centralized account

at the City of Bellevue and earn interest. A \$35,000 annual contribution to the HTF has been included in the City's Preliminary 2025-2026 Biennial Budget.

### Work Program

The ARCH Work Program (see Exhibit 1, page 6) was adopted in June 2024 by the ARCH Executive Board and includes the following priorities for 2025-2026:

- Implement annual engagement efforts with ARCH member stakeholders (including staff, planning commissioners and elected officials) to increase knowledge and understanding of affordable housing in the region
- Convene ARCH coalition members to develop targeted legislative priorities related to funding for affordable housing and/or reducing barriers to affordable housing development
- Facilitate and advance proposals for dedicated revenue sources for affordable housing in East King County
- Complete a study of ARCH's legal and governance structure to facilitate changes that streamline processes and better advance ARCH's mission
- Assist members to implement policies to reduce cost burden in affordable housing
- Pursue partnerships and advance the development of high impact special projects, including transit oriented development projects and other projects on public lands

The ARCH Work Program includes five core areas of work:

- I. **Affordable Housing Investment:** managing the HTF program, including providing technical assistance to prospective applicant projects, coordinating with other public and private funders, and running the annual project selection process.
- II. **Housing Policy and Planning:** assisting member cities with housing policy and planning, including housing element updates and housing action plans, as well as coordinating inter-local, regional, and state planning and legislative activities.
- III. **Housing Program Implementation:** administering local housing incentive and inclusionary programs, including development agreements, multi-family tax exemption (MFTE) programs, inclusionary requirements and voluntary density bonus programs, long-term monitoring and oversight of rental and homeownership housing, including enforcement of affordability requirements, resale restrictions and owner-occupancy requirements.
- IV. **Education and Outreach:** providing information and education to member jurisdiction elected officials, planning commissions, staff as well as the public. Engaging communities in understanding and supporting affordable housing efforts. Providing assistance to community members seeking affordable housing and working to increase access to affordable housing for underserved communities.
- V. **Administration:** maintaining cost effective administration of ARCH's programs and services. In 2024, this will also include implementation of recommendations from the strategic planning effort described above.

### Local Planning Assistance

The ARCH Work Program also includes capacity to assist member city staff with local planning efforts, which is outlined in Attachment A (Exhibit 1, page 15). In 2025-2026, ARCH will support Mercer Island with the following:

- Assist the City with implementation of goals and policies in the 2024 Comprehensive Plan Housing Element, including updates to regulations and programs to work toward achieving the City's affordable housing targets.
- Provide technical assistance in developing policies and regulations required to implement new state legislation related to middle housing, ADUs and STEP housing.
- Provide technical assistance in evaluating the City's existing affordable housing incentives and considering additional or expanded incentives and requirement.

## **NEXT STEPS**

The City's Preliminary 2025-2026 Biennial Budget includes \$95,259 for 2025 and \$98,405 in 2026 for ARCH's 2025-2026 administrative budget. City Council approval of the ARCH 2025-2026 Work Program and Administrative Budget will affirm these funding levels. The City's Preliminary 2025-2026 Biennial Budget also includes a \$35,000 annual contribution to the Housing Trust Fund. The City Council will consider and approve this funding as a part of the Biennial Budget process.

## **RECOMMENDED ACTION**

Approve the ARCH 2025-2026 Work Program and Administrative Budget, including Mercer Island's contributions of \$95,259 in 2025 and \$98,405 in 2026.



Together Center Campus  
16307 NE 83rd St, Suite 201  
Redmond, WA 98052  
(425) 861-3677

## MEMORANDUM

Date: June 26, 2024  
From: Lindsay Masters, ARCH Executive Director  
To: ARCH Member Councils  
Subject: ARCH 2025-26 Budget and Work Program

Please find attached the 2025-26 ARCH Budget and Work Program, which was adopted by the ARCH Executive Board in June of 2024. Earlier this year, the ARCH Executive Board adopted a [Strategic Plan](#) designed to “Build More Affordable Housing Faster”. This 2025-26 Budget and Work Program was crafted with the intent to move the Strategic Plan into action, elevating new strategies, building organizational capacity to implement those strategies, and carrying forward existing core work program commitments. Both the Strategic Plan and this 2025-26 Budget and Work Program are the result of collaboration and discussion among our members, and ARCH will continue to value your input and guidance as we advance these efforts.

Thank you for your support of ARCH’s mission and your continued commitment to working as a coalition. Together, we are making meaningful progress and look forward to taking shared action to **build more affordable housing faster**.

### Attachments:

1. ARCH Strategic Plan Summary
2. 2025-26 ARCH Administrative Budget
3. 2025-26 ARCH Work Program



# ARCH 2024

## STRATEGIC PLAN SUMMARY

### BUILDING MORE AFFORDABLE HOUSING FASTER

A Regional Coalition for Housing (ARCH) was founded in 1992 as a joint undertaking of local jurisdictions to address the growing need for affordable housing in East King County. Since then, the dramatic growth in need for affordable housing has created greater pressure on ARCH’s efforts and a widening gap in resources to effectively meet that need.



In 2023, the ARCH Executive Board initiated a strategic planning process to support its **VISION:**

“That East King County is a thriving, inclusive community where the housing needs of people of all income levels are met.”

The resulting Strategic Plan creates a framework that will help align and guide ARCH over the coming years.

#### MEMBER JURISDICTIONS

- Beaux Arts Village
- Bellevue
- Bothell
- Clyde Hill
- Hunts Point
- Issaquah
- Kenmore
- King County
- Kirkland
- Medina
- Mercer Island
- Newcastle
- Redmond
- Sammamish
- Woodinville
- Yarrow Point



# 2024 STRATEGIC PLAN

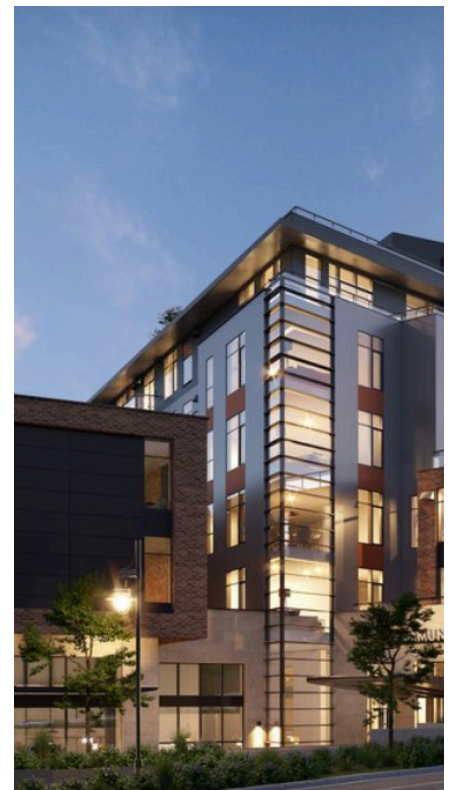
## TO BEGIN, WE'LL FOCUS ON:

- **Pursuing organizational and governance changes** that streamline decision-making, empower the coalition to tackle major policy challenges, and increase education and engagement by members' elected officials in affordable housing.
- **Focusing on targeted state and regional policy efforts that increase funding** and reduce barriers that contribute to the cost of affordable housing development.
- **Supporting high impact special projects and local strategies** that result in creating more affordable housing faster.
- **Providing an efficient vehicle for members to implement local funding and developer incentive programs** and steward the affordable housing assets created through those programs.
- **Focusing on partnerships** to streamline our work and support the broader range of needs of low-income renters and homeowners.



### MISSION:

To preserve and increase housing for low- and moderate-income households in East King County.



BUILDING  
MORE AFFORDABLE  
HOUSING FASTER!

FOR MORE INFORMATION CONTACT  
[ARCH INFO@ARCHHOUSING.ORG](mailto:ARCH_INFO@ARCHHOUSING.ORG)

AB 6552 | Exhibit 1 | Page 8

# Final 2025-26 ARCH Administrative Budget

Adopted by ARCH Executive Board  
June 13, 2024

	2024 Adopted Budget	2025-26 Budget Recommendation			
		2025	2026	% change from '24	% change from '25
<b>I. TOTAL EXPENSES</b>	\$ 2,251,199	\$ 2,720,754	\$ 2,827,690	20.9%	3.9%
<b>A. Personnel</b>	\$ 1,981,178	\$ 2,427,721	\$ 2,532,678	22.5%	4.3%
Salaries	\$ 1,492,415	\$ 1,848,491	\$ 1,911,173		
Benefits	\$ 488,763	\$ 579,230	\$ 621,505		
<b>B. Operating</b>	\$ 105,192	\$ 120,787	\$ 120,117	14.8%	-0.6%
Rent & Utilities	\$ 44,133	\$ 42,000	\$ 44,133		
Telephone	\$ 7,819	\$ 7,840	\$ 8,075		
Internet	\$ 3,042	\$ 3,042	\$ 3,164		
Travel/Training	\$ 2,600	\$ 6,000	\$ 6,180		
Auto Mileage	\$ 1,500	\$ 1,150	\$ 1,185		
Postage/Printing	\$ 2,678	\$ 2,500	\$ 2,678		
Office Supplies	\$ 2,500	\$ 2,700	\$ 2,678		
Software licensing (website, database, etc.)	\$ 21,420	\$ 25,000	\$ 25,750		
IT Equipment Replacement	\$ 4,500	\$ 8,600	\$ 5,000		
Periodical/Membership	\$ 15,000	\$ 15,450	\$ 15,914		
Misc. (furniture, events, job posting fees, etc.)	\$ 3,000	\$ 6,505	\$ 5,361		
<b>C. In-Kind Admin/Services</b>	\$ 44,830	\$ 46,495	\$ 48,223	3.7%	3.7%
Insurance	\$ 32,000	\$ 33,280	\$ 34,611		
IT Services	\$ 12,830	\$ 13,215	\$ 13,611		
<b>D. Professional Services / Consulting</b>	\$ 120,000	\$ 125,750	\$ 126,673	4.8%	0.7%
Consultant Contracts	\$ 25,000	\$ 25,750	\$ 26,523		
Outside Legal Counsel Contract	\$ 95,000	\$ 95,000	\$ 95,000		
Translation and Interpretation	\$	\$ 5,000	\$ 5,150		
<b>II. TOTAL INCOME</b>	\$ 2,251,199	\$ 2,720,754	\$ 2,827,690	20.9%	3.9%
<b>A. Member Contributions (General Fund \$)</b>	\$ 1,910,802	\$ 2,377,357	\$ 2,460,218	24.4%	3.5%
Beaux Arts Village	\$ 3,019	\$ 3,187	\$ 3,294	5.6%	3.3%
Bellevue	\$ 485,060	\$ 600,541	\$ 622,327	23.8%	3.6%
Bothell	\$ 135,990	\$ 172,748	\$ 178,110	27.0%	3.1%
Clyde Hill	\$ 8,954	\$ 11,205	\$ 11,553	25.1%	3.1%
Hunts Point	\$ 3,019	\$ 3,187	\$ 3,294	5.6%	3.3%
Issaquah	\$ 126,837	\$ 157,108	\$ 162,807	23.9%	3.6%
Kenmore	\$ 71,011	\$ 88,579	\$ 91,517	24.7%	3.3%
Kirkland	\$ 297,651	\$ 366,910	\$ 380,220	23.3%	3.6%
Medina	\$ 8,408	\$ 10,538	\$ 10,865	25.3%	3.1%
Mercer Island	\$ 76,611	\$ 95,259	\$ 98,405	24.3%	3.3%
Newcastle	\$ 40,281	\$ 50,076	\$ 51,819	24.3%	3.5%
Redmond	\$ 234,358	\$ 293,990	\$ 304,655	25.4%	3.6%
Sammamish	\$ 194,426	\$ 243,510	\$ 251,257	25.2%	3.2%
Woodinville	\$ 38,041	\$ 47,952	\$ 49,440	26.1%	3.1%
Yarrow Point	\$ 3,920	\$ 4,615	\$ 4,758	17.7%	3.1%
King County	\$ 183,216	\$ 227,952	\$ 235,897	24.4%	3.5%
<b>B. Bellevue Detail (General Fund + 1590)</b>	\$ 661,142	\$ 776,623	\$ 814,799	17.5%	4.9%
Cash Contributions	\$ 212,510	\$ 315,522	\$ 338,836		
In-Kind Contributions	\$ 448,631	\$ 461,101	\$ 475,963		
Personnel (Gen Fund and 1590)	\$ 403,801	\$ 414,606	\$ 427,740		
Insurance	\$ 32,000	\$ 33,280	\$ 34,611		
IT Services	\$ 12,830	\$ 13,215	\$ 13,611		
<b>C. Other Income</b>	\$ 167,315	\$ 167,315	\$ 175,000	0.0%	4.6%
Administrative Fees	\$ 165,000	\$ 165,000	\$ 135,000		
Interest Earnings	\$ 2,315	\$ 2,315	\$ 40,000		

# ARCH WORK PROGRAM: 2025-26

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# ARCH WORK PROGRAM: 2025-26

## 2025-26 Priorities

In 2025-26, ARCH will elevate the following priorities in its Work Program:

- Implement annual engagement efforts with ARCH member stakeholders (including staff, planning commissioners and elected officials) to increase knowledge and understanding of affordable housing in the region
- Convene ARCH coalition members to develop targeted legislative priorities related to funding for affordable housing and/or reducing barriers to affordable housing development
- Facilitate and advance proposals for dedicated revenue sources for affordable housing in East King County
- Complete a study of ARCH's legal and governance structure to facilitate changes that streamline processes and better advance ARCH's mission
- Assist members to implement policies to reduce cost burden in affordable housing
- Pursue partnerships and advance the development of high impact special projects, including transit-oriented development projects and other projects on public lands

## I. AFFORDABLE HOUSING INVESTMENT

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### A. Local Investment Coordination and Administration

ARCH works on behalf of members to make recommendations on the use of public funding for the development and preservation of affordable housing and implement investment of local resources. This involves managing multiple types of funding through coordinated processes to maximize the impact of local resources. Specific programs are described below, with coordinated program activities including:

- **Annual Funding Round.** Advertise the collective set of available funds and manage competitive processes on behalf of member cities. Coordinate funding recommendations between programs.
- **Public Funding Coordination.** Work collaboratively with public funders at the State and local levels to promote shared affordable housing goals and equitable geographic distribution of resources. Review and provide input to other funders for Eastside projects that apply for County (HOF, RAHP, HOME, TOD, etc.) and State (Tax Credit, State Housing Trust Fund) resources. Provide input to the King County Joint Recommendations Committee (JRC) on behalf of participating Eastside jurisdictions. Assist N/E consortium members with evaluating and making a recommendation to the County regarding CDBG allocations to affordable housing.
- **Private Funding Coordination.** Work with private investors and lenders to maximize leverage of ARCH members' investments into affordable housing and negotiate public benefits from investment of housing funds. Engage with Enterprise Community Partners and other investors on administration and potential extension of the Regional Equitable Development Initiative (REDI) Fund. Complete implementation of a Bridge Financing Pilot in partnership with Microsoft. Coordinate with Amazon to ensure projects in ARCH pipeline are considered for Amazon Housing Equity Fund program.
- **Project Pipeline Management.** Work with member cities and project sponsors to develop a robust pipeline of projects to be funded over the next five years (see related work on Transit Center sites, below). Actively vet potential projects, and lead funding policy and prioritization discussions with the ARCH Executive Board to facilitate planning and decision-making.

## B. ARCH Housing Trust Fund

Annual Funding Round and Community Advisory Board. Develop funding priorities and evaluation criteria for the annual Housing Trust Fund round. Review funding applications and develop recommendations through the Community Advisory Board (CAB), with input from member staff. Develop final recommendations by the ARCH Executive Board and facilitate funding allocations through member councils. Provide ongoing support to CAB throughout the year, including conducting educational sessions to build CAB members' knowledge and capacity.

Contract Development and Administration. Prepare contract documents in consultation with legal counsel and facilitate execution of contracts with the Administering Agency (Bellevue). Review and approve disbursement of funds to awarded projects in accordance with executed contracts. Maintain and update ARCH's standard form of agreements.

Centralized Trust Fund Reporting. Work with Administering Agency to maintain records and produce regular financial reports for the ARCH Trust Fund accounts. Update internal policies and procedures regarding records maintenance efforts coordinated with the Administering Agency.

HB 1406 Sales Tax. Develop systems and procedures to manage contributions, commitments and expenditures of pooled sales tax revenue authorized by HB 1406. Work with the Department of Commerce to ensure timely and complete reporting in compliance with state requirements.

Parity Goals. Maintain annual goals for individual member investments through the ARCH HTF, while pursuing broader strategies to increase overall investment levels in affordable housing in East King County.

## C. Bellevue Housing Stability Program

Annual Request for Proposals. On an annual basis, verify and advertise available funds for capital, operating and maintenance and services funds. Solicit application interest and provide in-depth review of funding applications. Develop recommendations through a Bellevue interdepartmental staff team, ensuring coordination with the Trust Fund and other regional and state funding processes. Coordinate with City staff and present recommendations to the Bellevue City Council for approval.

Contract Development and Administration, Reporting. Prepare contract documents in consultation with legal counsel and facilitate approval of contracts. Review and approve disbursement of funds to awarded projects in accordance with executed contracts. Maintain contract data and assist with regular reporting to the Bellevue City Council.

Support for Other HSP Initiatives. Provide advice and support for other City initiatives funded through the Housing Stability Program, such as acquisition and preservation partnerships. Support may include assisting with overall outreach and engagement, evaluation of project feasibility, development of funding terms and conditions and preparation of project agreements.

## D. Special Projects and Other Local Housing Investments

ARCH provides expertise to advance special projects and initiatives that require unique financing, land use or partnership strategies that leverage significant development opportunities, including projects on underutilized public, nonprofit or faith community property. Activities include:

Local Housing Investments. Provide strategic policy support and administrative capacity to cities making targeted investments in housing, including RFP development and administration. Example funding types include fee in lieu funds, dedicated sales tax funds, pass through of state grant funds or other sources directed by individual cities. Ensure coordination with regional funding processes to maximize affordable housing outcomes.

Transit-Oriented Development Sites. Assist cities with advancing and coordinating affordable housing projects near transit. Partner with Sound Transit, King County Metro and other public agencies to maximize opportunities on public property. Current opportunities include sites in Bel-Red, Overlake, Downtown Redmond, Marymoor, Issaquah, Kirkland, Bothell, and Kenmore.

Surplus Property/Underdeveloped Property. Assist with evaluation of public surplus or underutilized private property (e.g., faith community properties) for suitability of affordable housing. Provide technical assistance to property owners interested in supporting affordable housing. Develop an inventory of promising public and nonprofit property and begin to engage owners to gauge interest in disposition for housing. Complete financial feasibility studies to inform potential property offerings.

Preservation of At-Risk Affordable Housing. Work with member cities to facilitate acquisitions or other strategies to preserve existing housing where affordability is at risk of being lost, including at-risk manufactured housing communities. As needed, assist with responding to notices of sale of HUD assisted properties received by member cities, or other information indicating an impending loss of existing affordable housing.

Strategic Predevelopment Investment. With approval of the Executive Board, invest in predevelopment studies to investigate feasibility of special projects.

Private Sector Engagement. Support efforts by ARCH member cities to engage employers and private sector entities in discussions around the need for more affordable housing and identifying options for public-private partnerships.

## II. HOUSING POLICY AND PLANNING

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### A. Local Policy, Planning and Code Development

ARCH provides assistance directly to member cities on a range of local planning efforts. Local planning efforts with individual member cities may be found in *Attachment A*. These efforts may take different forms, such as:

- **Housing Element Updates.** Work with members to update comprehensive plan housing elements.
  - Assist with understanding and complying with new housing-related requirements under the Growth Management Act and Countywide Planning Policies.
  - Prepare an east King County housing needs analysis with focused analyses for each city—including projected affordable housing needs—to fulfill GMA requirements.
  - Coordinate local and ARCH affordable housing goals with King County Affordable Housing Committee and Countywide Planning Policies.
  - Assist with policy writing, outreach, presentations, etc. as needed.
- **Housing Strategy and Action Plans.** Assist members to prepare housing strategies to implement housing elements and create council work plans. Cities with completed or ongoing strategy and action plans include Bellevue, Issaquah, Kenmore, Bothell, Kirkland, Redmond, and Sammamish.

- **Incentive Program Design.** Provide economic analysis and policy and program development support to design local housing incentive programs, including land use, property tax, impact fee waivers, parking reductions and other incentives. Develop standard tools or models that can be used by member cities/staff to evaluate and design their individual affordable housing incentive/inclusionary programs.
- **Land Use Code Amendments.** Assist city staff on land use and other code amendments in order to implement comprehensive plan policies.
- **Other Support.** Other areas in which ARCH could provide support to member cities include preservation of valuable community housing assets, assistance to households displaced by development activity, review of tenant protection regulations, or negotiation of agreements for specific development proposals. ARCH views this as a valuable service to its members and will continue to accommodate such requests to the extent they do not jeopardize active work program items.

## B. Inter-Local / Eastside Planning Activities

Interlocal planning activities are coordinated by ARCH for the benefit of multiple members and the broader Eastside region.

Data Collection, Analysis and Reporting. Maintain and provide reporting on local housing and demographic data, including on members' progress toward meeting GMA and CPP housing requirements. Document members' investment in affordable housing in other jurisdictions and reflect these contributions in ongoing reporting. Conduct data analysis and make information available to members for planning efforts, including reporting on any locally adopted goals or initiatives or for ARCH educational efforts.

Long-Term Funding/Dedicated Revenue Strategy. Continue work on a long-term funding strategy for the ARCH Trust Fund. Facilitate conversations with member cities on identifying and exploring dedicated sources of revenue for affordable housing at the local and regional level (e.g., REET, property tax levy, commercial linkage fee, etc.). Provide relevant data and develop options for joint or individual revenue approaches across ARCH member cities and help inform potential shared state legislative priorities to authorize local options for funding.

Incentive/Inclusionary Housing Program Policies. As program implementation issues arise, assist member jurisdictions to develop coordinated policy solutions that incorporate input from the diverse range of stakeholders. Work with member city staff to develop code amendments that adapt programs to new knowledge and best practices (for example, implementing fee strategies to create sustainable revenue for monitoring, or rent limit policies for ARCH monitored housing that create more predictable outcomes for tenants and property owners).

Middle Housing/HB 1110 Implementation. Support members to implement new affordability incentives required by HB 1110, including evaluating new incentive programs and stewarding affordable units that may be created through the new regulations. In addition, support members to utilize input from a range of community-based organizations representing diverse constituents when considering middle housing regulations.

Tenant Protection Policies. Share information and help identify common policy priorities relating to tenant protections. Facilitate consideration of local regulations by ARCH members and help to encourage consistent protections for renters across the region that reduce evictions and economic displacement.



Explore Collaboration with Cities in North and East King County. As requested, engage cities interested in supporting affordable housing in north and east King County that are not currently members of ARCH. Explore collaboration that provides benefits for additional cities and current ARCH member cities. Enter into agreements to provide services to other cities, as directed by the ARCH Executive Board.

### C. State and Regional Policy and Funding Engagement

ARCH will facilitate targeted state and regional policy efforts that increase funding and reduce barriers that contribute to the cost of affordable housing development. Activities may include:

- Convene coalition members to develop targeted legislative priorities related to funding for affordable housing and/or reducing barriers to affordable housing development
- Discuss and explore shared legislative priorities at the Executive Board, and identify one or two strategic legislative priorities to advance to member councils for consideration in the upcoming legislative session
- Explore opportunities to partner with relevant organizations (e.g., AWC, SCA, WLIHA, HDC)
- Collaborate with ARCH members’ government relations and other key personnel to support implementation of identified legislative priorities, including coordination of advocacy efforts, informing strategy and coordinating with relevant partners
- Support legislative engagement by ARCH members, providing data, policy expertise and talking points as needed

ARCH will participate in broader regional planning efforts to advance Eastside priorities and ensure that the perspectives of communities in East King County are voiced in regional housing and homelessness planning. Such efforts include:

- **King County GMPC Affordable Housing Committee / Housing Inter-Jurisdictional Team (HIJT).** Help staff the HIJT, which provides support to the Growth Management Planning Council’s Affordable Housing Committee (AHC).
- **King County Regional Homelessness Authority (KCRHA) / Eastside Homeless Advisory Committee (EHAC).** Support Eastside collaboration in regional homelessness efforts, as appropriate and as resources allow. Collaborate with KCRHA, EHAC and other relevant organizations and initiatives to advance shared work on homelessness. Promote best practices in development of housing solutions that move people out of homelessness. Coordinate allocation of resources, and work on specific initiatives.

## III. HOUSING PROGRAM IMPLEMENTATION

### A. Administration of Housing Incentive and Inclusionary Programs

ARCH partners with member cities to administer local housing incentive and inclusionary programs, including mandatory inclusionary, voluntary density bonus, multifamily tax exemption (MFTE) and other programs. Specific programs administered by ARCH include:

Jurisdiction	Incentive/Inclusionary Programs
Bellevue	Voluntary density bonuses, MFTE, impact fee waivers.
Bothell	Inclusionary housing, MFTE.
Issaquah	Development agreements, voluntary and

	inclusionary programs, impact and permit fee waivers.
Kenmore	Development agreements, voluntary and inclusionary programs, MFTE, impact fee waivers.
Kirkland	Inclusionary program, MFTE.
Mercer Island	Voluntary density bonus.
Newcastle	Inclusionary program, impact fee waivers.
Redmond	Inclusionary program, MFTE.
Sammamish	Inclusionary and voluntary density bonuses, impact fee waivers.
Woodinville	MFTE.
King County	Development agreements.

ARCH roles and responsibilities will typically include:

- Work with member city staff and legal counsel to align incentive and inclusionary programs with a unified set of administrative policies, practices and templates for legal agreements
- Communicate with developers/applicants and city staff to establish applicability of codes and policies to proposed developments
- Review and approve proposed affordable housing (unit count, location/distribution, bedroom mix, and quality)
- Review and recommend approval of MFTE applications.
- Review and recommend approval of alternative compliance proposals
  - For fee in lieu projects, provide invoices and receipts for developer payments
- Develop contracts and covenants containing affordable housing requirements
- Ensure implementation of affordable housing requirements during sale/lease-up
- Register MFTE certificates with County Assessor and file annual MFTE reports with state Commerce.
- On-going compliance monitoring (see Stewardship, below).

**B. Stewardship of Affordable Housing Assets**

ARCH provides long-term oversight of affordable housing created through city policies and investment to ensure stewardship of these critical public assets for residents, owners and the broader community.

ARCH Rental Program (Incentive and Inclusionary Projects). Monitor and enforce compliance in rental housing projects with incentive and inclusionary housing agreements. Administer a robust compliance monitoring program, including:

- Ensure compliance with rent and income restrictions through timely annual report reviews and supplemental on-site file audits
- Provide training and technical assistance for property managers
- Maintain written standards for eligibility, leasing and other program requirements
- Implement standard remedies for non-compliance
- Respond to tenant issues and questions

ARCH Trust Fund Projects. Oversee contracts and regulatory agreements with owners of projects supported through the direct assistance from members, including:

- Monitor project income and expenses to determine cash flow payments
- Conduct long-term sustainability monitoring of projects and owners

- Proactively problem-solve financial and/or organizational challenges in partnership with project owners and other funders
- Work with legal counsel to review and approve requests for contract amendments, subordination and other agreements
- Pursue formal MOUs with other funders to govern shared monitoring responsibilities that streamline processes for owners and funders.
- Collect annual compliance data and evaluate program beneficiaries

ARCH Homeownership Program. Provide effective administration to ensure strong stewardship of resale restricted homes in the ARCH Homeownership Program, including:

- Oversee resales and new construction sales to ensure ongoing compliance with affordability, buyer eligibility and other program requirements
- Implement adopted policies and procedures for monitoring and work with cities to address non-compliance
- Distribute an annual communication with relevant homeowner resources and respond to homeowners in financial distress
- Collect program fees to ensure sustainable operations

As time and resources allow, continue to make improvements that support the objective of creating and preserving long-term affordability, including:

- Work with member planning and legal staff to make improvements to boilerplate legal documents, in consultation with key stakeholders and outside counsel, as needed
- Develop strategies to preserve homes at risk of foreclosure
- Preserve expiring units and pursue strategies to re-capture lost affordability
- Build relationships with lenders to improve ARCH homebuyers' access to financing options.
- Explore offering brokerage services or developing partnerships with realtors to provide cost-savings to homebuyers and sellers, diversify program revenue, and expand ARCH's marketing reach
- Plan for additional staff capacity as the number of ARCH homes continues to grow.
- Engage the Washington State Housing Finance Commission to evaluate and improve the ARCH Eastside Down Payment Assistance Program and make updates to provide effective financial assistance to income-eligible first-time homebuyers in East King County.

Database/Systems Development. Continue to utilize the new ARCH Homeownership Program database to collect critical program data and evaluation, compliance monitoring, communication with program participants, and other key functions. Continue to improve and streamline data systems for ARCH Rental Program and Trust Fund Program. Develop a new Trust Fund project and loan database to assist with timely loan monitoring and reporting. Update information systems to ensure accurate, efficient recording of transactions within ARCH Trust Fund accounts.

## IV. MEMBER EDUCATION, ENGAGEMENT AND COMMUNITY OUTREACH

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### A. Education Efforts and Elected Official Engagement

Member Education and Engagement. Develop educational tools and conduct or support events to inform councils, planning commissions and member staff of current housing conditions, and of successful housing

programs. Engage elected officials through tours, educational workshops and briefings to build understanding and support for affordable housing, key policy and funding tools, and the role of ARCH and local jurisdictions in meeting the needs of low-income households.

Housing 101. Plan and conduct a Housing 101 event.

## B. Community Outreach and Assistance for the Public

Community Engagement. Host ARCH events to share information about ARCH programs with diverse communities. Participate in city and community events to promote ARCH programs across East King County (EKC). Build connections with community groups, faith communities, developers, nonprofits and others interested in housing issues.

Office Hours. Provide published office hours, consistent with public health guidelines, for appointments or walk-in customer service. Open office hours will be advertised on the ARCH website and ARCH Facebook page and shared with partner organizations.

ARCH Website. Continually update and build on information in the ARCH website. Maintain information on the most urgently needed resources in the community, including rental assistance, no-cost legal services, mortgage assistance, and senior resources available in East King County.

Assist Community Members Seeking Affordable Housing. Maintain up-to-date information on affordable housing in East King County (rental and ownership) and distribute to people looking for affordable housing. Continue to maintain a list of households interested in affordable ownership and rental housing and advertise newly available housing opportunities. Work with other community organizations and public agencies to develop appropriate referrals for different types of inquiries received by ARCH (e.g., rapid re-housing, eviction prevention, landlord tenant issues, building code violations, fair housing complaints, etc.).

## C. Equitable Access to Affordable Housing in East King County

Develop outreach and marketing efforts to maximize awareness of affordable housing opportunities in East King County. Build relationships and partnerships with community-based organizations, faith communities, service providers and others interested in affordable housing access. Collect and analyze data on existing programs to determine potential gaps in access by different populations, such as communities of color, immigrant and refugee communities, homeless individuals and families, and workers in EKC commuting from other communities. Evaluate strategies and outreach goals to increase access to affordable housing in EKC by underserved communities.

# V. ADMINISTRATION

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## A. Administrative Procedures

Maintain administrative procedures that efficiently and transparently provide services to both members of ARCH and community organizations utilizing programs administered through ARCH. Activities include:

- Prepare the Annual Budget and Work Program and ensure equitable allocation of administrative costs among ARCH members.

- Prepare quarterly budget and work program progress reports, Trust Fund reports, and monitor expenses to stay within budget.
- Manage the ARCH Community Advisory Board, including recruiting and maintaining membership that includes broad geographic representation and a wide range of housing and community perspectives.
- Staff the Executive Board.
- Work with Administering Agency to streamline financial systems.
- Review and update bylaws and ensure timely renewal of the ARCH Interlocal Agreement.

## B. Organizational Assessment and Planning

The ARCH Executive Board will continue to evaluate ARCH's organizational capacity to accomplish its Work Program and broader mission. The Board will review ARCH's organizational structure, staffing resources, capital resources and other aspects of the organization to determine any gaps and assess options for right-sizing organizational capacity. The assessment will inform recommendations for the following year's work program and budget.

In 2025-26, this work will include implementing actions and recommendations from ARCH's strategic planning process, including completing a study of ARCH's legal and governance structure, and pursuing organizational changes. These changes will focus on streamlining decision-making, empowering the coalition to tackle major policy challenges, and increasing education and engagement of elected officials. The Board will monitor progress on ARCH's Strategic Plan and make adjustments to respond to new conditions and opportunities.

## Attachment A: Local Planning Efforts by City

ARCH staff will assist members' staff, planning commissions, and elected councils with local policy, planning and special projects and initiatives, as described below. Member city staff may make adjustments to the proposed actions identified below as individual city work plans are updated.

### **Bellevue**

Support ongoing monitoring and reporting required by the King County Countywide Planning Policies.

Support actions to implement Bellevue's Affordable Housing Strategy, including:

Assist staff with engagement and pre-development support for affordable housing on suitable land owned by public agencies, faith-based groups, and non-profit housing entities (C-1).

Participate in developer selection processes and work with staff to develop a funding strategy for affordable housing on suitable public lands in proximity to transit hubs, including Barrier Porsche, 130th TOD parcels, Metro (Civic Center site), and Lincoln Center parcel.

Provide consultation on a comprehensive acquisition strategy, such as preservation of existing naturally occurring affordable housing, setting up a community land trust, and an expanded homeownership program.

Support the update of Bellevue's Affordable Housing Strategy to achieve the City's new affordable housing target.

Provide ongoing support to implement investment of funds authorized by HB 1590, or other city funds as directed.

Provide research and input on potential code amendments concerning:

Affordability in middle housing under HB 1110

Affordability with the residential FAR increases in mixed-use land use districts (Phase 2 FAR Increase project)

### **Bothell**

Support updating the city's (2018) Housing Strategy Plan to implement the City's updated Comprehensive Plan to be completed in 2024.

Assist in the refinement of local code updates, such as inclusionary zoning, middle housing, and MFTE standards, to increase housing supply and meet regional growth targets.

Support affordable housing opportunities, especially in the Downtown/Canyon Park areas, including production strategies for city-owned property.

Help to identify potential Bothell Trust Fund projects.

Evaluate affordable housing incentives and requirements such as parking reductions or other development incentives, code amendments that add capacity and rezones, and implement those adopted.

Support further updates to policies and codes for affordable housing options, including ADUs, micro-housing, small efficiency dwelling units, and "missing middle" housing.

Help pursue funding and implement further outreach, equity, and implementation measures to encourage more middle housing and address potential displacement.

### **Issaquah**

Assist with implementation of affordable units within the Issaquah Highlands Hight Street Collection Residential Target Area.

Provide data for the annual Housing Report Card and Dashboard.

Provide technical support and assist with the housing analysis for development of potential code amendments concerning:

- Inclusionary zoning (in conjunction with changes to density, parking, and other regulations) and multifamily tax exemptions.
- Middle housing and ADUs in wake of new state legislation.

Help to evaluate potential projects/opportunities that arise under current or amended Development Agreements (e.g., Lakeside, Rowley) and prepare contractual agreements as needed.

Support implementation and funding of the city's TOD project with the King County Housing Authority.

### **Kenmore**

Assist with implementing a high priority item identified in the Housing Strategy Plan, as requested.

Assist with updating the Housing Strategy Plan.

Continue support of the Preservation of Affordable Housing/Mobile Home Park project started in 2018.

Assist with any amendments needed to the Comprehensive Plan Housing Element update, including help with new affordable housing targets.

Assist with ongoing implementation and monitoring of the adopted Affordable Housing Targets.

Provide technical support, data, and best practices to assist with potential code changes, such as for "missing middle" housing amendments or amendments to the Multifamily Tax Exemption (MFTE) regulations.

Advance opportunities to site affordable housing in Kenmore, such as near ST3 transit investments, or on other public, nonprofit, and faith-based community property. Help evaluate and identify potential properties, partners, and financing strategies.

Provide technical support in proposal review, and assistance on financing strategies to advance siting the Imagine Housing affordable housing project on the City owned Holt property.

Provide technical support to assist with developing policies and regulations required to implement new state legislation (e.g. ADU regulations, missing middle regulations, TOD regulations).

Provide technical support with developing shelter, transitional housing, emergency housing, and permanent supportive housing (STEP) policies and regulations.

### **Kirkland**

Evaluate housing-related issues in 2044 Comprehensive Plan Update.

Support the development of code amendments implementing housing policies in the 2044 Comprehensive Plan, such as:

- Evaluating inclusionary requirements across multiple scales of development and in zoning districts that do not currently have requirements (such as the downtown and lower intensity residential areas).

- Incentivizing larger (3+ bedroom) affordable housing units.
- Examining additional incentives for the creation of affordable housing.

Provide research and input on potential code amendments concerning affordability in middle housing under HB 1110.

Help review the effectiveness and value of the current MFTE program.

Assist with updating the City's Housing Dashboard and ongoing implementation and monitoring of the adopted Affordable Housing Targets.

Assist the City with its reevaluation of parking standards as they relate to affordable housing.

### **Mercer Island**

Assist the City with implementation of goals and policies in the 2024 Comprehensive Plan Housing Element, including updates to regulations and programs to work toward achieving the City's affordable housing targets.

Provide technical assistance in developing policies and regulations required to implement new state legislation related to middle housing, ADUs and STEP housing.

Provide technical assistance in evaluating the City's existing affordable housing incentives and considering additional or expanded incentives and requirements.

### **Newcastle**

Provide technical assistance in developing policies and regulations required to implement new state legislation (e.g. ADU regulations, missing middle regulations, STEP housing).

Provide technical assistance in evaluating the City's existing affordable housing incentives and considering additional or expanded incentives and requirements.

### **Redmond**

Provide advice and technical support to evaluate and refine existing inclusionary and incentive programs, focusing on Downtown and Marymoor centers.

Provide technical support for outreach and education efforts.

Support partnerships with transit agencies to advance affordable housing within transit-oriented developments, including at Overlake and Southeast Redmond.

Help city staff write and propose comprehensive plan and code amendments for meeting existing and future housing needs, including residential zone consolidation and regulations. Support neighborhood plan update process.

Assist with potential strategies for increasing housing capacity from commercial development, such as housing over big box stores and commercial spaces in mixed-use buildings.

Continued support for implementing adopted Housing Action Plan. Continued support for evaluating opportunities identified in the HUD Thriving Communities Technical Assistance consultant work.



### **Sammamish**

Partner with city staff to refine the Housing Action Plan/Housing Diversification Toolkit implementation plan by creating detailed work plans and identifying related budget needs.

Support city staff in responding to public inquiries related to affordable housing development.

Collaborate with city staff to evaluate the best use of HB 1590 Health Through Housing Initiative local share funding.

Collaborate with city staff to advocate for new and flexible funding options for local jurisdictions that address the need for affordable housing at low—and moderate-income levels, such as a local option, Real Estate Excise Tax (REET).

Collaborate with city staff to advocate for requirements and supporting resources to ensure affordable housing is included in future planning for growth near fixed-route transit, with affordability goals for transit-oriented development.

Assist the city with private development proposals that maximize affordable housing elements by leveraging the City's affordable housing requirements and incentives.

Support the city in negotiating and drafting affordable housing components of potential development agreements to strengthen developer housing affordability obligations

Support city staff in identifying and cultivating relationships with landowners, nonprofit developers, public agencies, faith-based organizations, and affordable housing providers to identify land appropriate for affordable housing development projects and facilitate housing development

Support city staff in developing and updating sub-area and neighborhood center plans to ensure the inclusion of affordable housing that maintains feasibility and supports the overall vision for those areas, starting with the completion of amending the City's Town Center Plan. This will include technical assistance related to the viability of different affordable housing scenarios and technical support in completing environmental impact statements

### **Woodinville**

Assist in evaluating options and developing proposals for programs and code amendments following the city's new Housing Action Plan.

### **King County**

Provide monitoring and stewardship services for affordable housing in the Northridge/Blakely Ridge and Redmond Ridge Phase II affordable housing development agreements.

Partner with King County to preserve affordable homes with expiring covenants in unincorporated areas.

Help advance the goals and policies of the Countywide Planning Policy Housing Chapter and where feasible, support the Affordable Housing Committee in executing the CPP Housing Chapter accountability framework, including annual monitoring and reporting.



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

**AB 6553  
October 15, 2024  
Regular Business**

**AGENDA BILL INFORMATION**

<b>TITLE:</b>	AB 6553: Reallocation of ARCH HTF Funds for Redmond Plymouth Housing Project	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
<b>RECOMMENDED ACTION:</b>	Reallocate \$53,300 previously awarded to Plymouth Housing to the Redmond Supportive Housing Project, with revised conditions.	

<b>DEPARTMENT:</b>	Community Planning and Development
<b>STAFF:</b>	Jeff Thomas, Community Planning and Development Director Alison Van Gorp, Deputy Director
<b>COUNCIL LIAISON:</b>	n/a
<b>EXHIBITS:</b>	1. ARCH Memo dated July 19, 2024
<b>CITY COUNCIL PRIORITY:</b>	n/a

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

**EXECUTIVE SUMMARY**

The purpose of the agenda bill is to reallocate ARCH Housing Trust funds appropriated in 2023.

- Mercer Island is a member of ARCH (A Regional Coalition for Housing) and like the other local government members, Mercer Island contributes annually to the ARCH Housing Trust Fund (HTF).
- The HTF awards loans and grants to Eastside developments that include below-market rate housing.
- In February 2023, the Mercer Island City Council approved the allocation of HTF funds for several affordable housing projects, including the Kenmore Supportive Housing project developed by Plymouth Housing ([AB 6223](#)).
- The City of Kenmore subsequently chose not to move forward with approvals necessary for development of the project. Since then, the City of Redmond has come forward and partnered with Plymouth Housing to move the project to a city-owned property in Redmond.
- The relocated project is materially similar to the initial proposal and will continue to provide 100 new units of housing affordable at 30% AMI for people exiting homelessness.
- The ARCH Executive Board approved a recommendation in July 2024 to reallocate the HTF funds from the Kenmore project to the Remond Supportive Housing Project, along with updated funding conditions (Exhibit 1). Each ARCH member jurisdiction must also approve reallocation of its funds from the HTF per the terms of the [ARCH Interlocal Agreement](#).

## BACKGROUND

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

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

### ARCH HOUSING TRUST FUND

The ARCH Housing Trust Fund (HTF) was created by ARCH member cities in 1993 to directly assist the development and preservation of affordable housing in East King County. The HTF enables ARCH members to capitalize a joint housing development fund and directly control the use of their housing funds through ARCH's funding recommendation process. The HTF is the primary means by which ARCH members assist in creating and preserving housing opportunities for low- and moderate-income households. The HTF awards loans and grants to Eastside developments that include below-market rate housing. HTF projects typically create housing that is affordable for households earning 60% of the area median income or less. Over the last thirty years, ARCH has supported over 5,300 units of affordable housing and shelter beds. Funds invested in the HTF have been leveraged over 10:1, bringing in \$1 billion in other investments to East King County.

Mercer Island's contributions to the ARCH HTF come from the City's General Fund, designated to ARCH for the purpose of creating affordable housing. The City contributed \$96,000 in 2018, \$50,000 in 2019, \$33,768 in 2020, and \$35,000 in each year since 2021. Funds contributed to the HTF are held in a centralized account at the City of Bellevue and earn interest. Mercer Island's annual contributions, plus loan repayments and interest earned, are held in reserve until allocated to specific projects.

Affordable housing projects are identified for HTF funding via a competitive process each fall. ARCH staff, member city liaisons, the ARCH Community Advisory Board and the ARCH Executive Board review and recommend projects for grants or loans from the HTF. Allocation of funds from Mercer Island's portion of the HTF to specific projects must be approved by the City Council, per the terms of the [ARCH Interlocal Agreement](#).

## ISSUE/DISCUSSION

In February 2023, the Mercer Island City Council approved the allocation of HTF funds for several affordable housing projects, including the Kenmore Supportive Housing project developed by Plymouth Housing ([AB 6223](#)). The City of Kenmore subsequently chose not to move forward with approvals necessary for development of the project. Since then, the City of Redmond has come forward and partnered with Plymouth Housing to move the project to a city-owned property in Redmond.

The ARCH Executive Board approved a recommendation in July 2024 to reallocate the HTF funds from the Kenmore project to the Remond Supportive Housing Project, along with updated funding conditions (Exhibit 1). Each ARCH member jurisdiction must also approve reallocation of its funds from the HTF per the terms of the [ARCH Interlocal Agreement](#).

## NEXT STEPS

Once the City Council approves the reallocation of HTF funding, no further action will be required from the City. The Redmond Supportive Housing Project is expected to move forward in the months to come.

ARCH staff and the community advisory board are currently in the process of reviewing the 2024 funding proposals for the HTF. The Executive Board is expected to make a recommendation on project funding later this year, and it will be brought to the City Council for approval in Q1 2025.

## RECOMMENDED ACTION

Reallocate \$53,300 previously awarded to Plymouth Housing to the Redmond Supportive Housing Project, with revised conditions as described in Exhibit 1.



Together Center Campus  
16305 NE 87th St, Suite 119  
Redmond, WA 98052  
(425) 861-3677

## MEMORANDUM

TO: City of Bellevue Council Members  
 City of Bothell Council Members  
 City of Clyde Hill Council Members  
 Town of Hunts Point Council Members  
 City of Issaquah Council Members  
 City of Kenmore Council Members  
 City of Kirkland Council Members

City of Medina Council Members  
 City of Mercer Island Council Members  
 City of Newcastle Council Members  
 City of Redmond Council Members  
 City of Sammamish Council Members  
 City of Woodinville Council Members  
 Town of Yarrow Point Council Members

FROM: Carol Helland, Chair, ARCH Executive Board

DATE: July 19, 2024

RE: Plymouth Redmond Supportive Housing- Housing Trust Fund (HTF) Recommendation

After careful deliberation, the ARCH Executive Board concurred with the recommendation of the ARCH Community Advisory Board (CAB) regarding funding for the Redmond Supportive Housing Project. This recommendation re-allocates \$3,279,700 previously approved by member councils for the Kenmore Supportive Housing project developed by Plymouth Housing. The re-allocation of funds is needed to accommodate the project’s change in the location and updated funding conditions. The project will continue to provide 100 new units of housing affordable at 30% AMI and meet several key priorities, as outlined in this memo.

A summary of the recommendation is shown in the table below:

Project Applicant	City	Units	Previous Award	Executive Board Recommendation
Redmond Supportive Housing <i>Plymouth Housing</i>	Redmond	100	\$3,279,700	Re-allocate \$3,279,700 previously awarded to Plymouth Housing to the Redmond Supportive Housing Project with revised conditions

### ARCH MEMBERS

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

This memo provides an updated summary of the application, the Executive Board recommendation and rationale, recommended funding conditions and funding sources. Also enclosed is an updated economic summary of the project.

Attachments:

1. Proposed Funding Sources
2. Project Economic Summaries

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

**1. Plymouth Housing – Redmond PSH**

Funding Request: \$3,279,700 (Deferred Loan)  
Previously Recommended: \$3,279,700

100 affordable rental units

Executive Board Recommendation: \$3,279,700 (Deferred Loan)  
See attached Proposed Funding Sources for distribution of City Funds

Project Summary:

Redmond Supportive Housing is a new construction 100-unit permanent supportive housing project that will serve individuals earning up to 30% AMI who are exiting homelessness. The project was previously awarded ARCH funding when it was proposed on a site offered by the City of Kenmore. Since the initial ARCH award for the development, Plymouth assembled significant funding from other sources for the development, which ultimately did not move forward in that location. The City of Redmond stepped in to make a city-owned surplus site available to Plymouth Housing for the purposes of continuing the development and preserving funding for the project.

Since identifying the site in Redmond, Plymouth has been working to adapt the previously proposed project to the new site. In April 2024, Plymouth Housing and the City of Redmond signed a land transfer option agreement. Plymouth has been working with funders to retain the previously awarded funds to ensure the new project quickly breaks ground. Plymouth is currently preparing new plans to submit for permitting and engaging with the community about the planned development.

Plymouth Housing plans to provide supportive and operational services to the residents of the building. The organization has a long track record of providing property management, maintenance, and supportive services to residents, and has built an organizational culture that focuses on the dignity of residents. All residents will have the opportunity to engage with onsite case managers employed by Plymouth on an ongoing basis. Plymouth anticipates collaborating to fill units through applicant referral agreements with local governments and service agencies that provide services to homeless households. The proposal anticipates providing high levels of services designed for individuals who require extensive ongoing support

Updates to the Project:

Following are updates to the project that have been made since ARCH’s original award and are reflected in updated funding conditions:

1. Change to unit mix to provide substitute 10 studios for 10 1BR units.
2. The service staffing includes 24/7 front desk staffing and case management for residents.

3. Entitlements require adhering to the Redmond Supportive Housing Code requirements related to community engagement and commitments during operations, including a required Operations Agreement, Safety & Security Plan, Community Relations Plan, and Code of Conduct.

Overall, the Executive Board finds that the project is materially similar to the initial proposal awarded by ARCH and continues to align with several funding priorities, as described below.

**Funding Rationale:**

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

- Project provides 100 units of deeply affordable housing at 30% AMI for people exiting homelessness
- Project is located in a prime location in Redmond adjacent to a future light rail station with excellent access to services and amenities.
- The project serves special needs populations (people exiting homelessness including veterans and persons with disabilities).
- The project secured a highly competitive 9% LIHTC allocation, the most valuable source of investment available for affordable housing developments, and leverages significant local investments from the City of Redmond.
- Project will allow a dependable, long-standing non-profit service provider to expand services into Redmond, building on a first successful project in Bellevue and expanding the availability of supportive housing within east King County

**Proposed Conditions:**

**Standard Conditions:**

1. Agency shall provide revised development and operating budgets based upon actual funding commitments, which must be approved by ARCH staff. If the Agency is unable to adhere to the budgets, ARCH must be immediately notified and (a) new budget(s) shall be submitted by the Agency for ARCH's approval. ARCH shall not unreasonably withhold its approval to (a) revised budget(s), so long as such new budget(s) does not materially adversely change the Project. This shall be a continuing obligation of the Agency. Failure to adhere to the budgets, either original or as amended may result in withdrawal of ARCH's commitment of funds.
2. Agency shall submit evidence of funding commitments from all proposed sources. In the event commitment of funds identified in the application cannot be secured in the timeframe identified in the application, the Agency shall immediately notify ARCH, and describe the actions it will undertake to secure alternative funding and the timing of those actions subject to ARCH review and approval.
3. In the event federal funds are used, and to the extent applicable, federal guidelines must be met, including but not limited to the following: contractor solicitation, bidding, and selection; wage rates; and Endangered Species Act (ESA) requirements. CDBG funds may not be used to refinance acquisition costs.



4. Agency shall maintain documentation of any necessary land use approvals and permits required by the city in which the project is located.
5. Agency shall submit quarterly monitoring reports through completion of the project, and annually thereafter, and shall submit a final budget upon project completion. If applicable, Agency shall submit initial tenant information as required by ARCH.
6. Agency shall maintain the project in good and habitable condition for the duration of the period of affordability.
7. ARCH, through its Administering Agency, may negotiate, approve, execute, and record amendments or releases of any ARCH loan documents as may be needed for the project; provided the project still provides the anticipated affordable housing and there is sufficient collateral to secure the members' financial investment, all as determined by ARCH staff.
8. The net developer fee shall be established at the time of finalizing the Contract Budget and will follow the ARCH Net Developer Fee Schedule. Net developer fee is defined as that portion of the developer fee paid out of capital funding sources and does not include the deferred portion which is paid out of cash flow from operations after being placed in service.
9. Agency must submit for ARCH staff approval a management, affirmative marketing, and services plan.

Special Conditions:

1. The funding commitment shall continue for **eighteen (18) months** from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the Agency will provide a status report on progress to date and expected schedule for start of construction and project completion. ARCH staff will consider a twelve-month extension only based on documented, meaningful progress in bringing the project to readiness or completion. At a minimum, the Agency will demonstrate that all capital funding has been secured or is likely to be secured within a reasonable timeframe.
2. Funds shall be used by Agency toward **reserves, soft costs, design, permits and construction**. Funds may not be used for any other purpose unless ARCH staff has given written authorization for the alternate use. If after the completion of the project there are budget line items with unexpended balances, ARCH and other public funders shall approve adjustments to the project capital sources, including potentially reductions in public fund loan balances.
3. Funds will be in the form of a **deferred loan**, so long as affordability and target population is maintained, and the service funds necessary to provide services to this population are available.

- 4. A covenant is recorded ensuring affordability for at least 55 years, with size and affordability distribution per the following table. Changes may be considered based on reasonable justification as approved by ARCH (e.g., accommodating income averaging across the units within the project).

Affordability	studio	1-bedroom	Total
30%	85	15	100
<b>Total</b>	<b>85</b>	<b>15</b>	<b>100</b>

- 5. Based on the availability of adequate support services, the project will contain 100 units for formerly homeless residents, unless otherwise approved by ARCH. Plymouth will work with service providers, municipal homeless services engagement staff, and other agencies working in East King County to establish referral mechanisms, or other referral method as approved by ARCH.
- 6. ARCH shall review and approve the services budget and services plan for consistency with application.
- 7. **The Agency will establish a services reserve account in the amount of no less than \$500,000 to be used in the event of shortfalls in project income to pay for necessary services expenses. A services reserve budget must be approved by ARCH at the close of permanent financing and will be monitored for consistency with the services plan ARCH will review.**
- 8. **If service funding decreases at any point during the term of the contract, Agency shall submit for review and approval a service plan which provides continuity of services within the project.**
- 9. **The Agency shall at all times keep the project compliant with the City of Redmond requirements for Supportive Housing properties for the duration of the period of affordability, so long as the property operates as a Supportive Housing property. This includes operating and maintaining the property according to the Operations Agreement, Safety & Security Plan, Community Relations Plan, and Code of Conduct necessary to achieve initial Certificate of Occupancy.**

### Attachment 1: Proposed Funding Sources

	Original Award	2024 Recommended Funds
Bellevue	995,500	995,500
Bothell	137,000	137,000
Clyde Hill	16,000	16,000
Hunts Point	3,400	3,400
Issaquah	135,200	135,200
Kenmore	17,000	17,000
Kirkland	816,200	816,200
Medina	15,600	15,600
Mercer Island	53,300	53,300
Newcastle	76,100	76,100
Redmond	857,400	857,400
Sammamish	86,200	86,200
Woodinville	64,700	64,700
Yarrow Point	6,100	6,100
<b>Local Funds</b>	<b>3,279,700</b>	<b>3,279,700</b>
<b>CDBG</b>		
<b>Award Totals</b>	<b>3,279,700</b>	<b>3,279,700</b>

## Attachment 2: Project Economic Summaries

Applicant: Plymouth Housing  
Project Name: Redmond Supportive Housing  
Location: 16725 Cleveland Street, Redmond, WA  
Project Description: New construction of 100 affordable housing units for formerly homeless individuals at 30% area median income.

Source Name	Amount	Originally Committed	Proposed Status
Tax Credit Equity	\$28,747,728	\$0	Committed
State	\$7,178,000	\$0	Committed
Plymouth Sponsor Loan	\$1,410,699	\$0	Committed
Commercial (sponsor loan)	\$1,500,000	\$0	Committed
City of Redmond	\$8,900,000	\$5,090,000	Committed
ARCH	\$3,279,700	\$3,279,700	Proposed
FHLB	\$3,000,000	\$0	Proposed
CHIP	\$1,200,000	\$0	Proposed
<b>Total Sources</b>	<b>\$55,216,127</b>	<b>\$8,369,700</b>	

Development Cost	Amount	per unit	per SF
Acquisition Costs	\$ 5,730,000	\$57,300	\$90
Construction	\$34,016,413	\$355,164	\$560
Soft Costs:	\$5,787,912	\$57,879	\$91
Construction Financing	\$3,613,448	\$36,134	\$57
Permanent Financing	\$525,000	\$5,250	\$8
Capitalized Reserves	\$1,577,000	\$15,770	\$25
Other Development Costs	\$2,466,354	\$24,664	\$39
Commercial/Nonresidential Space	\$1,500,000	\$15,000	\$24
<b>Total Dev. Costs</b>	<b>\$55,216,127</b>	<b>\$552,161</b>	<b>\$870</b>



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

**AB 6551  
October 15, 2024  
Regular Business**

**AGENDA BILL INFORMATION**

<b>TITLE:</b>	AB 6551: First Reading of Ordinance No. 24C-15 Open Space Zone Code Amendment	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
<b>RECOMMENDED ACTION:</b>	Schedule Ordinance No. 24C-15 for second reading.	

<b>DEPARTMENT:</b>	City Manager
<b>STAFF:</b>	Jessi Bon, City Manager Alison Van Gorp, Deputy CPD Director Carson Hornsby, Management Analyst II
<b>COUNCIL LIAISON:</b>	n/a
<b>EXHIBITS:</b>	1. Ordinance No. 24C-15 2. Planning Commission Recommendation - ZTR24-002 Open Space Zone Code Amendment
<b>CITY COUNCIL PRIORITY:</b>	2. Sustain and enhance our natural environment, especially parks and open spaces, to benefit this generation and others that follow.

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

**EXECUTIVE SUMMARY**

The purpose of this agenda bill is to present Ordinance No. 24C-15 (Exhibit 1) to amend the Mercer Island City Code (MICC) to establish the Open Space Zone development regulations and Zoning Map.

- Creation of a new Parks Zone was added to the 2024 Comprehensive Plan Periodic Review scope of work by the City Council in 2022 with [Resolution No. 1621](#). Creation of a new zone requires amendments to MICC Title 19, the Zoning Map, and the Comprehensive Plan Land Use Map.
- The Parks Zone work item was later split into two zones: one for City-owned and managed Open Space Lands and a second for City-owned and managed Park properties.
- The draft Open Space Zone was developed first to be included in the 2024 Comprehensive Plan Periodic Update. If approved, the proposed Open Space Zone will establish land use regulations for City-owned and managed Open Space Lands and ensure the land is managed in a manner appropriate for such properties, consistent with the Parks, Recreation, and Open Space (PROS) Plan, City code, master plans, forest management plans, and similar documents.
- The Parks and Recreation Commission (PRC) and Open Space Conservancy Trust (OSCT) Board held several joint meetings in Spring 2024 to provide input and develop the proposed amendments to Title 19 MICC, the Zoning Map, and the Comprehensive Plan Land Use Map.

- At its May 29, 2024 Special Meeting, the Planning Commission (PC) held a public hearing regarding the update to the Comprehensive Plan and Land Use Map amendment and approved a recommendation that was provided to the City Council on July 16 ([AB 6510](#)).
- At its September 25 Meeting, the PC held a public hearing regarding the amendment to the development regulations and Zoning Map ([PCB 24-17](#)), and approved a recommendation to the City Council.

## BACKGROUND

The scope of work for the Comprehensive Plan periodic review, adopted by the City Council in 2022, included creation of a new Parks Zone. A preliminary Parks Zone draft was presented to the PRC ([PRC 24-01](#)) and Planning Commission ([PCB 24-01](#)) in January 2024. After receiving feedback from the commissions and community, the City Manager directed staff to pause the legislative review process and return to the PRC for further discussion.

The PRC revisited the Parks Zone in March 2024 and provided a recommendation to staff to separate the Parks Zone planning work into two phases: the first phase to develop a new zone for City-owned public Open Space Lands, and the second phase to develop a new zone for other City-owned public park properties. The PRC recommended prioritizing the development of the Open Space Zone to be included as part of the 2024 Comprehensive Plan Periodic Update. The OSCT Board was invited to hold joint meetings with the PRC to provide input on the proposed Open Space Zone and the associated development regulations.

At the March 21, 2024, joint PRC/OSCT meeting, the PRC and OSCT each voted to approve a joint recommendation to the Planning Commission (PC) on the Open Space Zone and the associated development regulations.

At the May 8, 2024 PC meeting, City staff and the PRC and OSCT Chairs presented the [PRC/OSCT recommendations](#) and the draft development regulations, Zoning map, and Land Use Map to the Planning Commission ([PCB 24-09](#)). The PC had the opportunity to ask questions about the recommended draft, and commissioners were asked to submit written comments to staff following the meeting.

At the May 15, 2024 PC meeting, the PC reviewed the proposed amendments to the development regulations, Zoning Map and Land Use map ([PCB 24-10](#)). Written comments received prior to the meeting were discussed and a couple minor amendments were made by the PC. The PC approved a recommendation for amendments to the development regulations, Zoning Map and Land Use Map. The Land Use Map recommended by the PC was included in the draft Comprehensive Plan amendments considered during a public hearing on May 29, 2024. The PC approved a recommendation to the City Council including the amendments to the Land Use Map on June 12, 2024 ([AB 6510](#)).

On September 25, 2024, the PC held a public hearing on the Open Space Zone development regulations and Zoning Map amendments and approved a recommendation to the City Council (Exhibit 2). One person provided public comment during the hearing. Notice of the Planning Commission public hearing was published in the *Mercer Island Reporter* on August 21, 2024. The WA Department of Commerce was notified of the intent to adopt development code amendments on August 7, 2024. A State Environmental Policy Act (SEPA) determination of non-significance was issued on August 7, 2024, and the project was assigned SEPA register file number 202403416. The SEPA determination comment period was open from August 7 to 26, 2024; no comments were received.

## ISSUE/DISCUSSION

### Planning Commission Recommendation

On September 25, 2024, the Planning Commission approved a recommendation on amendments to the development regulations and Zoning Map to create the Open Space Zone (Exhibit 2). The commission also identified scrivener's errors that have been corrected in Ordinance No. 24C-15 (Exhibit 1).

### Ordinance No. 24C-15

Ordinance No. 24C-15 will implement the Open Space Zone by creating new sections of City Code (MICC 19.05.030 Open Space – OS and MICC 19.05.040 Open Space Development Standards), amending MICC 19.16.010 Definitions and MICC 19.01.040 Zone Establishment, and repealing and replacing MICC Chapter 19 Appendix D – Zoning Map. These code amendments align with amendments to the Land Use Map currently under consideration by the City Council as a part of the Comprehensive Plan Periodic Update. The proposed amendments to the development code and Zoning Map must be adopted concurrently with the Comprehensive Plan to ensure the code remains consistent with the Comprehensive Plan without any gaps in timing.

## NEXT STEPS

Once the City Council completes deliberations on the Open Space Zone code amendment, Ordinance No. 24C-15 will be scheduled for final review and adoption with the same effective date as the Comprehensive Plan Periodic Update, December 31, 2024.

The PRC began working on development of the Parks Zone at their October 8 meeting. It is anticipated the PRC will provide a recommendation on the Parks Zone development regulations to the Planning Commission in spring 2025.

## RECOMMENDED ACTION

Schedule Ordinance No. 24C-15 for second reading on November 4, 2024 with an effective date of December 31, 2024.

**CITY OF MERCER ISLAND  
ORDINANCE NO. 24C-15**

**AN ORDINANCE OF THE CITY OF MERCER ISLAND, WASHINGTON,  
RELATING TO ESTABLISHMENT OF THE OPEN SPACE ZONE; 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**, through the annual development code and comprehensive plan docket and the adoption of Resolution No. 1621 in 2022, the City added the task of developing legislation to establish a new Parks Zone; and

**WHEREAS**, in March 2024, the Parks and Recreation Commission and Open Space Conservancy Trust Board made the recommendation to split the original Parks Zone code development project into two phases: first, an Open Space Zone, and subsequently, the development of a Parks Zone; and

**WHEREAS**, on May 8, 2024, the Parks and Recreation Commission and Open Space Conservancy Trust Board provided an initial joint recommendation to the Planning Commission on proposed legislation establishing a new Open Space Zone; and

**WHEREAS**, on September 25, 2024, the Planning Commission held a duly advertised public hearing and provided a recommendation regarding the proposed legislation to the City Council; and

**WHEREAS**, establishment of the Open Space Zone requires an update to the Land Use Map in the Comprehensive Plan, which was addressed in a separate duly advertised public hearing on May 29, 2024, related to the 2024 Comprehensive Plan Periodic Update; and

**WHEREAS**, the proposed update to the Land Use Map as part of the Comprehensive Plan Periodic Update must be adopted to be effective concurrently with the code amendments; and

**WHEREAS**, on August 7, 2024, the City notified the Washington State Department of Commerce of the City's intent to adopt development code amendments; and

**WHEREAS**, on August 7, 2024, the City issued a State Environmental Policy Act (SEPA) threshold determination of non-significance (DNS) consistent with the procedures established in Chapter 19.21 MICC; and

**WHEREAS**, on October 15, 2024, the City Council was briefed on the Planning Commission recommendation and had its first reading of this ordinance, and on MM/DD/YYYY, the City Council had its second reading of this ordinance.



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

**Section 1. Whereas Clauses Adopted.** The “Whereas Clauses” set forth in the recital of this ordinance are hereby adopted as the findings and conclusions of the City Council for passing this ordinance.

**Section 2. New MICC 19.05.030 Open Space - OS Adopted.** The City Council adopts, effective December 31, 2024, a new section MICC 19.05.030, Open Space Zone, to read as follows;

**MICC 19.05.030 – Open Space Zone.**

- A. *Purpose.* The purpose of the Open Space Zone is to preserve, protect, restore, and enhance Open Space Lands, which provide habitat for native plants and animals and ecological services including stormwater management and carbon sequestration. Open Space Lands provide access to nature for passive recreation and relaxation and educational and stewardship opportunities.
- B. *Open Space Zone Designation Requirements.* In addition to the requirements established in Section [19.15.240 MICC](#), Open Space Lands must be owned, leased, or managed by the City of Mercer Island and fulfill the purpose provided in subsection (A) above to qualify for classification as Open Space Zone.
- C. *Uses Permitted.* The following land uses are permitted in the Open Space Zone. A use not permitted by this section is prohibited.
1. Trails.
  2. Passive recreational uses.
  3. Passive recreational amenities.
  4. Habitat restoration and enhancement.
  5. Temporary uses compatible with the purpose of the Open Space Zone, as authorized by the City Manager or designee.
  6. Wireless communications facilities. (Only if otherwise permitted by [MICC 19.06.040](#) – Wireless communications and/or [MICC 19.06.070](#) – Small wireless facilities deployment and as subject to design and concealment standards as otherwise provided in the MICC).
  7. Utilities, only where necessary for public safety or protection of the natural environment and no reasonable alternative location exists. Utilities should be underground, if feasible.

**Section 3. New MICC 19.05.040 Open Space Zone Development Standards, Adopted.** The City Council adopts, effective December 31, 2024, a new section MICC 19.05.040, Open Space Zone Development Standards, to read as follows;

**MICC 19.05.040 – Open Space Zone Development Standards.**

A. *Applicability.* The provisions of this section shall apply to all development proposals in the Open Space zoning designation.

B. *Setbacks.*

1. The following minimum setbacks apply:
  - a. Zero (0) feet if adjacent property is zoned PI, TC, PBZ, C-O, or B; and
  - b. Twenty (20) feet if adjacent property is zoned R-8.4, R-9.6, R-12, R-15, MF-2L, MF-2, or MF-3.
2. Setbacks are measured from the adjacent property line or the edge of adjacent public rights-of-way.
3. The following developments are exempt from setback requirements: fences, gates, culverts, trails, landscaping, and furnishings.

C. *Restrooms.*

1. Restrooms are only permitted on properties larger than 100 acres. Restrooms shall not be larger than 300 square feet.

D. *Signs and Kiosks.*

1. Signs shall be governed by [MICC 19.12.080](#), except as follows:
  - a. No sign shall be larger than three square feet, other than at an entrance to Open Space Lands, where a sign shall not be larger than ten square feet in size.
  - b. Exterior lighted signs are prohibited.
  - c. Natural colors shall be required unless necessary for public health, safety, or maintenance.
2. The surface area of kiosks shall not exceed 15 square feet and kiosks shall not exceed ten feet in height; except, for Open Space Land larger than 100 acres, the surface area of kiosks shall not exceed 22 square feet and kiosks shall not exceed ten feet in height. Surface area shall be measured as the portion of the kiosk used/usable for providing information.

E. *Trail Standards.*

1. Trails shall not exceed eight feet in width.

**Section 4. MICC 19.16.010 Definitions, Amended.** Effective December 31, 2024, MICC 19.16.010 is amended as follows.

**MICC 19.16.010 – Definitions**

[...]

Kiosk. A small structure in a public area used for providing information.  
[...]

Natural Colors. Muted colors that are consistent with the natural landscape of Open Space lands.

[...]

Open Space Land(s). A parcel of land that is largely undeveloped and is suitable as a natural habitat.

[...]

Passive Recreational Amenities. Structures, furnishings, or developments that are specifically provided for passive recreational uses, such as signs, trails, restrooms, kiosks, benches, bike racks, etc.

Passive Recreational Uses. Passive recreational uses have a low impact on the facilities used, and include activities such as hiking, wildlife viewing, walking, jogging, or picnicking. Passive recreational uses place minimal stress on a site's resources; as a result, passive recreational uses are highly compatible with natural resource protection.

[...]

Temporary Structures, Uses, and Activities. A land use, structure, or activity that will only be in place for a limited period of time not to exceed 180 days in duration.

[...]

Trail. An off-street path for passive recreational uses.

[...]

**Section 5. MICC 19.01.040 Zone Establishment, Amended.** Effective December 31, 2024, MICC 19.01.040, Zone Establishment, is amended as follows.

**MICC 19.01.040 – Zone Establishment**

A. Zones.

Zone	Symbol
Single-Family	R-8.4
Single-Family	R-9.6
Single-Family	R-12
Single-Family	R-15
Multiple-Family	MF-2L
Multiple-Family	MF-2

Multiple-Family	MF-3
Business	B
Planned Business	PBZ
Commercial Offices	C-O
Public Institution	PI
<u>Open Space</u>	<u>OS</u>
Town Center	TC

- B. The location and boundaries of the various zones of the city are shown and delineated on the city of Mercer Island Zoning Map which is included in appendix D of this development code and is incorporated herein by reference.
- C. The location and boundaries of the various zones as hereafter determined by the city council shall be shown and delineated on zone maps covering portions of the city, each of which shall be a part of this Code either by adoption as a part hereof or by amendment hereto.
- D. Each zone map and all notations and other information shown therein shall become part of this Code.
- E. A zone map may be divided into parts and each part may, for purposes of identification, be subdivided into units. Such parts may be separately and successively adopted by means of an amendment of this Code and, as adopted, such zone map, or its parts, shall become a part of this Code.
- F. Changes in the boundaries of a zone shall be made by ordinance adopting an amended map, or part of said zone map.
- G. When uncertainty exists as to the boundaries of any zones shown on any zone map, the following rules shall apply:
  - 1. Boundaries shown on a map as approximately following street lines or lot lines shall be construed as actually following such lines.
  - 2. Where a boundary between zones divides a lot into two or more pieces, the entire lot shall be deemed to be located in the first zone on the following list in which any part of the lot is located: R-15, R-12, R-9.6, R-8.4, MF-2L, MF-3, MF-2, OS, PI, PBZ, C-O, TC, and B. The location of the zone boundary shall be determined by use of the scale appearing on the zone map unless the location of the boundary is indicated by dimensions.
  - 3. Where property abuts Lake Washington, the land use classification of the upland property extends waterward across the abutting shorelands and beds to the line of navigability/inner harbor line as established in 1984 by the board of natural resources by Resolution No. 461.
  - 4. In case any uncertainty exists, the planning commission shall recommend and the city council shall determine the location of boundaries.

5. Where a public street is officially vacated or abandoned, the land use classification applicable to the abutting property shall apply to such vacated or abandoned street. If a vacated street forms the boundary between two or more zones, the land use classifications of each abutting zone shall extend to the mid-point of the vacated street unless the planning commission recommends and the city council decides otherwise.

H. Except as hereinafter provided:

1. No land, building, structure or premises shall be used for any purpose or in any manner other than a use listed in this Code, or amendments thereto, for the zone in which such land, building, structure or premises is located.
2. No building or structure shall be erected nor shall any building or structure be moved, altered, enlarged or rebuilt, nor shall any open spaces surrounding any building or structure be encroached upon or reduced in any manner, except in conformity with the requirements of this development code or amendments thereto.
3. No yard or other open spaces provided about any building or structure, for the purpose of complying with the regulations of this Code or amendments thereto shall be considered as providing a yard or open space for any other building or structure.

**Section 6. MICC Title 19, Appendix D – Zoning Map, Amended.** Effective December 31, 2024, Appendix D, Zoning Map, to Title 19, is repealed and replaced with the map attached hereto as Exhibit A.

**Section 7. 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 8. Publication and Effective Date.** A summary of this ordinance consisting of its title shall be published in the official newspaper of the City. This ordinance shall take effect and be in full force five days after the date of publication.

PASSED BY THE CITY COUNCIL OF THE CITY OF MERCER ISLAND, WASHINGTON, AT ITS MEETING ON \_\_\_\_\_, 2024.

ATTEST:

CITY OF MERCER ISLAND

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

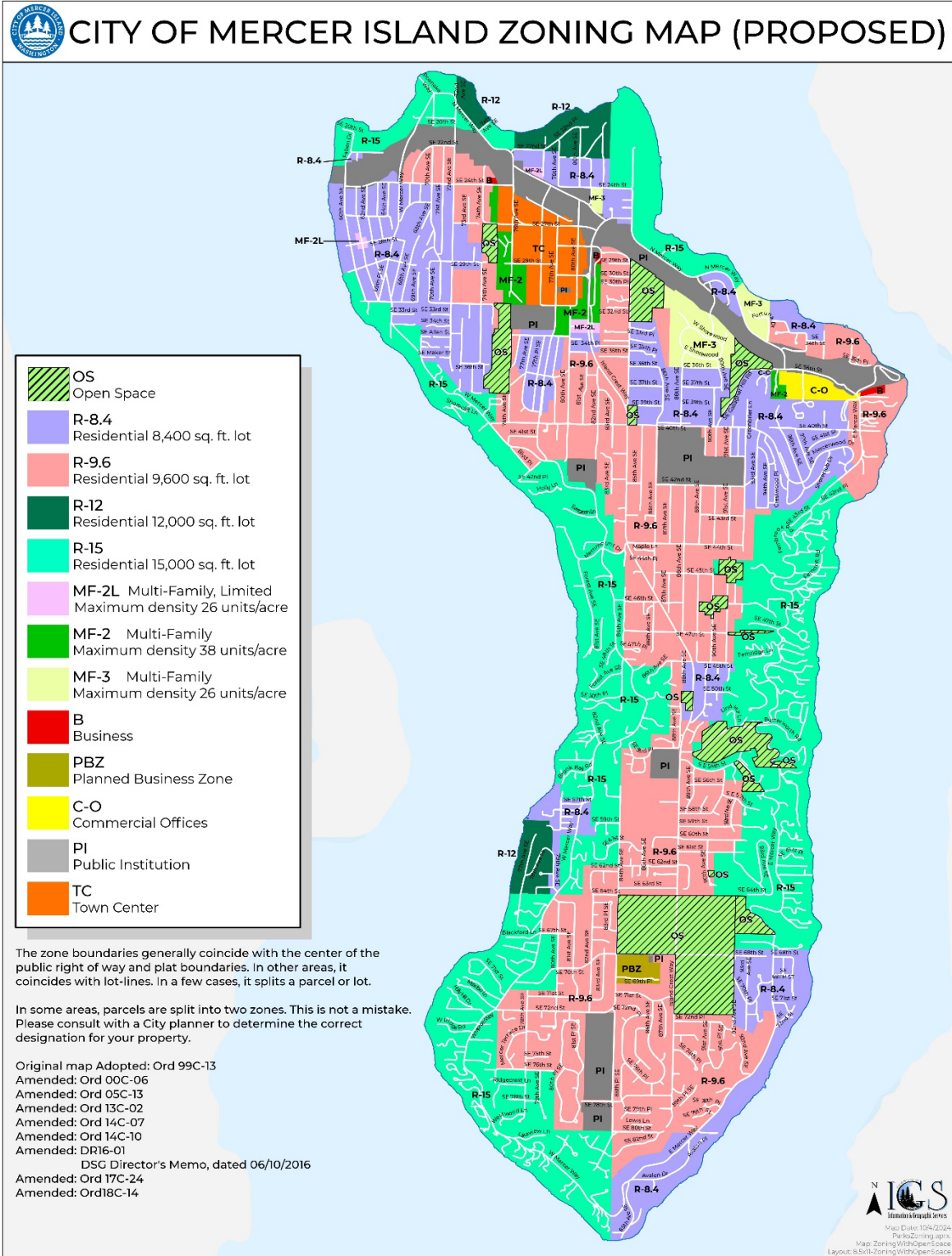
\_\_\_\_\_  
Salim Nice, Mayor

APPROVED AS TO FORM

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

Date of publication:

# Exhibit A Appendix D – ZONING MAP



# CITY OF MERCER ISLAND

## COMMUNITY PLANNING & DEVELOPMENT

9611 SE 36TH STREET | MERCER ISLAND, WA 98040

PHONE: 206.275.7605 | [www.mercergov.org](http://www.mercergov.org)



## PLANNING COMMISSION

**To:** City Council  
**From:** Angela Battazzo, Planning Commission Chair  
**Date:** September 25, 2024  
**RE:** Planning Commission Recommendation: ZTR24-002 Open Space Zone Code Amendment  
**ATTACHMENTS:** A. Planning Commission Recommended Amendments on the Open Space Zone

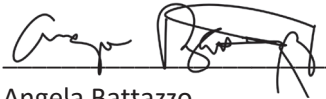
On behalf of the Planning Commission, I am pleased to present our recommendation on ZTR24-002, the amendments to the development code to establish an Open Space Zone and the accompanying development regulations.

The scope of work for the Comprehensive Plan periodic review, adopted by the City Council in 2022, included creation of a new Parks Zone. The Parks and Recreation Commission (PRC) recommended separating the Parks Zone planning work into two phases: the first phase to develop a new zone for City-owned public Open Space Lands, and the second phase to develop a new zone for other City-owned public park properties. The PRC recommended prioritizing the development of the Open Space Zone to be included as part of the 2024 Comprehensive Plan Periodic Update. The Open Space Conservancy Trust Board was invited to hold joint meetings with the PRC to provide input on the proposed Open Space Zone and the associated development regulations.

This matter came before the City of Mercer Island Planning Commission at their meeting on May 8, 2024 when the PRC and OSCT provided their recommendation to commission. The Planning Commission held an open record public hearing on September 25, 2024. One public comment was made during the public hearing on this amendment. The Planning Commission considered this feedback as well as the staff reports dated [May 8, 2024](#), [May 15, 2024](#) and [September 25, 2024](#) in making its recommendation.

After deliberation, the Commission recommends the draft code amendment to create new sections of City Code (MICC 19.05.030 Open Space – OS and MICC 19.05.040 Open Space Development Standards) and amend MICC 19.16.010 Definitions, MICC 19.01.040 Zone Establishment and MICC Chapter 19 Appendix D, as shown in Attachment A. The Planning Commission recommended code amendment would establish a new Open Space Zone, implement the associated development regulations for the zone and update the City's Zoning Map.





October 8, 2024

Angela Battazzo  
Planning Commission Chair  
City of Mercer Island

Date



# 2024 PLANNING SCHEDULE

Item 11.

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.

<b>NOVEMBER 4, 2024 – SPECIAL MEETING</b>		<b>DD</b>	<b>FN</b>	<b>CA</b>	<b>Clerk</b>	<b>CM</b>
ABSENCES:		<b>10/24</b>	<b>10/25</b>	<b>10/25</b>	<b>10/28</b>	<b>10/28</b>
<b>ITEM TYPE   TIME   TOPIC</b>					<b>STAFF</b>	
<b>STUDY SESSION</b>						
<b>SPECIAL BUSINESS</b>						
<b>CONSENT AGENDA</b>						
--	AB xxxx: October 18, 2024 Payroll Certification			Ali Spietz/Nicole Vannatter		
--	AB 6560: Shop Small Month Proclamation No. 350			Mayor Nice/Deb Estrada		
--	AB 6558: Second Reading of Ord. No. 24C-15 Open Space Zone Code Amendment			Jessi Bon/Alison Van Gorp/Carson Hornsby		
--	AB xxxx: WRIA 8 ILA			Jason Kintner		
<b>REGULAR BUSINESS</b>						
15	AB xxxx: Board & Commission Appointments – Planning Commission (Resolution No. xxxx)			Mayor Nice/Deputy Mayor Rosenbaum/Andrea Larson		
30	AB xxxx: 2025-2026 Biennial Budget Workshop (TENTATIVE – AS NEEDED)			Matt Mornick		
60	AB 6559: First reading of Ord. No. 24C-16 related to the 2024 Comprehensive Plan Periodic Update			Jeff Thomas/Adam Zack		
30	AB 6556: HB 1110/HB 1337 Middle Housing Compliance Discussion			Jeff Thomas/Alison Van Gorp		
<b>EXECUTIVE SESSION</b>						

<b>NOVEMBER 19, 2024</b>		<b>DD</b>	<b>FN</b>	<b>CA</b>	<b>Clerk</b>	<b>CM</b>
ABSENCES:		<b>11/8</b>	<b>11/8</b>	<b>11/8</b>	<b>11/12</b>	<b>11/12</b>
NOTICE: MIR 10/16						
<b>ITEM TYPE   TIME   TOPIC</b>					<b>STAFF</b>	
<b>STUDY SESSION</b>						
<b>SPECIAL BUSINESS</b>						
<b>CONSENT AGENDA</b>						
--	AB xxxx: November 1, 2024 Payroll Certification			Ali Spietz/Nicole Vannatter		
--	AB xxxx: Second reading of Ord. No. 24C-16 related to the 2024 Comprehensive Plan Periodic Update			Jeff Thomas/Adam Zack		

	AB xxxx: Sound Transit Right of Way Dedication	Jason Kintner/Patrick Yamashita
<b>REGULAR BUSINESS</b>		
30	AB xxxx: <b>Public Hearing:</b> 2025-2026 Biennial Budget Workshop (Third Quarter 2024 Financial Status Update and Budget Amending Ordinance; Adoption of NORCOM Resolutions; First Reading of the 2025 Property Tax Ordinances)	Matt Mornick
30	AB xxxx: <b>Public Hearing</b> and first reading of Ord. No. 24C-17 on Interim Regulations Related to Permit Processing in Chapters 19.15 and 19.16 MICC	Jeff Thomas/Molly McGuire
30	AB xxxx: <b>Public Hearing</b> and first reading of Ord. No. 24C-18 on Interim Regulations related to the 2024 Comprehensive Plan Periodic Update and HB 1220 for affordable housing capacity and requirements in Title 19 MICC	Jeff Thomas/Adam Zack
60	AB xxxx: Resolution No. xxxx Setting the 2025 Docket	Jeff Thomas/Molly McGuire
30	AB 6557: Approve 2025 Legislative Priorities	Jessi Bon/Robbie Cunningham Adams
<b>EXECUTIVE SESSION</b>		

<b>DECEMBER 3, 2024</b>		<b>DD</b>	<b>FN</b>	<b>CA</b>	<b>Clerk</b>	<b>CM</b>
ABSENCES:		11/22	11/25	11/25	11/26	11/26
<b>ITEM TYPE   TIME   TOPIC</b>				<b>STAFF</b>		
<b>STUDY SESSION</b>						
<b>SPECIAL BUSINESS</b>						
<b>CONSENT AGENDA</b>						
--	AB xxxx: November 15, 2024 Payroll Certification				Ali Spietz/Nicole Vannatter	
--	AB xxxx: 2025 Fee Schedule Adoption (Resolution No. xxxx)				Ali Spietz	
--	AB xxxx: Second reading of Ord. 24C-17 on Interim Regulations Related to Permit Processing in Chapters 19.15 and 19.16 MICC				Jeff Thomas/Molly McGuire	
--	AB xxxx: Second reading of Ord. No. 24C-18 on Interim Regulations related to the 2024 Comprehensive Plan Periodic Update and HB 1220 for affordable housing capacity and requirements in Title 19 MICC				Jeff Thomas/Adam Zack	
--	AB xxxx: Lincoln Landing Watercourse Improvements Project Closeout				Jason Kintner/Clint Morris/Paul West	
--	AB xxxx: Luther Burbank Park South Shoreline Restoration Project Closeout				Jason Kintner/Clint Morris/Paul West	
--	AB xxxx: Island Crest Park North Infield Turf Replacement Project Closeout				Jason Kintner/Clint Morris/Sarah Bluvas	
<b>REGULAR BUSINESS</b>						
15	AB xxxx: 2025-2026 Biennial Budget Adoption				Matt Mornick	
<b>EXECUTIVE SESSION</b>						

DECEMBER 17, 2024 (POTENTIAL CANCELED)			DD	FN	CA	Clerk	CM
ABSENCES:			12/6	12/9	12/9	12/10	12/10
ITEM TYPE   TIME   TOPIC					STAFF		
<b>STUDY SESSION</b>							
<b>SPECIAL BUSINESS</b>							
<b>CONSENT AGENDA</b>							
<b>REGULAR BUSINESS</b>							
<b>EXECUTIVE SESSION</b>							

## 2025 PLANNING SCHEDULE

JANUARY 7, 2025			DD	FN	CA	Clerk	CM
ABSENCES:			12/13	12/16	12/16	12/17	12/17
NOTICE: 12/4							
ITEM TYPE   TIME   TOPIC					STAFF		
<b>STUDY SESSION</b>							
<b>SPECIAL BUSINESS</b>							
<b>CONSENT AGENDA</b>							
--	AB xxxx: November 27, 2024 Payroll Certification				Ali Spietz/Nicole Vannatter		
--	AB xxxx: December 13, 2024 Payroll Certification				Ali Spietz/Nicole Vannatter		
--	AB xxxx: December 27, 2024 Payroll Certification				Ali Spietz/Nicole Vannatter		
--							
<b>REGULAR BUSINESS</b>							

45	AB xxxx: YFS Community Needs Assessment and 2023 WA Healthy Youth Survey	Ali Spietz/Derek Frankli Michelle Ritter
30	AB xxxx: <b>Public Hearing</b> and first reading of Ord. No. 24C-xx on Interim Regulations related to Middle Housing (HB 1110 / HB 1337) in Title 19 MICC	Jeff Thomas /Alison Van Gorp
15	AB xxxx: Consideration of a Letter to ARCH Regarding Housing Affordability	Jessi Bon/Jeff Thomas
<b>EXECUTIVE SESSION</b>		

<b>JANUARY 21, 2025</b>		<b>DD</b>	<b>FN</b>	<b>CA</b>	<b>Clerk</b>	<b>CM</b>
ABSENCES:		1/10	1/13	1/13	1/14	1/14
<b>ITEM TYPE   TIME   TOPIC</b>				<b>STAFF</b>		
<b>STUDY SESSION</b>						
<b>SPECIAL BUSINESS</b>						
<b>CONSENT AGENDA</b>						
--	AB xxxx: January 6, 2025 Payroll Certification				Ali Spietz/Nicole Vannatter	
--	AB xxxx: Rare Disease Day, Proclamation No. xxx				Mayor/Andrea Larson	
--	AB xxxx: Second reading of Ord. No. 24C-xx on Interim Regulations related to Middle Housing (HB 1110 / HB 1337) in Title 19 MICC				Jeff Thomas/Alison Van Gorp	
<b>REGULAR BUSINESS</b>						
45	AB xxxx: Sustainability Work Program Update				Jason Kintner/Alaine Sommargren/Alanna DeRogatis	
<b>EXECUTIVE SESSION</b>						