



CITY OF MERCER ISLAND

CITY COUNCIL REGULAR HYBRID MEETING

Tuesday, February 04, 2025 at 5:00 PM

MERCER ISLAND CITY COUNCIL:

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

LOCATION & CONTACT:

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

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

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

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 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.

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 834 4195 3305 and Password 730224
- **Zoom:** Click this [link](#) (Webinar ID 834 4195 3305; Password 730224)
- **In Person:** Mercer Island Community & Event Center – Slater Room Council Chambers (8236 SE 24th Street, Mercer Island, WA 98040)

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. As it is election season, however, please be reminded that state law (specifically, RCW 42.17A.555) prohibits the use of City facilities for campaign-related purposes with limited exceptions. Accordingly, please do not make campaign-related comments during this time.)

CONSENT AGENDA

1. AB 6616: January 24, 2025 Payroll Certification

Recommended Action: Approve the January 24, 2025 Payroll Certification in the amount of \$959,520.59 and authorize the Mayor to sign the certification on behalf of the entire City Council.

2. Certification of Claims:

A. Check Register | 00222137-00222253 | 1/17/2025 | \$2,797,472.94

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 January 21, 2025

Recommended Action: Approve the City Council Regular Hybrid Meeting Minutes of January 21, 2025.

4. AB 6617: Rare Disease Day, Proclamation No. 353

Recommended Action: Approve Proclamation No. 353 proclaiming February 28, 2025 as Rare Disease Day on Mercer Island.

5. AB 6618: 2025-2026 Work Plan Update

Recommended Action: Receive report. No action necessary.

6. AB 6619: Public Works Building Seismic Retrofit Project Appropriation and Bid Award

Recommended Action: Award Public Works Building Seismic Retrofit construction project to Casa Bella LLC, a Washington based company, authorize the City Manager to execute a contract with Casa Bella LLC for the construction of Public Works Building Seismic Retrofit in an amount not to exceed \$886,887, and appropriate \$1,138,420 from the Capital Improvement Project fund for the seismic retrofits at the Public Works building.

7. AB 6620: Safe Streets and Roads for All Program Grant Agreement

Recommended Action: Authorize the City Manager to accept the Fiscal Year 2023 Safe Street and Roads for All Grant Program award in Exhibit 1 and execute all agreements and amendments related to the grant program.

8. AB 6621: Washington State Transportation Improvement Board Grant Agreement

Recommended Action: Authorize the City Manager to accept a Washington State Transportation Improvement Board grant award described in Exhibit 1 in the amount of \$850,000 to design and construct the Island Crest Way Shared Use Path Phase 1 project, and to execute all agreements and amendments related to the grant.

9. AB 6623: Renewal of Interlocal Agreement with Mercer Island School District for Enrollment of City Employee's Children/Dependents

Recommended Action: Authorize the City Manager or designee to execute the renewal to the interlocal agreement with the Mercer Island School District No. 400 for enrollment of City employee's children/dependents substantially in the form attached as Exhibit 1.

10. AB 6624: Fire Apparatus Acquisition and Financing (Ordinance No. 25-04, Second Reading) – *Packet materials for this item are forthcoming.*

REGULAR BUSINESS

11. AB 6622: Public Hearing on Interim Development Regulations Related to Middle Housing and Accessory Dwelling Units (Ordinance No. 25C-02 First Reading)

Recommended Action: Hold the public hearing. Set Ordinance No. 25.C-02 for second reading on March 4, 2025.

OTHER BUSINESS

12. Planning Schedule

13. Councilmember Absences & Reports

EXECUTIVE SESSION - Approximately 60 Minutes

14. Real Estate Acquisition

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

ADJOURNMENT



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6616
February 4, 2025
Consent Agenda

AGENDA BILL INFORMATION

TITLE:	AB 6616: January 24, 2025 Payroll Certification	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Approve the January 24, 2025 Payroll Certification in the amount of \$959,520.59.	

DEPARTMENT:	Administrative Services
STAFF:	Ali Spietz, Chief of Administration Nicole Vannatter, Human Resources Manager
COUNCIL LIAISON:	n/a
EXHIBITS:	1. January 24, 2025 Payroll Certification 2. FTE/LTE Counts
CITY COUNCIL PRIORITY:	n/a

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

EXECUTIVE SUMMARY

This agenda bill is to approve the payroll certification for the City of Mercer Island for the period from January 1, 2025 through January 15, 2025 in the amount of \$959,520.59. (see Exhibit 1).

BACKGROUND

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

ISSUE/DISCUSSION

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

Additional payments:

Description	Amount
Leave cash outs for current employees	\$24,037.15
Leave cash outs for terminated employees	\$0.00
Service and recognition awards	\$675.00
Overtime earnings (see chart for overtime hours by department).	\$12,708.98
Total	\$37,421.13

Overtime hours by department:

Department	Hours
Administrative Services	1.25
City Attorney’s Office	
City Manager’s Office	
Community Planning & Development	
Finance	18.50
Municipal Court	
Police	51.50
Public Works	80.00
Thrift Shop	
Youth & Family Services	
Total Overtime Hours	151.25

NEXT STEPS

FTE/LTE COUNTS

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

Casual Labor

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

RECOMMENDED ACTION

Approve the January 24, 2025 Payroll Certification in the amount of \$959,520.59 and authorize the Mayor to sign the certification on behalf of the entire City Council.

CITY OF MERCER ISLAND PAYROLL CERTIFICATION

Item 1.

PAYROLL PERIOD ENDING **1.15.2025**
PAYROLL DATED **1.24.2025**

Net Cash	\$	646,203.45
Net Voids/Manuals		
<hr/>		
Net Total	\$	646,203.45
Federal Tax Deposit	\$	105,646.89
Social Security and Medicare Taxes	\$	72,166.43
State Tax (California & Oregon)	\$	682.52
State Tax (California)	\$	4.60
Family/Medical Leave Tax (California & Oregon)	\$	54.23
Public Employees Retirement System 1 (PERS 1)	\$	-
Public Employees' Retirement System (PERS Plan 2)	\$	36,538.87
Public Employees' Retirement System (PERS Plan 3)	\$	10,408.12
Public Employees' Retirement System (PERSJM)	\$	80.50
Law Enforcement Officers' & Fire Fighters' Retirement System (LEOFF Plan2)	\$	17,600.13
Regence & LEOFF Trust Medical Insurance Deductions	\$	13,215.07
Domestic Partner Medical Insurance Deductions	\$	1,029.64
Kaiser Medical Insurance Deductions	\$	1,024.21
Health Care - Flexible Spending Account Contributions	\$	1,806.99
Dependent Care - Flexible Spending Account Contributions	\$	337.58
ICMA Roth IRA Contributions	\$	568.77
ICMA 457 Deferred Compensation Contributions	\$	42,239.41
Garnishments (Chapter 13)	\$	572.00
Child Support Wage Garnishment	\$	564.45
Mercer Island Employee Association Dues	\$	257.50
AFSCME Union Dues	\$	3,196.80
Police Union Dues	\$	1,723.03
Standard - Supplemental Life Insurance	\$	344.95
Unum - Long Term Care Insurance	\$	149.20
AFLAC - Supplemental Insurance Plans	\$	238.52
Transportation - Flexible Spending Account Contributions	\$	50.00
Oregon Transit Tax and Oregon Benefit Tax	\$	8.63
Washington Long Term Care	\$	2,808.10
Tax & Benefit Obligations Total	\$	313,317.14

TOTAL GROSS PAYROLL	\$	959,520.59
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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.

6

Mayor

Date

FTE AND LTE COUNTS AS OF 1/15/2025

Full Time Equivalents (FTEs)	2025 Budgeted	2025 Actual
Administrative Services	14.50	14.50
City Attorney's Office	2.00	2.00
City Manager's Office	3.00	3.00
Community Planning & Development	17.00	17.00
Finance	9.00	9.00
Municipal Court	3.10	3.10
Police	37.50	36.00
Public Works	64.00	62.00
Recreation	10.25	10.25
Youth & Family Services	11.93	11.93
Thrift Shop	3.00	3.00
Total FTEs	175.28	171.78
Limited Term Equivalents (LTEs)	2025 Budgeted	2025 Actual
Administrative Services	1.00	1.00
City Manager's Office	1.00	1.00
Community Planning & Development	2.00	1.00
Public Works	4.75	0.75
Youth & Family Services	2.83	1.83
Thrift Shop	6.50	5.00
Total LTEs	18.08	10.58
Total FTEs & LTEs	193.36	182.37

FTE Vacancies:	
1.0	Capital Parks Manager
1.0	Police Officer
0.5	Police Records Specialist
1.0	Utilities Team Member

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	00222137-00222253	1/17/2025	\$2,797,472.94

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: 402000 - Water Fund-Admin Key</i>				
	00222140	Amazon Capital Services Inc	112-0982421-9110627	176.24
<i>Org Key: CA1100 - Administration (CA)</i>				
	00222241	US BANK CORP PAYMENT SYS	WSBA	470.30
P0123562	00222141	AT&T MOBILITY	Wireless Service 12.06.24 - 1	40.04
	00222241	US BANK CORP PAYMENT SYS	MRSC.ORG	40.00
	00222241	US BANK CORP PAYMENT SYS	UBER *TRIP	31.73
	00222241	US BANK CORP PAYMENT SYS	ST SUBSCRIPTIONS	19.96
	00222241	US BANK CORP PAYMENT SYS	WF4WASBASSOC*SERVICE FEE	11.76
	00222241	US BANK CORP PAYMENT SYS	MRSC.ORG	-40.00
<i>Org Key: CM1100 - Administration (CM)</i>				
P0123527	00222211	Nick Federici	LEGISLATIVE SERVICES	3,500.00
P0123506	00222167	ESSER, LUKE	LEGISLATIVE SERVICES	2,500.00
P0123506	00222167	ESSER, LUKE	LEGISLATIVE SERVICES	2,500.00
P0123506	00222167	ESSER, LUKE	LEGISLATIVE SERVICES	2,500.00
P0123527	00222211	Nick Federici	LEGISLATIVE SERVICES	2,500.00
P0123527	00222211	Nick Federici	LEGISLATIVE SERVICES	2,500.00
P0123527	00222211	Nick Federici	LEGISLATIVE SERVICES	2,500.00
P0123527	00222211	Nick Federici	LEGISLATIVE SERVICES	2,500.00
	00222241	US BANK CORP PAYMENT SYS	WSU PROF ED	1,400.00
	00222241	US BANK CORP PAYMENT SYS	WCMA	375.00
	00222241	US BANK CORP PAYMENT SYS	EINSTEIN BROS-ONLINE CAT	271.03
	00222241	US BANK CORP PAYMENT SYS	SAHARA PIZZA - MERCER ISL	90.66
	00222241	US BANK CORP PAYMENT SYS	TST* THE CRAWLSPACE	74.11
	00222241	US BANK CORP PAYMENT SYS	TST* THE CRAWLSPACE	60.00
	00222241	US BANK CORP PAYMENT SYS	CHIPOTLE ONLINE	54.47
	00222241	US BANK CORP PAYMENT SYS	PAGLIACCI MAIN STREET	46.32
P0123562	00222141	AT&T MOBILITY	Wireless Service 12.06.24 - 1.	40.04
<i>Org Key: CM1200 - City Clerk</i>				
	00222241	US BANK CORP PAYMENT SYS	MRSC.ORG	40.00
<i>Org Key: CM1400 - Communications</i>				
	00222241	US BANK CORP PAYMENT SYS	COSTCO WHSE #0001	220.69
	00222140	Amazon Capital Services Inc	112-6270099-3977833	120.20
	00222241	US BANK CORP PAYMENT SYS	EIG*CONSTANTCONTACT.COM	96.98
	00222140	Amazon Capital Services Inc	112-6270099-3977833	66.20
	00222241	US BANK CORP PAYMENT SYS	EIG*CONSTANTCONTACT.COM	51.20
	00222140	Amazon Capital Services Inc	112-6007568-6068266	20.96
	00222241	US BANK CORP PAYMENT SYS	ST SUBSCRIPTIONS	15.96
	00222241	US BANK CORP PAYMENT SYS	ST SUBSCRIPTIONS	15.96
	00222241	US BANK CORP PAYMENT SYS	SOUND PUBLISHING	9.48
<i>Org Key: CO6100 - City Council</i>				
P0123549	00222164	DEPT OF ENTERPRISE SERVICES	Business Cards for Mayor Nice	49.28
<i>Org Key: CR1100 - Human Resources</i>				
	00222241	US BANK CORP PAYMENT SYS	EINSTEIN BROS-ONLINE CAT	196.12
	00222241	US BANK CORP PAYMENT SYS	LABORLAWCENTER, LLC	190.86
	00222241	US BANK CORP PAYMENT SYS	AMAZON.COM*ZR58C9K00	150.00

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00222241	US BANK CORP PAYMENT SYS	QFC #5839	96.27
	00222241	US BANK CORP PAYMENT SYS	AMAZON RETA* Z174R02B1	75.00
	00222241	US BANK CORP PAYMENT SYS	AMAZON.COM*Z98671CO1	75.00
	00222241	US BANK CORP PAYMENT SYS	COSTCO WHSE #0110	73.55
	00222241	US BANK CORP PAYMENT SYS	AMAZON RETA* ZP2NL2GU0	50.00
	00222241	US BANK CORP PAYMENT SYS	Wellness breakfast items	33.06
	00222241	US BANK CORP PAYMENT SYS	AMAZON.COM*Z90UQ0IR2	25.00
	00222241	US BANK CORP PAYMENT SYS	AMAZON RETA* Z92QG1ZD0	25.00
	00222241	US BANK CORP PAYMENT SYS	AMAZON RETA* Z941W5SM2	25.00
	00222241	US BANK CORP PAYMENT SYS	AMAZON RETA* Z192U2RV1	25.00
	00222241	US BANK CORP PAYMENT SYS	AMAZON RETA* Z99K914M1	25.00
	00222241	US BANK CORP PAYMENT SYS	AMAZON RETA* Z91JV6QN2	25.00
	00222241	US BANK CORP PAYMENT SYS	AMAZON RETA* Z11EE32F1	25.00

Org Key: DS1100 - Administration (DS)

P0123594	00222189	KIMLEY-HORN AND ASSOC.	Professional services, draft c	3,166.77
	00222241	US BANK CORP PAYMENT SYS	BLUEBEAM INC.	575.24
P0123563	00222141	AT&T MOBILITY	Wireless Services 12.06.24 -	80.08

Org Key: DS1200 - Bldg Plan Review & Inspection

P0122736	00222253	SAFEBUILT WASHINGTON LLC	On call Bldg Insp D Woodard	400.00
P0122736	00222253	SAFEBUILT WASHINGTON LLC	On call Bldg Insp B Thomas	350.00
P0122736	00222253	SAFEBUILT WASHINGTON LLC	On call Bldg Inspec D Woodard	300.00
	00222241	US BANK CORP PAYMENT SYS	AMAZON RETA* Z18ZF1K51	215.07
P0122736	00222253	SAFEBUILT WASHINGTON LLC	On call Bldg Inspec B Thomas	200.00
P0122736	00222253	SAFEBUILT WASHINGTON LLC	On call Bldg inspection - D Sp	200.00
P0122736	00222253	SAFEBUILT WASHINGTON LLC	On cal Bldg Inspection D. Wood	200.00
	00222224	REECE, GARETH	REIMBURSE: BLDG NAME PLATES	163.80
	00222196	LINDSAY, DAVID	REIMBURSE: WORK CLOTHES	104.80

Org Key: DS1300 - Land Use Planning Svc

P0123552	00222237	TREE SOLUTIONS INC	appraisal of loss after tree w	476.25
	00222140	Amazon Capital Services Inc	114-1484770-9081866	15.42

Org Key: FN1100 - Administration (FN)

	00222241	US BANK CORP PAYMENT SYS	TST* THE CRAWLSPACE	166.46
	00222241	US BANK CORP PAYMENT SYS	PAYFLOW/PAYPAL	54.10
	00222140	Amazon Capital Services Inc	111-3402228-9755469	29.74

Org Key: FN2100 - Data Processing

	00222238	TYLER TECHNOLOGIES INC	Hardware & Maint. Jan-Dec 2025	641.74
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Org Key: GB0100 - Building Repairs

P0122624	00222188	KCDA PURCHASING COOPERATIVE	MICEC flooring upgrade. ARPA	126,611.96
P0123301	00222159	COCHRAN INC	MICEC ELECTRICAL DISTRIBUTION	48,935.88
P0122803	00222138	ACCO ENGINEERED SYSTEMS	KCDA Contract # 23-280. Annex	46,928.67
P0123553	00222249	WAVE ELECTRICAL LLC	MICEC Gym light retro	12,948.50
P0123206	00222212	NORTHERN HARDWOOD CO INC	Refinish Dance Room flooring	9,887.14
P0122375	00222188	KCDA PURCHASING COOPERATIVE	KCDA Contract #21-340. Pressur	7,730.53
P0123532	00222170	FIRE PROTECTION INC	Install Fees Inv 96154	6,241.57
P0123161	00222228	SAYBR CONTRACTORS INC.	JC24-02S.01: FS 91 Wall and Fl	4,881.34

Org Key: GB0101 - HVAC Repairs

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0121339	00222233	SIEMENS INDUSTRY INC	MICEC BUILDING AUTOMATION SYST	100,041.95
P0122804	00222138	ACCO ENGINEERED SYSTEMS	KCDA Contract # 23-280. Annex	44,353.17
P0121339	00222233	SIEMENS INDUSTRY INC	MICEC BUILDING AUTOMATION SYST	27,550.00
<i>Org Key: GB0116 - Facility Access Control-Secure</i>				
P0123041	00222220	PREMIER CABLING LLC	MICEC Access Network Additiona	26,332.29
	00222140	Amazon Capital Services Inc	111-5600933-7325051	442.99
<i>Org Key: GB0121 - Precinct Facility Assessment</i>				
P0123569	00222213	Northwest Studio	TULLYS SITE PLANNING	8,248.05
<i>Org Key: GB0125 - Design - Police_PW Building</i>				
P0123569	00222213	Northwest Studio	PSM FACILITY PRE-DESIGN	66,193.51
P0123568	00222215	OAC SERVICES INC	PSM FACILITY PRE-DESIGN	10,960.00
	00222208	MORRIS, CLINTON E	REIMBURSE: MILEAGE-KITSAP TOUR	88.57
<i>Org Key: GB0175 - ARPA-PW Seismic Improvements</i>				
P0123569	00222213	Northwest Studio	SEISMIC RETROFIT - PW BUILDING	4,159.00
<i>Org Key: GGM004 - Gen Govt-Office Support</i>				
	00222241	US BANK CORP PAYMENT SYS	USPS.COM POSTAL STORE	34.85
	00222140	Amazon Capital Services Inc	Operating Supplies	-192.73
<i>Org Key: GGM005 - Genera Govt-LI Retiree Costs</i>				
	00222195	LEOFF HEALTH & WELFARE TRUST	LEOFF Trust:PoliceRetiree12/24	15,290.36
P0123504	00222229	SCHOENTRUP, WILLIAM	LEOFF 1 Retiree Medical Expens	975.74
P0123503	00222229	SCHOENTRUP, WILLIAM	LEOFF 1 Retiree Medical Expens	630.33
P0123498	00222145	AUGUSTSON, THOR	LEOFF 1 Retiree Medical Expens	96.18
P0123496	00222166	ELSOE, RONALD	LEOFF 1 Retiree Medical Expens	61.12
P0123499	00222166	ELSOE, RONALD	LEOFF 1 Medical Expenses	51.83
<i>Org Key: GGM100 - Emerg Incident Response</i>				
P0123544	00222223	RECOLOGY	Storm Debris Removal/Hauling I	32,471.77
P0123574	00222159	COCHRAN INC	MICEC Storm Response Emergency	17,922.93
P0123529	00222143	AUBURN MECHANICAL	Boilers for heating system/MIC	2,337.07
<i>Org Key: GGX620 - Custodial Disbursements</i>				
P0123535	00222246	WA ST TREASURER'S OFFICE	Remit Nov24 Mercer Island Cour	1,450.00
P0123534	00222190	KING CO PROSECUTING ATTORNEY	Remit Crime Victims Trust doll	1,106.94
P0123535	00222246	WA ST TREASURER'S OFFICE	Remit Nov24 Mercer Island Cour	1,094.35
P0123536	00222246	WA ST TREASURER'S OFFICE	Remit NOV24 Newcastle Court Fe	947.07
P0123535	00222246	WA ST TREASURER'S OFFICE	Remit Nov24 Mercer Island Cour	615.47
P0123536	00222246	WA ST TREASURER'S OFFICE	Remit NOV24 Newcastle Court Fe	602.27
P0123536	00222246	WA ST TREASURER'S OFFICE	Remit NOV24 Newcastle Court Fe	544.75
P0123535	00222246	WA ST TREASURER'S OFFICE	Remit Nov24 Mercer Island Cour	497.00
P0123535	00222246	WA ST TREASURER'S OFFICE	Remit Nov24 Mercer Island Cour	492.69
P0123536	00222246	WA ST TREASURER'S OFFICE	Remit NOV24 Newcastle Court Fe	376.13
P0123535	00222246	WA ST TREASURER'S OFFICE	Remit Nov24 Mercer Island Cour	155.54
P0123535	00222246	WA ST TREASURER'S OFFICE	Remit Nov24 Mercer Island Cour	155.54
P0123536	00222246	WA ST TREASURER'S OFFICE	Remit NOV24 Newcastle Court Fe	118.46
P0123536	00222246	WA ST TREASURER'S OFFICE	Remit NOV24 Newcastle Court Fe	118.43
P0123535	00222246	WA ST TREASURER'S OFFICE	Remit Nov24 Mercer Island Cour	94.70
P0123535	00222246	WA ST TREASURER'S OFFICE	Remit Nov24 Mercer Island Cour	89.30

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0123536	00222246	WA ST TREASURER'S OFFICE	Remit NOV24 Newcastle Court Fe	49.73
P0123535	00222246	WA ST TREASURER'S OFFICE	Remit Nov24 Mercer Island Cour	25.58
P0123535	00222246	WA ST TREASURER'S OFFICE	Remit Nov24 Mercer Island Cour	12.69
<i>Org Key: GT0106 - Enterprise Resource Planning S</i>				
	00222238	TYLER TECHNOLOGIES INC	Project Management KhawajaG.	1,600.00
	00222241	US BANK CORP PAYMENT SYS	FRESHWORKS INC	521.25
<i>Org Key: GT0108 - Technology Equipment Replaceme</i>				
P0123046	00222236	Tech Heads Inc.	2024 Replacements Video Upload	4,058.14
P0122637	00222169	FINANCIAL CONSULTANTS INT'L	508 Docking Setup Additional	3,774.86
P0123208	00222171	FIRSTLINE	2024 Replacements MICEC Voip	2,988.24
	00222140	Amazon Capital Services Inc	112-0746379-9536252	39.26
<i>Org Key: GT0170 - ARPA-Slater Rm Public Meetings</i>				
P0121905	00222207	MORGAN SOUND INC	Room 104 AV Buildout	95,192.11
P0123554	00222151	BUDGET HOLDINGS	ARPA funding. Slater Room wind	7,907.95
P0123587	00222147	BANASKY, CASEY	Labor & Material cap off sink	661.20
<i>Org Key: GX9996 - Employee Benefits-Police</i>				
	00222195	LEOFF HEALTH & WELFARE TRUST	LEOFF Trust: Police 12/24	49,343.91
	00222195	LEOFF HEALTH & WELFARE TRUST	LEOFF Trust:PoliceSupport12/24	2,558.69
<i>Org Key: IGVO11 - Chamber of Commerce</i>				
P0123548	00222201	MI CHAMBER OF COMMERCE	Q4 2024 Chamber Partnership	3,600.00
<i>Org Key: IS1100 - IGS Mapping</i>				
	00222140	Amazon Capital Services Inc	111-7422037-8589865	77.20
	00222140	Amazon Capital Services Inc	111-9167136-6812264	24.12
<i>Org Key: IS2100 - IGS Network Administration</i>				
P0120665	00222191	KING COUNTY FINANCE	I-NET MONTHLY SERVICES FROM	1,492.00
	00222241	US BANK CORP PAYMENT SYS	CENTURY LINK	649.58
	00222241	US BANK CORP PAYMENT SYS	SMARTSIGN	637.18
	00222241	US BANK CORP PAYMENT SYS	CENTURY LINK	589.46
P0123533	00222155	CENTURYLINK BUSINESS SERVICES	acct 333622384 Jan. 2025	263.72
P0123533	00222155	CENTURYLINK BUSINESS SERVICES	acct333538597 Jan. 2025	207.51
	00222241	US BANK CORP PAYMENT SYS	EBAY O*10-12474-18564	185.08
	00222241	US BANK CORP PAYMENT SYS	IN *3R TECHNOLOGY, LLC	181.80
	00222241	US BANK CORP PAYMENT SYS	CENTURY LINK	168.79
	00222241	US BANK CORP PAYMENT SYS	CENTURY LINK	154.85
	00222241	US BANK CORP PAYMENT SYS	BACKBLAZE INC	148.74
	00222241	US BANK CORP PAYMENT SYS	CENTURY LINK	96.14
	00222241	US BANK CORP PAYMENT SYS	IN *3R TECHNOLOGY, LLC	77.50
	00222241	US BANK CORP PAYMENT SYS	CENTURY LINK	73.48
	00222241	US BANK CORP PAYMENT SYS	CENTURY LINK	70.09
	00222241	US BANK CORP PAYMENT SYS	HOLOGRAM	30.00
	00222241	US BANK CORP PAYMENT SYS	AMAZON WEB SERVICES	27.07
	00222140	Amazon Capital Services Inc	111-5138372-9293833	20.87
	00222241	US BANK CORP PAYMENT SYS	GOOGLE*GSUITE MERCERIS	13.22
	00222241	US BANK CORP PAYMENT SYS	IN *3R TECHNOLOGY, LLC	9.00
<i>Org Key: MT1500 - Urban Forest Mangement</i>				

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0123487	00222179	HANSON TREE SERVICE LLC	Mercer Island Fall 2024 Tree W	17,044.02
P0121994	00222245	WA ST NURSERY & LANDSCAPE ASSN	Tree Voucher Program	1,977.94
P0121994	00222245	WA ST NURSERY & LANDSCAPE ASSN	Tree Voucher Program	644.60
P0121994	00222245	WA ST NURSERY & LANDSCAPE ASSN	Tree Voucher Program	165.00
 <i>Org Key: MT2100 - Roadway Maintenance</i>				
P0122907	00222185	ISSAQUAH HONDA KUBOTA	Equipment/operating supplies	6,896.87
P0123299	00222150	BRYANT'S TRACTOR AND MOWER INC	Ordering new Mower	3,638.80
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	3,177.85
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	1,794.45
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	699.29
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	533.21
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	440.17
	00222140	Amazon Capital Services Inc	112-4463448-8586618	423.18
	00222140	Amazon Capital Services Inc	112-8539034-7425029	349.61
	00222140	Amazon Capital Services Inc	112-4463448-8586618	339.37
	00222140	Amazon Capital Services Inc	112-4463448-8586618	328.36
	00222140	Amazon Capital Services Inc	112-2623431-7931450	308.49
	00222140	Amazon Capital Services Inc	112-6282845-8060262	285.39
	00222140	Amazon Capital Services Inc	112-6734465-1652234	263.80
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	253.01
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	250.96
	00222140	Amazon Capital Services Inc	112-2979241-5877048	245.70
	00222241	US BANK CORP PAYMENT SYS	ROW team WSDA pesticide licens	210.00
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	200.07
	00222241	US BANK CORP PAYMENT SYS	WSDA pesticide recertification	200.00
	00222140	Amazon Capital Services Inc	112-1011895-2268213	193.84
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	191.05
	00222140	Amazon Capital Services Inc	112-4463448-8586618	176.24
	00222140	Amazon Capital Services Inc	112-4463448-8586618	174.09
	00222140	Amazon Capital Services Inc	112-1011895-2268213	153.18
	00222241	US BANK CORP PAYMENT SYS	AMZN MKTP US*Z11C72DQ1	113.48
	00222140	Amazon Capital Services Inc	112-1011895-2268213	110.08
P0123573	00222187	KC FINANCE	Materials/Supplies Inv 2161531	101.56
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	97.60
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	89.37
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	72.23
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	66.68
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	63.51
	00222140	Amazon Capital Services Inc	112-1011895-2268213	54.00
	00222140	Amazon Capital Services Inc	112-1011895-2268213	52.90
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	51.60
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	49.76
	00222140	Amazon Capital Services Inc	112-4463448-8586618	48.46
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	48.14
	00222140	Amazon Capital Services Inc	112-1011895-2268213	44.07
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	33.62
	00222140	Amazon Capital Services Inc	112-2371752-0147400	21.59
	00222140	Amazon Capital Services Inc	112-7048764-2476265	21.36
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	15.26
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	13.65

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PO #	Check #	Vendor:	Transaction Description	Check Amount
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	12.00
	00222241	US BANK CORP PAYMENT SYS	Service fee for pesticide lice	6.00
<i>Org Key: MT2255 - Urban Forest Management (ROW)</i>				
P0123487	00222179	HANSON TREE SERVICE LLC	Mercer Island Fall 2024 Tree W	42,760.35
P0123520	00222217	OREGON BIOCHAR SOLUTIONS LLC	Rogue BioChar 2 YD Tote	3,000.00
	00222241	US BANK CORP PAYMENT SYS	AMAZON MKTPL*ZE4SE3XR0	200.88
	00222241	US BANK CORP PAYMENT SYS	AMAZON MKTPL*ZE01P9ZY1	133.05
	00222241	US BANK CORP PAYMENT SYS	ISA	130.78
	00222241	US BANK CORP PAYMENT SYS	AMZN MKTP US*ZE7ZL1M11	109.90
	00222241	US BANK CORP PAYMENT SYS	AMAZON MKTPL*ZP9W50L80	21.10
<i>Org Key: MT2300 - Planter Bed Maintenance</i>				
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	13.29
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	1.88
<i>Org Key: MT3100 - Water Distribution</i>				
P0122182	00222235	TACOMA DIESEL	Standby Generator Annual	12,091.57
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	3,786.18
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	163.46
	00222221	PULU, ANDRU	REIMBURSE: MILEAGE	45.56
<i>Org Key: MT3300 - Water Associated Costs</i>				
	00222241	US BANK CORP PAYMENT SYS	This charge is from 9.11.24 th	351.72
	00222241	US BANK CORP PAYMENT SYS	This is a fraud charge from 9.	351.72
	00222206	MOLTZ, ERIC	REIMBURSE: WORK CLOTHES	254.29
	00222144	AUCKLAND, JOSH	REIMBURSE: MILEAGE FOR CALLOUT	49.45
	00222206	MOLTZ, ERIC	REIMBURSE: WATER CERTIFICATION	42.00
	00222241	US BANK CORP PAYMENT SYS	This is a credit for the fraud	-351.72
	00222241	US BANK CORP PAYMENT SYS	This is a credit for the fraud	-351.72
	00222241	US BANK CORP PAYMENT SYS	This is a credit for a fraud c	-352.99
<i>Org Key: MT3500 - Sewer Pumps</i>				
P0122182	00222235	TACOMA DIESEL	Standby Generator Annual	5,321.59
	00222241	US BANK CORP PAYMENT SYS	CENTURY LINK	1,681.23
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	545.93
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	318.53
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	267.77
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	245.97
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	216.09
	00222241	US BANK CORP PAYMENT SYS	CENTURY LINK	212.58
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	191.49
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	178.14
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	170.33
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	165.46
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	162.01
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	151.97
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	114.94
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	113.75
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	108.72
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	101.20
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	79.11

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PO #	Check #	Vendor:	Transaction Description	Check Amount
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	76.47
	00222241	US BANK CORP PAYMENT SYS	CENTURY LINK	57.58
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	34.17
P0123558	00222205	MI HARDWARE - UTILITY	Inv 147458 Blk/Sil Reflect Vin	10.62
<i>Org Key: MT3600 - Sewer Associated Costs</i>				
P0123588	00222174	GCP WW HOLDCO LLC	Clothing Allowance	320.31
	00222199	MARTIN, ERIC	REIMBURSE: MILEAGE FOR CALLOUT	21.44
<i>Org Key: MT3800 - Storm Drainage</i>				
P0119484	00222216	Olson Brother's Pro-Vac LLC	Stormwater Utility M&O	16,775.60
P0119484	00222216	Olson Brother's Pro-Vac LLC	Stormwater Utility M&O	3,710.00
P0122907	00222185	ISSAQUAH HONDA KUBOTA	Equipment/operating supplies	2,565.72
	00222227	ROBLE, DEEQA	REIMBURSE: GIS CERT. TRAINING	2,321.00
P0123602	00222252	WORK N MORE	Deeqa Roble Clothing Allowance	509.04
<i>Org Key: MT4150 - Support Services - Clearing</i>				
P0123567	00222141	AT&T MOBILITY	Wireless Svcs 12.6.24 - 1.5.25	2,412.25
	00222241	US BANK CORP PAYMENT SYS	POGACHA RESTAURANT	1,406.70
P0123512	00222156	CINTAS CORPORATION #460	Employee Coveralls Inv 4216167	787.98
P0123507	00222242	UTILITIES UNDERGROUND LOCATION	Excavation Notifications Inv 4	212.52
	00222241	US BANK CORP PAYMENT SYS	COSTCO WHSE #0110	85.60
	00222140	Amazon Capital Services Inc	112-0433652-2878663	75.80
P0123582	00222137	AAA COOPER TRANSPORTATION	Transit Charges Inv 57206540	73.60
	00222241	US BANK CORP PAYMENT SYS	TST* THE CRAWLSPACE	56.40
	00222241	US BANK CORP PAYMENT SYS	CHIPOTLE ONLINE	54.48
	00222241	US BANK CORP PAYMENT SYS	LOWES #02420*	26.78
	00222241	US BANK CORP PAYMENT SYS	QFC #5839	15.00
	00222241	US BANK CORP PAYMENT SYS	QFC #5839	15.00
<i>Org Key: MT4200 - Building Services</i>				
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	2,856.83
P0123518	00222249	WAVE ELECTRICAL LLC	PW HOTWATER TANK BREAKER Inv 2	2,784.75
P0123532	00222170	FIRE PROTECTION INC	Suppression Inspection and Rep	2,482.95
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	2,353.68
P0123595	00222232	SECURITY SOLUTIONS NW LLC	PAPB - ACCESS CONTROL MANAGED:	1,102.00
P0123529	00222143	AUBURN MECHANICAL	Service to furnace/PW Bldg Inv	995.86
P0123272	00222178	H D FOWLER	INVENTORY SUPPLIES	503.65
P0123515	00222165	EASTSIDE EXTERMINATORS	Bi-Monthly Inv 904610	298.60
	00222140	Amazon Capital Services Inc	114-0543001-5426644	222.31
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	157.51
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	127.65
P0123566	00222202	MI HARDWARE - BLDG	Invoices 12/18-12/30	68.46
	00222241	US BANK CORP PAYMENT SYS	COSTCO BY INSTACART	59.21
	00222140	Amazon Capital Services Inc	114-7900468-6550664	58.39
	00222140	Amazon Capital Services Inc	112-1769676-3249812	29.74
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	16.95
<i>Org Key: MT4270 - ARPA-Asbestos Response</i>				
P0123516	00222177	GREEN LATRINE	Monthly Rental PW Inv I51826	500.00
P0123516	00222177	GREEN LATRINE	Monthly Rental PW Inv I51044	500.00

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PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: MT4272 - ARPA-Police Iterim Site</i>				
P0119633	00222188	KCDA PURCHASING COOPERATIVE	PD	41,886.83
P0123574	00222159	COCHRAN INC	PD Ops Panels and Connections	3,611.30
	00222140	Amazon Capital Services Inc	114-4511768-5818668	431.96
P0123516	00222177	GREEN LATRINE	Monthly Rental PD Inv I50726	350.00
P0123516	00222177	GREEN LATRINE	Monthly Rental PD Inv I51584	350.00
P0123516	00222177	GREEN LATRINE	Monthly Rental PD Inv I52326	350.00
	00222140	Amazon Capital Services Inc	112-5317951-3687408	264.20
	00222140	Amazon Capital Services Inc	114-3992820-7307453	198.92
	00222140	Amazon Capital Services Inc	114-7360329-6612218	99.07
	00222140	Amazon Capital Services Inc	114-0927580-0809811	99.07
	00222140	Amazon Capital Services Inc	114-3226948-1817840	98.04
	00222140	Amazon Capital Services Inc	Operating Supplies	-149.19
	00222140	Amazon Capital Services Inc	Operating Supplies	-268.92
<i>Org Key: MT4274 - ARPA-Municipal Court Site Leas</i>				
	00222140	Amazon Capital Services Inc	112-8127928-0066665	341.56
<i>Org Key: MT4300 - Fleet Services</i>				
P0123570	00222250	DOBBS HEAVY DUTY HOLDINGS LLC	Labor Costs Inv 033R6684	1,553.59
P0123570	00222250	DOBBS HEAVY DUTY HOLDINGS LLC	Unit Check Inv 033R6668	1,202.22
	00222140	Amazon Capital Services Inc	111-3945541-6517019	206.68
P0123550	00222200	MERCER ISLAND CHEVRON	DEC 2024 GAS	161.47
P0123571	00222209	NAPA AUTO PARTS	Fuel Filter Inv 937773	126.93
	00222140	Amazon Capital Services Inc	111-9168423-0196202	66.48
	00222241	US BANK CORP PAYMENT SYS	O'REILLY 2536	19.84
	00222140	Amazon Capital Services Inc	111-8839228-8286603	16.52
	00222140	Amazon Capital Services Inc	111-5108572-6861058	7.66
P0123571	00222209	NAPA AUTO PARTS	Credit Invoice 935503 submitte	-89.34
<i>Org Key: MT4420 - Transportation Planner Eng</i>				
	00222241	US BANK CORP PAYMENT SYS	ITE	161.87
	00222241	US BANK CORP PAYMENT SYS	EB *2025 ITEIMSA ANNU	65.00
P0118732	00222192	KPG	KPG On-Call Transportation	61.00
<i>Org Key: MT4501 - Water Administration</i>				
P0123603	00222231	SEATTLE PUBLIC UTILITIES	DEC 2024 WATER PURCHASE	83,755.78
	00222241	US BANK CORP PAYMENT SYS	CENTURY LINK	64.99
<i>Org Key: MT4900 - Solid Waste & Sustainability</i>				
	00222241	US BANK CORP PAYMENT SYS	SP ANKER US	3,965.00
P0123576	00222187	KC FINANCE	KC Climate Collab Inv 2162058	1,200.00
<i>Org Key: MT4925 - ARPA-GHG Track and Report</i>				
P0123575	00222157	CITY OF BELLEVUE	E. Climate Pntrship Q4 2024 In	10,250.99
<i>Org Key: MT6100 - Park Maintenance</i>				
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	2,859.42
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	411.08
	00222140	Amazon Capital Services Inc	111-2810202-2225837	278.40
P0123559	00222203	MI HARDWARE - MAINT	12/3-12/7 Invoices	242.75
P0123512	00222156	CINTAS CORPORATION #460	Employee Coveralls Inv 4216167	122.00

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PO #	Check #	Vendor:	Transaction Description	Check Amount
P0123564	00222141	AT&T MOBILITY	PW iPads 12.06.24 - 1.05.25	120.12
	00222140	Amazon Capital Services Inc	Office Supplies	117.13
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	69.86
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	19.75
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	14.47
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	13.70
	00222140	Amazon Capital Services Inc	111-9041366-3959404	11.01
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	10.89
<i>Org Key: MT6200 - Athletic Field Maintenance</i>				
P0123333	00222174	GCP WW HOLDCO LLC	Clothing allowance - Keith	218.56
P0123559	00222203	MI HARDWARE - MAINT	12/3-12/7 Invoices	97.14
P0123565	00222204	MI HARDWARE - P&R	Invoices 12/4 - 12/30 Black ti	43.41
	00222140	Amazon Capital Services Inc	112-8270531-5610641	10.96
<i>Org Key: MT6500 - Luther Burbank Park Maint</i>				
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	1,539.57
	00222241	US BANK CORP PAYMENT SYS	CENTURY LINK	154.68
	00222241	US BANK CORP PAYMENT SYS	CENTURY LINK	76.88
<i>Org Key: MT6600 - Park Maint School Fields</i>				
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	1,835.74
P0123333	00222174	GCP WW HOLDCO LLC	Clothing Allowance - Keith	218.55
<i>Org Key: MT6900 - Aubrey Davis Park Maint</i>				
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	87.98
P0123565	00222204	MI HARDWARE - P&R	Invoices 12/4 - 12/30 Black ti	68.13
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	42.62
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	38.13
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	28.09
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	21.20
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	5.03
<i>Org Key: PA0100 - Open Space Management</i>				
P0123285	00222163	DEPT OF ECOLOGY	Restoration Work - Washington	1,107.80
	00222241	US BANK CORP PAYMENT SYS	Volunteer Program supplies	7.99
<i>Org Key: PA0101 - Recurring Parks Minor Capital</i>				
P0123487	00222179	HANSON TREE SERVICE LLC	Mercer Island Fall 2024 Tree W	17,044.02
<i>Org Key: PA0103 - Trail Renovation & Property Ma</i>				
P0123285	00222163	DEPT OF ECOLOGY	Restoration Work - Washington	6,332.00
<i>Org Key: PA0109 - Aubrey Davis Park Trail Safety</i>				
P0121798	00222192	KPG	For construction support relat	1,386.00
<i>Org Key: PA0122 - Luther Burbank Dock Repair & R</i>				
P0120736	00222168	FACET	Luther Burbank Park Permitting	31.25
<i>Org Key: PA0123 - Luther Burbank Minor Capital L</i>				
P0123599	00222176	GREAT WESTERN RECREATION LLC	Luther Burbank Park Playground	19,819.56
<i>Org Key: PA0124 - Luther Burbank Boiler Bldg Roo</i>				
P0121164	00222153	CARDINAL ARCHITECTURE PC	Scope: Luther Burbank Park Boi	369.60

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PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: PA0129 - Pioneer Park/Engstrom OS Fores</i>				
P0123285	00222163	DEPT OF ECOLOGY	Restoration Work - Washington	12,000.00
	00222140	Amazon Capital Services Inc	114-6117718-7974618	87.28
	00222140	Amazon Capital Services Inc	114-7703789-8627455	60.61
	00222140	Amazon Capital Services Inc	114-6117718-7974618	55.06
	00222241	US BANK CORP PAYMENT SYS	Volunteer Program supplies	53.71
	00222140	Amazon Capital Services Inc	114-6117718-7974618	48.96
	00222241	US BANK CORP PAYMENT SYS	Pesticide License CEUs	45.00
	00222241	US BANK CORP PAYMENT SYS	Volunteer Program supplies	30.77
	00222241	US BANK CORP PAYMENT SYS	Pesticide license CEUs	30.00
	00222140	Amazon Capital Services Inc	Operating Supplies	26.86
P0123565	00222204	MI HARDWARE - P&R	Invoices 12/4 - 12/30 Black ti	18.02
	00222241	US BANK CORP PAYMENT SYS	Volunteer Program supplies	13.19
<i>Org Key: PA0130 - Roanoke Playground Replacement</i>				
P0120255	00222148	BERGER PARTNERSHIP PS, THE	Roanoke Park Playground Replac	30,211.78
<i>Org Key: PA0145 - Deanes Pk Playground Repl</i>				
P0120255	00222148	BERGER PARTNERSHIP PS, THE	Deane's Children's Park Pl	1,501.50
<i>Org Key: PA0157 - Master PlanClarke & Groveland</i>				
P0120255	00222148	BERGER PARTNERSHIP PS, THE	Clarke & Groveland Joint Maste	6,064.61
<i>Org Key: PA122B - LB Shoreline Access Improvemen</i>				
P0115092	00222240	URBAN FOREST NURSERY INC	growing trees through Fall 202	260.64
P0121164	00222153	CARDINAL ARCHITECTURE PC	Scope: Luther Burbank Park Boi	105.60
P0120736	00222168	FACET	Luther Burbank Park Permitting	31.25
<i>Org Key: PA124B - LB Boiler Bldg City Portion</i>				
P0121164	00222153	CARDINAL ARCHITECTURE PC	Scope: Luther Burbank Park Boi	4.80
<i>Org Key: PO0000 - Police-Revenue</i>				
P0123598	00222247	WA STATE DOL	12/7/2024-1/9/2025 CONCEALED P	180.00
<i>Org Key: PO1100 - Administration (PO)</i>				
	00222241	US BANK CORP PAYMENT SYS	GALLS	488.25
P0123593	00222244	WA ASSN OF SHERIFFS & POLICE	WASPC Fall Conference - Comman	400.00
P0123592	00222219	POLICE EXEC RESEARCH FORUM	Membership - Chief Sutter - In	270.00
P0123591	00222184	IACP - MEMBERSHIP	IACP Membership - Chief Sutter	220.00
P0123540	00222173	GALT, JOHN E.	APL24-005 Bertlin	208.75
P0123540	00222173	GALT, JOHN E.	APL24-004 Zoroufy	105.00
	00222140	Amazon Capital Services Inc	114-0229490-7187464	82.64
	00222241	US BANK CORP PAYMENT SYS	QFC #5839	26.38
<i>Org Key: PO1350 - Police Emergency Management</i>				
	00222241	US BANK CORP PAYMENT SYS	2024 supplies	1,075.80
	00222241	US BANK CORP PAYMENT SYS	Consumables for Public Educati	1,044.30
P0123589	00222239	ULINE	CERT Equipment - Invoice # 185	528.27
	00222241	US BANK CORP PAYMENT SYS	2024 Crime Prevention supplies	451.40
	00222241	US BANK CORP PAYMENT SYS	CPTED training registration fo	315.35
	00222241	US BANK CORP PAYMENT SYS	2024 supplies	272.75
	00222241	US BANK CORP PAYMENT SYS	STARLINK INTERNET	140.00
	00222241	US BANK CORP PAYMENT SYS	Handouts/supplies for PD booth	130.76

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0123551	00222225	REMOTE SATELLITE SYSTEMS INT'L	EMAC Satellite Phone Services	74.00
	00222241	US BANK CORP PAYMENT SYS	2024 supplies	62.81
	00222241	US BANK CORP PAYMENT SYS	AMAZON MKTPLACE PMTS	-52.88
	00222241	US BANK CORP PAYMENT SYS	AMAZON MKTPLACE PMTS	-52.88
 <i>Org Key: PO1700 - Records and Property</i>				
	00222140	Amazon Capital Services Inc	114-3844027-5723447	380.19
	00222241	US BANK CORP PAYMENT SYS	Records Staff Training	179.00
	00222140	Amazon Capital Services Inc	114-3359612-8709813	155.56
	00222140	Amazon Capital Services Inc	114-9199183-6487432	63.70
	00222140	Amazon Capital Services Inc	114-7521526-2127424	55.09
	00222140	Amazon Capital Services Inc	114-9199183-6487432	37.46
	00222241	US BANK CORP PAYMENT SYS	Records PDR Staff Training	35.00
	00222140	Amazon Capital Services Inc	114-3359612-8709813	18.39
 <i>Org Key: PO2100 - Patrol Division</i>				
P0123541	00222194	KROESENS UNIFORM COMPANY	PD uniforms/equipment	1,611.97
P0123526	00222194	KROESENS UNIFORM COMPANY	PD uniforms/equipment	381.46
	00222140	Amazon Capital Services Inc	111-6019897-6205028	372.59
	00222140	Amazon Capital Services Inc	111-6019897-6205028	372.59
	00222140	Amazon Capital Services Inc	114-0826628-1737019	299.65
	00222140	Amazon Capital Services Inc	114-7669587-1441863	218.67
	00222140	Amazon Capital Services Inc	114-0826628-1737019	103.56
P0123524	00222181	HISTORICAL MILITARY SALES	PD shoulder patched	82.57
	00222140	Amazon Capital Services Inc	111-8911293-2557826	77.13
	00222140	Amazon Capital Services Inc	114-0826628-1737019	40.73
P0123525	00222158	CLEANERS PLUS 1	PD cleaning for November	26.45
	00222140	Amazon Capital Services Inc	111-8911293-2557826	12.54
	00222140	Amazon Capital Services Inc	113-0098132-6276242	7.70
 <i>Org Key: PO2200 - Marine Patrol</i>				
P0123589	00222239	ULINE	Buoy Supplies	941.04
	00222140	Amazon Capital Services Inc	114-8921562-4409054	198.35
	00222140	Amazon Capital Services Inc	114-8921562-4409054	198.35
	00222140	Amazon Capital Services Inc	114-8921562-4409054	52.88
 <i>Org Key: PO2201 - Dive Team</i>				
	00222140	Amazon Capital Services Inc	113-9686007-3380208	187.28
	00222140	Amazon Capital Services Inc	113-6066990-3449063	36.35
 <i>Org Key: PO3100 - Investigation Division</i>				
	00222140	Amazon Capital Services Inc	114-8048454-9688214	16.32
 <i>Org Key: PO4100 - Firearms Training</i>				
	00222140	Amazon Capital Services Inc	114-4769603-7317818	67.51
	00222140	Amazon Capital Services Inc	114-8530509-3911443	27.21
	00222140	Amazon Capital Services Inc	114-7649519-5571423	10.88
 <i>Org Key: PR1100 - Administration (PR)</i>				
P0123584	00222251	WHEELING PARK COMMISSION	Jeremy Jasman Revenue Developm	2,246.48
	00222241	US BANK CORP PAYMENT SYS	WRPA Conf. Registration	365.00
	00222140	Amazon Capital Services Inc	114-0032156-6247444	264.48
	00222241	US BANK CORP PAYMENT SYS	Division Marketing	254.29

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PO #	Check #	Vendor:	Transaction Description	Check Amount
	00222140	Amazon Capital Services Inc	111-7530284-0378630	237.68
	00222140	Amazon Capital Services Inc	112-9121049-5492208	204.13
	00222140	Amazon Capital Services Inc	112-9121049-5492208	204.13
	00222241	US BANK CORP PAYMENT SYS	family movie night supplies	172.39
	00222241	US BANK CORP PAYMENT SYS	Recreation Division Meeting	140.49
	00222241	US BANK CORP PAYMENT SYS	family movie night supplies	139.93
	00222140	Amazon Capital Services Inc	114-0032156-6247444	131.89
	00222140	Amazon Capital Services Inc	114-0032156-6247444	131.89
	00222140	Amazon Capital Services Inc	114-0032156-6247444	131.89
	00222140	Amazon Capital Services Inc	114-0032156-6247444	131.89
	00222140	Amazon Capital Services Inc	112-3275984-4284262	103.45
	00222241	US BANK CORP PAYMENT SYS	family movie night supplies	91.20
	00222140	Amazon Capital Services Inc	112-3275984-4284262	90.99
	00222241	US BANK CORP PAYMENT SYS	CENTURY LINK	73.60
	00222241	US BANK CORP PAYMENT SYS	seattle times	69.50
	00222140	Amazon Capital Services Inc	112-9121049-5492208	66.38
	00222241	US BANK CORP PAYMENT SYS	Boxes for MICEC Moveout	57.29
	00222140	Amazon Capital Services Inc	114-0032156-6247444	57.28
	00222140	Amazon Capital Services Inc	112-3275984-4284262	56.31
	00222140	Amazon Capital Services Inc	113-2827582-9783445	52.31
	00222140	Amazon Capital Services Inc	112-3275984-4284262	50.58
	00222241	US BANK CORP PAYMENT SYS	family movie night supplies	49.68
	00222140	Amazon Capital Services Inc	112-3275984-4284262	38.94
	00222140	Amazon Capital Services Inc	112-2204614-7797864	33.90
	00222140	Amazon Capital Services Inc	Operating Supplies	19.41
	00222241	US BANK CORP PAYMENT SYS	supplies for Argosy event	19.04
	00222140	Amazon Capital Services Inc	113-3353130-3775437	16.25
	00222140	Amazon Capital Services Inc	113-0924880-1125835	10.16
	00222140	Amazon Capital Services Inc	112-3275984-4284262	7.52
 <i>Org Key: PR4100 - Community Center</i>				
P0123508	00222143	AUBURN MECHANICAL	12/6/24: Boiler maintenance fo	6,225.88
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	5,458.94
P0123553	00222249	WAVE ELECTRICAL LLC	Annex Classroom 3 circuit/ho l	3,799.70
P0123508	00222143	AUBURN MECHANICAL	11/19/24: boiler maintenance	2,277.06
P0123508	00222143	AUBURN MECHANICAL	materials and equipment for co	1,582.16
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	1,145.86
	00222241	US BANK CORP PAYMENT SYS	Knot and Wedding Wire online M	764.42
P0123537	00222197	MARCUSE, NICHOLAS J.	Burlap for MICEC community gar	738.53
P0123514	00222146	BACKFLOWS NORTHWEST INC	Labor/Parts/Testing/MICEC Inv	544.39
P0123508	00222143	AUBURN MECHANICAL	11/18/24: Room 102 hvac unit c	489.29
	00222241	US BANK CORP PAYMENT SYS	community coffee supplies	444.43
P0123508	00222143	AUBURN MECHANICAL	materials for boiler	324.45
P0123515	00222165	EASTSIDE EXTERMINATORS	Service Treatment Inv 886522	301.51
	00222241	US BANK CORP PAYMENT SYS	Staff Lunch during MICEC floor	183.64
P0123566	00222202	MI HARDWARE - BLDG	Invoices 12/18-12/30	105.51
	00222140	Amazon Capital Services Inc	Operating Supplies	77.13
	00222241	US BANK CORP PAYMENT SYS	community coffee supplies	56.97
	00222140	Amazon Capital Services Inc	113-3332192-3962646	55.02
	00222241	US BANK CORP PAYMENT SYS	Upholstery Cleaner	33.15
	00222140	Amazon Capital Services Inc	Supplies - Concessions	6.73

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PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: PRAT40 - Ongoing Art Programs</i>				
	00222241	US BANK CORP PAYMENT SYS	Public Art Storage for Decembe	423.98
<i>Org Key: SP0111 - 80th Ave SE Sidewalk Improve</i>				
P0121795	00222192	KPG	For construction support relat	4,638.77
P0104658	00222192	KPG	80TH AVE SE PEDESTIAN IMPROVEM	1,130.00
<i>Org Key: SP0118 - ADA Compliance Plan Implementa</i>				
P0121796	00222192	KPG	For construction support relat	2,670.00
<i>Org Key: SP0135 - ICW Corridor Improvements</i>				
P0118254	00222192	KPG	ICW Corridor Safety Analysis a	35,781.20
P0121797	00222192	KPG	For construction support relat	1,200.00
<i>Org Key: ST0001 - ST Traffic Safety Enhancements</i>				
P0118732	00222192	KPG	KPG On-Call Transportation	4,488.00
<i>Org Key: SU0100 - Emergency Sewer Repairs</i>				
P0123310	00222154	CAROLLO ENGINEERS INC	Town Center Sewer System Model	2,546.25
<i>Org Key: SU0109 - Sewer System Generator Replace</i>				
P0112274	00222226	RH2 ENGINEERING INC	21-31 Sewer Pump Station Gener	486.11
<i>Org Key: SU0113 - SCADA System Replacement-Sewer</i>				
P0118755	00222243	VALLEY ELECTRIC CO	AB6190: SCADA Sewer Equipment	140,739.24
P0103284	00222149	BROWN AND CALDWELL CONSULTANTS	PH1 SCADA EQUIPMENT REPLACEMEN	16,751.30
P0121737	00222149	BROWN AND CALDWELL CONSULTANTS	Ongoing SCADA Support	4,224.21
P0123156	00222218	PLATT ELECTRIC	electrical fitting for radio	4,029.87
P0121737	00222149	BROWN AND CALDWELL CONSULTANTS	Ongoing SCADA Support	1,148.71
	00222140	Amazon Capital Services Inc	111-1850883-2168241	93.03
	00222140	Amazon Capital Services Inc	111-9135439-4562633	19.81
<i>Org Key: SU0128 - Pump Station Improvements</i>				
P0121993	00222226	RH2 ENGINEERING INC	24-06 Sewer Pump Station 20	17,220.39
<i>Org Key: SW0104 - Sub Basin 22.1 Watercourse Sta</i>				
P0121502	00222175	GRAY & OSBORNE INC	Watercourse Stabilization Proj	9,950.00
<i>Org Key: SW0106 - Sub basin 25b.2 Watercourse St</i>				
P0121502	00222175	GRAY & OSBORNE INC	Watercourse Stabilization Proj	9,950.00
<i>Org Key: SW0111 - Sub Basin 46a.3 Watercourse</i>				
P0120250	00222214	NW Hydraulic Consultants Inc.	Sub Basin 46a.3 Watercourse	167.50
<i>Org Key: SW0114 - Sub Basin 29.3 Watercourse</i>				
P0122611	00222210	NATURAL SYSTEMS DESIGN	SB 29a Watercourse Stabilizati	3,419.00
<i>Org Key: SW0128 - Basin 18C Drainage Improvement</i>				
P0123545	00222152	BUSH ROED & HITCHINGS INC	On Call Survey Work Inv 372783	13,550.19
<i>Org Key: VCP104 - CIP Streets Salaries</i>				
	00222241	US BANK CORP PAYMENT SYS	BLUEBEAM INC.	727.32
	00222241	US BANK CORP PAYMENT SYS	BLUEBEAM INC.	262.27
	00222241	US BANK CORP PAYMENT SYS	INTERNATIONAL SLURRY SUR	50.00

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PO #	Check #	Vendor:	Transaction Description	Check Amount
Org Key: VCP402 - CIP Water Salaries				
	00222241	US BANK CORP PAYMENT SYS	BLUEBEAM INC.	727.32
	00222241	US BANK CORP PAYMENT SYS	BLUEBEAM INC.	262.28
Org Key: VCP426 - CIP Sewer Salaries				
	00222241	US BANK CORP PAYMENT SYS	DOL - PROFESSIONAL LICEN	128.00
	00222198	MARKS, CHRISTOPHER	REIMBURSE: ENGINEER LIC. RENEW	116.00
Org Key: WU0100 - Emergency Water System Repairs				
P0118703	00222160	CONFLUENCE ENGINEERING GRP LLC	Water System Reliability Actio	6,716.50
Org Key: WU0102 - SCADA System Replacement-Water				
P0121737	00222149	BROWN AND CALDWELL CONSULTANTS	Ongoing SCADA Support	4,224.21
P0121737	00222149	BROWN AND CALDWELL CONSULTANTS	Ongoing SCADA Support	1,148.71
Org Key: WU0103 - Water Reservoir Improvements				
P0117106	00222226	RH2 ENGINEERING INC	RESERVOIR IMPROVEMENTS - SERVI	11,242.25
Org Key: WU0115 - Water Model Updates/Fire Flow				
P0120244	00222180	HDR ENGINEERING INC	2023-2024 Water Modeling & Fir	1,577.44
Org Key: WU0117 - Meter Replacement Implementati				
P0102980	00222180	HDR ENGINEERING INC	WATER METER REPLACEMENT	5,943.02
Org Key: WU0119 - Reservoir Generator Replacemen				
P0117489	00222161	CONSOR NORTH AMERICA INC	CONSTRUCTION SERVICES AND	1,425.00
Org Key: WU0128 - Reservoir Pump Replacement				
P0121293	00222234	STRIDER CONSTRUCTION CO INC	Booster Pump Station Upgrades,	420,350.94
P0111663	00222226	RH2 ENGINEERING INC	SERVICES DURING CONSTRUCTION A	29,351.20
P0123064	00222248	WAFD BANK	Retainage Acct #62766457477 -	19,978.66
P0121737	00222149	BROWN AND CALDWELL CONSULTANTS	Ongoing SCADA Support	12,862.18
P0121737	00222149	BROWN AND CALDWELL CONSULTANTS	Ongoing SCADA Support	1,352.70
Org Key: WU0130 - 2023 Water Sys Improvements				
P0119531	00222142	ATWELL LLC	2023 Water System Improvements	180.00
P0119457	00222193	KRAZAN & ASSOCIATES INC	Materials testing	111.24
Org Key: WU0131 - 2024 Water System Improvements				
P0123578	00222152	BUSH ROED & HITCHINGS INC	OnCall Surverying Inv 373082	5,398.40
P0119884	00222142	ATWELL LLC	2024 Water System Improvements	3,044.10
Org Key: WU0135 - 2024 AC Main Replacement				
P0122268	00222186	KAR-VEL CONSTRUCTION INC	2024 AC Water Main Replacement	307,932.91
Org Key: WU0136 - 2024 AC Main Replacement				
P0122400	00222161	CONSOR NORTH AMERICA INC	2025 AC Water Main Replacement	45,947.58
P0122400	00222161	CONSOR NORTH AMERICA INC	2025 AC Water Main Replacement	45,591.05
Org Key: WU0140 - PRV Station Replacements				
P0121945	00222172	FURY SITE WORKS INC	Phase 1 PRV Station Replacemen	231,102.45
P0121368	00222226	RH2 ENGINEERING INC	Phase 2 Pressure Reducing Valv	33,321.35
P0123555	00222139	AM TEST INC	WATER BACTERIOLOGICAL ANALYSIS	60.00
Org Key: WU0145 - Emergency Repair-SPU SE 40th				

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PO #	Check #	Vendor:	Transaction Description	Check Amount
P0123557	00222183	HWA GEOSCIENCES INC	Slope Monitoring Services Inv	1,174.30
<i>Org Key: WU0170 - ARPA-First Hill Generator</i>				
P0114349	00222162	DAVID EVANS & ASSOC INC	21-45 First Hill Booster Stati	12,909.00
P0114349	00222162	DAVID EVANS & ASSOC INC	21-45 First Hill Booster Stati	2,226.00
<i>Org Key: YF1100 - YFS General Services</i>				
	00222241	US BANK CORP PAYMENT SYS	EMR platform subscription	1,069.80
	00222241	US BANK CORP PAYMENT SYS	EMR platform subscription	340.00
	00222241	US BANK CORP PAYMENT SYS	Gas card for EA client	106.95
	00222241	US BANK CORP PAYMENT SYS	Interview lunch	100.84
	00222140	Amazon Capital Services Inc	113-1943848-6471415	54.56
	00222140	Amazon Capital Services Inc	113-1943848-6471415	20.46
	00222241	US BANK CORP PAYMENT SYS	MI reporter subscription	5.95
	00222241	US BANK CORP PAYMENT SYS	Clinical resource subscription	5.36
	00222241	US BANK CORP PAYMENT SYS	Clinical resource subscription	5.36
<i>Org Key: YF1200 - Thrift Shop</i>				
P0123531	00222222	QUENCH USA INC	Quench 750 Inv INV07896487	1,067.27
	00222241	US BANK CORP PAYMENT SYS	EZCATER*BUCA DI BEPPO	838.77
	00222140	Amazon Capital Services Inc	111-3850698-0584232	568.20
	00222241	US BANK CORP PAYMENT SYS	PUGET SOUND ENERGY	536.01
	00222241	US BANK CORP PAYMENT SYS	STORE SUPPLY WAREHOUSE	313.88
	00222140	Amazon Capital Services Inc	111-8973346-6736215	247.00
	00222241	US BANK CORP PAYMENT SYS	CENTURY LINK	232.02
	00222230	SCHOEPHOERSTER, MEGAN	REIMBURSE: HOLIDAY DECOR	226.29
	00222241	US BANK CORP PAYMENT SYS	SQSP* INV162449258	108.92
	00222241	US BANK CORP PAYMENT SYS	EIG*CONSTANTCONTACT.COM	81.24
	00222140	Amazon Capital Services Inc	111-9370314-8154602	79.34
	00222140	Amazon Capital Services Inc	111-9370314-8154602	79.34
	00222140	Amazon Capital Services Inc	111-9370314-8154602	79.34
	00222140	Amazon Capital Services Inc	111-9370314-8154602	79.34
	00222140	Amazon Capital Services Inc	111-9370314-8154602	79.34
	00222140	Amazon Capital Services Inc	111-1551771-6559443	39.12
	00222140	Amazon Capital Services Inc	111-6165878-5307439	34.56
	00222241	US BANK CORP PAYMENT SYS	PANDORA FOR BUSINESS B	33.01
	00222140	Amazon Capital Services Inc	111-4058005-0369831	31.36
	00222140	Amazon Capital Services Inc	111-1551771-6559443	24.91
	00222241	US BANK CORP PAYMENT SYS	SQSP* INV161277274	17.04
	00222241	US BANK CORP PAYMENT SYS	SQSP* INV161295866	14.19
	00222241	US BANK CORP PAYMENT SYS	SQSP* INV163271164	11.76
	00222241	US BANK CORP PAYMENT SYS	SQSP* INV162512491	11.27
	00222241	US BANK CORP PAYMENT SYS	SQSP* INV161627620	10.13
	00222241	US BANK CORP PAYMENT SYS	RIDWELL	10.00
	00222241	US BANK CORP PAYMENT SYS	SQSP* INV162029168	9.45
	00222241	US BANK CORP PAYMENT SYS	SQSP* INV163440927	8.64
	00222241	US BANK CORP PAYMENT SYS	SQSP* INV161901035	8.43
	00222241	US BANK CORP PAYMENT SYS	SQSP* INV161626732	8.16
	00222241	US BANK CORP PAYMENT SYS	SQSP* INV163271293	7.14
	00222241	US BANK CORP PAYMENT SYS	SQSP* INV163270993	6.94
	00222241	US BANK CORP PAYMENT SYS	SQSP* INV163003837	6.94

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	00222241	US BANK CORP PAYMENT SYS	SQSP* INV163003877	6.94
	00222241	US BANK CORP PAYMENT SYS	SQSP* INV163019660	6.66
	00222241	US BANK CORP PAYMENT SYS	SQSP* INV163365244	6.54
	00222241	US BANK CORP PAYMENT SYS	SQSP* INV163390325	6.54
	00222241	US BANK CORP PAYMENT SYS	SQSP* INV162985400	6.25
	00222241	US BANK CORP PAYMENT SYS	SQSP* INV163457252	4.62
	00222241	US BANK CORP PAYMENT SYS	SQSP* INV159877437	-6.94
	00222241	US BANK CORP PAYMENT SYS	SQSP* INV158649192	-7.14
<i>Org Key: YF2100 - School/City Partnership</i>				
	00222241	US BANK CORP PAYMENT SYS	Cara training	383.49
	00222241	US BANK CORP PAYMENT SYS	Laura training	307.46
<i>Org Key: YF2500 - Family Counseling</i>				
	00222241	US BANK CORP PAYMENT SYS	Liana training	40.00
<i>Org Key: YF2600 - Family Assistance</i>				
P0123572	00222182	HOPELINK	Holiday Program Food assistanc	4,251.22
	00222241	US BANK CORP PAYMENT SYS	For Emergency Assistance clien	1,005.17
	00222241	US BANK CORP PAYMENT SYS	For Emergency Assistance clien	233.95
	00222241	US BANK CORP PAYMENT SYS	For Emergency Assistance clien	166.25
Total				2,797,472.94

Accounts Payable Report by Check Number

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00222137	01/17/2025	AAA COOPER TRANSPORTATION Transit Charges Inv 57206540	P0123582	57206540	11/04/2024	73.60
00222138	01/17/2025	ACCO ENGINEERED SYSTEMS KCDA Contract # 23-280. Annex	P0122804	20641687	01/10/2025	91,281.84
00222139	01/17/2025	AM TEST INC WATER BACTERIOLOGICAL ANALYSIS	P0123555	A25A0095	01/06/2025	60.00
00222140	01/17/2025	Amazon Capital Services Inc 112-0982421-9110627		17YW-7WH1-F49T	12/04/2024	13,732.11
00222141	01/17/2025	AT&T MOBILITY Wireless Service 12.06.24 - 1.	P0123562	6361X01132025	01/13/2025	2,692.53
00222142	01/17/2025	ATWELL LLC 2023 Water System Improvements	P0119884	0000380316	12/11/2024	3,224.10
00222143	01/17/2025	AUBURN MECHANICAL Boilers for heating system/MIC	P0123508	7846/83/39/44/78	12/31/2024	14,231.77
00222144	01/17/2025	AUCKLAND, JOSH REIMBURSE: MILEAGE FOR CALLOUT		01/10/2025	01/10/2025	49.45
00222145	01/17/2025	AUGUSTSON, THOR LEOFF 1 Retiree Medical Expens	P0123498	12312024	12/31/2024	96.18
00222146	01/17/2025	BACKFLOWS NORTHWEST INC Labor/Parts/Testing/MICEC Inv	P0123514	216162	10/14/2024	544.39
00222147	01/17/2025	BANASKY, CASEY Labor & Material cap off sink	P0123587	1171	10/23/2024	661.20
00222148	01/17/2025	BERGER PARTNERSHIP PS, THE Roanoke Park Playground Replac	P0120255	0000037343	11/14/2025	37,777.89
00222149	01/17/2025	BROWN AND CALDWELL CONSULTANTS PH1 SCADA EQUIPMENT REPLACEMEN	P0121737	14545845	12/18/2024	41,712.02
00222150	01/17/2025	BRYANT'S TRACTOR AND MOWER INC Ordering new Mower	P0123299	309224	12/20/2024	3,638.80
00222151	01/17/2025	BUDGET HOLDINGS ARPA funding. Slater Room wind	P0123554	1039825	11/29/2024	7,907.95
00222152	01/17/2025	BUSH ROED & HITCHINGS INC On Call Survey Work Inv 372783	P0123578	373082	12/15/2024	18,948.59
00222153	01/17/2025	CARDINAL ARCHITECTURE PC Scope: Luther Burbank Park Boi	P0121164	2140-30	12/31/2024	480.00
00222154	01/17/2025	CAROLLO ENGINEERS INC Town Center Sewer System Model	P0123310	FB61453	01/13/2025	2,546.25
00222155	01/17/2025	CENTURYLINK BUSINESS SERVICES acct333538597 Jan. 2025	P0123533	8597/2384 JAN	01/01/2025	471.23
00222156	01/17/2025	CINTAS CORPORATION #460 Employee Coveralls Inv 4216167	P0123512	4216167370	12/30/2024	909.98
00222157	01/17/2025	CITY OF BELLEVUE E. Climate Pntrship Q4 2024 In	P0123575	51733	12/31/2024	10,250.99
00222158	01/17/2025	CLEANERS PLUS 1 PD cleaning for November	P0123525	73853	12/01/2024	26.45
00222159	01/17/2025	COCHRAN INC MICEC ELECTRICAL DISTRIBUTION	P0123574	75538104/525992	12/24/2024	70,470.11
00222160	01/17/2025	CONFLUENCE ENGINEERING GRP LLC Water System Reliability Actio	P0118703	12-1224MIWSRAP	12/31/2024	6,716.50
00222161	01/17/2025	CONSOR NORTH AMERICA INC CONSTRUCTION SERVICES AND	P0122400	W242107WA.00 - 4	01/08/2025	92,963.63
00222162	01/17/2025	DAVID EVANS & ASSOC INC 21-45 First Hill Booster Stati	P0114349	579050	01/02/2025	15,135.00

Accounts Payable Report by Check Number

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00222163	01/17/2025	DEPT OF ECOLOGY Restoration Work - Washington	P0123285	WC000002157	01/15/2025	19,439.80
00222164	01/17/2025	DEPT OF ENTERPRISE SERVICES Business Cards for Mayor Nice	P0123549	731141012	01/08/2025	49.28
00222165	01/17/2025	EASTSIDE EXTERMINATORS Bi-Monthly Inv 904610	P0123515	904610/886522	12/13/2024	600.11
00222166	01/17/2025	ELSOE, RONALD LEOFF 1 Retiree Medical Expens	P0123499	DEC2024	12/31/2024	112.95
00222167	01/17/2025	ESSER, LUKE LEGISLATIVE SERVICES	P0123506	OCT-DEC2024	01/02/2025	7,500.00
00222168	01/17/2025	FACET Luther Burbank Park Permitting	P0120736	0060512	01/06/2025	62.50
00222169	01/17/2025	FINANCIAL CONSULTANTS INT'L 508 Docking Setup Additional	P0122637	18459	12/31/2024	3,774.86
00222170	01/17/2025	FIRE PROTECTION INC Install Fees Inv 96154	P0123532	96154/93649	12/16/2024	8,724.52
00222171	01/17/2025	FIRSTLINE 2024 Replacements MICEC Voip	P0123208	183007	12/27/2024	2,988.24
00222172	01/17/2025	FURY SITE WORKS INC Phase 1 PRV Station Replacemen	P0121945	12/1/24-12/31/24	12/31/2024	231,102.45
00222173	01/17/2025	GALT, JOHN E. APL24-005 Bertlin	P0123540	3353	01/11/2025	313.75
00222174	01/17/2025	GCP WW HOLDCO LLC Clothing Allowance	P0123333	INV2060001371	12/20/2024	757.42
00222175	01/17/2025	GRAY & OSBORNE INC Watercourse Stabilization Proj	P0121502	1-PROJ.22499.01	01/08/2025	19,900.00
00222176	01/17/2025	GREAT WESTERN RECREATION LLC Luther Burbank Park Playground	P0123599	2402006	01/07/2025	19,819.56
00222177	01/17/2025	GREEN LATRINE Monthly Rental PW Inv I51826	P0123516	I50726-I52326	01/03/2025	2,050.00
00222178	01/17/2025	H D FOWLER INVENTORY SUPPLIES	P0123272	I6906865	01/03/2025	503.65
00222179	01/17/2025	HANSON TREE SERVICE LLC Mercer Island Fall 2024 Tree W	P0123487	195104	12/31/2024	76,848.39
00222180	01/17/2025	HDR ENGINEERING INC 2023-2024 Water Modeling & Fir	P0102980	1200685624	01/08/2025	7,520.46
00222181	01/17/2025	HISTORICAL MILITARY SALES PD shoulder patched	P0123524	789176	12/18/2024	82.57
00222182	01/17/2025	HOPELINK Holiday Program Food assistanc	P0123572	062653	11/15/2024	4,251.22
00222183	01/17/2025	HWA GEOSCIENCES INC Slope Monitoring Services Inv	P0123557	37279	12/31/2024	1,174.30
00222184	01/17/2025	IACP - MEMBERSHIP IACP Membership - Chief Sutter	P0123591	0378265	12/19/2024	220.00
00222185	01/17/2025	ISSAQUAH HONDA KUBOTA Equipment/operating supplies	P0122907	12/27/2024	12/27/2024	9,462.59
00222186	01/17/2025	KAR-VEL CONSTRUCTION INC 2024 AC Water Main Replacement	P0122268	12/1/24-12/31/24	12/31/2024	307,932.91
00222187	01/17/2025	KC FINANCE Materials/Supplies Inv 2161531	P0123576	2162058	12/31/2024	1,301.56
00222188	01/17/2025	KCDA PURCHASING COOPERATIVE MICEC flooring upgrade. ARPA	P0119633	300819304	11/07/2024	176,229.32

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Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00222189	01/17/2025	KIMLEY-HORN AND ASSOC. Professional services, draft c	P0123594	090179001-1224	12/31/2024	3,166.77
00222190	01/17/2025	KING CO PROSECUTING ATTORNEY Remit Crime Victims Trust doll	P0123534	DEC 2024	12/31/2024	1,106.94
00222191	01/17/2025	KING COUNTY FINANCE I-NET MONTHLY SERVICES FROM	P0120665	11015371	12/31/2024	1,492.00
00222192	01/17/2025	KPG KPG On-Call Transportation	P0118732	217203	01/14/2025	51,354.97
00222193	01/17/2025	KRAZAN & ASSOCIATES INC Materials testing	P0119457	12162024	12/16/2024	111.24
00222194	01/17/2025	KROESENS UNIFORM COMPANY PD uniforms/equipment	P0123541	13478/14236/4308	12/19/2024	1,993.43
00222195	01/17/2025	LEOFF HEALTH & WELFARE TRUST LEOFF Trust:PoliceRetiree12/24		DECEMBER 2024	12/27/2024	67,192.96
00222196	01/17/2025	LINDSAY, DAVID REIMBURSE: WORK CLOTHES		12/30/2024	12/30/2024	104.80
00222197	01/17/2025	MARCUSE, NICHOLAS J. Burlap for MICEC community gar	P0123537	796	12/16/2024	738.53
00222198	01/17/2025	MARKS, CHRISTOPHER REIMBURSE: ENGINEER LIC. RENEW		01/10/2025	01/10/2025	116.00
00222199	01/17/2025	MARTIN, ERIC REIMBURSE: MILEAGE FOR CALLOUT		01/10/2025	01/10/2025	21.44
00222200	01/17/2025	MERCER ISLAND CHEVRON DEC 2024 GAS	P0123550	DEC 2024	12/31/2024	161.47
00222201	01/17/2025	MI CHAMBER OF COMMERCE Q4 2024 Chamber Partnership	P0123548	1673 Q4 2024	01/10/2025	3,600.00
00222202	01/17/2025	MI HARDWARE - BLDG Invoices 12/18-12/30	P0123566	DEC 2024	12/31/2024	173.97
00222203	01/17/2025	MI HARDWARE - MAINT 12/3-12/7 Invoices	P0123559	DEC 2024	12/31/2024	339.89
00222204	01/17/2025	MI HARDWARE - P&R Invoices 12/4 - 12/30 Black ti	P0123565	DEC 2024	12/31/2024	129.56
00222205	01/17/2025	MI HARDWARE - UTILITY Inv 147458 Blk/Sil Reflect Vin	P0123558	DEC 2024	12/31/2024	10.62
00222206	01/17/2025	MOLTZ, ERIC REIMBURSE: WORK CLOTHES		01/10/2025	01/10/2025	296.29
00222207	01/17/2025	MORGAN SOUND INC Room 104 AV Buildout	P0121905	MSI120264	12/31/2024	95,192.11
00222208	01/17/2025	MORRIS, CLINTON E REIMBURSE: MILEAGE-KITSAP TOUR		01/10/2025	01/10/2025	88.57
00222209	01/17/2025	NAPA AUTO PARTS Fuel Filter Inv 937773	P0123571	937773/935503	12/30/2024	37.59
00222210	01/17/2025	NATURAL SYSTEMS DESIGN SB 29a Watercourse Stabilizati	P0122611	2024-1292	01/08/2025	3,419.00
00222211	01/17/2025	Nick Federici LEGISLATIVE SERVICES	P0123527	SEPT-DEC2024	12/01/2024	13,500.00
00222212	01/17/2025	NORTHERN HARDWOOD CO INC Refinish Dance Room flooring	P0123206	2024 0216	12/19/2024	9,887.14
00222213	01/17/2025	Northwest Studio TULLYS SITE PLANNING	P0123569	2401-11/2407-04R	01/09/2025	78,600.56
00222214	01/17/2025	NW Hydraulic Consultants Inc. Sub Basin 46a.3 Watercourse	P0120250	32373	12/27/2024	167.50

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00222215	01/17/2025	OAC SERVICES INC PSM FACILITY PRE-DESIGN	P0123568	150205	12/16/2024	10,960.00
00222216	01/17/2025	Olson Brother's Pro-Vac LLC Stormwater Utility M&O	P0119484	220651526	01/06/2025	20,485.60
00222217	01/17/2025	OREGON BIOCHAR SOLUTIONS LLC Rogue BioChar 2 YD Tote	P0123520	0001721-IN	12/31/2024	3,000.00
00222218	01/17/2025	PLATT ELECTRIC electrical fitting for radio	P0123156	DEC2024	12/12/2024	4,029.87
00222219	01/17/2025	POLICE EXEC RESEARCH FORUM Membership - Chief Sutter - In	P0123592	28703	11/20/2024	270.00
00222220	01/17/2025	PREMIER CABLING LLC MICEC Access Network Additiona	P0123041	2098	01/13/2025	26,332.29
00222221	01/17/2025	PULU, ANDRU REIMBURSE: MILEAGE		01/10/2025	01/10/2025	45.56
00222222	01/17/2025	QUENCH USA INC Quench 750 Inv INV07896487	P0123531	INV07896487	09/01/2024	1,067.27
00222223	01/17/2025	RECOLOGY Storm Debris Removal/Hauling I	P0123544	0004979488	01/10/2025	32,471.77
00222224	01/17/2025	REECE, GARETH REIMBURSE: BLDG NAME PLATES		01/14/2025	01/14/2025	163.80
00222225	01/17/2025	REMOTE SATELLITE SYSTEMS INT'L EMAC Satellite Phone Services	P0123551	00130785	01/13/2025	74.00
00222226	01/17/2025	RH2 ENGINEERING INC 21-31 Sewer Pump Station Gener	P0121368	99430	01/08/2025	91,621.30
00222227	01/17/2025	ROBLE, DEEQA REIMBURSE: GIS CERT. TRAINING		01/10/2025	01/10/2025	2,321.00
00222228	01/17/2025	SAYBR CONTRACTORS INC. JC24-02S.01: FS 91 Wall and Fl	P0123161	30316	12/19/2024	4,881.34
00222229	01/17/2025	SCHOENTRUP, WILLIAM LEOFF 1 Retiree Medical Expens	P0123503	DECEMBER2024	12/31/2024	1,606.07
00222230	01/17/2025	SCHOEPHOERSTER, MEGAN REIMBURSE: HOLIDAY DECOR		01/02/2025	01/02/2025	226.29
00222231	01/17/2025	SEATTLE PUBLIC UTILITIES DEC 2024 WATER PURCHASE	P0123603	DECEMBER2024	12/31/2024	83,755.78
00222232	01/17/2025	SECURITY SOLUTIONS NW LLC PAPB - ACCESS CONTROL MANAGED:	P0123595	371405	12/19/2024	1,102.00
00222233	01/17/2025	SIEMENS INDUSTRY INC MICEC BUILDING AUTOMATION SYST	P0121339	5331627977	10/08/2024	127,591.95
00222234	01/17/2025	STRIDER CONSTRUCTION CO INC Booster Pump Station Upgrades,	P0121293	12/1/24-12/31/24	12/31/2024	420,350.94
00222235	01/17/2025	TACOMA DIESEL Standby Generator Annual	P0122182	PP#3	12/31/2024	17,413.16
00222236	01/17/2025	Tech Heads Inc. 2024 Replacements Video Upload	P0123046	INV-15354	12/31/2024	4,058.14
00222237	01/17/2025	TREE SOLUTIONS INC appraisal of loss after tree w	P0123552	37927	01/13/2025	476.25
00222238	01/17/2025	TYLER TECHNOLOGIES INC Hardware & Maint. Jan-Dec 2025		045-500069	12/31/2024	2,241.74
00222239	01/17/2025	ULINE CERT Equipment - Invoice # 185	P0123589	5008109/2013292	10/30/2024	1,469.31
00222240	01/17/2025	URBAN FOREST NURSERY INC growing trees through Fall 202	P0115092	9183-2024	07/11/2022	260.64

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00222241	01/17/2025	US BANK CORP PAYMENT SYS EMR platform subscription		5539JANUARY2025	01/06/2025	68,436.61
00222242	01/17/2025	UTILITIES UNDERGROUND LOCATION Excavation Notifications Inv 4	P0123507	4120184	12/31/2024	212.52
00222243	01/17/2025	VALLEY ELECTRIC CO AB6190: SCADA Sewer Equipment	P0118755	91658	01/03/2025	140,739.24
00222244	01/17/2025	WA ASSN OF SHERIFFS & POLICE WASPC Fall Conference - Comman	P0123593	INV032365	11/29/2024	400.00
00222245	01/17/2025	WA ST NURSERY & LANDSCAPE ASSN Tree Voucher Program	P0121994	072670	11/30/2024	2,787.54
00222246	01/17/2025	WA ST TREASURER'S OFFICE Remit Nov24 Mercer Island Cour	P0123536	8500155NOV	11/30/2024	7,439.70
00222247	01/17/2025	WA STATE DOL 12/7/2024-1/9/2025 CONCEALED P	P0123598	12/7/24-1/9/25	01/09/2025	180.00
00222248	01/17/2025	WAFD BANK Retainage Acct #62766457477 -	P0123064	12/1/24-12/31/24	12/31/2024	19,978.66
00222249	01/17/2025	WAVE ELECTRICAL LLC MICEC Gym light retro	P0123553	24179/24178	12/31/2024	19,532.95
00222250	01/17/2025	DOBBS HEAVY DUTY HOLDINGS LLC Labor Costs Inv 033R6684	P0123570	033R6668/33R6684	12/31/2024	2,755.81
00222251	01/17/2025	WHEELING PARK COMMISSION Jeremy Jasman Revenue Developm	P0123584	01/13/2025	01/13/2025	2,246.48
00222252	01/17/2025	WORK N MORE Deeqa Roble Clothing Allowance	P0123602	304605/3	11/12/2024	509.04
00222253	01/17/2025	SAFEBUILT WASHINGTON LLC On call Bldg inspection - D Sp	P0122736	3445/01076/04062	03/31/2024	1,650.00
					Total	<u>2,797,472.94</u>



CITY COUNCIL MINUTES REGULAR HYBRID MEETING JANUARY 21, 2025

CALL TO ORDER & ROLL CALL

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

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

PLEDGE OF ALLEGIANCE

The City Council delivered the Pledge of Allegiance.

AGENDA APPROVAL

It was moved by Rosenbaum; seconded by Jacobson to:

Add a statement addressing the recent hate-based vandalism at Islander Middle School as the first item of Regular Business and approve the agenda as amended.

PASSED: 7-0

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

STUDY SESSION

AB 6601: Sustainability Work Program Update

Sustainability Program Manager Alanna DeRogatis presented an update on the City's sustainability work program. She spoke about the history of sustainability on Mercer Island beginning in 2007 through the adoption of the Climate Action Plan (CAP) in 2023 and reviewed the 2030 targets in the CAP. Sustainability Program Manager DeRogatis spoke about the progress on implementation of the early action items in the CAP, and the items scheduled for work during the 2025-2026 work plan.

City Council discussed the presentation and asked questions of staff.

CITY MANAGER REPORT

City Manager Jessi Bon reported on the following items:

- **Council, Boards & Commission Meetings:** City Council Annual Planning Session – February 4 at 12:00pm and City Council Meeting at 5:00 pm. Planning Commission Meeting on January 22 at 6:00 pm.
- **City Services Updates:**
 - Arts Council Vacancy – City Council is recruiting for a vacant position on the Arts Council. The recruitment is open through February 25.
 - Island Crest Way Crosswalk Improvements – This project will install a pedestrian signal at Island Park Elementary and flashing beacons at SE 62nd and SE 63rd Streets. Construction will resume the week of February 17 (Mid-Winter Break) with branch trimming and power installations. The week of April 14 (Spring Break) crews will install and wire the pedestrian signal, flashing beacons, new light poles, and related equipment. To reduce traffic delays construction is scheduled during school breaks.
 - Traffic Signal Safety Improvements – This project makes minor upgrades to four City traffic signals in Town Center. The upgrades include enabling protected left turns and improving traffic flow and

efficiency. New pedestrian push buttons and enhanced signal heads have also been installed. Work on this project is 90% complete.

- Thrift Shop Construction – Construction at the Thrift Shop is scheduled to begin in February to rebuild the covered walkway and garage. The Thrift Shop will be closed from February 8-22 to allow contractors to complete the work that will affect donation and retail operations.
- YFS Launches PARENT LAB – YFS is launching PARENT LAB, a new parent-support program funded by the Best Star for Kids grant. These in person interactive workshops that teach parenting skills and guidance on everyday parenting challenges.
- **Upcoming Events:**
 - Celebrate Lunar New Year on February 2 from 10:00 am – 2:00 pm at MICEC.
 - Senior Resource Fair on March 1 from 10:00 am – 12:00 pm at MICEC.
- **News:**
 - New Financial Management Software – Organization-wide trainings in the new financial management software began in January, and core financial systems went live the week of January 20.
 - Paws on Patrol – Police Support Office Andrea Scinkovec has begun planning out activities and updates for the MIPD Paws on Patrol program. The first meeting and training is scheduled for May 8 beginning at 5:00 pm at Rotary Park.

APPEARANCES

There were no public appearances.

CONSENT AGENDA

AB 6599: January 10, 2025 Payroll Certification

Recommended Action: Approve the January 10, 2025 Payroll Certification in the amount of \$772,173.00 and authorize the Mayor to sign the certification on behalf of the entire City Council.

Certification of Claims:

- A. Check Register | 00222007-00222066 | 1/03/2025 | \$767,674.83
- B. Check Register | 00222067-00222136 | 1/10/2025 | \$883,892.24
- C. EFT Payments | November 2024 | \$4,524,437.54
- D. EFT Payments | December 2024 | \$2,523,366.47

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 January 7, 2025

Recommended Action: Approve the City Council Regular Hybrid Meeting Minutes of January 7, 2025.

AB 6610: Commuter Parking Project Right-of-Way Dedication

Recommended Actions: Adopt Resolution No. 1669 dedicating a portion of the former Tully's property as City right-of-way.

AB 6611: Commuter Parking Facility Project Bid Award

Recommended Action: Award the Commuter Parking Facility project to OMA Construction, Inc., a Washington-based company, and authorize the City Manager to execute a contract with OMA Construction, Inc. in an amount not to exceed \$1,697,021; and set the total project budget at \$2,446,932.

AB 6613: Approval of the 2025 AFSCME Collective Bargaining Agreement

Recommended Action: Authorize the City Manager to sign the AFSCME Collective Bargaining

Agreement for the period of January 1, 2025 through December 31, 2025 in substantially the form attached hereto as Exhibit 1.

AB 6614: Interlocal Agreement with Sourcewell for Cooperative Purchasing

Recommended Action: Authorize the City Manager to execute a Participation Agreement (interlocal) with Sourcewell for cooperative purchasing in substantially the form attached hereto as Exhibit 1.

It was moved by Reynolds; seconded by Jacobson to:

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

PASSED: 6-0

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

ABSENT: 1 (Nice)

REGULAR BUSINESS

No AB: Statement Addressing Recent Hate-Based Vandalism at Islander Middle School

Deputy Mayor Rosenbaum read the joint statement that was drafted by himself and Mayor Nice into the record.

It was moved by Rosenbaum; seconded by Reynolds to:

Adopt joint statement and issue to community.

PASSED: 7-0

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

AB 6612: Fire Apparatus Acquisition and Financing (Ordinance No. 25-04, First Reading)

Eastside Fire & Rescue Deputy Chief Doug McDonald spoke about the two Mercer Island fire apparatus that are up for replacement in 2025, the price of the velocity pumper and of the freightliner pumper, the build times to receive the apparatus, and the anticipated acquisition dates of the new apparatus.

Finance Director Matt Mornick discussed the financing and budgetary impacts of the acquisition of the fire apparatus.

City Council discussed the acquisition and asked questions of staff.

It was moved by Weinberg; seconded by Jacobson to:

Set Ordinance No. 25-04 authorizing purchase of two fire apparatus (one Pierce Velocity Pumper and one Pierce Freightliner Pumper) and authorizing a purchase agreement with Hughes Fire Equipment, Inc. and a Master Tax-Exempt Installment Purchase Agreement with Municipal Asset Management, Inc. finance both fire apparatus for second reading and adoption on February 4, 2025

PASSED: 7-0

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

AB 6600: Middle Housing and Accessory Dwelling Units - HB 1110, HB 1337 and SB 5258 Compliance

CPD Director Jeff Thomas spoke about the process for development of interim regulations related to HB 1110, HB 1337, and SB 5258 to comply with state mandates related to land use and housing. He noted that staff will return on February 4 with the first reading of an interim ordinance.

CPD Deputy Director Alison Van Gorp spoke about the legislative requirements of HB 1110, HB 1337, and SB 5258, about the scope of work for the interim regulations and development of permanent regulations, and about unit lot subdivision and unity density. She discussed the six policy questions before the City Council and the direction staff are looking for that will be used in the development of the interim regulations.

City Council discussed the briefing and asked questions of staff.

It was moved by Reynolds; seconded by Weinberg to:

Direct staff to prepare an ordinance containing interim development regulations for public hearing and consideration on February 4, 2025 incorporating the following six middle housing types: duplex, triplex, fourplex, townhouses, courtyard apartments, and staked flats.

PASSED: 7-0

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

It was moved by Weinberg; seconded by Reynolds to:

Direct staff to prepare an ordinance containing interim development regulations for public hearing and consideration on February 4, 2025 incorporating the standard density approach (Option 1).

PASSED: 7-0

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

It was moved by Reynolds; seconded by Rosenbaum to:

Direct staff to prepare an ordinance containing interim development regulations for public hearing and consideration on February 4, 2025 setting an allowed unit density with a maximum of two units per lot in the R-8.4, R-9.6, R-12 and R-15 zones, with a maximum of four units per lot permitted within ¼-mile walking distance of a major transit stop or when one unit is affordable. Additionally, the interim development regulations should specify that ADUs will be considered a unit for the purpose of calculating unit density

PASSED: 7-0

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

It was moved by Rosenbaum; seconded by Weinberg to:

Direct staff to prepare an ordinance containing interim development regulations for public hearing and consideration on February 4, 2025, including a maximum floor area for ADUs of 1,000 square feet and to tie the existing 5% GFA bonus for ADU creation attached to single-family dwellings to a requirement of at least one parking space per ADU unit.

PASSED: 7-0

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

It was moved by Weinberg; seconded by Jacobson to:

Direct staff to prepare a resolution for consideration on March 4, 2025 to amend the City's fee schedule to apply existing impact fee rates to middle housing and ADUs.

PASSED: 7-0

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

OTHER BUSINESS

Planning Schedule

City Manager Jessi Bon spoke about the February 4 City Council Annual Planning Session and Regular Meeting, and the Joint Meeting with the School Board on February 6.

Councilmember Absences and Reports

Councilmember Weiker will be absent on March 18.

Councilmember Weinberg noted his next monthly open lunch will be at 12pm on February 15 at Toshi's Teriyaki.

Councilmember Anderl noted that there was a WRIA 8 meeting last week.

Councilmember Jacobson noted that there was Utility Board and Open Space Conservancy Trust Board meetings last week.

City Council was in recess from 7:01 pm – 7:10 pm.

EXECUTIVE SESSION

At 7:10 pm, Mayor Nice convened an Executive Session in Room 104 at the Mercer Island Community & Event Center, 8236 SE 24th Street, Mercer Island, WA and via Microsoft Teams.

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

Mayor Salim Nice, Deputy Mayor Dave Rosenbaum, and Councilmembers Jake Jacobson, Craig Reynolds, Wendy Weiker, and Ted Weinberg participated in person.

Mayor Nice adjourned the Executive Session at 7:48 pm.

ADJOURNMENT

The Regular Hybrid Council Meeting adjourned at 7:48 pm.

Salim Nice, Mayor

Attest:

Andrea Larson, City Clerk



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6617
January 7, 2025
Consent Agenda

AGENDA BILL INFORMATION

TITLE:	AB 6617: Rare Disease Day, Proclamation No. 353	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Approve Proclamation No. 353 Proclaiming February 28, 2025 as Rare Disease Day on Mercer Island.	

DEPARTMENT:	City Council
STAFF:	Salim Nice, Mayor Andrea Larson, City Clerk
COUNCIL LIAISON:	n/a
EXHIBITS:	1. Proclamation No. 353
CITY COUNCIL PRIORITY:	n/a

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

EXECUTIVE SUMMARY

The purpose of this agenda bill is to proclaim February 28, 2025 as Rare Disease Day on Mercer Island, Proclamation No. 322 (Exhibit 1).

BACKGROUND

Currently, more than 25 million Americans are affected by rare diseases and with over 300 million people globally living with a rare disease. Nearly 11,000 rare diseases are characterized by a broad diversity of disorders and symptoms that vary not only from disease to disease, but also from patient to patient suffering from the same disease. Relatively common symptoms can hide underlying rare diseases leading to misdiagnosis and delaying treatment. Quintessentially disabling, the patient’s quality of life is affected by the lack or loss of autonomy due to the chronic, progressive, degenerative, and frequently life-threatening aspects of the disease.

The first Rare Disease Day was celebrated in 2008 on February 29, a “rare” date that happens only once every four years. Ever since, Rare Disease Day has taken place on the last day of February each year to raise awareness among the public and decision-makers about rare diseases and the impact on patients’ lives.

ISSUE/DISCUSSION

The key message for Rare Disease Day 2025 is “More Than You Can Imagine.” Rare diseases affect people in all communities, across all borders. On February 28, community members are invited to express support, advocate for equitable access to diagnosis, treatment, care, and social opportunities for the over 300 million people living with a rare condition, including those living with rare diseases in the Mercer Island community. #RareDiseaseDay

RECOMMENDED ACTION

Approve Proclamation No. 353 proclaiming February 28, 2025 as Rare Disease Day on Mercer Island.



City of Mercer Island, Washington *Proclamation*

WHEREAS, as many as 1 in 5 Americans are living with various disabilities, whether from diseases, injuries, aging, or other causes. Disability is diversity, and the disabled deserve the same opportunities for accessibility as others do, as a matter of fairness, equity, and inclusion.

1 in 10 people suffer from nearly 11,000 different rare diseases, and 95 percent of them do not have a cure, according to the National Institute of Health (NIH).

Rare Disease Day is observed annually on the last day of February, the rarest date on the calendar, to underscore the nature of rare diseases and their effects on us all.

Since 2008, Rare Disease Day has brought together millions of people worldwide in solidarity with the 300 million people living with a rare disease.

The key message for Rare Disease Day 2025 is More than you can imagine. Rare diseases affect people in all communities, across all borders. On February 28, community members are invited to express support, advocate for equitable access to diagnosis, treatment, care, and social opportunities for the over 300 million people living with a rare condition, including those living with rare diseases in the Mercer Island community.

NOW, THEREFORE, I, Salim Nice, Mayor of the City of Mercer Island, do hereby proclaim February 28, 2025 as

RARE DISEASE DAY

on Mercer Island and I encourage Islanders to support the #RareDiseaseDay campaign by expressing support for those living with rare diseases in the Mercer Island community.

APPROVED, this 4th day of February 2025.

Mayor Salim Nice

Proclamation No. 353





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

**AB 6618
February 4, 2025
Consent Agenda**

AGENDA BILL INFORMATION

TITLE:	AB 6618: 2025-2026 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
RECOMMENDED ACTION:	No action necessary. Receive report.	

DEPARTMENT:	City Manager
STAFF:	Jessi Bon, City Manager
COUNCIL LIAISON:	n/a
EXHIBITS:	1. 2023-2024 Work Plan Matrix 2. 2025-2026 Work Plan Matrix 3. 2025-2026 Biennial Budget Work Plans by Department
CITY COUNCIL PRIORITY:	4. Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community.

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

EXECUTIVE SUMMARY

The purpose of this agenda item is to provide an update to the City Council on major work plan items in the 2023-2024 Work Plan (Exhibit 1) and review the 2025-2026 Work Plan (Exhibit 2).

BACKGROUND

The City’s work plan is developed to meet legal (federal, state, and local) requirements as well as to achieve the City Council’s priorities.

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

On the next page are the adopted City Council Priorities and primary areas of focus for the 2023-2024 and 2025-2026 biennium, respectively:

2023-2024 City Council Priorities		2025-2026 City Council Priorities	
Priority 1	Develop data-driven economic development and retail plans and strategies to activate Town Center and other business areas.	Priority 1	Engage the qualified expertise necessary to provide the guidance to enable the development of a comprehensive long-range plan for Town Center which recognizes, addresses, and balances business, housing, and parking uses
Priority 2	Sustain and enhance our natural environment, especially parks and open spaces, to benefit this generation and others that follow.	Priority 2	Sustain and enhance our natural environment, especially parks and open spaces, to benefit this generation and others that follow.
Priority 3	Make once-in-a-generation investments to update and modernize aging infrastructure, capital facilities, and parks.	Priority 3	Make once-in-a-generation investments to update and modernize aging infrastructure, capital facilities, and parks.
Priority 4	Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community.	Priority 4	Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community.

Exhibits 1 and 2 are work plan matrices for the 2023-2024 biennium and the 2025-2026 biennium, respectively. Not all work plan items are included in the matrix, but the full list of 2025-2026 Work Plan Items, as adopted in the biennial budget as well as additional projects and work plan items, is available in Exhibit 3. Staff continue to track work plan items via the work plan matrix, which is presented to the City Council at least twice per year.

A list of completed work plan items from the 2023-2024 biennium are summarized below. Major work plan items and projects from the 2023-2024 biennium that are carrying over to the new biennium have been incorporated into the 2025-2026 matrix.

ISSUE/DISCUSSION

The following is a snapshot of the 2023-2024 work plan items that have been completed.

Administrative Services

- Completed a Classification & Compensation Study for all non-represented employees.
- Developed a citywide compensation policy and philosophy that was approved by the City Council and enacted in July 2024.
- Conducted a biennial public opinion survey in 2024 to inform the 2025-2026 budget process.
- Finalized and implemented the GIS Utility Network Data Project.
- Bargained successor Collective Bargaining Agreements with Police and AFSCME.
- Implemented a semi-monthly payroll process that began in January 2025.
- Provided ethics training for all public officials, as well as identified and developed improved procedures for onboarding new public officials.

City Attorney's Office

- Supported Community Planning & Development in their efforts to finalize the 2024 Comprehensive Plan Periodic Update.
- Worked collaboratively with Administrative Services in the completion of new Collective Bargaining Agreements with Police.
- Continued support to the City Manager relating to the 2017 Settlement Agreement with Sound Transit.

City Manager's Office

- Implemented the organizational structure as approved in the 2023-2024 budget.
- The entirety of the City's Work Plan for 2023-2024 was affected by the closure of City Hall in 2023. The City Manager's Office continues to manage the City's response to the closure of the building and is progressing with long-term facilities planning changes. 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 Facility.
 - 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 temporary Police Modular buildings have been deployed in the City Hall parking lot.
- Sunsetting the Town Center Permit Parking program and updated the fees for parking penalties.

Community Planning and Development

- Researched, developed, and finalized the 2024 Comprehensive Plan Periodic Update, as approved by City Council in December 2024.
- Updated the construction codes according to state requirements.
- Completed the parking study for Town Center.
- Completed the Business Code Zone Amendment.

Finance

- Completed internal testing for the new financial management software. Staff trainings began in January 2025 as the phased implementation of the new financial management software system continues.
- Completed a cost allocation methodology analysis to identify the full costs of services provided by internal service departments.
- Developed a Special Revenue Fund to track permit revenues in the Community Planning and Development Department, intended for execution in Q1 2025.
- Adopted the 2025-2026 Biennial Budget.

Fire

- Completed training of six personnel to become Red Card certified to assist with Mercer Island and regional wildland related emergencies.
- Purchased King County Public Health certified defibrillators for 911 responses.
- Successfully developed lesson plans for approximately 10 public education related topics for utilization with community and regional partners.

Municipal Court

- Completed a court security assessment as part of ongoing efforts to improve court security in line with Washington State General Court Rule guidelines.
- Court services moved into a semi-permanent location in the City of Newcastle.

Recreation

- Integrated use of CivicOptimize, a software tool for permitting and rentals.
- Achieved MICEC rental occupancy goals of over 2,000 bookings by the end of 2024.
- Drop-in programming participation exceeded stated goals in 2023 and 2024.
- Expanded and enhanced opportunities for recreation service sponsorships, park asset donations, and property donations.
- Increased collaboration with local community organizations to partner on special events, programs, volunteerism, and other community engagement opportunities.

Police

- Collaborated with public safety partners and successfully implemented the Puget Sound Emergency Radio Network (PSERN) for public safety communications.
- Resumed the National Night Out community wide event in August 2024, enhancing community-building and crime prevention efforts.
- Completed the move into the new modular buildings after delivery of the third and final building in October 2024, allowing Police staff to have a central location and work more cohesively after the closure of City Hall.
- Recruited and hired a new Chief of Police, Police Services Officer, Records Supervisor, and four new Patrol Officers.

Public Works

- For 120 days, the City operated under an Emergency Proclamation in response to the leaking underground Seattle Public Utilities (SPU) water supply pipeline. Public Works lead the response, overseeing water conservation efforts, the installation of 1,300 feet of flexible liner into the leaking pipe, and initial design efforts to replace and move the water supply line to improve resilience of water supply to Mercer Island.
- Completed work with Recology and King County to update solid waste rates for 2023 and 2024.
- Finished work on the Water Meter Replacement project.
- Completed site characterization for soil and groundwater at Fire Station 91.
- Athletic field turf replacement projects were completed at Island Crest Park North Field and the South Mercer Playfields, where the backstop was also updated.

Youth and Family Services

- Transitioned YFS operations to ensure compliance with HIPPA standards.
- Completed the update to the YFS Policy and Procedures manual.
- Integrated and expanded Trauma-Informed Approaches (TIA) Organizational Development.
- YFS contracted with Hopelink to bring their Mobile (Food) Market to the MICEC parking lot every two weeks to provide fresh, frozen, and shelf-stable food items to Islanders experiencing food insecurity.
- Increased annual Thrift Shop revenues by 10% each year in the biennium based on FY 2022 gross revenues.

NEXT STEPS

The next City Council update on the 2025-2026 Work Plan is scheduled for fall of 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
Administrative Services															
Review and update citywide policies regarding human resources, finance, purchasing, fleet, and others.	50%	Jan-21	Dec-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. (3) Fire bargaining group for the years 2023 through 2025.	70%	Jan-24	Dec-24												
Conduct a Citywide Classification & Compensation Study.	100%	Feb-21	Aug-24									Complete			
Develop a citywide compensation policy and philosophy subject to review and approval by the City Council.	100%	Apr-22	Jul-24									Complete			
Conduct a biennial public opinion survey in 2024 to inform the 2025-2026 budget process.	100%	Jan-24	Jun-24							Complete					
Complete GIS Utility Network Data Upgrade Project by Q2 2023.	100%	Feb-22	Jun-23				Complete								
City Attorney's Office															
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	Dec-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					Complete							
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. (3) Fire bargaining group for the years 2023 through 2025.	75%	Jan-23	Mar-25												
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.	100%	Mar-22	Dec-24									Complete			
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	
City Manager's Office														
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			Complete								
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											
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.	N/A	Jan-24	Dec-24											
Community Planning and Development														
Complete 2024 Comprehensive Plan Periodic Update by Q2 2024 as directed by the City Council in March 2022.	100%	Mar-22	Dec-24										Complete	
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.	100%	Jul-21	Dec-24										Complete	
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.	50%	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.	100%	Jan-23	Dec-24										Complete	
Update the construction codes according to state requirements by Q2 2023.	100%	Jan-23	Jun-24					Complete						
Complete a Parking Study for Town Center.	100%	May-22	Mar-24					Complete						
Business Code Zone Amendment.	100%	Oct-22	Jun-23			Complete								

Project	PROGRESS	START	END	2023				2024				2025		Item 5.			
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2				
Finance																	
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.	70%	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											Complete			
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											Complete			
Assist Public Works with the completion of the Water Meter Replacement Project by Q3 2024.	100%	Jul-21	Dec-24											Complete			
Transition to monthly financial reports. Implementation of this goal is tied to procurement and implementation of the new financial software.	70%	Dec-22	Dec-25														
Fire																	
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											Complete			
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					Complete									
Purchase King County Public Health certified defibrillators for 911 response by Q3 2023.	100%	Oct-22	Nov-23					Complete									
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					Complete									
Municipal Court																	
Conduct court security assessment. Work to improve court security in line with Washington State General Court Rule guidelines.	100%	Feb-23	Ongoing											Complete			
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.	100%	Dec-22	Dec-24											Complete			

Project	PROGRESS	START	END	2023				2024				2025		Item 5.	
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2		
Police Department															
Prepare for the new Light Rail station, to include response protocols and pedestrian and vehicles safety considerations. This work is ongoing.	90%	Jan-21	Dec-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					Complete							
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	Ongoing												
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	Ongoing												
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.	0%	Jan-24	Dec-24												

Project	PROGRESS	START	END	2023				2024				2025		Item 5.			
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2				
Public Works																	
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.	50%	Jan-23	Dec-27														
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.	100%	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						Complete								
Implement the Supervisory Control and Data Acquisition Project ("SCADA" Project) by Q4 2023.	85%	Jan-21	Nov-25														
Complete the Water Meter Replacement Project by Q3 2024.	90%	Jul-21	Jun-25														
Luther Burbank Docks reconfiguration and repair project.	50%	Jun-20	Dec-26														
Develop Joint Master Plan for Clarke Beach and Groveland Beach Parks by Q4 2023.	25%	Mar-22	Dec-26														
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														
Adopt the Climate Action Plan by Q2 2023. Begin Council directed implementation of strategies and actions from the adopted Plan by Q4 2024.	100%	Jan-23	Dec-24											Complete			
Complete the Site Characterization for soil and groundwater at Fire Station 91 by Q4 2022.	100%	Jan-21	Dec-24											Complete			
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											Complete			
Reservoir Pump Replacements.	65%	Mar-22	Jun-25														
Reservoir Improvements.	70%	Mar-22	Jul-25														
First Hill Booster Station Generator Replacement.	25%	Jun-22	Dec-25														

Project	PROGRESS	START	END	2023				2024				2025		Item 5.			
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2				
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										Complete				
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								Complete						
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					Complete									
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				Complete										
Expand drop-in programming to increase diversity of offerings by 25-50% by Q1 2024.	100%	Jan-23	Mar-24						Complete								
Collaborate with local community organizations to partner on special events, programs, volunteerism, and other community engagement opportunities.	100%	Jan-23	Ongoing											Complete			
Expand and enhance opportunities for recreation service sponsorships and park asset and property donations.	100%	Jan-23	Dec-24											Complete			
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.	25%	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									Complete					
Integrate and expand Trauma-Informed Approaches (TIA) Organizational Development.	100%	Jan-23	Jun-23			Complete											
Increase Thrift Store annual revenues by 10% each year of the biennium based on FY 2022 gross revenues.	100%	Jan-23	Dec-24											Complete			
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.	100%	Jan-23	Dec-24											Complete			
Transition YFS operations to ensure compliance with HIPAA standards by Q4 2022.	100%	Apr-21	Oct-23					Complete									
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					Complete									



City of Mercer Island

2025-2026 Work Plan Matrix

Item 5.

Project	PROGRESS	START	END	2025				2026				2027			
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Administrative Services															
Review and update citywide policies (Purchasing Policies and Expense and Travel Policy).	0%	Jan-25	Jun-26	█	█	█	█	█	█						
Negotiate new Collective Bargaining Agreements with bargaining groups: (1) Police and Police Support bargaining groups for the years 2027 through 2029. (2) AFSCME bargaining group for the years 2026 through 2028.	0%	Jan-25	Dec-26	█	█	█	█	█	█	█	█				
Continue implementation of HRIS software to centralize employee data, payroll, and benefits. This work is ongoing.	80%	Jan-21	Jun-25	█	█										
Develop a comprehensive onboarding program for new employees. This work began in 2023-2024 and is in progress. Staff aim to complete the work by Q2 2025.	50%	Jan-25	Jun-25	█	█										
Conduct a biennial public opinion survey in 2026 to inform the 2027-2028 budget process.	0%	Jan-26	Jun-26					█	█						
Preparing for Department of Justice rule regarding web and mobile app access for people with disabilities.	10%	Dec-24	Dec-26	█	█	█	█	█	█	█	█				
Collaborate with the City Manager's Office, IT, and other stakeholders to evaluate and plan for the implementation of AI tools to enhance customer service efficiency and interaction.	0%	Jan-25	Dec-26	█	█	█	█	█	█	█	█				
City Attorney's Office															
Monitor, enforce, and close out the 2017 Sound Transit Settlement Agreement.	99%	Jan-21	Dec-25	█	█	█	█								
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	█	█										
Negotiate contracts in a variety of areas, including Right of Way (ROW) franchises, real estate and development services, environmental law, public works, and professional services.	0%	Apr-25	Feb-26		█	█	█	█							
Support the City Manager's Office with managing the design of a new Public Safety and Maintenance Facility (PSM), preparing a ballot measure to fund its construction, and re-housing other displaced City services.		Jan-25	Dec-25	█	█	█	█								
Support CPD to ensure ordinances comply with new state laws regarding land use.		Jan-25	Dec-26	█	█	█	█	█	█	█	█				

Project	PROGRESS	START	END	2025				2026				2027		Item 5.	
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2		
City Manager's Office															
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 Facility(PSM), prepare for a ballot measure to fund its construction, and re-house other displaced City services.	25%	Jan-25	Nov-25	█	█	█	█								
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	Dec-25	█	█	█	█								
Administer the Sound Transit Settlement Agreement to include tracking of appropriations and expenditures, contract management, and submission of invoices.	Ongoing	Jan-21	Dec-25	█	█	█	█								
Conduct a comprehensive needs assessment to identify areas of City operations where AI can drive efficiency (e.g. data analysis, project tracking, report generation, language translation, and customer service). Develop a plan outlining AI goals and objectives, implementation steps, policy and training needs, and funding strategies. Research potential AI tools and platforms that will enhance and support city services, conduct pilot programs to test products and tools, and actively network with other public entities as to their experiences with AI. Complete by Q3 2026.	0%	Jan-25	Sep-26	█	█	█	█	█	█	█					
Continue to coordinate implementation of the programs and policies identified in the Town Center Parking Plan.	25%	Jan-25	Dec-25	█	█	█	█								
Research and develop a new Parks Zone in coordination with the Community Planning and Development Department and the Recreation Division. Support the Parks and Recreation Commission in developing a recommendation for consideration by the Planning Commission and the City Council and facilitate a community engagement process. Work is anticipated to be completed by Q4 2025.	30%	Jan-25	Dec-25	█	█	█	█								
Community Planning and Development															
Comply with all outstanding (pre-2025) state legislative mandates related to housing, planning, and permitting through the adoption of interim development regulations (HB 1042, HB 1110, HB 1293, HB 1337, HB 1998, HB 2321, SB 5258, SB 5290, SB 6015).	60%	Jan-24	Dec-25	█	█	█	█								
Renew existing interim development regulations until permanent legislative review processes are completed.	Ongoing	Jan-25	Dec-26	█	█	█	█	█	█	█	█				
Complete legislative processing of all outstanding (pre-2025) docket items (Docket Reference #'s 21-16, 23-7, 23-8, 23-9, 23-14, 23-18).	0%	Jan-25	Dec-26	█	█	█	█	█	█	█	█				
Complete permanent legislative review of interim development regulations for temporary uses and structures (Docket References #'s 23-10, 23-15).	0%	Jan-25	Jun-25	█	█										
Evaluate and report back to City Council on establishing an affordable housing fee-in-lieu program related to Town Center development for the purpose of implementing in 2025.	25%	Dec-24	Jul-25	█	█	█									
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.	Ongoing	Jan-24	Dec-26	█	█	█	█	█	█	█	█				
Compile and analyze potential improvements to the development codes and propose such for the annual docket as appropriate.	Ongoing	Jan-23	Dec-26	█	█	█	█	█	█	█	█				
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 focused on converting records from past years and will eventually become ongoing work.	50%	Jan-24	Dec-25	█	█	█	█								
Evaluate options for permitting software updates or upgrades.	25%	Nov-25	Dec-25	█	█	█	█								

Project	PROGRESS	START	END	2025				2026				2027			
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2		
Finance															
Conduct a phased implementation of the new financial management software system. The remaining phases of implementation include new software tools to simplify the process of accepting payments for municipal services and streamlining business and occupation tax processing by Q4 2025.	0%	Jan-25	Dec-25	█	█	█	█								
Incorporate monthly financial reporting by Q4 2025 into City operations. Implementation of this goal is tied to the use of the new financial software system.	0%	Jan-25	Dec-25	█	█	█	█								
Work with the City Manager’s Office, Administrative Services, and community partners on a stabilization plan for Youth and Family Services revenues. This work is tied to Thrift Shop operations and development of a sustainable long-term funding strategy. This work is ongoing.	Ongoing	Jan-25	Ongoing	█	█	█	█	█	█	█	█	█	█	█	█
Work with the Police Department and the City Manager’s Office to implement a new cost sharing model for marine patrol services with contract cities by Q4 2026 in alignment with the City’s cost allocation policy.	50%	Jan-25	Dec-26	█	█	█	█	█	█	█	█				
Support the City Manager’s Office on real estate matters related to the closure of City Hall.	Ongoing	Jan-25	Ongoing	█	█	█	█	█	█	█	█	█	█	█	█
Assist the City Manager’s Office with short and long-term financing strategies for the future Public Safety and Maintenance Facility. This work is ongoing through the biennium.	Ongoing	Jan-25	Ongoing	█	█	█	█	█	█	█	█				
Fire															
Evaluate turnout and travel times to possibly modify the geographical response boundaries between Station 91, Station 92, and regional partners by Q2 2026.	0%	Jan-25	Jun-26	█	█	█	█	█	█						
Work with Sound Transit on design, plan review, and installation of fire suppression systems for the light rail station by Q4 2025.	25%	Jan-25	Dec-25	█	█	█	█								
Municipal Court															
Implement paperless court file maintenance, including outside pleading filings, discovery and records request transfers, and court file depository and usage.	10%	Jan-25	Dec-26	█	█	█	█	█	█	█	█				
Support the City Manager’s Office in completing an overhead cost analysis to ensure the interlocal with the City of Newcastle for municipal court services is in alignment with the new cost allocation policy. Revise the Interlocal Agreement based on findings. Complete by Q4 2025.	25%	Jan-25	Dec-25	█	█	█	█								

Project	PROGRESS	START	END	2025				2026				2027	2028	Item 5.
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
Police Department														
Work with City Leadership to provide adequate, temporary facilities for Police operations and continue planning work on the new Public Safety and Maintenance Facility.	50%	Apr-23	Dec-25	■	■	■	■							
Develop recruitment and retention strategies to maintain staffing levels. Host recruitment open houses to share police career information and recruit local candidates to join the Department.	50%	Jan-25	Ongoing	■	■	■	■	■	■	■	■	■	■	■
Prepare for the new Light Rail station, to include response protocols and pedestrian and vehicles safety considerations. This work is ongoing.	Ongoing	Jan-21	Dec-25	■	■	■	■							
Work with the Finance Department and the City Manager’s Office to implement a new cost sharing model for marine patrol services with contract cities by Q4 2026 in alignment with the City’s cost allocation policy.	50%	Apr-22	Dec-26	■	■	■	■	■	■	■	■			
Proactively combat crimes through crime prevention and education programs, by leveraging social media outreach and rigorous investigation efforts. This work is ongoing.	Ongoing	Jan-25	Ongoing	■	■	■	■	■	■	■	■	■	■	■
Procurement process for the Marine Patrol vessel replacement, accomplish technical specifications, publish Request for Proposals, vendor selection, execute contract utilizing existing sinking funds.	50%	Jun-24	Jun-26	■	■	■	■	■	■					
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.	Ongoing	Jan-25	Ongoing	■	■	■	■	■	■	■	■	■	■	■
Continue community outreach events including Department community meetings and listening sessions, crime prevention presentations, personal safety classes, Coffee with a Cop, Paws on Patrol, National Night Out and the community drug-takeback event. Support the Recreation Division through participation in community-wide special events. This work is ongoing.	Ongoing	Jan-25	Ongoing	■	■	■	■	■	■	■	■	■	■	■
Develop a body-worn camera program recommendation/budget proposal for City Council consideration to include funding options, policy considerations, software fees, data storage, and staff support for the anticipated public records requests by Q3 2025.	50%	Jan-23	Sep-25	■	■	■								
Implement the City Council authorized and funded "Gun Buy Back" program to be completed by Q2 2025.	50%	Jan-25	Jun-25	■	■									
Develop a program recommendation/budget proposal to replace in-car camera systems with an updated system that integrates City operating systems by Q3 2026.	50%	Jan-24	Sep-26	■	■	■	■	■	■	■				

Project	PROGRESS	START	END	2025				2026				2027		Item 5.	
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2		
Public Works															
Update the PSE Franchise Agreement.	0%	Jan-25	Jun-26												
Replacement of Water Supply Pipeline.	5%	Jan-25	Dec-27												
Implement the Supervisory Control and Data Acquisition (“SCADA”) Project.	90%	Jan-25	Dec-25												
Complete construction of reservoir facility improvements - booster pump replacements, generator replacement, reservoir coating and safety improvements.	70%	Jan-25	Jul-25												
Complete design and construction of the First Hil Booster Pump Station Generator Replacement project.	25%	Jan-25	Dec-26												
Complete the final phase of the Mercer Ways Roadside Shoulder Improvements (EMW Ph. 11).	0%	Jun-26	Aug-27												
Complete the Pedestrian and Bicycle Facilities (PBF) Plan Update by Q4 2027.	0%	Feb-26	Dec-27												
Update Water System Regulatory Compliance Plans (Water System Plan, Risk & Resilience Assessment, and Emergency Response Plan).	0%	Jan-25	Sep-26												
Complete the Luther Burbank Docks and Waterfront Renovation project.	0%	Jul-25	Dec-26												
Complete the Groveland and Clarke Beach Community Planning Effort.	10%	Jan-25	Jun-26												
Complete the Deane’s Children’s Park site design and select playground equipment replacement. Begin design and public engagement process for Aubrey Davis Park Lid A playground. Continue implementation of the voter approved parks levy including the “base levy”, playground replacement, and forest management at Pioneer Park and Engstrom Open Space.	10%	Jan-25	Dec-27												
Develop and implement an EV Charging Infrastructure Plan.	10%	Jan-25	Jun-25												
Complete and implement an Energy Management Plan and Operations and Maintenance Plan for the Mercer Island Community and Event Center.	5%	Jan-25	Dec-25												

Project	PROGRESS	START	END	2025				2026				2027		Item 5.
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	
Recreation														
Develop and implement a Sport Court Allocation and Use Policy by Q3 2025.	10%	Jan-25	Jun-25	■	■	■								
Develop policy and procedures to support reduced-cost rental access to the MICEC for third party coordinated/partnered community events by Q4 2026.	5%	Sep-25	Dec-26			■	■	■	■	■	■			
Recreation Division Annual Report to incorporate outcomes across all of Parks and Recreation by Q4 2026.	0%	May-25	Apr-26		■	■	■	■	■	■	■			
Collaborate with Parks and Recreation Commission to recommend an update to the Municipal Code: Park Rules by Q4 2026.	0%	Feb-26	Nov-26					■	■	■	■			
Achieve and maintain an annual MICEC rental occupancy level of 2,200 bookings by end of Q4 2026.	40%	Jan-24	Jan-26	■	■	■	■	■	■	■	■			
Achieve and maintain annual drop-in programming participation of 17,000 individual visits by Q4 2026.	3%	Jan-25	Jan-26	■	■	■	■	■	■	■	■			
Evaluate and develop plans for seasonal and year-round programming at the Luther Burbank Docks and Boiler Building based on goals and objectives established in the PROS Plan by Q4 of 2026. Prepare budget proposals for funding consideration as part of the 2027-2028 biennial budget.	0%	May-25	Apr-26		■	■	■	■	■	■	■			
Create and implement a web-based calendar for the MICEC and athletic fields to enhance ease of access and booking of facilities by Q1 of 2026.	70%	Jan-25	Nov-25	■	■	■	■	■						
Develop and implement fifteen (15) City-coordinated community special events annually by Q4 2025.	30%	Jan-25	Dec-25	■	■	■	■							
Review user satisfaction and the operational effectiveness of the Division's registration and facility booking software (PerfectMind/Xplore Recreation) by Q2 2025.	10%	Jan-25	Jun-25	■	■									
Evaluate options to expand, upgrade, or replace the PerfectMind/Xplore Recreation booking software by Q3 2026. Prepare a budget proposal for consideration as part of the 2027-2028 biennial budget.	0%	Jun-25	Jun-26				■	■	■	■				
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	■	■	■	■	■	■	■	■	■		
Complete phased implementation of the Arts and Culture Work Plan. This work is ongoing.	Ongoing	Jan-25	Dec-26	■	■	■	■	■	■	■	■	■	■	■
Youth and Family Services														
Work with the City Manager, Finance, and community partners on a stabilization plan for YFS revenues. This work is tied to Thrift Shop operations and development of a sustainable long-term funding strategy. This work is ongoing.	0%	Jan-25	Dec-26	■	■	■	■	■	■	■	■			
Update department outcome/output tracking and develop template for annual reporting mechanism by Q1 2025.	0%	Jan-25	Mar-25	■										
Monitor regional and federal funding opportunities for substance use prevention and mental health promotion programming to determine eligibility for available funding. This work is ongoing.	Ongoing	Jan-25	Dec-26	■	■	■	■	■	■	■	■			
Increase Thrift Shop annual revenues by 10% each year of the biennium based on FY 2024 gross revenues.	0%	Jan-25	Dec-26	■	■	■	■	■	■	■	■			
Develop a marketing and education strategy to better inform the community about the Thrift Shop and its mission to support YFS services and programs by Q4 2025.	0%	Jan-25	Dec-25	■	■	■	■							

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Administrative Services

1. **Goal: Coordinate and oversee the internal and support services teams for the City of Mercer Island.**
 - 1.1 Work with the City Manager's Office and the Finance Department to develop the 2027-2028 budget recommendation.
 - 1.2 Review and update citywide policies (Purchasing Policies, and Expense and Travel Policy).
 - 1.3 Review and update the Mercer Island City Code for outdated and obsolete references. This work is ongoing.
 - 1.4 Administer contracts for public defense services.
2. **Goal: Provide a single and centralized customer service experience for Mercer Island residents, businesses, and visitors to access City services.**
 - 2.1 Maintain customer relationship management (CRM) software to track and manage customer interactions.
 - 2.2 Track progress through data collection of calls and emails and establish performance objectives. Hold weekly interdepartmental training opportunities to increase response without forwarding to departments percentages by 1-3% over prior year.
 - 2.3 Provide citywide support for special projects and routine records maintenance.
 - 2.4 Meet with work teams and communications staff in advance of major Citywide projects to prepare tools for customer service use and community response.
 - 2.5 Collaborate with the City Manager's Office, IT, and other stakeholders to evaluate and plan for the implementation of AI tools to enhance customer service efficiency and interaction.
3. **Goal: Administer uniform Human Resources policies, procedures, and programs and process the payroll for all City employees.**
 - 3.1 Implement semi-monthly payroll schedule and process by Q2 2025.
 - 3.2 Research recruiting and hiring module in ADP software. If the module meets City needs, prepare a budget proposal for implementation consideration in 2026.
 - 3.3 Negotiate a successor collective bargaining agreement with the Police and Police Support bargaining groups for the years 2027 through 2029.
 - 3.4 Negotiate a successor collective bargaining agreement with the AFSCME bargaining group for the years 2026 through 2028.
 - 3.5 Develop and implement succession planning strategies including intentional hire ahead policies, retirement notification incentives, and planning for upcoming retirements for non-represented staff. This work is ongoing.
 - 3.6 Administer citywide training programs and develop standardized supervisor training by Q1 2026.
 - 3.7 Develop a comprehensive onboarding program for new employees. This work began in 2023- 2024 and is in progress. Staff aim to complete the work by Q2 2025.
 - 3.8 Create employee benefit statements to communicate the value of employees' total compensation package by Q4 2025.
 - 3.9 Manage the citywide performance evaluation process and employee recognition and service award programs. This work is ongoing.
 - 3.10 Review and digitize human resources and payroll records, identifying destruction and/or archival

requirement. This work is ongoing.

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 Collaborate with the City Manager's Office, IT, and others to evaluate the current website and Let's Talk platform for future integration with AI tools.
 - 4.6 Conduct a biennial public opinion survey in 2026 to inform the 2027-2028 budget process; collaborate on promotion and assist with distribution and explanation of results.
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 training and 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 Manage the digitization of City records including indexing, digitizing, preparing for destruction and/or long-term storage.
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 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.
 - 6.3 Collaborate with the City Manager's Office on the comprehensive needs assessment to identify areas of City operations where AI can drive efficiency (e.g. data analysis, project tracking, report generation, language translation, and customer service). Complete by Q3 2026.
 - 6.3.1 Develop a training program for staff to enhance their understanding and effective use of AI tools.
 - 6.3.2 Create ongoing support resources, including FAQs, policies, user manuals, and a helpdesk for

technical assistance.

- 6.3.3 Identify pilot projects within key service areas to test AI applications. Gather feedback and assess outcomes to refine approaches before broader rollout. Implement a feedback loop for continuous improvement.
- 6.3.4 Conduct an analysis of existing City software systems to evaluate the compatibility with AI tools under consideration for City use. Perform a gap analysis to determine what changes or upgrades are necessary to facilitate AI tool integration. Identify systems that may require replacement or significant upgrades to be compatible with AI technologies.
- 6.4 Update data for interactive map services (WebGIS, Cityworks, ArcGIS Hub, GeoEvent, Image Server).
- 6.5 Maintain and enhance mapping software (ESRI and VertiGIS) including procurement, licensing, and administration.
- 6.6 Consult with staff on implementing projects approved in the Capital Improvement Plan and provide project management support when needed.
- 6.7 Support citywide technology projects and business system upgrades:
 - 6.7.1 Assist the Finance Department with integration of the new enterprise-wide financial management software system.
 - 6.7.2 Assist the Public Work Department with integrating Cityworks (asset management system) with other City platforms.
 - 6.7.3 Support the Police Department in the development of a recommendation/budget proposal to update the City's digital evidence management system to allow for better storage, ease of indexing and retrieval, and the ability to interface with City operating systems by Q3 2026.
 - 6.7.4 Support the Police Department's recommendation/budget proposal to replace in-car camera systems with an updated system that integrates City operating systems by Q3 2026.
 - 6.7.5 Collaborate with the Recreation Division to explore expand, upgrade, or replace the PerfectMind/Xplore Recreation booking software. Support development of a budget proposal for consideration as part of the 2027-2028 biennial budget.
- 6.8 Assist staff in identifying and prioritizing technology projects for the 2027-2028 biennium.

City Attorney's Office

1. **Provide legal advice and guidance to the City Council, City Manager, City departments, and 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 Right of Way (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 20 claims and 30 incident reports per year.
 - 1.6 Continue to assist the City Manager's Office on effectuating and administering the terms of the 2017 Sound Transit Settlement agreement.
 - 1.7 Support the City Manager's Office on real estate matters related to the closure of City Hall.
2. **Represent the City in civil litigation and prosecution of criminal citations.**
 - 2.1 Advise and represent the City in civil lawsuits, administrative appeals, and employment matters.
 - 2.2 Monitor and enforce terms of the Sound Transit Settlement Agreement.
 - 2.3 Manage representation and work assigned to outside legal counsel.
 - 2.4 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.
 - 2.5 Administer contracts for prosecutorial services.
3. **Respond to public records requests pursuant to Public Records Act.**
 - 3.1 Coordinate timely response to public records requests.
 - 3.2 Ensure compliance with the Public Records Act and proper application of exemptions.
 - 3.3 Stay current with changes to public records laws.
 - 3.4 Review and identify destruction and/or archival requirements for records. Provide support to City departments for records retention.
 - 3.5 Develop a citywide training schedule for employees regarding records storage, retention, and destruction.
 - 3.6 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.
 - 3.7 Collaborate with the City Manager's Office, IT, Customer Service, and other staff teams on the implementation of citywide AI tools. Review current public records policies to identify necessary updates or changes that accommodate the use of AI technologies in City operations. Consider opportunities to use AI tools in public records management and explore opportunities for pilot projects to test products.

City Council

1. Engage the qualified expertise necessary to provide the guidance to enable the development of a comprehensive long-range plan for Town Center which recognizes, addresses, and balances business, housing, and parking uses.
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

1. **Goal: Engage the qualified expertise necessary to provide the guidance to enable the development of a comprehensive long-range plan for Town Center which recognizes, addresses, and balances business, housing, and parking uses.** *(Adopted City Council 2025-2026 Priority, see AB 6435)*
 - 1.1 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. This work is ongoing.
 - 1.2 Administer the Sound Transit Settlement Agreement to include tracking of appropriations and expenditures, contract management, and submission of invoices. This work is ongoing.
 - 1.3 Oversee the construction and activation of the former Tully's Property for long-term regional transit commuter parking. Construction is scheduled for completion Q2 2025.
 - 1.4 Continue to coordinate implementation of the programs and policies identified in the Town Center Parking Plan.
 - 1.4.1 Implement an on-street parking system in Town Center where a motorist would register their vehicle for 2-hours of free parking and have the option to extend this parking up to 4-hours for a paid fee by Q4 2025.
 - 1.4.2 Work with the Community Planning and Development to evaluate Public-Use agreements to use underutilized parking in privately owned parking lots and garages.
2. **Goal: Sustain and enhance our natural environment, especially parks and open spaces, to benefit this generation and others that follow.** *(Adopted City Council 2025-2026 Priority, see AB 6435)*

Goal: Make once-in-a-generation investments to update and modernize aging infrastructure, capital facilities, and parks. *(Adopted City Council 2025-2026 Priority, see AB 6435)*

 - 2.1 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.
 - 2.1.1 Proceed to schematic design phase of the PSM building and continue to engage the City Council on space and operational needs of staff teams housed there. Conduct a focused community engagement Complete by Q1 2025.

- 2.1.2 Prepare a ballot ordinance for the November 2025 election with ballot language, cost estimates, bond financing, and supporting PSM design documents for City Council consideration by Q2 2025.
- 2.1.3 Continue the comprehensive assessment work on City facilities to identify further opportunities to maintain safe and operationally efficient City buildings.
- 2.1.4 Conduct a thorough community engagement process related to the design and future operations of the PSM building. Continue work on the long-term vision for the next generation of City facilities.
- 2.2 Support the Public Works Department in the delivery of capital projects including parks levy initiatives. This work is ongoing.

3. Goal: Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community. (Adopted City Council 2025-2026 Priority, see AB 6435)

- 3.1 Implement the adopted 2025-2026 budget with a continued focus on fiscal sustainability.
- 3.2 Prepare and transmit a 2027-2028 biennial budget recommendation to include policy revisions and updates at the direction of the City Council.
- 3.3 Conduct a comprehensive needs assessment to identify areas of City operations where AI can drive efficiency (e.g. data analysis, project tracking, report generation, language translation, and customer service). Develop a plan outlining AI goals and objectives, implementation steps, policy and training needs, and funding strategies. Research potential AI tools and platforms that will enhance and support city services, conduct pilot programs to test products and tools, and actively network with other public entities as to their experiences with AI. Complete by Q3 2026.
- 3.4 Continue work on long-term financial strategies; including ongoing implementation of policies related to the long-term forecast, reserves, and operating contingencies. This work is ongoing.
- 3.5 Research and develop a new Parks Zone in coordination with the Community Planning and Development Department and the Recreation Division. Support the Parks and Recreation Commission in developing a recommendation for consideration by the Planning Commission and the City Council and facilitate a community engagement process. Work is anticipated to be completed by Q4 2025.
- 3.6 Complete an overhead cost analysis of the municipal court services interlocal agreement with the City of Newcastle to ensure the agreement is in alignment with the new cost allocation policy. Revise the interlocal agreement based on the findings. Work is anticipated to be complete by Q4 2025.
- 3.7 Track the Washington State Supreme Court’s decision regarding the proposed changes to the Standards for Indigent Defense. Collaborate with the Association of Washington Cities (AWC) to participate in the public engagement process and conduct a budget impact analysis of the Supreme Court’s decision.
- 3.8 Support the Finance Department and the Police Department to implement a new cost sharing model for marine patrol services with contract cities by Q4 2026 in alignment with the City’s cost allocation policy.
- 3.9 Implement the organizational structure as approved in the 2025-2026 budget.
 - 3.8.1 Continue to work towards filling interim/vacant positions.
 - 3.8.2 Provide support to the organization to ensure succession planning remains a priority to address upcoming retirements.
 - 3.8.3 Emphasize building and developing future leaders throughout the organization through continuing education, cross-training, and identifying other opportunities for professional growth

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. Conduct research, legislative analysis, and prepare talking points to conduct robust engagement with legislators and other key actors at the State and Federal level.
 - 4.3.1 Coordinate closely with the Association of Washington Cities (AWC), A Regional Coalition for Housing (ARCH), and other regional associations as appropriate to support the City's legislative priorities.
 - 4.3.2 Manage City contract lobbyists and City government relations staff to support the legislative work.

Community Planning & Development

1. Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community. (Adopted City Council 2025-2026 Priority, see AB 6435)

- 1.1 Work with the City Manager's Office and the Finance Department to develop the 2027-2028 budget recommendation.
- 1.2 Implement state legislation related to changes in the Growth Management Act and affordable housing initiatives by the mandated deadlines.
- 1.3 Implement the 2024 Comprehensive Plan Periodic Update including economic development and housing strategies.
- 1.4 Support the City Manager's Office in developing 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. Work is anticipated to be completed by Q4 2025.
- 1.5 Continue representation on the A Regional Coalition for Housing (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.
- 1.6 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. Coordinate with intergovernmental organizations and other local government jurisdictions on legislative advocacy.
- 1.7 Complete the annual docket process and work towards completion of work program additions. Compile and analyze potential improvements to the development codes and propose such for the annual docket as appropriate. This work is ongoing.
- 1.8 Provide administrative support to the Planning Commission as well as staff recommendations for legislative reviews.
- 1.9 Provide administrative support to the Design Commission as well as staff recommendations for design review permits.

- 1.10 Provide administrative support to the Hearing Examiner as well as staff recommendations for land use permits and appeals.
 - 1.11 Work with the Mercer Island School District (MISD) to update school impact fees as appropriate in coordination with the annual adoption of its Capital Facilities Plan.
 - 1.12 Update construction permit fees annually and include as part of the Master Fee Schedule (Q4).
 - 1.13 Continue succession planning for staff within the Department to address upcoming retirements within the team. Identify and nurture talent within the Department, 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 an emphasis on leadership development training and strategically position the Department to fill key roles to sustain momentum. This work is ongoing.
 - 1.14 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. Engage the qualified expertise necessary to provide the guidance to enable the development of a comprehensive long-range plan for Town Center which recognizes, addresses, and balances business, housing, and parking uses. (Adopted City Council 2025-2026 Priority, see AB 6435)**
- 2.1 Support implementation of the actions identified in the Town Center Parking Plan. Strengthen the relationship between the City and the local business community by providing transparent and timely information.
 - 2.2 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 OTC (over the counter) permit program when in-person customer services resume.
 - 3.5 Update the construction codes according to state requirements by Q2 2026.
 - 3.6 Continue to participate in and track efforts for online permit software options at the regional and state levels.
- 4. 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 2025-2026 Priority, see AB 6435)**
- 4.1 Provide support to the City Manager’s Office in the design of the new Public Safety and Maintenance Building.
 - 4.2 Provide support to the Public Works Capital Project team by ensuring collaboration on capital projects and timely issuance of permits.
 - 4.3 In conjunction with Information Technology staff, evaluate options for permitting software updates or upgrades.

Finance

1. **Goal: Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community.** (Adopted City Council 2025-2026 Priority, see AB 6435)
 - 1.1 Oversee the mid-biennial budget update and develop the 2027-2028 biennial budget using the new financial management software.
 - 1.2 Complete annual financial reports as specified by the State Auditor's Office each year.
 - 1.3 Implement new financial management software modules to simplify the process of accepting payments for municipal services and streamline business and occupation tax processing by Q4 2025.
 - 1.4 Collaborate with the City Manager's Office, IT, Customer Service and other staff teams to evaluate the financial implications and develop funding strategies to support the analysis, testing, evaluation, and implementation of AI technologies across City operations.
 - 1.5 Complete an audit of the City's account payables and implement best practices to coincide with the implementation of the City's new enterprise-wide financial management software by Q4 2025.
 - 1.6 Track the disposition of the City's American Relief Plan Act (ARPA) funds through Q4 2026 and meet all federal reporting requirements. This work is ongoing through the biennium.
 - 1.7 Work with the City Manager's Office, Administrative Services, and community partners on a stabilization plan for Youth and Family Services revenues. This work is tied to Thrift Shop operations and development of a sustainable long-term funding strategy. This work is ongoing.
 - 1.8 Oversee the State Auditor's Office (SAO) Annual Financial audit, Accountability audit, and in years where the City spends \$750,000+ in Federal dollars, the Federal Single audit, as required. Provide all documentation, resources, and staff support as required. This work is ongoing.
 - 1.9 Review and update the City's financial management policies regarding the following:
 - 1.9.1 Utility billing policies and procedures by Q4 2025.
 - 1.9.2 Equipment surplus policy, including review of the valuation threshold for City Council approval by Q4 2026.
 - 1.9.3 Purchasing and procurement procedures and written policies by Q4 2026.
 - 1.10 Develop a new system to forecast employee compensation costs as part of the biennial budget based on the compensation plan and collective bargaining agreements by Q4 2025.
 - 1.11 Crosstrain staff in utility billing, payroll management, month-end reconciliation, financial reporting, and other internal service workflows within the department. This work is ongoing.
 - 1.12 Support implementation of the actions identified in the Town Center Parking Plan.
2. **Goal: Provide excellent service to internal and external customers.**
 - 2.1 Support Finance staff who are working remotely and on-site while short and long-term plans for City facilities are developed. This work is ongoing.
 - 2.2 Share supervisory responsibilities with Administrative Services to help the Mercer Island Thrift Shop enhance operations.
 - 2.3 Support Public Works with a comprehensive performance review of the Recology solid waste contract relative to the requirements and standards established within the contract by Q4 2026.
 - 2.4 Begin quarterly staff trainings in Q3 2025 to develop advanced use of the new financial management software. This work is ongoing through the biennium.

- 2.4.1 Conduct on-boarding training for new hires using the financial management software. This work is ongoing.
 - 2.4.2 Maintain user permissions in the financial management software with employee turnover. This work is ongoing.
 - 2.5 In concert with Youth and Family Services, connect utility billing customers to financial assistance programs. This work is ongoing.
 - 2.6 Incorporate monthly financial reporting by Q4 2025 into City operations. Implementation of this goal is tied to the use of the new financial software system.
 - 2.7 Provide collective bargaining support for the Administrative Services Department. This work is ongoing.
 - 2.8 Provide regular opportunities for City staff to provide feedback on interdepartmental budget development and financial system trainings throughout the biennium.
 - 2.9 Work with the Police Department and the City Manager's Office to implement a new cost sharing model for marine patrol services with contract cities by Q4 2026 in alignment with the City's cost allocation policy.
 - 2.10 Support the City Manager's Office in completing an overhead cost analysis to ensure the interlocal with the City of Newcastle for municipal court services aligns with the City's cost allocation policy. Revise the Interlocal Agreement based on findings by Q4 2025.
 - 2.11 Support Administrative Services as the City transitions from bi-weekly to semi-monthly payroll processing by Q1 2025.
- 3. Goal: Make once-in-a-generation investments to update and modernize aging infrastructure, capital facilities, and parks. (Adopted City Council 2025-2026 Priority, see AB 6435)**
- 3.1 Support the City Manager's Office on real estate matters related to the closure of City Hall.
 - 3.2 Assist the City Manager's Office with short and long-term financing strategies for the future Public Safety and Maintenance Building. Provide support for the November 2025 ballot measure. This work is ongoing through the biennium.
 - 3.3 In partnership with Public Works and other operating departments, develop the City's 2027- 2032 Capital Improvement Program for City Council review and approval.
 - 3.3.1 Develop a six-year cash flow that balances anticipated resources with future community infrastructure needs.
 - 3.3.2 Evaluate and pursue outside funding as needed to support infrastructure investments that at minimum cost \$2.5 million with a useful life of at least 20 years.
 - 3.3.3 Conduct a utility rate study to inform service rate adjustments for Utility Board review as part of the 2027-2028 biennial budget by Q3 2026.
 - 3.3.4 Explore new long-term funding mechanisms for ongoing technology investments by Q4 2026.
 - 3.3.5 Revisit the funding plan (aka the sinking fund) for the replacement of synthetic turf athletic fields by Q2 2026.
 - 3.4 Assist with the implementation of the Meter Replacement Project, develop new internal business operations, and train staff based on this infrastructure improvement. This work is ongoing.

Fire

1. **Goal: Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community.** *(Adopted City Council 2025-2026 Priority, see AB 6435)*
 - 1.1 Deploy personnel and resources in an efficient and effective manner to remain responsive to community needs.
 - 1.2 Review and provide data driven updates specific to fee collection policies (ambulance transport fee, fire permit fees, GEMT, etc.), new or updated requests for contracts, and/or strategies to the City Manager in September of each year.
 - 1.3 Coordinate with Administrative Services and Finance to update the 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 Evaluate turnout and travel times to possibly modify the geographical response boundaries between Station 91, Station 92, and regional partners by Q2 2026.
 - 2.2 Strive to meet the following standards adopted by Eastside Fire & Rescue:
 - 2.2.1 **Turnout Time** (the time beginning when units receive notification of the emergency to the beginning point of response time):
 - 75 seconds for daytime EMS Incidents
 - 90 seconds for nighttime EMS Incidents
 - 105 seconds for daytime Fire incidents
 - 150 seconds for nighttime Fire incidents
 - 2.2.2 **Travel Time – EMS:**
 - Urban response/travel time of 6:30 minutes
 - Suburban response/travel time 7:30 minutes
 - 2.2.3 **Travel Time – Fire:**
 - Urban response/travel time 7:00 minutes
 - Suburban response/travel time 8:00 minutes
 - 2.3 Continue utilization of Mobile Integrated Health (MIH) funds from King County Emergency Medical Services (KCEMS) for CORE Connect (Eastside Fire & Rescue's Mobile Integrated Healthcare response unit). This work is ongoing.
3. **Goal: Emphasize community risk reduction through fire prevention and public education.**
 - 3.1 Work with Sound Transit on design, plan review, and installation of fire suppression systems for the light rail station by Q4 2025. This work is ongoing.
 - 3.2 Continue work to improve the Washington Surveying & Rating Bureau (WSRB) rating to lower insurance costs for Mercer Island residents.
 - 3.3 Work with the Community Planning & Development Department and the City Council to adopt and streamline fire code amendments as needed. This work is ongoing.
 - 3.4 Strengthen brand recognition and enhance communications on Mercer Island by improving and standardizing public education and outreach efforts.

Municipal Court

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 and submit monthly reports 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 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 2025-2026 Priority, see AB 6435)*
 - 2.1 Implement paperless court file maintenance, including outside pleading filings, discovery and records request transfers, and court file depository and usage.
 - 2.2 Continue court technology upgrades for remote hearings to facilitate more immediate access to the Court for in-custody defendants and limit jail and transport costs.
 - 2.3 Continue updating court operations procedures for improved 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 City Manager's Office in completing an overhead cost analysis to ensure the interlocal with the City of Newcastle for municipal court services is in alignment with the new cost allocation policy. Revise the Interlocal Agreement based on findings. Complete by Q4 2025.
3. **Make once-in-a-generation investments to update and modernize aging infrastructure, capital facilities, and parks.** *(Adopted City Council 2025-2026 Priority, see AB 6435)*
 - 3.1 Support the City Manager's Office in assessing future municipal court facility needs.

Police

1. **Goal: Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community.** *(Adopted City Council 2025-2026 Priority, see AB 6435)*
 - 1.1 Work with the City Manager's Office and the Finance Department to develop 2027-2028 budget recommendations.
 - 1.2 Work with City Leadership to provide adequate, temporary facilities for Police operations and continue planning for future improved accommodations.
 - 1.3 Collaborate with Administrative Services on succession planning. This work is ongoing:
 - 1.3.1 Develop succession plans for all ranks within the Police Department and identify pathways to achieve each of those ranks. Provide mentoring and leadership development for the Department's future leaders.
 - 1.3.2 Expand career development and leadership training opportunities for all ranks.
 - 1.3.3 Develop recruitment and retention strategies to ensure adequate staffing levels are maintained to allow service levels to continue at the current level.
 - 1.3.4 Host recruitment open houses to share police career information and recruit local candidates to join the Department.
 - 1.4 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.
 - 1.5 Work with the Finance Department and the City Manager's Office to implement a new cost sharing model for marine patrol services with contract cities by Q4 2026 in alignment with the City's cost allocation policy.
 - 1.6 Maintain proficiency with the special operations team, dive team, and bicycle team via regularly scheduled training sessions. This work is ongoing.
 - 1.7 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. This work is ongoing.
 - 1.8 Re-establish law enforcement agency accreditation by Q4 2026.
 - 1.9 Ensure the Department is following law enforcement standards to re-establish accreditation.
2. **Goal: Continue to focus on community safety, outreach, and education.**
 - 2.1 Recruit and retain officers to maintain minimum authorized staffing level requirements.
 - 2.2 Proactively combat crimes through crime prevention and education programs, by leveraging social media outreach and rigorous investigation efforts. This work is ongoing.
 - 2.3 Conduct traffic safety emphasis patrols and public education to maintain a low motor vehicle collision rate. Continue to partner with Public Works and the Transportation Engineer to identify and mitigate traffic issues. This work is ongoing.
 - 2.4 Recruit volunteers for Community Emergency Response Team (CERT), Map Your Neighborhood Program, and Emergency Preparedness Volunteer Teams. This work is ongoing.
 - 2.5 Update the City's Emergency Management plans. This work is ongoing.

- 2.6 Develop a Volunteers in Policing Program structured for greater community involvement in crime prevention efforts by Q4 2026.
- 2.7 Increase safety in the schools by working with our partners in the Mercer Island School District to identify and address gaps in training and other areas of need. This work is ongoing.
- 2.8 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.
- 2.9 Continue community outreach events including Department community meetings and listening sessions, crime prevention presentations, personal safety classes, Coffee with a Cop, Paws on Patrol, National Night Out and the community drug-takeback event. Support the Recreation Division through participation in community-wide special events.
- 2.10 Work with the City Manager's Office to re-establish public safety partnership and funding levels to support the Seafair regional special event.
- 2.11 Participate and engage in educational efforts related to drowning prevention and water safety, to include annual classroom presentations in local Kindergarten classes.
- 2.12 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.

3. Goal: Enhance public safety technology and communication.

- 3.1 Develop a body-worn camera program recommendation/budget proposal for City Council consideration to include funding options, policy considerations, software fees, data storage, and staff support for the anticipated public records requests by Q3 2025.
- 3.2 Develop a program recommendation/budget proposal to replace in-car camera systems with an updated system that integrates City operating systems by Q3 2026.
- 3.3 Develop a program recommendation/budget proposal to update the City's digital evidence management system to allow for better storage, ease of indexing and retrieval, and the ability to interface with City operating systems by Q3 2026.
- 3.4 Support Citywide communications by preparing timely content on public safety matters. This work is ongoing.
- 3.5 Identify and implement best practice protocols for police related media releases and social media posts working in collaboration with the City's communications plan by Q3 2025.

4. Goal: Engage the qualified expertise necessary to provide the guidance to enable the development of a comprehensive long-range plan for Town Center which recognizes, addresses, and balances business, housing, and parking uses. (Adopted City Council 2025-2026 Priority, see AB 6435)

- 4.1 Support implementation of the actions identified in the Town Center Parking Plan. This work is ongoing.
- 4.2 Collaborate with Sound Transit, King County Metro, and other agencies to ensure safe implementation of the Light Rail Station and bus intercept. This work is ongoing.
- 4.3 Prepare for the new light rail station (opening date set for 2025) including response protocols for the two Town Center Officers as well as plan for pedestrian and vehicle safety.

Public Works

1. Goal: Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community. *(Adopted City Council 2025-2026 Priority, see AB 6435)*

- 1.1 Work with the City Manager's Office and the Finance Department to develop the 2027-2028 budget recommendations.
- 1.2 Work with the City Manager's Office to complete the design of the new Public Safety and Maintenance Building. Provide support for the other capital facility projects and staff relocation initiatives due to the permanent closure of City Hall in October 2023.
- 1.3 Continue to improve the utility and efficiency of the Cityworks platform for asset management and work tracking.
 - 1.3.1 Increase staff skill, competency, and consistency of use in the Cityworks platform through regular trainings. This work is ongoing.
 - 1.3.2 Refine Cityworks integration with other City software systems (e.g., SeeClickFix, finance system) to enhance operational efficiency by Q4 2026.
- 1.4 Continue succession planning for staff within the Department to address upcoming retirements within the team. Identify and nurture talent within the Department, 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 an emphasis on leadership development training and strategically position the Department to fill key roles to sustain momentum. This work is ongoing.
- 1.5 Pursue grant opportunities and alternate funding sources that support City Council-approved projects and initiatives.

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 2025-2026 Priority, see AB 6435)*

- 2.1 Develop and adopt the Transportation Improvement Program (TIP) by July 1 each year.
- 2.2 In partnership with Finance and other operating departments, develop the City's 2027-2032 Capital Improvement Program for City Council review and approval.
 - 2.2.1 Develop a six-year cash flow that balances anticipated resources with future community infrastructure needs.
 - 2.2.2 Evaluate and pursue outside funding as needed to support infrastructure investments that at minimum cost \$2.5 million with a useful life of at least 20 years.
 - 2.2.3 Support the Finance Department with work on a utility rate study to inform utility rate adjustments for review by the Utility Board for the 2027-2028 biennium by Q3 2025.
 - 2.2.4 Explore new long-term funding mechanisms for ongoing technology investments by Q4 2026.
 - 2.2.5 Revisit the funding plan (aka the sinking fund) for the replacement of synthetic turf athletic fields by Q2 2026.
- 2.3 Develop and begin implementation of the recommendations from the Water System Reliability Action Plan to improve resiliency within the distribution system:
 - 2.3.1 Design new water transmission pipeline in alternate location to replace existing 24"

transmission pipeline.

2.3.2 Continue feasibility study on emergency well improvements, including potability and connectivity to distribution system under emergency conditions.

2.3.3 Conduct a feasibility assessment for a second emergency well on the south end of Mercer Island.

2.4 Complete a comprehensive performance review of the Recology solid waste contract relative to the requirements and standards established within the contract by Q4 2026.

2.5 Complete the Mercer Way Shoulders Improvement Program; East Mercer Way Roadside Shoulders Phase 11 will complete the Mercer Ways loop by Q3 2027.

2.6 Complete the sewer system Supervisory Control and Data Acquisition (SCADA) Project by Q4 2025.

2.7 Complete the Luther Burbank Docks and Waterfront Renovation project by Q4 2026.

2.8 Complete the Water Reservoir Improvements project to replace and improve aging components, notably the interior and exterior coatings, by Q2 2025.

2.9 Complete the Reservoir Booster Pump Station Upgrade project by Q1 2025.

2.10 Complete the Water Meter Replacement data collector infrastructure by Q4 2025.

2.11 Complete the Deane's Children's Park site design and select playground equipment replacement by Q4 2025. Begin design and public engagement process for Aubrey Davis Park Lid A playground. Continue implementation of the voter approved parks levy including the "base levy", playground replacement, and forest management at Pioneer Park and Engstrom Open Space. Provide an annual report to the City Council on the progress and impact of the parks levy.

2.12 Complete the Groveland and Clarke Beach Community Planning effort by Q4 2026 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 the 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.

2.15 Meet the annual National Pollution Discharge Elimination System (NPDES) permit requirements for the Stormwater Utility by March 31 each year.

2.16 Continue the implementation of the Americans with Disabilities Act (ADA) Transition Plan. This work is ongoing.

2.17 Complete the Pedestrian and Bicycle Facilities Plan Update (Q4 2027)

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 Mercer Island Transit Interchange (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 Implement City Council-directed strategies and actions from the adopted Climate Action Plan (CAP) by Q4 2026. Continue annual tracking and reporting on greenhouse gas emissions and maintain a public dashboard report. This work is ongoing.

4.1.1 Work with the City Manager's Office and Finance Department to pursue grants and additional

funding that further the implementation of the CAP, including those related to municipal retrofits, EV charging, fleet electrification, and renewable energy generation and storage.

- 4.1.2 Develop and implement an EV Charging Infrastructure Plan, in collaboration with Puget Sound Energy (PSE), that guides expansion of EV charging capacity throughout the city. The plan will include analysis and recommendations on the facilities and infrastructure required for the City and the Mercer Island School District to meet 2030 and 2050 fleet electrification goals.
- 4.1.3 Develop and implement a municipal Environmental Preferable Purchasing Policy that prioritizes products with the lowest environmental impact. The policy will guide purchasing decisions within each department, including vehicle and fuel purchases, and construction materials.
- 4.2 Continue implementation of the following initiatives:
 - 4.2.1 Participate in partnerships that promote residential energy-efficient electrification.
 - 4.2.2 Increase the community's and City operations' rate of waste diversion from the landfill through recycling events, enhanced compost education, expanded curbside options and other alternative recycling programs.
 - 4.2.3 Support legislation and programs that align with actions identified in the CAP, including participation in King County-Cities Climate Collaboration (K4C) and the Re+ program. This work is ongoing.
 - 4.2.4 Work towards the CAP goal of carbon neutral municipal operations by 2030. Actions include promoting energy efficient operations, performing energy efficiency retrofits, and using sustainable approaches to building design and deconstruction.
 - 4.2.5 Prepare for compliance with Washington State's Clean Building Performance Standard. Complete and implement an Energy Management Plan and Operations and Maintenance Plan for the Mercer Island Community and Event Center and begin gathering 12 months of data for energy benchmarking by Q2 2026.
 - 4.2.6 Expand climate outreach and education efforts to support ongoing community engagement in climate action. Promote the City's new tree planting incentive program, solar panel expansion, and opting in to PSE's Green Power Program.
- 4.3 Research and implement mobility initiatives that help commuters access regional transit at the Town Center without single occupant vehicle usage.
- 4.4 Continue collaboration between the Parks Natural Resources, Stormwater Operations, and Capital Project teams to effectively coordinate maintenance and capital project work and adhere to stormwater best practices. Promote clean water and stormwater management initiatives in the community.

5. Goal: Sustain and enhance our natural environment, especially parks and open spaces, to benefit this generation and others that follow. (Adopted City Council 2025-2026 Priority, see AB6435)

- 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 2026.
- 5.2 Continue implementation of the goals and objectives identified in the Parks, Recreation and Open Space (PROS) Plan.
- 5.3 Renegotiate the Washington State Department of Transportation (WSDOT) maintenance agreements for Aubrey Davis Park by Q4 2026.
- 5.4 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.

5.5 Continue efforts to preserve and enhance the City’s urban forest. Increase community outreach, education, and incentives to encourage tree planting on private land. Continue robust replanting and tree maintenance program on public lands.

6. Engage the qualified expertise necessary to provide the guidance to enable the development of a comprehensive long-range plan for Town Center which recognizes, addresses, and balances business, housing, and parking uses. (Adopted City Council 2025-2026 Priority, see AB 6435)

6.1 Support implementation of the actions identified in the Town Center Parking Plan. This work is ongoing.

6.2 Implement Town Center beautification projects including hanging flower baskets, planted median beds, and seasonal tree illumination.

Recreation Division

1. Goal: Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community. (Adopted City Council 2025-2026 Priority, see AB 6435)

1.1 Work with the Parks and Recreation Commission and Arts Council to develop and update policies identified in the Recreation Reset Strategy and/or as directed by the City Council.

1.1.1 Support the City Manager’s Office and Community Development Department in developing a new Parks Zone. Support the Parks and Recreation Commission in their review and development of a recommendation on the new Parks Zone for consideration by the Planning Commission and the City Council to include a community outreach and engagement process. Work is anticipated to be completed by Q4 2025.

1.1.2 Collaborate with the Parks Maintenance Team to identify opportunities for community donations of park assets and establish an annual process of updating the “Gift Needs Inventory” by Q4 2026.

1.1.3 Evaluate and update the Athletic Facilities Allocation and Use Policy and implement procedure changes as applicable. This work is ongoing.

1.1.4 Develop and implement a Sport Court Allocation and Use Policy to address priority use of pickleball and tennis courts for endorsement by the Parks and Recreation Commission by Q2 2025.

1.1.5 Evaluate and update Division policies and procedures to ensure alignment with the Climate Action Plan. This work is ongoing.

1.1.6 Facilitate and promote comprehensive and engaging arts and culture experiences through ongoing community partnerships which are aligned with the biennially established Arts and Culture Priorities. This work is ongoing.

1.1.7 Develop policy and procedures to support reduced-cost rental access to the MICEC for third party coordinated/partnered community events by Q4 2026.

1.1.8 Collaborate with the Parks & Natural Resources Division and Capital Projects Division to expand the Recreation Division Annual Report to incorporate outcomes across all of Parks and Recreation by Q4 2026.

1.1.9 Collaborate with the City Manager’s Office, Parks & Natural Resources Division, Public Works

leadership and Parks and Recreation Commission to recommend an update to the Municipal Code: Park Rules by Q4 2026.

- 1.2 Expand drop-in programming and rental opportunities for the Mercer Island Community and Event Center and outdoor facilities.
 - 1.2.1 Achieve and maintain an annual MICEC rental occupancy level of 2,200 bookings by end of Q4 2026, which represents an increase of 23% compared to 2023 bookings.
 - 1.2.2 Achieve and maintain annual drop-in programming participation of 17,000 individual visits by Q4 2026, which represents an increase of 10% compared to 2023 drop-in participants.
 - 1.2.3 Evaluate and develop plans for seasonal and year-round programming at the Luther Burbank Docks and Boiler Building based on goals and objectives established in the PROS Plan by Q4 of 2026. Prepare budget proposals for funding consideration as part of the 2027-2028 biennial budget.
 - 1.2.4 Create and implement a web-based calendar for the MICEC and athletic fields to enhance ease of access and booking of facilities by Q1 of 2026.
 - 1.3 Collaborate with local community organizations to implement diverse community events annually in park spaces through the application of the Special Event Sponsorship Policy.
 - 1.4 Develop and implement comprehensive marketing and communication plans for Division services focusing on strategies & methods to engage diverse sections of the population by Q4 2026.
 - 1.5 Achieve and maintain post-rental and program participant satisfaction levels of 90% as measured through end-of service surveys.
 - 1.6 Develop and implement fifteen (15) City-coordinated community special events annually by Q4 2025.
 - 1.7 Provide staff support for the Parks & Recreation Commission and the Arts Council.
- 2. Make once-in-a-generation investments to update and modernize aging infrastructure, capital facilities, and parks.** (Adopted City Council 2025-2026 Priority, see AB 6435)
- 2.1 Collaborate with the Finance Department and Capital Projects Team, revisit the funding plan (aka the sinking fund) for the replacement of synthetic turf athletic fields by Q4 2026.
 - 2.2 Review user satisfaction and the operational effectiveness of the Division's registration and facility booking software (PerfectMind/Xplore Recreation) by Q2 2025.
 - 2.2.1 Collaborate with the IT Department to identify opportunities for integration with other systems (e.g. Finance Software) to increase staff efficiency in booking and registration processes by Q4 2026.
 - 2.2.2 Dependent on outcomes of 2.2 and 2.2.1, evaluate options to expand, upgrade, or replace the PerfectMind/Xplore Recreation booking software by Q3 2026. Prepare a budget proposal for consideration as part of the 2027-2028 biennial budget.
 - 2.3 Collaborate with the Support Services Division to identify and plan for capital reinvestment at the MICEC. This work is ongoing.
- 3. Goal: Provide emergency response services related to City emergencies.**
- 3.1 Support the citywide response to the closure of City Hall.
 - 3.2 Utilize the MICEC to host shelter operations, and to meet cooling and warming center needs. Provide staffing support and access to the MICEC for board, commission, and City Council meetings.
 - 3.3 Provide facility access and booking support to all City departments.
 - 3.4 Enable and provide community engagement opportunities to all City departments.

Youth & Family Services

1. **Goal: Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community.** (*Adopted City Council 2025-2026 Priority, see AB 6435*)
 - 1.1 Work with the City Manager, Finance, and community partners on a stabilization plan for YFS revenues. This work is tied to Thrift Shop operations and development of a sustainable long-term funding strategy. This work is ongoing.
 - 1.2 Continue to partner and collaborate with the MIYFS Foundation on community fundraising campaigns. Meet regularly with the MIYFS 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.
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.
 - 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 elementary school and two staff members at the middle school and high school.
 - 2.3 Continue to monitor and integrate behavioral health data and emerging intervention strategies to address the ongoing youth mental health crisis and adverse impacts from the COVID-19 Pandemic. This work is ongoing.
3. **Goal: Scale Community Based Mental Health Services to Meet Demand**
 - 3.1 Maintain outpatient mental health services and the clinical intern program, with two to four unpaid, 9-12-month, graduate level interns placed 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 Update department outcome/output tracking and develop template for annual reporting mechanism by Q1 2025.
4. **Goal: Provide Emergency Assistance and Geriatric Case Management**
 - 4.1 Provide food support for residents facing food insecurity.
 - 4.2 Provide emergency financial assistance support as available including case management and resource/referral support each year of the biennium. Continue collaboration with the YFS Foundation to raise and pass through funds to meet additional emergency assistance needs.
 - 4.3 Provide geriatric case management services and resources/referral each year of the biennium
5. **Goal: Implement Trauma-Informed Approaches (TIA) Organizational Development**
 - 5.1 Re-implement TIA organizational assessment for the YFS department by Q2 2026
 - 5.2 Continue to integrate TIA concepts into weekly clinical team meetings, monthly YFS All Staff meetings, administrative operations, and direct clinical and case management work. This work is ongoing.
6. **Goal: Seek Funding Sustainability for the Healthy Youth Initiative.**
 - 6.1 Monitor regional and 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 2025-2026 biennium. This work is ongoing.

7. Goal: Integrate 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 or providers/experts. This work is ongoing.

8. Goal: Grow Thrift Shop operations and work towards optimizing sales.

- 8.1 Increase annual revenues by 10% each year of the biennium based on FY 2024 gross revenues.
- 8.2 Utilize sales and special events to draw customers for high-impact sale days.
- 8.3 Implement a volunteer hiring program that covers specific hours and positions to increase donation processing, production, and customer service efficiency. This work is ongoing.
- 8.4 Standardize production and donation processes and implement staff cross training to ensure consistency and best practice.
- 8.5 Develop a marketing and education strategy to better inform the community about the Thrift Shop and its mission to support YFS services and programs by Q4 2025.
- 8.6 Continue upgrading and expansion of retail space in the shop to increase revenue and customer shopping experience.
- 8.7 Collaborate with YFS to enhance and expand positive social externalities of Thrift Shop operations.



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

**AB 6619
February 4, 2025
Consent Agenda**

AGENDA BILL INFORMATION

TITLE:	AB 6619: Public Works Building Seismic Retrofit Project Appropriation and Bid Award	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Award the Public Works Building Seismic Retrofit Project construction contract to Casa Bella LLC and appropriate funds for the project.	

DEPARTMENT:	Public Works
STAFF:	Jason Kintner, Chief of Operations Alaine Sommargren, Deputy Public Works Director
COUNCIL LIAISON:	n/a
EXHIBITS:	1. Public Works Building Site Map
CITY COUNCIL PRIORITY:	3. Make once-in-a-generation investments to update and modernize aging infrastructure, capital facilities, and parks.

AMOUNT OF EXPENDITURE	\$ 1,138,420
AMOUNT BUDGETED	\$ 0
APPROPRIATION REQUIRED	\$ 1,138,420

EXECUTIVE SUMMARY

The purpose of this agenda bill is to award a public works construction contract and appropriate funds from the Capital Improvement Project Fund for seismic retrofits at the Public Works building.

- At the February 6, 2024 and May 21, 2024 City Council meetings (see [AB 6402](#) and [AB 6477](#)), City staff presented the findings from the Public Works Building Seismic Analysis and the Public Works Building Facility Conditions Assessment.
- At the July 16, 2024 City Council meeting (see [AB 6517](#)), City Council directed staff to proceed with seismic repairs to the Public Works Building.
- In December 2024, City staff issued an Advertisement for Bids for this project and received four bids.
- City staff recommends awarding the contract to the lowest responsible bidder, Casa Bella LLC, a Washington-based company, in the amount of \$886,887.
- An appropriation of \$1,138,420 is needed from the Capital Improvement Project Fund. Work will include removing a green roof system and its associated soils, roof replacements, foundation reinforcement at the mechanic shop, and various new bracing and anchoring of existing walls within the building.

BACKGROUND

The purpose of a Facilities Condition Assessment (FCA) is to inventory and evaluate building and site infrastructure conditions, document observed deficiencies, and develop a recommended strategy to ensure continuity of services, extend the life of each facility, or alternatively prepare to replace existing assets. The FCA for the Public Works building, completed in January 2024 by Northwest Studio, the City's consultant, confirmed its functional obsolescence. However, key components of the facility must remain operational for approximately five to seven years while a new building and maintenance yard is designed, funding is secured, and a new building is constructed.

Staff explored the feasibility of fully abandoning the Public Works building and using alternative facility options until the opening of the new Public Safety and Maintenance (PSM) building. Unfortunately, there are no reasonable alternatives to fully abandoning the building at this time. As a result, City Council directed staff to make the minimum necessary seismic repairs to ensure the Public Works building can operate safely in the interim.

Minor safety improvements identified in the FCA, such as fall protection at the Public Works campus and wired glass reinforcement in the building, have been addressed through a separate contract. This work was completed in January 2025.

ISSUE/DISCUSSION

PROJECT DESCRIPTION

Based on the findings of the building's Facilities Conditions Assessment (FCA), Northwest Studio engaged Quantum Consulting Engineers, a structural engineering firm, to conduct a detailed seismic analysis of the Public Works Building and to identify specific structural retrofits required (see [AB 6477](#)). Design for this project was completed based on the FCA results and Quantum's recommendations. The project will include the following seismic improvements:

- Complete removal of the existing green roof and its associated soils.
- Roof replacement in the former green roof area and installation of roof drainage and stormwater conveyance, and replacement of other selectively removed roof areas.
- Installation of anchoring between the walls and the wood diaphragms at the two higher level roofs (the second-floor office space and high bay garage).
- Installation of a subsurface concrete grade beam along the exterior of each end of the high-bay garage doors of the mechanic shop.
- Installation of bracing to numerous unbraced interior concrete masonry unit walls throughout the building.

BID RESULTS

Four construction bids were received on December 18, 2024. The following table shows the bid results.

PUBLIC WORKS BUILDING SEISMIC RETROFIT BID RESULTS	
COMPANY NAME	TOTAL BID AMOUNT
CDK Construction Services, Inc.	\$ 802,793
Casa Bella LLC	\$ 886,887
Optimus Construction and Development, Inc.	\$ 929,537
Ferguson Construction, Inc.	\$ 998,412
ENGINEER'S ESTIMATE	\$935,000 - \$1,025,00

The apparent lowest bidder – CDK Construction Services, Inc. – was determined to be non-responsible per RCW 39.04.350, because Labor and Industries (L&I) listed them as having been debarred from bidding on public works projects. Staff recommends awarding the Public Works Building Seismic Retrofits project to the lowest responsible bidder, Casa Bella LLC.

Casa Bella has successfully completed private residential and larger-scale construction projects in recent years, including on Joint Base Lewis-McChord and at several fire stations in Pierce County. A review of the L&I website confirms Casa Bella LLC is a contractor in good standing with no license violations, outstanding lawsuits, or L&I tax debt. Based on review of Casa Bella’s bid submittal and reference checks, staff has determined that Casa Bella is the lowest responsible bidder for this project and recommends awarding the project to Casa Bella LLC.

PROJECT BUDGET

Design work for this project was completed through the FCA process in 2024 by Northwest Studio and therefore is not included in the project budget for construction.

Amounts for construction, permitting, inspection, project management, and contingency brings the total estimated construction cost to \$1,138,420. Project staff have included a 15% construction contingency for this project due to potential underground conflicts during the concrete grade beam excavation and unknown conditions associated with the green roof removal.

Project costs and budget are summarized in the table below.

PUBLIC WORKS BUILDING SEISMIC RETROFIT PROJECT BUDGET	
DESCRIPTION	TOTAL
Construction Contract (Casa Bella LLC)	\$ 886,887
Permitting	\$ 18,500
Inspection Services	\$ 10,000
Construction Management (NW Studio)	\$ 45,000
Project Management/In-House Staff Support	\$ 45,000
Construction Contingency (15%)	\$ 133,033
TOTAL PROJECT COST	\$ 1,138,420
Total Available Project Budget	\$ 0
Budget Appropriation Required	\$ 1,138,420

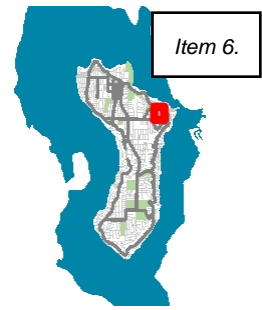
NEXT STEPS

If this award is approved, construction activities at the Public Works building are expected to begin in late February and continue for approximately four months. Public Works CIP and engineering staff, as well as the Utility Billing team, will be temporarily displaced from the upper level of the Public Works Building during construction. Select staff will have access to shared desk space at the Luther Burbank Administrative Building and several staff members will shift to working remotely while access to these offices is limited.

Substantial completion is anticipated to be achieved in early July 2025.

RECOMMENDED ACTION

Award Public Works Building Seismic Retrofit construction project to Casa Bella LLC, a Washington based company, authorize the City Manager to execute a contract with Casa Bella LLC for the construction of Public Works Building Seismic Retrofit in an amount not to exceed \$886,887, and appropriate \$1,138,420 from the Capital Improvement Project fund for the seismic retrofits at the Public Works building.



Item 6.



Legend

March 2020

- Red: Band_1
- Green: Band_2
- Blue: Band_3

1:2,467



314.6 0 157.28 314.6 Feet

Disclaimer: These maps were developed by the City of Mercer Island and are intended to be a general purpose digital reference tool. These maps are not an accepted legal instrument for describing, establishing, recording or maintaining descriptions for property concerns or boundaries. The City makes no representation or warranty with respect to the accuracy or currency of these data sets, especially in regard to labeling of surveyed dimensions, or agreement with official sources such as records of survey, or mapped locations of features.

Notes



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

**AB 6620
February 4, 2025
Consent Agenda**

AGENDA BILL INFORMATION

TITLE:	AB 6620: Safe Streets and Roads for All Program Grant Agreement	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Authorize the City Manager to accept the Fiscal Year 2023 Safe Street and Roads for All Grant Program award and execute the agreements and amendments related to the grant program.	

DEPARTMENT:	Public Works
STAFF:	Jason Kintner, Chief of Operations Patrick Yamashita, City Engineer Rebecca O’Sullivan, Transportation Engineer
COUNCIL LIAISON:	n/a
EXHIBITS:	1. USDOT / FHWA Grant Agreement under the Fiscal Year 2023 Safe Streets and Roads for All Grant Program
CITY COUNCIL PRIORITY:	3. Make once-in-a-generation investments to update and modernize aging infrastructure, capital facilities, and parks.

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

EXECUTIVE SUMMARY

Staff is seeking authorization from the City Council to accept a grant award from the U.S. Department of Transportation’s Federal Highway Administration (FHWA) to develop a Comprehensive Transportation Safety Action Plan.

- In July 2023, the City applied to and was awarded a grant from the Safe Streets and Roads for All (SS4A) program to develop a Comprehensive Safety Transportation Action Plan (Transportation Action Plan) (Exhibit 1).
- The Transportation Action Plan will recommend projects and strategies to improve roadway safety on Mercer Island and development of the plan is anticipated for 2027-2028.
- The grant funds will cover 80% of the Transportation Action Plan project costs up to \$160,000 and requires a 20% City match of \$40,000.
- In 2024, the City was selected to receive supplemental funding through a 2024 SS4A grant to update the Pedestrian and Bicycle Facilities Plan (PBF Plan).
- The PBF Plan update is planned for 2026-2027, ahead of the Transportation Action Plan. Findings from the PBF Plan will inform development of the Transportation Action Plan.

- The SS4A grant funds will cover up to \$320,000 of the PBF Plan Update and requires a City match of \$80,000. This second grant agreement will be presented to the City Council later this year for acceptance.
- The original grant and the supplemental grant are tied together. For staff to proceed with the obligation of the PBF Plan award funds later this year, the Transportation Action Plan award funds must be obligated.
- At the time these materials were published, federal grant funding is on hold, but staff recommends approving the agreement so that we are in a position to move forward with the funding if the freeze is lifted.

BACKGROUND

The Bipartisan Infrastructure Law established the Safe Streets and Roads for All (SS4A) grant program and appropriated \$5 billion over five years (2022-2026). The grant program is administered U.S. Department of Transportation's Federal Highway Administration (FHWA). The grant program funds regional, local, and tribal initiatives that support the development of Transportation Action Plans to reduce or eliminate serious injury and fatal crashes.

The City applied for and was awarded a 2023 SS4A grant and a 2024 SS4A supplemental grant. The 2023 grant will fund the development of the City's Transportation Action Plan. The grant funds will cover 80% of the project costs up to \$160,000 and requires a 20% City match of \$40,000. Once the grant agreement is executed, the City has up to five years to spend the funds and complete the Transportation Action Plan.

In 2024, the City was selected to receive supplemental planning funds through a 2024 SS4A grant to update the Pedestrian and Bicycle Facilities Plan (PBF Plan). The PBF Plan update is planned for 2026-2027, ahead of completion of the Transportation Action Plan. Findings from the PBF Plan will inform development of the Transportation Action Plan. The City supplemental grant award covers 80% of the PBF Plan costs, up to \$320,000, and requires a 20% City match of \$80,000.

The original grant and the supplemental grant are tied together. For staff to proceed with the obligation of the PBF Plan award funds later this year, the Transportation Action Plan award funds must be obligated.

ISSUE/DISCUSSION

The Transportation Action Plan will provide a detailed safety analysis for all roadways on Mercer Island, evaluating current conditions and historical trends to establish a baseline for motor vehicle accidents. This analysis will also identify contributing factors and crash types, categorized by roadway users, including motorists, pedestrians, and bicyclists.

The Transportation Action Plan will recommend projects and strategies to improve roadway safety, including proposed timelines for each strategy. Once the Transportation Action Plan is completed, the City will be eligible to apply for additional grants to support project implementation.

The Fiscal Year 2023 SS4A grant agreement for the Transportation Action Plan is included as Exhibit 1 and requires approval by the City Council. At the time these materials were published, federal grant funding is on hold, but staff recommends approving the agreement so that we are in a position to move forward with the funding if the freeze is lifted.

NEXT STEPS

Next steps include the following:

1. City Manager signs the SS4A grant agreement.
2. Staff brings the 2024 SS4A grant agreement for the PBF Plan update to the City Council in mid-2025 for approval.
3. Commence PBF Plan update in 2026-2027 and adoption in 2028.
4. Commence Transportation Action Plan in 2027-2028 and adoption in 2029.
5. Incorporate prioritized projects from the PBF Plan and Transportation Action Plan in the City's Transportation Improvement Plan (TIP).

RECOMMENDED ACTION

Authorize the City Manager to accept the Fiscal Year 2023 Safe Street and Roads for All Grant Program award in Exhibit 1 and execute all agreements and amendments related to the grant program.

- 1. **Federal Award No.**
693JJ32540200
- 2. **Effective Date**
See No. 16 Below
- 3. **Assistance Listings No.**
20.939
- 4. **Award To**
City of Mercer Island
9611 SE 36th St
Mercer Island, WA 98040

Unique Entity Id.: MU21VURG4JH3
TIN No.: 916017561
- 5. **Sponsoring Office**
U.S. Department of Transportation
Federal Highway Administration
Office of Safety
1200 New Jersey Avenue, SE
HSSA-1, Mail Drop E71-117
Washington, DC 20590
- 6. **Period of Performance**
Effective Date of Award – 60
months from effective date of award
- 7. **Total Amount**
Federal Share: \$160,000.00
Recipient Share: \$40,000.00
Other Federal Funds: \$0.00
Other Funds: \$0.00
Total: \$200,000.00
- 8. **Type of Agreement**
Grant
- 9. **Authority**
Section 24112 of the Infrastructure Investment and Jobs Act (Pub. L. 117–58, November 15, 2021; also referred to as the “Bipartisan Infrastructure Law” or “BIL”)
- 10. **Procurement Request No.**
HSA240514PR
- 11. **Federal Funds Obligated**
\$160,000.00
- 12. **Submit Payment Requests To**
See Article 5.
- 13. **Accounting and Appropriations Data**
15X0174E50.0000.055SR30500.5592000000.4101
0.61006600
- 14. **Description of the Project**
The Mercer Island Comprehensive Safety Action Plan will aim to create a roadmap for the City to prevent roadway fatalities and serious injuries.

RECIPIENT

15. Signature of Person Authorized to Sign

Signature Date
Name: Jessi Bon
Title: City Manager

FEDERAL HIGHWAY ADMINISTRATION

16. Signature of Agreement Officer

Signature Date
Name: Amalia Rodezno
Title: Agreement Officer

U.S. DEPARTMENT OF TRANSPORTATION

**GRANT AGREEMENT UNDER THE
FISCAL YEAR 2023 SAFE STREETS AND ROADS FOR ALL GRANT PROGRAM**

This agreement is between the United States Department of Transportation’s (the “USDOT”) Federal Highway Administration (the “FHWA”) and the City of Mercer Island (the “Recipient”).

This agreement reflects the selection of the Recipient to receive a Safe Streets and Roads for All (“SS4A”) Grant for the City of Mercer Island Comprehensive Safety Action Plan.

The parties therefore agree to the following:

**ARTICLE 1
GENERAL TERMS AND CONDITIONS**

1.1 General Terms and Conditions.

- (a) In this agreement, “**General Terms and Conditions**” means the content of the document titled “General Terms and Conditions Under the Fiscal Year 2023 Safe Streets and Roads for All (“SS4A”) Grant Program,” which is available at <https://www.transportation.gov/grants/ss4a/grant-agreements> under “Fiscal Year 2023.” Articles 7–30 are in the General Terms and Conditions. The General Terms and Conditions are part of this agreement.
- (b) The Recipient acknowledges that it has knowledge of the General Terms and Conditions. Recipient also states that it is required to comply with all applicable Federal laws and regulations including, but not limited to, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR part 200); National Environmental Policy Act (NEPA) (42 U.S.C. § 4321 et seq.); and Build America, Buy America Act (BIL, div. G §§ 70901-27).
- (c) The Recipient acknowledges that the General Terms and Conditions impose obligations on the Recipient and that the Recipient’s non-compliance with the General Terms and Conditions may result in remedial action, termination of the SS4A Grant, disallowing costs incurred for the Project, requiring the Recipient to refund to the FHWA the SS4A Grant, and reporting the non-compliance in the Federal-government-wide integrity and performance system.

ARTICLE 2 APPLICATION, PROJECT, AND AWARD

2.1 Application.

Application Title: City of Mercer Island Comprehensive Safety Action Plan

Application Date: July 10, 2023

2.2 Award Amount.

SS4A Grant Amount: \$160,000.00

2.3 Federal Obligation Information.

Federal Obligation Type: Single

2.4 Budget Period.

Budget Period: See Block 6 of Page 1

2.5 Grant Designation.

Designation: Planning and Demonstration

ARTICLE 3 SUMMARY PROJECT INFORMATION

3.1 Summary of Project's Statement of Work.

The Mercer Island Comprehensive Action Plan will aim to create a roadmap for the City to prevent roadway fatalities and serious injuries. The plan will provide a prioritized list of projects and strategies to address identified safety issues and serve as a building block to improve roadway safety.

Additionally, the plan will meet the conditions of the Self-Certification Eligibility Worksheet so the City will be eligible to apply for planning, demonstration, and implementation grants for the strategies/projects identified in the Action Plan.

3.2 Project’s Estimated Schedule.

Action Plan Schedule

Milestone	Schedule Date
Planned Draft Plan Completion Date:	November 3, 2028
Planned Final Plan Completion Date:	December 16, 2028
Planned Final Plan Adoption Date:	February 6, 2029
Planned SS4A Final Report Date:	February 23, 2029

3.3 Project’s Estimated Costs.

(a) Eligible Project Costs

Eligible Project Costs	
SS4A Grant Amount:	\$160,000.00
Other Federal Funds:	\$0.00
State Funds:	\$0.00
Local Funds:	\$0.00
In-Kind Match:	\$0.00
Other Funds:	\$40,000.00
Total Eligible Project Cost:	\$200,000.00

ARTICLE 4

RECIPIENT INFORMATION

4.1 Recipient Contact(s).

Rebecca O’Sullivan
 Transportation Engineer
 City of Mercer Island
 9611 SE 36th St, Mercer Island, WA 98040
 (206) 275-7655
rebecca.osullivan@mercerisland.gov

4.2 Recipient Key Personnel.

Name	Title or Position
Rebecca O’Sullivan	Transportation Engineer

4.3 USDOT Project Contact(s).

Safe Streets and Roads for All Program Manager
 Federal Highway Administration
 Office of Safety
 HSSA-1, Mail Stop: E71-117
 1200 New Jersey Avenue, S.E.
 Washington, DC 20590
 202-366-2822
SS4A.FHWA@dot.gov

and

Agreement Officer (AO)
 Federal Highway Administration
 Office of Acquisition and Grants Management
 HCFA-33, Mail Stop E62-310
 1200 New Jersey Avenue, S.E.
 Washington, DC 20590
 202-493-2402
HCFASS4A@dot.gov

and

Division Administrator – Washington
 Agreement Officer’s Representative (AOR)
 711 Capital Way S. Suite 501
 Olympia, WA 98501
 (360)753-9480
hdawa@dot.gov

and

Joel Barnett
 Washington Division Office Lead Point of Contact
 Safety/Design Engineer
 711 Capital Way S. Suite 501
 Olympia, WA 98501
 (360) 534-9323
Joel.Barnett@dot.gov

ARTICLE 5 USDOT ADMINISTRATIVE INFORMATION

5.1 Office for Subaward and Contract Authorization.

USDOT Office for Subaward and Contract Authorization: FHWA Office of Acquisition and Grants Management

SUBAWARDS AND CONTRACTS APPROVAL

Note: See 2 CFR § 200.331, Subrecipient and contractor determinations, for definitions of subrecipient (who is awarded a subaward) versus contractor (who is awarded a contract).

Note: Recipients with a procurement system deemed approved and accepted by the Government or by the Agreement Officer (the “AO”) are exempt from the requirements of this clause. See 2 CFR 200.317 through 200.327. Note: This clause is only applicable to grants that do not include construction.

In accordance with 2 CFR 200.308(c)(6), unless described in the application and funded in the approved award, the Recipient must obtain prior written approval from the AO for the subaward, transfer, or contracting out of any work under this award above the Simplified Acquisition Threshold. This provision does not apply to the acquisition of supplies, material, equipment, or general support services. Approval will be issued through written notification from the AO or a formal amendment to the Agreement.

The following subawards and contracts are currently approved under the Agreement by the AO. This list does not include supplies, material, equipment, or general support services which are exempt from the pre-approval requirements of this clause.

5.2 Reimbursement Requests

- (a) The Recipient may request reimbursement of costs incurred within the budget period of this agreement if those costs do not exceed the amount of funds obligated and are allowable under the applicable cost provisions of 2 C.F.R. Part 200, Subpart E. The Recipient shall not request reimbursement more frequently than monthly.
- (b) The Recipient shall use the DELPHI iSupplier System to submit requests for reimbursement to the payment office. When requesting reimbursement of costs incurred or credit for cost share incurred, the Recipient shall electronically submit supporting cost detail with the SF-270 (Request for Advance or Reimbursement) or SF-271 (Outlay Report and Request for Reimbursement for Construction Programs) to clearly document all costs incurred.
- (c) The Recipient’s supporting cost detail shall include a detailed breakout of all costs incurred, including direct labor, indirect costs, other direct costs, travel, etc., and the Recipient shall identify the Federal share and the Recipient’s share of costs. If the Recipient does not provide sufficient detail in a request for reimbursement, the Agreement Officer’s Representative (the “AOR”) may withhold processing that request until the Recipient provides sufficient detail.
- (d) The USDOT shall not reimburse costs unless the AOR reviews and approves the costs to ensure that progress on this agreement is sufficient to substantiate payment.

- (e) In the rare instance the Recipient is unable to receive electronic funds transfers (EFT), payment by EFT would impose a hardship on the Recipient because of their inability to manage an account at a financial institution, and/or the Recipient is unable to use the DELPHI iSupplier System to submit their requests for disbursement, the FHWA may waive the requirement that the Recipient use the DELPHI iSupplier System. The Recipient shall contact the Division Office Lead Point of Contact for instructions on and requirements related to pursuing a waiver.
- (f) The requirements set forth in these terms and conditions supersede previous financial invoicing requirements for Recipients.

ARTICLE 6 SPECIAL GRANT TERMS

- 6.1** SS4A funds must be expended within five years after the grant agreement is executed and DOT obligates the funds, which is the budget period end date in section 10.3 of the Terms and Conditions and section 2.4 in this agreement.
- 6.2.** The Recipient demonstrates compliance with civil rights obligations and nondiscrimination laws, including Titles VI of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act, and accompanying regulations. Recipients of Federal transportation funding will also be required to comply fully with regulations and guidance for the ADA, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and all other civil rights requirements.
- 6.3** SS4A Funds will be allocated to the Recipient and made available to the Recipient in accordance with FHWA procedures.
- 6.4** The Recipient of a Planning and Demonstration Grant acknowledges that the Action Plan will be made publicly available and agrees that it will publish the final Action Plan on a publicly available website.
- 6.5** There are no other special grant requirements.

**ATTACHMENT A
PERFORMANCE MEASUREMENT INFORMATION**

Study Area: City of Mercer Island

Table 1: Performance Measure Table

Measure	Category and Description	Measurement Frequency and Reporting Deadline
Equity	Percent of Funds to Underserved Communities: Funding amount (of total project amount) benefitting underserved communities, as defined by USDOT	Within 120 days after the end of the period of performance
Costs	Project Costs: Quantification of the cost of each eligible project carried out using the grant	Within 120 days after the end of the period of performance
Lessons Learned and Recommendations	Lessons Learned and Recommendations: Description of lessons learned and any recommendations relating to future projects or strategies to prevent death and serious injury on roads and streets.	Within 120 days after the end of the period of performance

**ATTACHMENT B
CHANGES FROM APPLICATION**

Describe all material differences between the scope, schedule, and budget described in the application and the scope, schedule, and budget described in Article 3. The purpose of Attachment B is to clearly and accurately document any differences in scope, schedule, and budget to establish the parties’ knowledge and acceptance of those differences. See Article 11 for the Statement of Work, Schedule, and Budget Changes. If there are no changes, please insert “N/A” in Section 3.3 of the table.

Scope: No changes.

Schedule: The schedule has been revised to reflect the unexpected time it takes to complete the grant agreement process and receive approval for execution.

Budget: No changes.

The table below provides a summary comparison of the project budget.

Fund Source	Application		Section 3.3	
	\$	%	\$	%
Previously Incurred Costs (Non-Eligible Project Costs)				
Federal Funds			N/A	N/A
Non-Federal Funds			N/A	N/A
Total Previously Incurred Costs			N/A	N/A
Future Eligible Project Costs				
SS4AFunds			N/A	N/A
Other Federal Funds			N/A	N/A
Non-Federal Funds			N/A	N/A
Total Future Eligible Project Costs			N/A	N/A
Total Project Costs	N/A	N/A	N/A	N/A

ATTACHMENT C RACIAL EQUITY AND BARRIERS TO OPPORTUNITY

1. Efforts to Improve Racial Equity and Reduce Barriers to Opportunity.

The Recipient states that rows marked with “X” in the following table align with the application:

	A racial equity impact analysis has been completed for the Project. <i>(Identify a report on that analysis or, if no report was produced, describe the analysis and its results in the supporting narrative below.)</i>
	The Recipient or a project partner has adopted an equity and inclusion program/plan or has otherwise instituted equity-focused policies related to project procurement, material sourcing, construction, inspection, hiring, or other activities designed to ensure racial equity in the overall delivery and implementation of the Project. <i>(Identify the relevant programs, plans, or policies in the supporting narrative below.)</i>
	The Project includes physical-barrier-mitigating land bridges, caps, lids, linear parks, and multimodal mobility investments that either redress past barriers to opportunity or that proactively create new connections and opportunities for underserved communities that are underserved by transportation. <i>(Identify the relevant investments in the supporting narrative below.)</i>
	The Project includes new or improved walking, biking, and rolling access for individuals with disabilities, especially access that reverses the disproportional impacts of crashes on people of color and mitigates neighborhood bifurcation. <i>(Identify the new or improved access in the supporting narrative below.)</i>
	The Project includes new or improved freight access to underserved communities to increase access to goods and job opportunities for those underserved communities. <i>(Identify the new or improved access in the supporting narrative below.)</i>
	The Recipient has taken other actions related to the Project to improve racial equity and reduce barriers to opportunity, as described in the supporting narrative below.
X	The Recipient has not yet taken actions related to the Project to improve racial equity and reduce barriers to opportunity but intends to take relevant actions described in the supporting narrative below.
	The Recipient has not taken actions related to the Project to improve racial equity and reduce barriers to opportunity and will not take those actions under this award.

2. Supporting Narrative.

The Mercer Island Comprehensive Safety Action Plan will incorporate equity considerations for underserved communities. This may include an inclusive and representative process as well as equity data analyses.

**ATTACHMENT D
CLIMATE CHANGE AND ENVIRONMENTAL JUSTICE IMPACTS**

1. Consideration of Climate Change and Environmental Justice Impacts.

The Recipient states that rows marked with “X” in the following table align with the application:

	The Project directly supports a Local/Regional/State Climate Action Plan that results in lower greenhouse gas emissions. <i>(Identify the plan in the supporting narrative below.)</i>
	The Project directly supports a Local/Regional/State Equitable Development Plan that results in lower greenhouse gas emissions. <i>(Identify the plan in the supporting narrative below.)</i>
	The Project directly supports a Local/Regional/State Energy Baseline Study that results in lower greenhouse gas emissions. <i>(Identify the plan in the supporting narrative below.)</i>
	The Recipient or a project partner used environmental justice tools, such as the EJScreen, to minimize adverse impacts of the Project on environmental justice communities. <i>(Identify the tool(s) in the supporting narrative below.)</i>
	The Project supports a modal shift in freight or passenger movement to reduce emissions or reduce induced travel demand. <i>(Describe that shift in the supporting narrative below.)</i>
	The Project utilizes demand management strategies to reduce congestion, induced travel demand, and greenhouse gas emissions. <i>(Describe those strategies in the supporting narrative below.)</i>
	The Project incorporates electrification infrastructure, zero-emission vehicle infrastructure, or both. <i>(Describe the incorporated infrastructure in the supporting narrative below.)</i>
	The Project supports the installation of electric vehicle charging stations. <i>(Describe that support in the supporting narrative below.)</i>
	The Project promotes energy efficiency. <i>(Describe how in the supporting narrative below.)</i>
	The Project serves the renewable energy supply chain. <i>(Describe how in the supporting narrative below.)</i>
	The Project improves disaster preparedness and resiliency <i>(Describe how in the supporting narrative below.)</i>
	The Project avoids adverse environmental impacts to air or water quality, wetlands, and endangered species, such as through reduction in Clean Air Act criteria pollutants and greenhouse gases, improved stormwater management, or improved habitat connectivity. <i>(Describe how in the supporting narrative below.)</i>
	The Project repairs existing dilapidated or idle infrastructure that is currently causing environmental harm. <i>(Describe that infrastructure in the supporting narrative below.)</i>

	The Project supports or incorporates the construction of energy- and location-efficient buildings. <i>(Describe how in the supporting narrative below.)</i>
	The Project includes recycling of materials, use of materials known to reduce or reverse carbon emissions, or both. <i>(Describe the materials in the supporting narrative below.)</i>
	The Recipient has taken other actions to consider climate change and environmental justice impacts of the Project, as described in the supporting narrative below.
X	The Recipient has not yet taken actions to consider climate change and environmental justice impacts of the Project but will take relevant actions described in the supporting narrative below.
	The Recipient has not taken actions to consider climate change and environmental justice impacts of the Project and will not take those actions under this award.

2. Supporting Narrative.

As part of this project, the Recipient will identify and review climate change and environmental justice impacts of projects recommended by the Mercer Island Comprehensive Safety Action Plan.

**ATTACHMENT E
LABOR AND WORKFORCE**

1. Efforts to Support Good-Paying Jobs and Strong Labor Standards

The Recipient states that rows marked with “X” in the following table align with the application:

	The Recipient demonstrate, to the full extent possible consistent with the law, an effort to create good-paying jobs with the free and fair choice to join a union and incorporation of high labor standards. <i>(Identify the relevant agreements and describe the scope of activities they cover in the supporting narrative below.)</i>
	The Recipient or a project partner has adopted the use of local and economic hiring preferences in the overall delivery and implementation of the Project. <i>(Describe the relevant provisions in the supporting narrative below.)</i>
	The Recipient or a project partner has adopted the use of registered apprenticeships in the overall delivery and implementation of the Project. <i>(Describe the use of registered apprenticeship in the supporting narrative below.)</i>
	The Recipient or a project partner will provide training and placement programs for underrepresented workers in the overall delivery and implementation of the Project. <i>(Describe the training programs in the supporting narrative below.)</i>
	The Recipient or a project partner will support free and fair choice to join a union in the overall delivery and implementation of the Project by investing in workforce development services offered by labor-management training partnerships or setting expectations for contractors to develop labor-management training programs. <i>(Describe the workforce development services offered by labor-management training partnerships in the supporting narrative below.)</i>
	The Recipient or a project partner will provide supportive services and cash assistance to address systemic barriers to employment to be able to participate and thrive in training and employment, including childcare, emergency cash assistance for items such as tools, work clothing, application fees and other costs of apprenticeship or required pre-employment training, transportation and travel to training and work sites, and services aimed at helping to retain underrepresented groups like mentoring, support groups, and peer networking. <i>(Describe the supportive services and/or cash assistance provided to trainees and employees in the supporting narrative below.)</i>
	The Recipient or a project partner has documented agreements or ordinances in place to hire from certain workforce programs that serve underrepresented groups. <i>(Identify the relevant agreements and describe the scope of activities they cover in the supporting narrative below.)</i>

	<p>The Recipient or a project partner participates in a State/Regional/Local comprehensive plan to promote equal opportunity, including removing barriers to hire and preventing harassment on work sites, and that plan demonstrates action to create an inclusive environment with a commitment to equal opportunity, including:</p> <ul style="list-style-type: none"> a. affirmative efforts to remove barriers to equal employment opportunity above and beyond complying with Federal law; b. proactive partnerships with the U.S. Department of Labor’s Office of Federal Contract Compliance Programs to promote compliance - with EO 11246 Equal Employment Opportunity requirements and meet the requirements as outlined in the Notice of Funding Opportunity to make good faith efforts to meet the goals of 6.9 percent of construction project hours being performed by women and goals that vary based on geography for construction work hours and for work being performed by people of color; c. no discriminatory use of criminal background screens and affirmative steps to recruit and include those with former justice involvement, in accordance with the Fair Chance Act and equal opportunity requirements; d. efforts to prevent harassment based on race, color, religion, sex, sexual orientation, gender identity, and national origin; e. training on anti-harassment and third-party reporting procedures covering employees and contractors; and f. maintaining robust anti-retaliation measures covering employees and contractors. <p><i>(Describe the equal opportunity plan in the supporting narrative below.)</i></p>
	<p>The Recipient has taken other actions related to the Project to create good-paying jobs with the free and fair choice to join a union and incorporate strong labor standards. <i>(Describe those actions in the supporting narrative below.)</i></p>
X	<p>The Recipient has not yet taken actions related to the Project to create good-paying jobs with the free and fair choice to join a union and incorporate strong labor standards but, before beginning construction of the project, will take relevant actions described in the supporting narrative below.</p>
	<p>The Recipient has not taken actions related to the Project to improving good-paying jobs and strong labor standards and will not take those actions under this award.</p>

2. Supporting Narrative.

As part of this project, the Recipient will identify and review options to create good-paying jobs with the free and fair choice to join a union and incorporate strong labor standards on projects recommended by the Mercer Island Comprehensive Safety Action Plan.



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

**AB 6621
February 4, 2025
Consent Agenda**

AGENDA BILL INFORMATION

TITLE:	AB 6621: Washington State Transportation Improvement Board Grant Agreement	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Authorize the City Manager to accept the \$850,000 grant from the Washington State Transportation Improvement Board to design and construct the Island Crest Way Shared Use Path Phase 1 Project	

DEPARTMENT:	Public Works
STAFF:	Jason Kintner, Chief of Operations Patrick Yamashita, City Engineer Rebecca O’Sullivan, Transportation Engineer
COUNCIL LIAISON:	n/a
EXHIBITS:	1. Grant Agreement under the Washington State Transportation Improvement Board
CITY COUNCIL PRIORITY:	3. Make once-in-a-generation investments to update and modernize aging infrastructure, capital facilities, and parks.

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

EXECUTIVE SUMMARY

Staff is seeking the City Council’s authorization to accept a grant award from the Washington State Transportation Improvement Board (TIB).

- In August 2024, staff applied to the Washington State Transportation Improvement Board for a grant in the amount of \$850,000 to design (\$106,993) and construct (\$743,007) the Island Crest Way Shared Use Path Phase 1 project.
- In November 2024, the TIB announced the selection of the Island Crest Way Shared Use Path Phase 1 project, for a total award amount of up to \$850,000.
- The Island Crest Way Shared Use Path Phase 1 project is included in the City’s adopted Six-Year Transportation Improvement Plan as a sub-task of Island Crest Way Corridor Improvements (90.20.0013). Design of Phase 1 is planned for 2025-2026 and construction is planned for 2030.
- The total project budget for design and construction of Phase 1 of the Island Crest Way Shared Use Path is \$1,620,270.
- For the obligation of award funds, the grant agreement must be signed by the City Manager.

BACKGROUND

The Washington State Transportation Improvement Board (TIB) is an independent state agency, created by the Legislature, that distributes and manages street construction and maintenance grants throughout Washington State. Funding for TIB's grant programs comes from revenue generated by the statewide gas tax.

Since 1999, TIB has helped fund several projects on Mercer Island, including:

- Pedestrian signals on Island Crest Way at SE 32nd Street, SE 42nd Street, and SE 47th Street
- Sidewalk on SE 40th Street between Island Crest Way and Gallagher Hill Road
- Traffic signal at the intersection of SE 40th Street and 86th Avenue SE

The City applied for and was awarded a Washington State TIB grant up to \$850,000 to design and construct the Island Crest Way Shared Use Path Phase 1 project. An award of \$850,000 is near the maximum award amount for this type of grant. The total project budget for design and construction of Phase 1 is \$1,620,270.

ISSUE/DISCUSSION

Project Background

Island Crest Way is the primary north-south route on Mercer Island, serving approximately 15,000 vehicles, 300 pedestrians, and 50 bicyclists on weekdays between 90th Avenue SE to SE 68th Street. In 2022, a safety study was conducted for the Island Crest Way corridor which identified collision patterns and recommended safety treatments. Recommendations include the crosswalk improvements at Island Park Elementary, SE 62nd Street, and SE 63rd Street (construction to be completed in spring 2025), SE 68th Street, and SE 53rd Place intersection improvements, and shared use path improvements in three phases.

The Island Crest Way Shared Use Path Phase 1 project will construct a 10-foot-wide shared use path with a planter strip buffer on the west side of Island Crest Way between Island Park Elementary (south driveway) and SE 60th Street. Illumination, drainage improvements, crosswalk markings, and ADA upgrades at the intersections will be installed. The first phase of the shared use path will connect to the newly constructed crosswalk improvements at Island Park Elementary, with subsequent shared use path phases connecting to the SE 62nd Street and SE 63rd Street crosswalk improvements.

Construction of the Island Crest Way Shared Use Path Phase 1 project is planned for 2030 in the City's adopted Six-Year Transportation Improvement Program (TIP). Having construction planned years out from the design has allowed staff the opportunity to pursue grant funding opportunities. With the award of the TIB grant, the City Council could consider accelerating project construction as part of the update to the TIP this spring.

Financial Impacts

The Island Crest Way Shared Use Path Phase 1 is part of the Island Crest Way Corridor Improvements Project (90.20.0013) along with intersection improvements at SE 53rd Place and SE 68th Street. It has an approved project budget of \$458,300 for design, funded by the Street Fund, with \$225,000 in 2025 and \$233,300 in 2026. The TIB grant will cover \$106,993 of the design costs. The remainder of the project budget is funded via the Street Fund.

For the obligation of award funds, the grant agreement must be signed by the City Manager. The agreement is included as Exhibit 1.

NEXT STEPS

Next steps include the following:

1. City Manager signs the grant-related agreements.
2. Commence design of the Island Crest Way Shared Use Path Phase 1 project in 2025.
3. Finance to include the budget changes as outlined in the Issue/Discussion section of this agenda bill in the subsequent budget amending ordinance.
4. Commence construction of the Island Crest Way Shared Use Path Phase 1 project in 2030.

RECOMMENDED ACTION

Authorize the City Manager to accept a Washington State Transportation Improvement Board grant award described in Exhibit 1 in the amount of \$850,000 to design and construct the Island Crest Way Shared Use Path Phase 1 project, and to execute all agreements and amendments related to the grant.

City of Mercer Island
P-P-104(P04)-1
Island Crest Way Shared Use Path Phase 1
Island Park Elementary to SE 60th St

STATE OF WASHINGTON
 TRANSPORTATION IMPROVEMENT BOARD
 AND
 City of Mercer Island
 AGREEMENT

THIS GRANT AGREEMENT (hereinafter "Agreement") for the Island Crest Way Shared Use Path Phase 1, Island Park Elementary to SE 60th St (hereinafter "Project") is entered into by the WASHINGTON STATE TRANSPORTATION IMPROVEMENT BOARD (hereinafter "TIB") and City of Mercer Island, a political subdivision of the State of Washington (hereinafter "RECIPIENT").

1.0 PURPOSE

For the project specified above, TIB shall pay 52.4604 percent of approved eligible project costs up to the amount of \$850,000, pursuant to terms contained in the RECIPIENT'S Grant Application, supporting documentation, chapter 47.26 RCW and/or chapter 47.04 RCW, title 479 WAC, and the terms and conditions listed below.

2.0 SCOPE AND BUDGET

The Project Scope and Budget are initially described in RECIPIENT'S Grant Application and incorporated by reference into this Agreement. Scope and Budget will be further developed and refined, but not substantially altered during the Design, Bid Authorization and Construction Phases. Any material alterations to the original Project Scope or Budget as initially described in the Grant Application must be authorized by TIB in advance by written amendment.

3.0 PROJECT DOCUMENTATION

TIB requires RECIPIENT to make reasonable progress and submit timely Project documentation as applicable throughout the Project. Upon RECIPIENT'S submission of each Project document to TIB, the terms contained in the document will be incorporated by reference into the Agreement. Required documents include, but are not limited to the following:

- a) Project Funding Status Form
- b) Bid Authorization Form with plans and engineers estimate
- c) Award Updated Cost Estimate
- d) Bid Tabulations
- e) Contract Completion Updated Cost Estimate with final summary of quantities
- f) Project Accounting History

4.0 BILLING AND PAYMENT

The local agency shall submit progress billings as project costs are incurred to enable TIB to maintain accurate budgeting and fund management. Payment requests may be submitted as often as the RECIPIENT deems necessary, but shall be submitted at least quarterly if billable amounts are greater than \$50,000. If progress billings are not submitted, large payments may be delayed or scheduled in a payment plan.

5.0 TERM OF AGREEMENT

This Agreement shall be effective upon execution by TIB and shall continue through closeout of the grant or until terminated as provided herein, but shall not exceed 10 years unless amended by the Parties.

6.0 AMENDMENTS

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

7.0 ASSIGNMENT

The RECIPIENT shall not assign or transfer its rights, benefits, or obligations under this Agreement without the prior written consent of TIB. The RECIPIENT is deemed to consent to assignment of this Agreement by TIB to a successor entity. Such consent shall not constitute a waiver of the RECIPIENT's other rights under this Agreement.

8.0 GOVERNANCE & VENUE

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

9.0 DEFAULT AND TERMINATION

9.1 NON-COMPLIANCE

- a) In the event TIB determines, in its sole discretion, the RECIPIENT has failed to comply with the terms and conditions of this Agreement, TIB shall notify the RECIPIENT, in writing, of the non-compliance.
- b) In response to the notice, RECIPIENT shall provide a written response within 10 business days of receipt of TIB's notice of non-compliance, which should include either a detailed plan to correct the non-compliance, a request to amend the Project, or a denial accompanied by supporting details.
- c) TIB will provide 30 days for RECIPIENT to make reasonable progress toward compliance pursuant to its plan to correct or implement its amendment to the Project.
- d) Should RECIPIENT dispute non-compliance, TIB will investigate the dispute and may withhold further payments or prohibit the RECIPIENT from incurring additional reimbursable costs during the investigation.

9.2 DEFAULT

RECIPIENT may be considered in default if TIB determines, in its sole discretion, that:

- a) RECIPIENT is not making reasonable progress toward correction and compliance.
- b) TIB denies the RECIPIENT's request to amend the Project.
- c) After investigation TIB confirms RECIPIENT'S non-compliance.

TIB reserves the right to order RECIPIENT to immediately stop work on the Project and TIB may stop Project payments until the requested corrections have been made or the Agreement has been terminated.

9.3 TERMINATION

a) In the event of default by the RECIPIENT as determined pursuant to Section 9.2, TIB shall serve RECIPIENT with a written notice of termination of this Agreement, which shall be served in person, by email or by certified letter. Upon service of notice of termination, the RECIPIENT shall immediately stop work and/or take such action as may be directed by TIB.

b) In the event of default and/or termination by either PARTY, the RECIPIENT may be liable for damages as authorized by law including, but not limited to, repayment of grant funds.

c) The rights and remedies of TIB provided in the AGREEMENT are not exclusive and are in addition to any other rights and remedies provided by law.

9.4 TERMINATION FOR NECESSITY

TIB may, with ten (10) days written notice, terminate this Agreement, in whole or in part, because funds are no longer available for the purpose of meeting TIB's obligations. If this Agreement is so terminated, TIB shall be liable only for payment required under this Agreement for performance rendered or costs incurred prior to the effective date of termination.

10.0 USE OF TIB GRANT FUNDS

TIB grant funds come from Motor Vehicle Fuel Tax revenue and other revenue sources. Any use of these funds for anything other than highway or roadway system improvements is prohibited and shall subject the RECIPIENT to the terms, conditions and remedies set forth in Section 9. If Right of Way is purchased using TIB funds, and some or all of the Right of Way is subsequently sold, proceeds from the sale must be deposited into the RECIPIENT's motor vehicle fund and used for a motor vehicle purpose.

11.0 INCREASE OR DECREASE IN TIB GRANT FUNDS

At Bid Award and Contract Completion, RECIPIENT may request an increase in the maximum payable TIB funds for the specific project. Requests must be made in writing and will be considered by TIB and awarded at the sole discretion of TIB. All increase requests must be made pursuant to WAC 479-05-202 and/or WAC 479-01-060 and/or WAC 479-10-575. If an increase is denied, the recipient shall be liable for all costs incurred in excess of the maximum amount payable by TIB. In the event that final costs related to the specific project are less than the initial grant award, TIB funds will be decreased and/or refunded to TIB in a manner that

maintains the intended ratio between TIB funds and total project costs, as described in Section 1.0 of this Agreement.

12.0 INDEPENDENT CAPACITY

The RECIPIENT shall be deemed an independent contractor for all purposes and the employees of the RECIPIENT or any of its contractors, subcontractors, and employees thereof shall not in any manner be deemed employees of TIB.

13.0 INDEMNIFICATION AND HOLD HARMLESS

The PARTIES agree to the following:

Each of the PARTIES, shall protect, defend, indemnify, and save harmless the other PARTY, its officers, officials, employees, and agents, while acting within the scope of their employment as such, from any and all costs, claims, judgment, and/or awards of damages, arising out of, or in any way resulting from, that PARTY's own negligent acts or omissions which may arise in connection with its performance under this Agreement. No PARTY will be required to indemnify, defend, or save harmless the other PARTY if the claim, suit, or action for injuries, death, or damages is caused by the sole negligence of the other PARTY. Where such claims, suits, or actions result from the concurrent negligence of the PARTIES, the indemnity provisions provided herein shall be valid and enforceable only to the extent of a PARTY's own negligence. Each of the PARTIES agrees that its obligations under this subparagraph extend to any claim, demand and/or cause of action brought by, or on behalf of, any of its employees or agents. For this purpose, each of the PARTIES, by mutual negotiation, hereby waives, with respect to the other PARTY only, any immunity that would otherwise be available to it against such claims under the Industrial Insurance provision of Title 51 RCW. In any action to enforce the provisions of the Section, the prevailing PARTY shall be entitled to recover its reasonable attorney's fees and costs incurred from the other PARTY. The obligations of this Section shall survive termination of this Agreement.

14.0 DISPUTE RESOLUTION

- a) The PARTIES shall make good faith efforts to quickly and collaboratively resolve any dispute arising under or in connection with this AGREEMENT. The dispute resolution process outlined in this Section applies to disputes arising under or in connection with the terms of this AGREEMENT.
- b) Informal Resolution. The PARTIES shall use their best efforts to resolve disputes promptly and at the lowest organizational level.
- c) In the event that the PARTIES are unable to resolve the dispute, the PARTIES shall submit the matter to non-binding mediation facilitated by a mutually agreed upon mediator. The PARTIES shall share equally in the cost of the mediator.
- d) Each PARTY agrees to compromise to the fullest extent possible in resolving the dispute in order to avoid delays or additional incurred cost to the Project.
- e) The PARTIES agree that they shall have no right to seek relief in a court of law until and unless the Dispute Resolution process has been exhausted.

15.0 ENTIRE AGREEMENT

This Agreement, together with the RECIPIENT'S Grant Application, the provisions of chapter 47.26 Revised Code of Washington and/or 47.04 Revised Code of Washington, the provisions of title 479 Washington Administrative Code, and TIB Policies, constitutes the entire agreement between the PARTIES and supersedes all previous written or oral agreements between the PARTIES.

16.0 RECORDS MAINTENANCE

The RECIPIENT shall maintain books, records, documents, data and other evidence relating to this Agreement and performance of the services described herein, including but not limited to accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Agreement. RECIPIENT shall retain such records for a period of six years following the date of final payment. At no additional cost, these records, including materials generated under the Agreement shall be subject at all reasonable times to inspection, review or audit by TIB personnel duly authorized by TIB, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

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

Approved as to Form
Attorney General

By:

Signature on file

Guy Bowman
Assistant Attorney General

Lead Agency

Transportation Improvement Board

Chief Executive Officer Date

Executive Director Date

Print Name

Print Name



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

**AB 6623
February 4, 2025
Consent Agenda**

AGENDA BILL INFORMATION

TITLE:	AB 6623: Renewal of Interlocal Agreement with Mercer Island School District for Enrollment of City Employee’s Children/Dependents	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Authorize the City Manager to execute the renewal of interlocal agreement with MISD for enrollment of City employee’s children/dependents.	

DEPARTMENT:	Administrative Services
STAFF:	Ali Spietz, Chief of Administration
COUNCIL LIAISON:	n/a
EXHIBITS:	1. Renewal of Interlocal Agreement Regarding Nonresident Enrollment of City Employee’s Children or Dependents 2. City Policy: Enrollment of City Employee’s Children or Dependents into Mercer Island Schools
CITY COUNCIL PRIORITY:	n/a

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

EXECUTIVE SUMMARY

The purpose of this agenda item is to authorize the renewal of the Interlocal Agreement (ILA) between the City of Mercer Island (City) and Mercer Island School District No. 400 ("District") for enrollment of children and dependents of City employees who do not reside on Mercer Island (see Exhibit 1).

- At the July 18, 2023, the City Council authorized the City Manager to sign an interlocal agreement between the City and the District to allow children and dependents of City employees who do not live on Mercer Island to enroll in the District ([AB 6310](#)).
- A City policy was issued describing the terms under which this opportunity will be made available to eligible City employees (see Exhibit 2).
- Under the ILA, eligible City employees who do not reside on Mercer Island would have the opportunity to enroll their children and dependents in District public schools.
- To be eligible for enrollment, a child must be the dependent child of a full-time or part-time City employee.
- The duration of the renewal to this ILA is until August 31, 2027 which is equivalent to two (2) school years.

BACKGROUND

The District approached the City in early 2023 to inquire whether the City would be agreeable to the District extending public school enrollment to children and dependents of nonresident City employees. An informal survey to gauge the level of interest from City employees showed there was immediate interest, and the District and the City began working on an ILA to make this opportunity possible to interested City employees.

At the July 18, 2023, the City Council authorized the City Manager to sign an [interlocal agreement](#) between the City and the District to allow children and dependents of City employees who do not live on Mercer Island to enroll in the District ([AB 6310](#)).

Staff drafted a City policy was issued describing the terms under which this opportunity will be made available to eligible City employees (see Exhibit 2). Because the District controls the details of this opportunity, as well as the renewal and changes thereto after the initial term, the City policy includes restrictions to ensure precedents are not set and the City does not have to bargain impacts to changes implemented by the District, including the termination of the ILA.

ISSUE/DISCUSSION

The initial term of the ILA is until August 31, 2025, which is equivalent to two (2) full school years. At the sole discretion of the District, the ILA may be renewed for successive two (2) year terms for up to four (4) times. Notice will be provided to the City by February 1 of the last then effective year of the ILA indicating the District's intentions whether or not to renew the ILA.

The School Board approved the ILA on January 16, 2025 and the District provided notice to the City on January 17, 2025 of its intent to renew the interlocal agreement. The renewal to the ILA will continue enrollment at District public schools to children and dependents of eligible City employees who do not reside on Mercer Island for the 2025-2026 and 2026-2027 school years. There are no other changes to the ILA with the renewal.

NEXT STEPS

If the City Council authorizes the renewal to the ILA, City employees will be informed of the renewal and deadline to apply for enrollment.

RECOMMENDED ACTION

Authorize the City Manager or designee to execute the renewal to the interlocal agreement with the Mercer Island School District No. 400 for enrollment of City employee's children/dependents substantially in the form attached as Exhibit 1.

**RENEWAL OF INTERLOCAL AGREEMENT
REGARDING NONRESIDENT ENROLLMENT OF
CITY OF MERCER ISLAND EMPLOYEE'S CHILDREN OR DEPENDENTS**

This Renewal of the Interlocal Agreement (“Agreement”) is entered into as of _____, by and between Mercer Island School District No. 400 (“District”) and the City of Mercer Island, a municipal corporation of the State of Washington (“City”), collectively referred to as the “Parties.” This Renewal is made pursuant to the original Agreement executed on August 15, 2023, which permitted the nonresident enrollment of eligible City employees' children or dependents in the District.

WHEREAS the Parties wish to continue the terms and conditions established in the Agreement for an additional two-year period, as permitted under the terms of the Agreement; and

WHEREAS the District has determined that it is in the best interest of the community to continue permitting nonresident student enrollment of eligible City employees' children or dependents under the conditions outlined in the Agreement; and

WHEREAS the City affirms that such enrollment provides a benefit to its eligible employees;

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the Parties agree as follows:

1. Renewal Term

The Agreement is hereby renewed for an additional two-year term commencing on September 1, 2025, and expiring on August 31, 2027, unless otherwise terminated in accordance with the terms of the Agreement.

2. Terms and Conditions

All terms and conditions set forth in the original Agreement shall remain in full force and effect during the renewal period, except as expressly modified herein.

3. Notices of Renewal

Pursuant to the original Agreement, the District provided written notice of its intent to renew the Agreement on or before February 1, 2025. The City acknowledges receipt of this notice and agrees to this renewal.

4. Amendment and Integration

This Renewal constitutes the entire understanding between the Parties regarding the extension of the Agreement and supersedes any prior discussions or communications related to the renewal. Any modifications or amendments to this Renewal must be made in writing and signed by authorized

representatives of both Parties.

5. Authorization

Each individual signing this Renewal on behalf of the District and the City represents and warrants that they are duly authorized to execute and deliver this Renewal on behalf of their respective Party.

IN WITNESS WHEREOF, the Parties have executed this Renewal as of the date(s) indicated below:

CITY OF MERCER ISLAND

MERCER ISLAND SCHOOL DISTRICT

City Manager

Superintendent

Dated: _____

Dated: _____

Approved as to Form:


City Attorney

District Attorney

Mercer Island Policy and Procedure



Enrollment of City Employee’s Children or Dependents Into Mercer Island Schools

Effective Date: 7/7/2023	Last Updated:	Approved By:
Related Policies: Interlocal Agreement between the CMI and the MISD for Nonresident Enrollment of City of Mercer Island Employee's Children or Dependents into Mercer Island Public Schools		

Purpose

The purpose of this School District Enrollment (“School Enrollment”) policy is to adopt and define the Mercer Island School District No. 400 (“the District”) enrollment opportunity for dependent children of City Employees in accordance with an Interlocal Agreement between the City and the District.

Background

The City and the District entered into an Interlocal Agreement - “Nonresident Enrollment Of City Of Mercer Island Employee's Children or Dependents Into Mercer Island Public Schools” (“ILA”) in July 2023. This ILA allows for the District to offer, and City Employees to accept, enrollment of City Employees’ dependent children into District public schools subject to certain terms and conditions. A copy of this ILA is available from Human Resources.

School Enrollment

Employees’ dependent child(ren) may be eligible for enrollment in District public schools, in accordance with the terms of the ILA. This opportunity shall remain in effect as set forth under the terms of the ILA. This opportunity shall have no cash value and the employee is responsible for any costs associated with it. This opportunity shall not modify, alter, or otherwise change any existing employee benefit provided by the City or applicable collective bargaining agreement.

Eligible Employees and Dependent Children

To be eligible for enrollment under this policy and the ILA, the student must be the child (as defined by the District) of a full-time or part-time City employee, including limited term employees whose employment term with the City is at least one year in length, who is employed by the City on a regular basis, and who receives City-paid benefits. In addition, this opportunity is available only to non-represented employees and represented employees who are members of unions that have signed a Memorandum of Agreement (MOA) with the City for “Nonresident Enrollment Of City Of Mercer Island Employee's Children Or Dependents Into Mercer Island Public Schools.” Copies of the applicable MOA are available from Human Resources.

Temporary, casual, or seasonal employees are not eligible this opportunity.

Certain other conditions apply, please consult the ILA for complete rules of eligibility and/or Human Resources for more information.

Terms & Conditions

Employees and their dependent child(ren) shall be subject to the terms and conditions of the ILA and applicable MOA. Employees shall not have any recourse through any City or Union Grievance process for

any disputes arising out of this policy and/or ILA. Employees should work directly with the District for any matters related to enrollment or matters arising out of the ILA.

Policy Administration and Review

The City Manager develops and implements procedures for administering this policy, ensuring compliance with the policy and State law. Any exceptions to this policy must be authorized by the City Manager. This policy may be changed, temporarily suspended, or permanently revoked, in part or in full, at the City Manager's discretion consistent with the ILA.



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

**AB 6622
February 4, 2025
Regular Business**

AGENDA BILL INFORMATION

TITLE:	AB 6622: Interim Development Regulations Related to Middle Housing and Accessory Dwelling Units (Ordinance No. 25C-02 First Reading).	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Hold public hearing and schedule second reading of Ordinance No. 25C-02.	

DEPARTMENT:	Community Planning and Development
STAFF:	Jeff Thomas, Community Planning and Development Director Alison Van Gorp, Community Planning and Development Deputy Director
COUNCIL LIAISON:	n/a
EXHIBITS:	n/a
CITY COUNCIL PRIORITY:	n/a

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

EXECUTIVE SUMMARY

The purpose of this agenda bill is to hold a public hearing and conduct first reading of Ordinance No. 25C-02 related to interim regulations for Middle Housing and Accessory Dwelling Units (ADUs).

- Two previous City Council work sessions have been held on these topics, on January 7 ([AB 6556](#)) and January 21 ([AB 6600](#)). The Council provided direction on the drafting of two ordinances for consideration and public hearing.
 - The first of these ordinances, Ordinance No. 25C-02, will provide interim development regulations that permit middle housing development in the residential zones and also amend regulations related to ADUs.
 - The second ordinance, Ordinance No. 25C-06 is being prepared for public hearing and first reading on March 4, 2025, and will provide interim development regulations to permit unit lot subdivision.
- In 2023, the Washington State legislature passed [HB 1110](#), [HB 1337](#) and [SB 5258](#) establishing new requirements for development on residential lots in Washington cities, including Mercer Island.
- Mercer Island must allow two Accessory Dwelling Units (ADUs) on each lot where single-family homes are allowed (R, MF, PBZ and TC zones). ADUs can be attached, detached, or a combination and they can be a conversion of an existing building.

- Mercer Island must also allow 2 to 4 units of middle housing on each lot located in the Residential zones (R-8.4, R-9.6, R-12 and R-15). Middle housing is moderate density housing that is compatible in scale, form and character with single-family houses. The City must allow at least six of the prescribed nine types of middle housing.
- In addition, Mercer Island must permit unit lot subdivision, allowing existing “parent lots” to be split into “unit lots” that provide for individual sale and ownership of middle housing and ADU units.
- Adoption of interim regulations to provide minimum compliance with HB 1110, HB 1337 and SB 5258 is planned in Q1 2025. Permanent development regulations will be developed in the future with additional community engagement, analysis of policy options and refinement of the interim development regulations.
- At the February 4, 2025 City Council meeting, the City Council will hold a Public Hearing and conduct first reading of Ordinance No. 25C-02.

BACKGROUND

LEGISLATIVE REQUIREMENTS

In 2023, the Washington State Legislature adopted [House Bill 1110](#), commonly referred to as the “middle housing” bill. The main provisions of HB 1110 are codified as part of the Growth Management Act (GMA) in [RCW 36.70A.635](#) through [RCW 36.70A.638](#) and require many cities in the state to allow a range of moderate density housing types in areas that have predominantly allowed detached homes. The legislature also adopted [HB 1337](#) in 2023, codified as RCW [36.70A.680](#), [681](#) and [696](#), and requiring cities to permit two accessory dwelling units (ADUs) on all lots that permit single-family homes. Finally, SB 5258 was also adopted in 2023 and codified as [RCW 58.17.060](#)(3). Among other things, this bill requires jurisdictions to allow unit lot subdivision. Together these bills were intended to increase housing options that are more affordable across income levels.

Cities are required to adopt regulations in compliance with these new GMA requirements by six months after the due date for adoption of the periodic update of the comprehensive plan (June 30, 2025 for Mercer Island). If cities do not come into compliance by the due date, the state statute will “supersede, preempt and invalidate any conflicting local development regulations.” In the case of HB 1110, the state has adopted a model ordinance that will preempt any relevant local regulations if compliant regulations are not adopted by the deadline. More details on the requirements of each of these pieces of legislation is provided in [AB 6556](#).

APPROACH AND SCOPE OF WORK

Initial compliance with [HB 1110](#), [HB 1337](#) and the [SB 5258](#) unit lot subdivision requirements will be achieved via adoption of two ordinances with interim development regulations. This approach will allow the City to adopt minimally compliant development regulations in a short timeframe to meet the compliance deadline. It will also allow adequate time for review of code amendments related to other legislative mandates that have deadlines in 2025 (including [HB 1293](#), [HB 1042](#), and [HB 1998](#)), as well as addressing interim development regulations adopted in 2024 that will expire in 2025.

This initial phase will focus on complying with the minimum requirements of the legislation, as described above. This approach will apply the existing dimensional standards in the residential zones to the newly permitted housing types (including floor area, lot coverage, building height, setbacks, etc.). It may also include additional action to address the policy options described below. It will not include development regulations tailored to specific housing types.

The City is planning a future second phase of work aimed at adopting permanent development regulations. This second phase will include additional community engagement, analysis of additional policy options and refinement of the interim development regulations. If development regulations or incentives related to specific housing types or any other policy options are desired, they can be developed during Phase 2.

ISSUE/DISCUSSION

At the January 21 meeting, City Council provided direction on six policy questions, directing staff to prepare ordinances and a resolution to include the following provisions:

1. **Middle Housing Types:** permit the following six middle housing types - duplex, triplex, fourplex, townhouses, courtyard apartments, stacked flats.
2. **Alternate Density Options:** incorporate the standard density approach (Option 1 in [AB 6600](#))
3. **Unit Density and ADUs:** permit unit density with a maximum of two units per lot in the R-8.4, R-9.6, R-12 and R-15 zones and with a maximum of four units per lot permitted within ¼-mile walking distance of a major transit stop or when one unit is affordable.
4. **ADU Floor Area Maximum:** amend the maximum floor area for ADUs to 1,000 square feet.
5. **ADU Floor Area Bonus:** amend the ADU floor area bonus to apply when a single family home with an attached ADU provides additional off-street parking.
6. **Impact Fees:** amend the City's fee schedule to apply the existing impact fee rates to middle housing and ADUs.

Items one through five listed above, have been incorporated into Ordinance No. 25C-02 per City Council direction. Item six will be addressed in a resolution to amend the City's fee schedule to be presented for City Council consideration on March 4, 2025. In addition, a public hearing is scheduled March 4, 2025 for Ordinance No. 25C-06 to amend the subdivision code to enable unit lot subdivision as required by SB 5258.

ORDINANCE NO. 25C-02

Ordinance No. 25C-02 will enact interim development regulations for a period of one year, beginning on June 30, 2025. These interim regulations include the following:

- Amendments to MICC 19.02.010 Single-family to permit middle housing and allow more than one ADU per lot.
- Amendments to MICC 19.02.020 Development Standards to modify the Gross Floor area incentive for ADUs to specify that the incentive applies to single family homes with attached ADUS when an additional off-street parking space is provided for the ADU.
- A new section MICC 19.02.025 Middle Housing permitting the following housing types in the R-8.4, R-9.6, R-12 and R-15 zones: duplex, triplex, fourplex, townhouses, courtyard apartments, and stacked flats, subject to unit density, affordable housing and parking standards specific to these housing types.
- Amendments to MICC 19.02.030 Accessory Dwelling Units to remove the owner occupancy requirement, permit up to two ADUs per lot, increase the maximum gross floor area to 1,000 square feet, add parking requirements and a few additional changes to comply with requirements in HB 1337.
- Amendments to MICC 19.16.010 Definitions to revise and add definitions pertinent to the above amendments.

NEXT STEPS

Second reading of Ordinance No. 25C-02 is tentatively scheduled for March 4, 2025. The ordinance is drafted with an effective date of June 30, 2025, the compliance deadline established for Mercer Island by HB 1110 and HB 1337. City staff will use the time between adoption of the ordinance and this effective date to update the City website and permit forms and train permit review staff on the regulatory changes.

A resolution amending the City's fee schedule will be prepared for consideration on March 4, 2025. The proposed amendments to the fee schedule will apply existing impact fee rates to middle housing and ADUs. Also scheduled for March 4 is a public hearing on Ordinance No. 25C-06, to consider amendments to the City's subdivision code to enable unit lot subdivision as required under SB 5258. Second reading of Ordinance No. 25C-06 is planned for March 18. These items will also be drafted with effective dates of June 30, 2025.

RECOMMENDED ACTIONS

Hold the public hearing.

Set Ordinance No. 25.C-02 for second reading on March 4, 2025.

**CITY OF MERCER ISLAND
ORDINANCE NO. 25C-02**

**AN ORDINANCE OF THE CITY OF MERCER ISLAND, WASHINGTON,
AMENDING TITLE 19 MICC TO COMPLY WITH HB 1110 AND HB 1337 ON AN
INTERIM BASIS; ADOPTING A WORK PLAN; PROVIDING FOR
SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, the adoption of land use and zoning regulations is a valid exercise of the City's police power and is specifically authorized by RCW 35A.63.100; and

WHEREAS, within the express terms of the Growth Management Act, the Washington State Legislature has specifically conferred upon the governing bodies of Washington cities the right to establish and adopt interim development regulations; and

WHEREAS, in 2023 the Washington State legislature passed Engrossed House Bill (EHB) 1337 (chapter 334, Laws of 2023) related to accessory dwelling units (ADUs), codified in the Revised Code of Washington (RCW) sections 36.70A.680, .681 and .696; and

WHEREAS, in passing E2SHB 1337 (chapter 334, Laws of 2023) the State legislature found that Washington state is experiencing a housing affordability crisis and many communities across the state are in need of more housing for renters across the income spectrum; and

WHEREAS, the State legislature further found that many cities dedicate the majority of residentially zoned land to single detached houses that are increasingly financially out of reach for many households and, due to their smaller size, accessory dwelling units can provide a more affordable housing option in those single-family zones; and

WHEREAS, in 2023 the Washington State legislature passed Engrossed Substitute House Bill (E2SHB) 1110 (chapter 332, Laws of 2023) related to middle housing, codified in the RCW 36.70A.635 through .638; and

WHEREAS, in passing E2SHB 1110 (chapter 332, Laws of 2023) the State legislature found that there is continued need for the development of housing at all income levels, including middle housing that will provide a wider variety of housing options and configurations to allow Washingtonians to live near where they work and that homes developed at higher densities are more affordable by design for Washington residents both in their construction and reduced household energy and transportation costs; and

WHEREAS, in 2024 the Washington State legislature passed Engrossed Substitute House Bill (ESHB) 2321 (chapter 152, Laws of 2024), which modified certain middle housing requirements in RCW 36.70A.635, as well as amended definitions in RCW 36.70A.030; and

WHEREAS, on November 19, 2024, the Mercer Island City council passed Ordinance No. 24C-16 incorporating middle housing and accessory dwelling unit policies into the Housing Element of the Comprehensive Plan as required by House Bill 1220 (chapter 254, Laws of 2021); and

WHEREAS, adoption of the ordinance will bring the City of Mercer Island into compliance with RCW 36.70A.635 through .638 and .680, .681 and .696 and will serve the general welfare of the public; and

WHEREAS, the City is authorized under RCW 35A.63.220 and RCW 36.70A.390 to pass an interim zoning and official control ordinance, provided it holds a public hearing on the same within sixty days after passage if it has not previously held a public hearing on the proposed ordinance; and

WHEREAS, the City Council held a public hearing on February 4, 2025 regarding this interim zoning and official control ordinance; and

WHEREAS, the City is authorized under RCW 35A.63.220 and RCW 36.70A.390 to pass an interim zoning and official control ordinance for up to one year if a work plan is developed for related studies providing for such a longer period; and

WHEREAS, City Staff have developed a work plan for related studies and community engagement on middle housing and ADUs and such work plan is attached to this Ordinance as Exhibit A;

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

- Section 1: Whereas Clauses Adopted.** The “Whereas Clauses” set forth in the recitals of this ordinance are adopted as the findings and conclusions of the City Council for passing this ordinance.
- Section 2: Section 19.02.010 MICC, Single-family, Amended.** MICC Section 19.02.010, Single-family, is amended as shown in Exhibit B.
- Section 3: Section 19.02.020 MICC, Development Standards Amended.** MICC Section 19.02.020, Development Standards, is amended as shown in Exhibit C.
- Section 4: Section 19.02.025 MICC, Middle Housing, Addition.** MICC Section 19.02.025, Middle Housing, is added section as shown in Exhibit D.
- Section 5: Section 19.02.030 MICC, Accessory dwelling units, Amended.** MICC Section 19.02.030, Accessory dwelling units, is amended as shown in Exhibit E.
- Section 6: Section 19.16.010 MICC, Definitions, Amended.** MICC Section 19.16.010, Definitions, is amended as shown in Exhibit F.
- Section 7: Duration of Interim Zoning and Official Controls.** The interim zoning and official controls adopted in sections 2, 3, 4, 5, and 6 of this ordinance shall be effective for a period of one year, unless repealed, extended, or modified by the City Council.
- Section 8: Adoption of Work Plan.** The work plan attached to this ordinance as Exhibit A is adopted.
- Section 9: Severability.** If any section, sentence, clause or phrase of this ordinance or any municipal code section amended hereby should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity of any other section, sentence, clause or phrase of this ordinance or the amended code section.

Section 10: Effective Date. This ordinance shall take effect and be in force on June 30, 2025, provided 5 days have passed since its passage and publication.

PASSED BY THE CITY COUNCIL OF THE CITY OF MERCER ISLAND, WASHINGTON AT ITS MEETING ON MARCH 4, 2025.

CITY OF MERCER ISLAND

Salim Nice, Mayor

Approved as to Form:

ATTEST:

Bio Park, City Attorney

Andrea Larson, City Clerk

Date of Publication: _____

Exhibit A

Middle Housing and ADU Code Amendments Work Plan

<ul style="list-style-type: none"> A. Community engagement <ul style="list-style-type: none"> a. Inform and educate the public on the new middle housing regulations and options for tailoring regulations to Mercer Island’s needs b. Gather input on housing needs and desired housing types B. Technical analysis and staff recommendation <ul style="list-style-type: none"> a. Review peer city approaches b. Develop options for tailoring middle housing regulations to Mercer Island’s needs, incentives to encourage certain development types and design standards c. Prepare a staff recommendation and begin drafting a code amendment based on the above information d. Prepare a SEPA Checklist and determination on the proposed amendment, provide notification to state agencies and tribes 	<p>Q3, Q4 2025</p>
<ul style="list-style-type: none"> C. Planning Commission review and recommendation on a draft code amendment <ul style="list-style-type: none"> a. Public outreach, including public hearing b. Approximately 3 points of review by the commission – study session, public hearing, and recommendation 	<p>Q1 2026</p>
<ul style="list-style-type: none"> D. City Council review and approval of code amendment <ul style="list-style-type: none"> a. First and second reading of the ordinance 	<p>Q2 2026</p>

Exhibit B

19.02.010 Single-family.

A use not permitted by this section is prohibited. Please refer to MICC 19.06.010 for other prohibited uses.

- A. *Uses permitted in Zones R-8.4, R-9.6, R-12, and R-15.*
1. Single-family dwelling.
 2. Accessory buildings incidental to the main building.
 3. Private recreational areas.
 4. Public schools accredited or approved by the state for compulsory school attendance, subject to design commission review and all of the following conditions:
 - a. All structures shall be located at least 35 feet from any abutting property and at least 45 feet from any public right-of-way.
 - b. Off-street parking shall be established and maintained at a minimum ratio of one parking space per classroom with high schools providing an additional one parking space per ten students.
 - c. A one-fourth acre or larger playfield shall be provided in one usable unit abutting or adjacent to the site.
 5. Home business as an accessory use to the residential use, subject to all of the following conditions:
 - a. The home business may make those improvements to the home business normally allowed for single-family residences. For a day care, play equipment and play areas are not allowed in front yards.
 - b. Only those persons who reside on the premises and one other person shall be permitted to engage in the business on the premises at any one time; provided, that a day care or preschool may have up to three nonresident employees on the premises at any one time. This limitation applies to all owners, managers, staff or volunteers who operate the business.
 - c. There shall be no exterior storage or display of materials except as otherwise allowed for single-family residences, and no sign advertising the home business located on the premises except as specifically allowed by MICC 19.12.080(B).
 - d. No offensive noise, vibration, smoke, dust, odor, heat or glare or excessive traffic to and from the premises shall be produced or generated by the home business.
 - e. The home business shall not involve the use of more than 30 percent of the gross floor area of the residence, not including the allowed basement exclusion area consistent with subsection E of this section and MICC 19.16.010. However, a day care or preschool may use up to 75 percent of said gross floor area.

- f. No home business shall be permitted that generates parking demand that cannot be accommodated on the lots consistent with the applicable maximum impervious surface coverage limits of MICC 19.02.060. Parking shall be provided to handle the expected parking demand. In the case of a day care or preschool, parking for residents and employees shall occur on site; resident and employee parking shall not occur on an adjacent street.
 - g. The business shall not provide healthcare services, personal services, automobile repairs; serve as a restaurant, commercial stable, kennel, or place of instruction licensed as a school under state law and which will operate with more than three students at a time; or serve as a bed and breakfast without a conditional use permit as set out in subsection (C)(7) of this section. Nothing contained in this subsection (A)(5)(g) shall be interpreted to prohibit a day care.
 - h. A day care shall be limited to 18 children maximum (not including dependents) at a time.
6. Public park subject to the following conditions:
- a. Access to local and/or arterial thoroughfares shall be reasonably provided.
 - b. Outdoor lighting shall be located to minimize glare upon abutting property and streets.
 - c. Major structures, ballfields and sport courts shall be located at least 20 feet from any abutting property.
 - d. If a permit is required for a proposed improvement, a plot, landscape and building plan showing compliance with these conditions shall be filed with the city community planning and development department (CPD) for its approval.
7. Semi-private waterfront recreation areas for use by ten or fewer families, subject to the conditions set out in MICC 19.07.110.
8. ~~One~~ Accessory dwelling units (ADU) per single family dwelling subject to conditions set out in MICC 19.02.030.
9. Special needs group housing as provided in MICC 19.06.080.
10. Social service transitional housing, as provided in MICC 19.06.080.
11. A state-licensed day care or preschool as an accessory use, when situated at and subordinate to a legally established place of worship, public school, private school, or public facility, meeting the following requirements:
- a. The number of children in attendance at any given time shall be no more than 20 percent of the legal occupancy capacity of the buildings on the site, in the aggregate.
 - b. Signage shall be consistent with the provisions of MICC 19.12.080(B)(3).
 - c. Off-street parking provided by the primary use shall be deemed sufficient for the accessory day care or preschool if at least one space per employee is provided, and either:

- i. One additional parking space is provided for every five children in attendance, or
 - ii. Adequate pick-up and drop-off space is provided as determined by the code official.
- 12. Places of worship may have a stage theater program as an accessory use. Stage theater programs are defined as productions of live presentations involving the performances of actors or actresses, singers, dancers, musical groups, or artists. Stage theater programs also include related classes and instructional workshops. Adequate parking must be provided, as determined by the code official.
- 13. Open space.
- 14. Middle Housing subject to MICC 19.02.025.
- B. *Additional use permitted in zones R-9.6, R-12, and R-15.* One accessory building for the housing of domestic animals and fowl, having a floor area not to exceed 36 square feet for each lot and located not less than 65 feet from any place of habitation other than the owners'; provided, the roaming area shall be fenced and located not less than 35 feet from any adjacent place of human habitation.
- C. *Conditional uses.* The following uses are permitted when authorized by the issuance of a conditional use permit when the applicable conditions set forth in this section and in MICC 19.15.040 have been met:
 - 1. Government services, public facilities, utilities, and museums and art exhibitions, subject to the following conditions:
 - a. All structures shall be located at least 20 feet from any abutting property;
 - b. Off-street parking shall be established and maintained at a minimum ratio of one parking space for each 200 square feet of gross floor area; and
 - c. Utilities shall be shielded from abutting properties and streets by a sight obscuring protective strip of trees or shrubs.
 - 2. Private schools accredited or approved by the state for compulsory school attendance, subject to conditions set out in subsection (A)(4) of this section.
 - 3. Places of worship subject to the following conditions:
 - a. All structures shall be located at least 35 feet from any abutting property.
 - b. Off-street parking shall be established and maintained at a ratio of one parking space for each five seats in the chapel, nave, sanctuary, or similar worship area.
 - 4. Noncommercial recreational areas, subject to the conditions contained in subsection (A)(6) of this section.
 - 5. Semi-private waterfront recreation areas for use by more than ten families, subject to conditions set out in MICC 19.07.110.
 - 6. Retirement homes located on property used primarily for a place of worship subject to the following conditions:

- a. Retirement home structures shall not occupy more than 20 percent of the lot; provided, the total lot coverage for the retirement home, the place of worship, and all other structures shall not exceed the lot coverage specified in MICC 19.02.060.
 - b. A plot, landscape and building plan shall be filed with the design commission for its approval, and the construction and maintenance of buildings and structures and the establishment and continuation of uses shall comply with the approved plot, landscape and building plan. Alterations to the project are permitted only upon approval by the design commission of a new or amended plan.
 - c. The number of dwelling units shall be determined by the planning commission upon examination of the following factors:
 - i. Demonstrated need;
 - ii. Location, size, shape and extent of existing development on the subject property;
 - iii. Nature of the surrounding neighborhood; and
 - iv. Legal assurances that the entire property remains contiguous, and that the retirement home is owned and controlled by the applicant religious organization.
 - d. The retirement home shall be located at least 35 feet from all abutting property.
 - e. Off-street parking shall be established and maintained at a ratio of one-half parking space for each dwelling unit.
7. The use of a single-family dwelling as a bed and breakfast subject to the following conditions:
- a. The bed and breakfast facility shall meet all applicable health, fire, and building codes.
 - b. Not more than four rooms shall be offered to the public for lodging.
 - c. There shall be no external modification of any structure that alters the residential nature of the premises.
 - d. The bed and breakfast shall be the primary residence of the operator.
 - e. In addition to the parking required set out in MICC 19.02.020(G), one off-street parking space, not located in the lot setbacks, shall be provided for each rental room.
 - f. Meals shall be made available only to guests, and not to the general public.
8. Nonschool uses of school buildings, subject to the following conditions:
- a. No use or proposed use shall be more intensive than the school activity it replaced. Consideration shall be given to quantifiable data, such as, but not limited to, traffic generation, parking demand, noise, hours of operation;

- b. All activities, with the exception of outdoor recreation shall be confined to the interior of the building(s);
 - c. Exterior modification of the building(s) shall not be permitted if such a modification would result in an increase in the usable area of the building(s);
 - d. Minor changes in the building exterior, landscaping, signs, and parking may be permitted subject to the review and approval of the design commission; and
 - e. Off-street parking for all activities at the site shall be provided in existing school parking lots.
 - f. *Termination.* Conditional use permits for nonschool uses shall terminate and the use of the site shall conform to the requirements of the zone in which the school building is located on the day of the termination under the following conditions:
 - i. The school building is demolished or sold by the Mercer Island school district.
 - ii. The city council revokes the permit on the recommendation of the planning commission. Revocation shall be based on a finding that the authorized use constitutes a nuisance or is harmful to the public welfare, or the applicant has failed to meet the conditions imposed by the city.
 - g. *Revision.* Any modification to a nonschool conditional use permit shall be approved by the planning commission; however, the code official may approve minor modifications that are consistent with the above stated conditions.
9. A state-licensed day care or preschool not meeting the requirements of subsection (A)(11) of this section, subject to the following conditions:
- a. Off-street parking and passenger loading shall be sufficient to meet the needs of the proposed day care or preschool without causing overflow impacts onto adjacent streets.
 - b. Signage shall be consistent with the provisions of MICC 19.12.080(B)(3).

Exhibit C

19.02.020 Development standards.

A. *Minimum net lot area.*

R-8.4:	The net lot area shall be at least 8,400 square feet. Lot width shall be at least 60 feet and lot depth shall be at least 80 feet.
R-9.6:	The net lot area shall be at least 9,600 square feet. Lot width shall be at least 75 feet and lot depth shall be at least 80 feet.
R-12:	The net lot area shall be at least 12,000 square feet. Lot width shall be at least 75 feet and lot depth shall be at least 80 feet.
R-15:	The net lot area shall be at least 15,000 square feet. Lot width shall be at least 90 feet and lot depth shall be at least 80 feet.

1. Minimum net lot area requirements do not apply to any lot that came into existence before September 28, 1960. In order to be used as a building site, lots that do not meet minimum net lot area requirements shall comply with MICC 19.01.050(G)(3).
2. In determining whether a lot complies with the minimum net lot area requirements, the following shall be excluded: the area between lateral lines of any such lot and any part of such lot which is part of a street.
3. Middle housing development is subject to lot size requirements defined in subsection A as well as Unit Density standards defined in MICC 19.02.025(E).

[...]

D. *Gross floor area.*

1. Except as provided in subsection (D)(3) of this section, the gross floor area shall not exceed:
 - a. R-8.4: 5,000 square feet or 40 percent of the lot area, whichever is less.
 - b. R-9.6: 8,000 square feet or 40 percent of the lot area, whichever is less.
 - c. R-12: 10,000 square feet or 40 percent of the lot area, whichever is less.
 - d. R-15: 12,000 square feet or 40 percent of the lot area, whichever is less.
2. *Gross floor area calculation.* The gross floor area is the sum of the floor area(s) bounded by the exterior faces of each building on a residential lot, provided:
 - a. The gross floor area shall be 150 percent of the floor area of that portion of a room(s) with a ceiling height of 12 feet to 16 feet, measured from the floor surface to the ceiling.
 - b. The gross floor area shall be 200 percent of the floor area of that portion of a room(s) with a ceiling height of more than 16 feet, measured from the floor surface to the ceiling.

- c. Staircases shall be counted as a single floor for the first two stories accessed by the staircase. For each additional story above two stories, the staircase shall count as a single floor area. For example, a staircase with a ten-foot by ten-foot dimension that accesses three stories shall be accounted as 200 square feet (100 square feet for the first two stories, and 100 square feet for the third story).
- d. For the purposes of calculating allowable gross floor area, lots created in a subdivision through MICC 19.08.030(G), Optional standards for development, may apply the square footage from the open space tract to the lot area not to exceed the minimum square footage of the zone in which the lot is located.

3. Allowances.

- a. The gross floor area for lots with an area of 7,500 square feet or less may be the lesser of 3,000 square feet or 45 percent of the lot area; or
- b. If an attached accessory dwelling unit is proposed, the 40 percent allowed gross floor area may be increased by the lesser of five percentage points or the actual floor area of the proposed accessory dwelling unit, provided:
 - i. The allowed gross floor area of accessory buildings that are not partially or entirely used for an accessory dwelling unit shall not be increased through the use of this provision;
 - ii. The lot will contain an attached accessory dwelling unit associated with the application for a new or remodeled single-family home;
 - iii. The total gross floor area shall not exceed 4,500 square feet or 45 percent of the lot area, whichever is less; and
 - iv. In exchange for the increase in gross floor area, one off street parking space shall be provided for the accessory dwelling unit in addition to any parking required under MICC 19.02.025(G) and/or MICC 19.02.030(B).

[...]

Exhibit D

19.02.025 Middle Housing

- A. Purpose. The purpose of this section is to permit middle housing types consistent with state law by providing land use, development, design, and other standards for middle housing developed on all lots zoned predominantly for residential use.
- B. Applicability: The provisions of this section shall apply to all lots in the R-8.4, R-9.6, R-12 and R-15 zones. The provisions of this section do not apply to portions of a lot, parcel, or tract designated with critical areas or their buffers as defined in Chapter 19.07 MICC.
- C. General Provisions.
1. Nothing in this section prohibits the city from requiring any development, including middle housing development, to provide affordable housing, either on-site or through an in-lieu payment, nor limit the city's ability to expand or modify the requirements of an existing affordable housing program enacted under RCW 36.70A.540.
 2. Nothing in this section requires the issuance of a building permit if other federal, state, and local requirements for a building permit are not met.
 3. Middle housing shall be subject to the same development regulations as detached single family homes for the purpose of review for consistency with this chapter, Title 15 MICC, Title 16 MICC, Title 17 MICC, Shoreline regulations in Chapter 19.13 MICC, Critical areas in Chapter 19.07 MICC, and permit review procedures in Chapter 19.15 MICC.
 4. Conflicts. In the event of a conflict between this section and other development regulations, the standards of this section control.
- D. Middle Housing Types. The following housing types are considered middle housing, subject to the unit densities listed in Section E:
1. Duplexes.
 2. Triplexes.
 3. Fourplexes.
 4. Townhouses.
 5. Stacked flats.
 6. Courtyard apartments.
- E. Unit Density.
1. The permitted unit density for all lots in the R-8.4, R-9.6, R-12, and R-15 zones is:
 - a. Two units per lot.

- b. Four units per lot on all lots within one-quarter mile walking distance of a major transit stop.
 - c. Four units per lot if at least one unit on the lot is affordable housing meeting the requirements of subsections (F)(1) through (F)(6) below.
 - d. Accessory dwelling units are considered units for the purposes of calculating unit density, subject to the provisions of MICC 19.02.030.B.2.
 - e. Single-family dwellings do not count as units for the purposes of this section.
2. The standards of subsection (E)(1) do not apply to lots after subdivision below 1,000 square feet.
 3. The lot lines applicable to a parent lot shall be used to determine dimensional standards that relate to lot dimensions, including but not limited to minimum lot size, setbacks, maximum gross floor area, maximum hardscape area and maximum lot coverage. These dimensional standards shall not be measured off individual unit lots.

F. Affordability.

1. To qualify for additional units under the affordable housing provisions of Section (D)(1)(c), an applicant shall commit to renting or selling the required number of units as affordable housing and meeting the standards of subsections (4) through (8) below.
2. Dwelling units that qualify as affordable housing shall have costs, including utilities other than telephone, that do not exceed 30 percent of the monthly income of a household whose income does not exceed the following percentages of median household income adjusted for household size, for the county where the household is located, as reported by the United States Department of Housing and Urban Development:
 - a. Rental housing: 60 percent of Area Median Income.
 - b. Owner-occupied housing: 80 percent of Area Median Income.
3. Agreement. Prior to issuance of a building permit, an agreement in form and substance acceptable to the city attorney shall be executed providing price restrictions, homebuyer or tenant qualifications and long-term affordability. The agreement shall be recorded with King County department of records and elections and shall constitute a covenant running with the land. Affordable housing units shall remain as affordable housing for a minimum of 50 years from the date of initial owner occupancy for owner affordable units and for the life of the project for rental affordable housing units.
 - a. The agreement shall provide the city sole discretion to establish monitoring fees for the affordable units, which fees may be adjusted over time to account for inflation. The purpose of any monitoring fee is for the review and processing of documents to maintain compliance with income and affordability restrictions of the affordability agreement.

- b. The city may agree, at its sole discretion, to subordinate any affordable housing regulatory agreement for affordable ownership units for the purpose of enabling the owner to obtain financing for development of the property.
4. The covenant or deed restriction shall address criteria and policies to maintain public benefit if the property is converted to a use other than that which continues to provide for permanently affordable housing.
5. The units dedicated as affordable housing shall:
 - a. Be provided in a range of sizes comparable to other units in the development.
 - b. The number of bedrooms in affordable units shall be in the same proportion as the number of bedrooms in units within the entire development.
 - c. Generally, be distributed throughout the development and have substantially the same functionality as the other units in the development.

G. Parking Standards.

1. Off-street parking for middle housing shall be subject to the following:
 - a. No off-street parking shall be required within one-half mile walking distance of a major transit stop.
 - b. One off-street parking space per unit shall be required on lots of 6,000 square feet or smaller, before any zero lot line subdivisions or lot splits.
 - c. Two off-street parking spaces per unit shall be required on lots greater than 6,000 square feet before any zero lot line subdivisions or lot splits.

Exhibit E

19.02.030 Accessory dwelling units.

- A. *Purpose.* It is the purpose of this legislation to implement the policy provisions of the housing element of the city's comprehensive plan by eliminating barriers to accessory dwelling units in single-family residential neighborhoods and provide for affordable housing. Also, to provide homeowners with a means of obtaining rental income, companionship, security and services through tenants in either the accessory dwelling unit or principal unit of the single-family dwelling.
- B. *Requirements for accessory dwelling units.* ~~One~~ Accessory dwelling units are permitted as subordinate to an ~~existing~~ single-family or middle housing dwelling; provided, the following requirements are met:
1. ~~*Owner occupancy.* Either the principal dwelling unit or the accessory dwelling unit must be occupied by an owner of the property or spouse, domestic partner, parent, stepparent, grandparent, sibling, child, stepchild, niece, nephew, cousin, aunt, or uncle of the property owner. Owner occupancy is defined as a property owner, as reflected in title records, who makes his or her legal residence at the site, as evidenced by voter registration, vehicle registration, or similar means, and actually resides at the site more than six months out of any given year. The minimum lot size for the principal unit under MICC 19.02.020 (A) is satisfied.~~
 2. ~~*Reserved-Number of Units.* Up to two attached or detached accessory dwelling units are permitted per lot pursuant to subsection 6 below.~~
 3. ~~*Subdivision.* Accessory dwelling units shall not be subdivided or otherwise segregated in ownership from the principal dwelling unit. Reserved.~~
 4. ~~*Size and scale.* The square footage of the accessory dwelling unit shall be a minimum of 220 square feet and a maximum of 1,000 900-square feet, excluding any garage area; ~~provided, the square footage of the accessory dwelling unit shall not exceed 80 percent of the total square footage of the primary dwelling unit, excluding the garage area, as it exists or as it may be modified.~~~~
 5. ~~*Development Standards.* Except as noted in this section, development standards applicable to ADUs are the same as those required for principal unit as defined in MICC 19.02.020.~~
 6. Detached accessory dwelling units may be sited at a lot line if the lot line abuts a public alley.
 7. ~~*Location.* An ~~The a~~ Accessory dwelling units may be added to or included within the principal unit, or located in a detached structure.~~
 8. ~~*Entrances.* Any ~~The single family dwelling containing an~~ the accessory dwelling unit shall have ~~only one entrance on each front or street side of the residence except where more than one entrance existed on or before January 17, 1995.~~~~

8. *Additions.* Additions to an existing structure or newly constructed detached structures created for the purpose of developing an accessory dwelling unit shall be designed consistent with the existing roof pitch, siding, and windows of the principal dwelling unit.

~~10. *Detached structures.* Accessory dwelling units shall be permitted in a detached structure.~~

9. *Parking.* All single-family dwellings with an accessory dwelling unit shall meet the parking requirements pursuant to MICC 19.02.020(G) applicable to the dwelling if it did not have such an accessory dwelling unit, except as provided below:

- a. Accessory dwelling units within one-half mile walking distance of a major transit stop are not required to provide additional parking.
- b. One off-street parking space is required per unit with development of accessory dwelling units on lots of 6,000 square feet or smaller before any zero lot line subdivisions or lot splits.
- c. Two off-street parking spaces are required per unit with development of accessory dwelling units on lots greater than 6,000 square feet before any zero lot line subdivisions or lot splits.

10. *Conversion of existing structures.* Existing structures, including legally nonconforming structures, may be converted into accessory dwelling units.

C. *Exceptions—Ceiling height.* All existing accessory dwelling units that are located within a single-family dwelling, which was legally constructed but does not now comply with current ceiling height requirements of the construction codes set forth in MICC title 17, shall be allowed to continue in their present form.

~~D. *Notice on title.* Approval of the accessory dwelling unit shall be subject to the applicant recording a document with the King County department of records and elections which runs with the land and identifies the address of the property, states that the owner(s) resides in either the principal dwelling unit or the accessory dwelling unit, includes a statement that the owner(s) will notify any prospective purchasers of the limitations of this section, and provides for the removal of the accessory dwelling unit if any of the requirements of this chapter are violated.~~

~~E. *D. Elimination/expiration.* Elimination of an accessory dwelling unit may be accomplished by the owner recording a certificate with the King County department of records and elections and development services stating that the accessory dwelling unit no longer exists on the property.~~

~~F. *D. Frontage Improvements.* Public street improvements are not required as a condition of permitting accessory dwelling units.~~

~~G. *E. Sale of accessory dwelling units.* Accessory dwelling units located on a unit lot may be sold individually from the principal unit. Condominium units originally constructed as accessory dwelling units may be sold or otherwise conveyed individually from the principal unit.~~

Exhibit F

MICC 19.16.010 Definitions.

[...]

Accessory dwelling unit (ADU): A habitable dwelling unit added to, created within, or detached from a primary single-family or middle housing dwelling that provides basic requirements for living, sleeping, eating, cooking and sanitation.

[...]

Courtyard apartments: Up to four attached dwelling units arranged on two or three sides of a yard or court.

[...]

Duplex: A residential building with two attached dwelling units.

Dwelling:

1. *Dwelling unit:* A building or a contiguous portion of a building providing complete independent living facilities for one or more persons including permanent provisions for living, sleeping, eating, cooking, and sanitation (see also "Accessory dwelling unit (ADU)").
2. *Multiple-family dwelling:* A building, other than a single-family dwelling with an accessory dwelling unit(s) or a middle housing unit(s) as defined in MICC 19.02.025(D), containing two or more dwelling units.
3. *Single-family dwelling:* A building designed and/or used to house not more than one family, plus any live-in household employees of such family.
4. *Single-family dwelling—Detached:* A single-family dwelling that is not attached to any other structure by any means and is surrounded by open space or yards.
5. *Single-family dwelling—Semi-detached:* A single-family dwelling that is attached to another dwelling unit by a common vertical wall, with each dwelling unit located on a separate lot.

[...]

Fourplex: A residential building with four attached dwelling units.

[...]

Lot: A designated parcel, tract or area of land established by plat, subdivision, or as otherwise permitted by law to be used, developed or built upon as a unit.

1. *Corner lot:* A lot located at the junction of and abutting two or more intersecting streets.
2. *Upland lot:* A lot having no frontage on Lake Washington.
3. *Waterfront lot:* A lot having frontage on Lake Washington.

4. Parent lot: The initial lot from which unit lots are subdivided pursuant to MICC 19.08.080.

5. Unit lot: A lot created by the subdivision of a parent lot pursuant to MICC 19.08.080.

[...]

Major transit stop: A stop on a high capacity transportation system funded or expanded under the provisions of chapter 81.104 RCW, commuter rail stops, stops on rail or fixed guideway systems, and stops on bus rapid transit routes.

[...]

Regulated improvements: Any development of any property within the city, except:

1. Property owned or controlled by the city; or
2. Single-family dwellings, middle housing dwellings, accessory dwelling units and the buildings, structures and uses accessory thereto;
3. Wireless communications structures, including associated support structures and equipment cabinets; or
4. Small wireless facilities or small wireless facility networks.

[...]

Stacked flat: Dwelling units in a residential building of no more than three stories on a residential zoned lot in which each floor may be separately rented or owned.

[...]

Triplex: A residential building with three attached dwelling units.

[...]

Unit density: The number of dwelling units allowed on a lot, regardless of lot size.

[...]



2025 PLANNING SCHEDULE

Item 12.

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

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

FEBRUARY 6, 2025 (SPECIAL MEETING) 5:00 PM – 6:00 PM	DD	FN	CA	Clerk	CM
ABSENCES:					
JOINT MEETING WITH MERCER ISLAND SCHOOL BOARD IN PERSON @ SCHOOL DISTRICT ADMINISTRATION BUILDING BOARD ROOM					

FEBRUARY 18, 2025 CANCELED	DD	FN	CA	Clerk	CM
ABSENCES:					
ITEM TYPE TIME TOPIC			STAFF		

MARCH 4, 2025	DD	FN	CA	Clerk	CM
ABSENCES:					
ITEM TYPE TIME TOPIC			STAFF		
STUDY SESSION					
SPECIAL BUSINESS					
CONSENT AGENDA					
--	AB xxxx: February 10, 2025 Payroll Certification			Ali Spietz/Nicole Vannatter	
--	AB xxxx: February 25 Payroll Certification			Ali Spietz/Nicole Vannatter	
--	AB xxxx: Interim Regulations related to Middle Housing (HB 1110 / HB 1337) in Title 19 MICC (Second Reading Ordinance No. 25C-02)			Jeff Thomas/Alison Van Gorp	
--	AB xxxx: Lake Washington/Cedar/Sammamish Watershed (WRIA 8) Interlocal Agreement			Jason Kintner	
--					
REGULAR BUSINESS					
10	AB xxxx: Board & Commission Vacancy Appointment (Resolution No. xxxx)			Mayor Nice/Deputy Mayor Rosenbaum/Andrea Larson	
30	AB xxxx: Public Hearing on Interim Regulations related to Unit Lot Subdivisions (SB 5258) in Title 19 MICC (First Reading Ordinance No. 25C-06)			Jeff Thomas/Alison Van Gorp	
30	AB xxxx: Public Hearing on Interim Regulations in MICC 19.16.010 Related to Emergency Shelters and Housing, Transitional Housing, and Permanent Supportive Housing (First Reading of Ordinance No. 25C-05)			Jeff Thomas/Adam Zack	
120	AB xxxx: Second Public Safety and Maintenance Building Design Workshop			Jessi Bon/Robbie Cunningham Adams	
30	AB 6603: Town Center Parking Regulations Discussion			Amelia Tjaden/Robbie Cunningham Adams	
EXECUTIVE SESSION					

MARCH 18, 2025	DD	FN	CA	Clerk	CM
ABSENCES:Weiker					
	3/7	3/10	3/10	3/11	3/11

ITEM TYPE TIME TOPIC		STAFF
STUDY SESSION		
30	AB xxxx: Deane’s Children’s Park Play Area Improvements	Jason Kintner/Kellye Hilde/Sarah Bluvas
30	AB xxxx: Clarke and Groveland Beaches Joint Improvements Plan	Jason Kintner/Kellye Hilde/Sarah Bluvas
SPECIAL BUSINESS		
CONSENT AGENDA		
--	AB xxxx: March 10, 2025 Payroll Certification	Ali Spietz/Nicole Vannatter
--	AB xxxx: Interim Regulations in MICC 19.16.010 Related to Emergency Shelters and Housing, Transitional Housing, and Permanent Supportive Housing (Second Reading of Ordinance No. 25C-05)	Jeff Thomas/Adam Zack
--	AB xxxx: Deaccession of Street Name Inlays Public Art Installation	Jason Kintner/Sarah Bluvas
--	AB xxxx: Interim Regulations related to Unit Lot Subdivisions (SB 5258) in Title 19 MICC (Second Reading Ordinance No. 25C-06)	Jeff Thomas/Alison Van Gorp
REGULAR BUSINESS		
	AB xxxx: City Code Update regarding Utility Billing Policies (First Reading of Ordinance No. 25C-xx)	Matt Mornick/ LaJuan Tuttle
EXECUTIVE SESSION		

APRIL 1, 2025		DD	FN	CA	Clerk	CM
ABSENCES:		3/21	3/24	3/24	3/25	3/25
ITEM TYPE TIME TOPIC		STAFF				
STUDY SESSION						
SPECIAL BUSINESS						
CONSENT AGENDA						
--	AB xxxx: March 25, 2025 Payroll Certification	Ali Spietz/Nicole Vannatter				
--	AB xxxx: Autism Acceptance Month, Proclamation No. xxx	Mayor Nice/Andrea Larson				
--	AB xxxx: Sexual Assault Awareness Month, Proclamation No. xxx	Mayor Nice/Andrea Larson				
	AB xxxx: City Code Update regarding Utility Billing Policies (Second Reading of Ordinance No. 25C-xx)	Matt Mornick/ LaJuan Tuttle				
REGULAR BUSINESS						
30	AB xxxx: Public Hearing on Interim Regulations related to New Dwellings in Existing Buildings (HB 1042) in Title 19 MICC (First Reading Ordinance No. 25C-xx)	Jeff Thomas/Molly McGuire				
30	AB xxxx: Public Hearing on Interim Regulations related to Objective Design Review Standards (HB 1293) in Title 19 MICC (First Reading Ordinance No. 25C-xx)	Jeff Thomas/Adam Zack				
60	AB xxxx: Review Community Feedback on Public Safety and Maintenance Building Design	Jessi Bon/Robbie Cunningham Adams				

30	AB xxxx: Briefing on the evaluation of a fee-in-lieu of program related to Town Center development	Jeff Thomas/Alison Van
EXECUTIVE SESSION		

APRIL 15, 2025		DD	FN	CA	Clerk	CM
ABSENCES:		4/4	4/7	4/7	4/8	4/8
ITEM TYPE TIME TOPIC				STAFF		
STUDY SESSION						
SPECIAL BUSINESS						
CONSENT AGENDA						
--	AB xxxx: Earth Day, Proclamation No. xxx					Mayor Nice/Andrea Larson
--	AB xxxx: Luther Burbank Park South Shoreline Restoration Project Closeout					Jason Kintner/Clint Morris/Paul West
--	AB xxxx: Interim Regulations related to New Dwellings in Existing Buildings (HB 1042) in Title 19 MICC (Second Reading Ordinance No. 25C-xx)					Jeff Thomas/Molly McGuire
--	AB xxxx: Interim Regulations related to Objective Design Review Standards (HB 1293) in Title 19 MICC (Second Reading Ordinance No. 25C-xx)					Jeff Thomas/Adam Zack
REGULAR BUSINESS						
30	AB xxxx: Fiscal Year 2024 Year-End Financial Status Update and Budget Amending Ordinance					Matt Mornick
EXECUTIVE SESSION						

MAY 6, 2025		DD	FN	CA	Clerk	CM
ABSENCES:		4/25	4/28	4/28	4/29	4/29
ITEM TYPE TIME TOPIC				STAFF		
STUDY SESSION						
SPECIAL BUSINESS						
CONSENT AGENDA						
--	AB xxxx: April 10, 2025 Payroll Certification					Ali Spietz/Nicole Vannatter
--	AB xxxx: April 25, 2025 Payroll Certification					Ali Spietz/Nicole Vannatter

--	AB xxxx: Affordable Housing Week, Proclamation No. xxx	Mayor Nice/Alison Van
REGULAR BUSINESS		
30	AB xxxx: 2025 Annual Board and Commission Appointments (Res. No. xxxx)	Mayor Nice/Andrea Larson
30	AB xxxx: Public Hearing on Interim Residential Parking Regulations Responsive to SB 6015 (First Reading of Ordinance No. 25C-xx)	Jeff Thomas/Alison Van Gorp
30	AB xxxx: Permanent regulations in MICC Title 19 for Temporary Uses and Structures (First Reading of Ordinance No. 25C-xx)	Jeff Thomas/Molly McGuire
90	AB xxxx: Approval of Schematic Design for Public Safety and Maintenance Building	Jessi Bon/Robbie Cunningham Adams
EXECUTIVE SESSION		