



CITY OF MERCER ISLAND

CITY COUNCIL SPECIAL VIDEO MEETING

Monday, November 2, 2020 at 5:00 PM

COUNCIL MEMBERS:

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

LOCATION & CONTACT:

Mercer Island City Hall – MS Teams & Zoom
9611 SE 36th Street | Mercer Island, WA 98040
Phone: 206.275.7793 | www.mercerisland.gov

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

EXECUTIVE SESSION, 5:00 PM

To discuss with legal counsel pending or potential litigation pursuant to RCW 42.30.110(1)(i) for approximately 30 minutes. No action to be taken.

ADJOURNMENT

Virtual Meeting Notice

The virtual meeting will be broadcast live on [MITV Channel 21](#) and live streamed on the City Council's [YouTube Channel](#)

Registering to Speak: Individuals wishing to speak live during Appearances or during the Public Hearing will need to register their request with the City Clerk at 206.275.7793 or email the [City Clerk](#) and leave a message before 4 PM on the day of the Council meeting. Please reference "Appearances" or "Public Hearing" on your correspondence. Each speaker will be allowed three (3) minutes to speak.

Public Appearances/Public Hearing by Video: Notify the [City Clerk](#) in advance that you wish to speak on camera and staff will be prepared to permit temporary video access when you enter the live Council meeting. Please remember to activate the video option on your phone or computer, ensure your room is well lit, and kindly ensure that your background is appropriate for all audience ages. Screen sharing will not be permitted, but documents may be [Emailed to Council](#).

Join by Telephone at 6:30 PM: To listen to the meeting via telephone, please call **253.215.8782** and enter Webinar ID **869 6635 2156** and Password **329470** when prompted.

Join by Internet at 6:30 PM: To watch the meeting over the internet via your computer, follow these steps:

- 1) Click [this link](#)
- 2) If the Zoom app is not installed on your computer, you will be prompted to download it.
- 3) If prompted for Webinar ID, enter **869 6635 2156**; Enter Password **329470**
- 4) The City Clerk will call on you by name or refer to your email address when it is your turn to speak. Please confirm that your audio works prior to participating.

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

CALL TO ORDER & ROLL CALL, 5:30 PM

AGENDA APPROVAL

STUDY SESSION

1. AB 5771: Ballot Measures 101

Recommended Action: Receive presentation. No action necessary.

CITY MANAGER REPORT, 6:30 PM

APPEARANCES

CONSENT CALENDAR

2. Approve **Accounts Payable** Reports for the periods ending:
 - A. October 16, 2020 in the amount of \$747,431.96
 - B. October 23, 2020 in the amount of \$499,783.32
3. Claims Reporting for **Electronic Funds Transfers** for the month ending September 30, 2020 in the amount of \$1,788,323.56
4. Certification of **Payroll** dated October 23, 2020 in the amount of \$732,845.68
5. **Minutes** of the following meetings:
 - A. October 1, 2020 Special Meeting
 - B. October 6, 2020 Regular Meeting
 - C. October 13, 2020 Special Meeting

SPECIAL BUSINESS

6. AB 5769: **Public Hearing** on Extension of Docketing Deadline to Submit Proposals for Comprehensive Plan and Code Amendments
Recommended Actions:
 - A. Conduct Public Hearing on Ordinance No. 20-15, which extended the 2020 docketing deadline to submit proposals for Comprehensive Plan and development code amendments.
 - B. If necessary, make additional findings and conclusions for passing Ordinance No. 20-15.
7. AB 5770: Updating School Impact Fees
Recommended Actions:
 - A. Suspend City Council Rules of Procedure 6.3 requiring a second reading of an ordinance.
 - B. Adopt Ordinance No. 20C-24 amending MICC Chapter 19.17 and updating the school impact fees.
8. AB 5774: COVID-19 Relief Grant Program Awards
Recommended Actions:
 - A. Approve the 54 selected recipients for the Mercer Island COVID-19 Relief for Small Businesses and Nonprofits Grant Program.
 - B. Authorize the City Manager to enter into subrecipient agreements with each grant recipient for grant disbursement and financial reimbursement via Washington State CARES Coronavirus Relief Funding.
9. AB 5766: Update on Thrift Shop Facility Study – Financial Model and ROI
Recommended Action: Move one of the following alternatives:
 - A. Direct the City Manager to authorize staff to perform additional design or analysis and return to a future City Council meeting.
 - B. Appropriate \$773,045 from the 2019-2020 CIP for Option B of the Thrift Shop and Recycling Center Remodel Project and direct the City Manager to add the project to the 2021-2022 CIP for construction.
10. AB 5775: 2021-2022 Biennial Budget: Budget Proposals Discussion
Recommended Actions:
 - A. Determine which budget proposals, if any, should be included in the final 2021-2022 budget and,
 - B. Provide direction on the disposition of the estimated 2021 General Fund Balance.

OTHER BUSINESS

11. Planning Schedule
12. Councilmember Absences & Reports

ADJOURNMENT



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 5771
November 2, 2020
Study Session

AGENDA BILL INFORMATION

TITLE:	AB 5771: Ballot Measures 101	<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:	Receive presentation. No action necessary.	

DEPARTMENT:	City Manager
STAFF:	Jessi Bon, City Manager
COUNCIL LIAISON:	n/a
EXHIBITS:	<ol style="list-style-type: none"> Ballot Measures 101 Presentation Articulate, confirm, and communicate a vision for effective and efficient city services. Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability.
CITY COUNCIL PRIORITY:	

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

SUMMARY

The purpose of this presentation is to review the various voter-approved funding measures available to support programs and services provided by the Youth and Family Services (“YFS”) Department. This is an informational presentation provided by Deanna Gregory of the Pacifica Law Group and no action will be taken. Ms. Gregory has served as bond counsel to the City of Mercer Island for the past 15 years.

BACKGROUND

On May 5, 2020, the City Council established the YFS Working Group, comprised of representatives from the MIYFS Foundation Board, the City Council, and staff. The purpose of the YFS Working Group is to evaluate short-term and long-term funding options to stabilize the YFS Department, which has been impacted by the closure of the Thrift Shop due to the COVID-19 Pandemic (Pandemic). Efforts are underway to resume Thrift Shop operations, but revenue impacts are expected to extend through the 2021-2022 biennium due to Pandemic-related operating restrictions.

The YFS Working Group initially focused on short-term solutions to restore some of the YFS services for the 2020-2021 school year. This included a MIYFS Foundation contribution of \$102,600 in 2020, and a pledge of \$712,400 for the 2021 fiscal year. This is in addition to the \$300,000 in ongoing support provided by the

Foundation in both 2021 and 2022. The City remains grateful for the long-term partnership with the MIYFS Foundation and for the generosity of the community in helping to sustain critical community services during this unprecedented time.

LONG-TERM FUNDING DISCUSSIONS

The YFS Working Group recently began discussing long-term financial stability options, including the possibility of a levy lid lift. This is a tool used by taxing jurisdictions to authorize a property tax increase above the 1% annual limit (up to the statutory maximum rate), for a specified amount of time.

Since there are numerous factors to consider when determining the type, length, and amount of a levy lid lift, staff recommended that bond counsel review this information with the full City Council and in advance of any further work by the YFS Working Group.

Ms. Gregory will present information regarding regular and excess property tax limitations, single year and multiple year levy lid lifts, and ballot measure requirements. A copy of the PowerPoint presentation is attached as Exhibit 1.

RECOMMENDATION

Receive presentation. No action necessary.



City of Mercer Island

City Revenue Options for Youth and Family Services

AB 5771

November 2, 2020

Deanna Gregory
Pacifica Law Group LLP

Overview

Revenue Options

Property Taxes

- Background
 - Regular Property Taxes
 - Limitations
- Levy Lid Lifts
 - Options
 - Considerations
- Levy Lid Lift Ballot Measure
 - Ballot Requirements
 - Election Dates and Filing Deadlines
 - PDC Considerations

Questions



Revenue Options

Regular property taxes and sales and use taxes comprise majority of City General Fund revenue

Regular Property Tax for General Purposes

- Can be used for any governmental purpose
- Subject to constitutional and statutory limits

Levy Lid Lift

- Can be for any governmental purpose or a limited purpose; increases regular property tax above 101%; simple majority voter approval required; flexible in duration and use

Excess Property Taxes for Operations and Maintenance

- Voter approved one year excess property tax levy
- Can be used for operations
- Supermajority voter approval required; limited in duration (one year only); best suited for temporary funding gap

1% Basic Sales and Use Tax for General Purposes

- City imposes 1.0% sales and use tax for general purposes (0.85% remitted to the City; 0.15% to the County)
- Can be used for any governmental purpose

Other Sales and Use Tax Options

- Sales and use taxes for limited specific purposes; may require voter approval



Background – Property Tax Rate Limitations

Cities may impose a *regular* property tax and an *excess* property tax

Regular property tax

- Can be used for general city purposes
- Subject to rate limitations
 - Statutory rate limit for cities
 - \$3.375/\$1,000 of assessed value
 - Increased to \$3.60/\$1,000 if annexed into library district or fire district/regional fire authority
 - Plus \$0.225/\$1,000 if city has a fire pension fund
 - Statutory and constitutional aggregate rate limits
 - Aggregate constitutional rate limit (\$10/\$1,000)
 - Aggregate statutory rate limit (\$5.90/\$1,000)

Excess property tax

- Excess levies require voter approval
- Unlimited as to rate or amount
- Statutory and constitutional use restrictions and voter approval/validation requirements
- Excluded from constitutional and statutory aggregate rate limits



Background – Annual Increase Limitations

Regular property taxes are also limited to how much (the total amount to be collected) the taxing district can levy one year to the next

- Taxing district with a population of over 10,000 may increase its total regular property tax amount by
 - 101% of the amount levied in the prior year or the rate of inflation, whichever is lower, plus
 - new construction and limited other additions
 - Eyman limit (Initiative 747 established a “101% levy limit”; Supreme Court struck down the initiative in 2007; State Legislature reinstated it)
- Impact is to restrict revenue growth year over year
 - Greater impact for jurisdictions that are dependent on regular property taxes, or if municipal costs are increasing at a greater rate
- Limit is on the levy *amount* (total dollar amount levied); not levy *rate* (rate/\$1,000 of assessed value)
- 101% cap is referred to as the “levy lid”

Background – Annual Increase Limitations

Levy Elements	2017 Levy	2018 Levy	2019 Levy	2020 Levy
Regular Levy:				
Prior Year Levy	\$11,064,260	\$11,402,764	\$11,701,614	\$12,012,111
Plus 1% Optional Increase	110,643	114,027	117,016	120,121
Plus New Construction	227,861	184,823	193,481	129,615
Plus Re-levy of Prior Year Refunds	11,006	18,653	28,440	19,376
Total Regular Levy	\$11,413,770	\$11,720,267	\$12,040,551	\$12,281,223
Levy Lid Lifts:				
2008 Parks Maintenance & Operations(1) + 1%	936,260	945,623	955,079	964,630
2012 Fire Station & Fire Rescue Truck(2) + 1%	668,620	675,306	682,059	688,880
Total Levy Lid Lifts	1,604,880	1,620,929	1,637,138	1,653,510
Total Levy	\$13,018,650	\$13,341,196	\$13,677,689	\$13,934,733
% Change Relative to Prior Year(3)	1.00%	1.00%	1.00%	1.00%

(1) At the November 4, 2008 election, Mercer Island voters approved a 15 year parks maintenance and operation levy lid lift. Expires end of 2023.

(2) At the November 6, 2012 election, Mercer Island voters approved a nine year fire station and apparatus levy lid lift, including repayment of bonds issued in 2013. Expires end of 2021

(3) Excludes new construction and the re-levy of the prior year refunds.

Source: City of Mercer Island

“Lifting” the 101% Levy Lid

A city can increase its regular property tax levy by drawing on banked regular levy capacity or seeking voter approval for a “levy lid lift”

Levy lid lift “lifts” or removes the 101% limit for either one year or up to six years, depending on the type of levy lid lift approved by the voters

- Authorized in RCW 84.55.050 (see also WAC 458-19-045)
- Requires simple majority voter approval (50% plus one); no validation requirements
- Authorizes an increase in the city’s regular property tax (not an excess property tax levy)
 - Amount collected continues to be part of the city’s regular property tax levy and collections
 - Subject to constitutional and statutory rate limitations
 - Can be authorized for any city purpose or a specific purpose

Levy Lid Lift Option 1: Single Year Lift

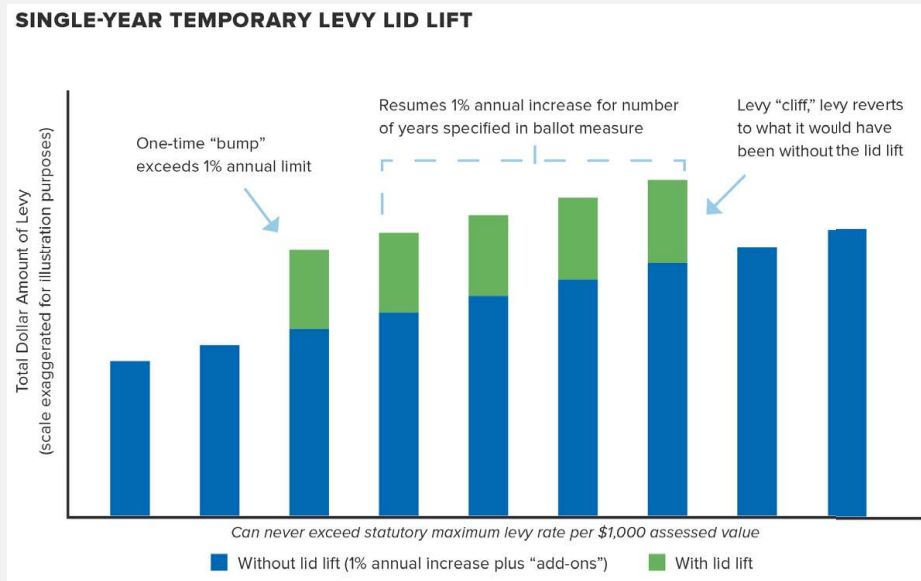
Option 1 permits a city to increase its regular property tax levy above the 101% limit for one year

“One-Bump” increase

Regular property tax levy is increased in the first year only

- Can be used for any lawful governmental purpose
- Not required to state a purpose in the ballot
- Ballot measure must state the total regular property tax rate in the first year
- No supplanting restrictions
- Can be temporary or permanent
 - Example: temporary single year levy lid lift

Levy Lid Lift Option 1: Temporary Single Year Lift (Illustration)



Source: Municipal Research Services Center, available at



<http://mrsc.org/Home/Explore-Topics/Finance/Revenues/Levy-Lid-Lift.aspx>

Levy Lid Lift Option 2: Multiple Year Lift

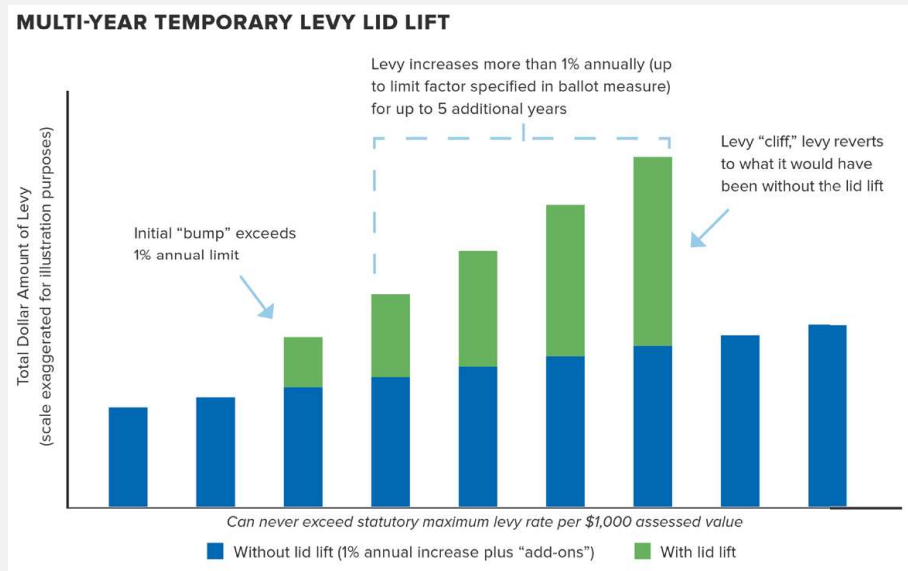
Option 2 permits a city to exceed the 101% limit in each year for up to six years

"Multi-year bump" increase

Regular property tax levy is increased above the 101% limit each year for up to six years; subsequent years are subject to the 101% limit

- Can be used for any lawful governmental purpose
- Ballot measure must state the purpose
- Ballot measure must state the total regular property tax rate in the first year, and limit factor or index that will be used for subsequent years
- Supplanting restrictions apply to jurisdictions in King County
- Can be temporary or permanent
 - Example: temporary multi-year levy lid lift

Levy Lid Lift Option 2: Temporary Multi-Year Lift (Illustration)



Source: Municipal Research Services Center, available at



<http://mrsc.org/Home/Explore-Topics/Finance/Revenues/Levy-Lid-Lift.aspx>

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Considerations

Determine how many years to "lift the levy lid"

- One time increase or multi-year increases for up to six years

Levy lid lifts may be temporary or permanent

- Levy lid lifts adjust the basis used to calculate subsequent levies
- If temporary, the amount attributable to the levy lid lift will expire, and the city's base will be restored to what it would have been had the levy lid lift never occurred (assuming that the city would have taken the full 101% in each year)
- If permanent, the ballot measure must state that the increased amount will be used as the basis to calculate subsequent levies
 - *E.g. The 2023 levy amount will be the basis to calculate subsequent levies, per RCW 84.55.*

Limited to nine years if used to repay debt

- If the limited purpose of the levy lid lift includes making redemption payments on bonds, the period for which the increased levies are made may not exceed nine years (exception for Thurston County)



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Considerations

Supplanting limitations

- Applies to multi-year levy lid lifts of jurisdictions located in King County only
- Tax revenue raised by the levy lid lift may not supplant existing funds used for the limited purpose specified in the ballot title
 - “[E]xisting funds means the actual operating expenditures for the calendar year in which the ballot measure is approved by voters. Actual operating expenditures excludes lost federal funds, lost or expired state grants or loans, extraordinary events not likely to reoccur, changes in contract provisions beyond the control of the taxing district receiving the services, and major nonrecurring capital expenditures.” RCW 84.55.050(2)(b)(i)

Certain exemptions must be included in the ballot title

- Jurisdictions wanting to exempt qualifying seniors and persons with disabilities under RCW 84.36.381 must state so in the ballot title
 - *E.g. Qualifying seniors, veterans, and others would be exempt, per RCW 84.36.*

Ballot Measure Requirements

Ballot title for levy lid lift follows format requirements applicable to local measures

- Main sections
 - o Identification of the enacting legislative body;
 - o A statement of the subject matter (no more than 10 words long);
 - o A concise description of the measure (no more than 75 words long); and
 - o A question (essentially, whether or not the proposition should be approved).

Other general ballot requirements to keep in mind

- For instance, single subject requirement

Ballot Measure Requirements - Up to 75 Word “Concise Description”

For single-year levy lid lift:

- The *maximum tax rate* to be collected in the first year
 - Note: incremental increase in regular tax levy rate as a result of the lift is not required, nor is the total dollar amount of the incremental increase or the total dollar amount of the levy, though some jurisdictions include it
- If temporary, the duration in years
- If permanent, provide that the dollar amount of the levy will be used to calculate subsequent levies
- The exemption for qualifying seniors and persons with disabilities under RCW 84.36.381, if the jurisdiction wants to exempt these individuals
- Not necessary to state a purpose
 - Voter considerations

Ballot Measure Requirements - Up to 75 Word “Concise Description”

For multi-year levy lid lift:

- The *maximum tax rate* to be collected in the first year, and the limit factor for subsequent years (not to exceed six years)
 - Note: incremental increase in regular tax levy rate as a result of the lift is not required, nor is the total dollar amount of the incremental increase or the total dollar amount of the levy, though some jurisdictions do so
 - Limit factor may be a percentage increase or a specified index. Not all years need to be the same
- If temporary, the duration in years
- If permanent, provide that the dollar amount of the levy will be used to calculate subsequent levies
- The exemption for qualifying seniors and persons with disabilities under RCW 84.36.381, if the jurisdiction wants to exempt these individuals
- Purpose

Process and Election Dates

City Council adopts an election ordinance

- Ordinance includes background and reason/need for increase above levy limit
- Contains proposed ballot measure
- States which election the proposition will be considered by the voters
- Ordinance submitted to County before filing deadline

Single-year lid lifts (temporary or permanent) may be submitted to voters at any special, primary, or general election

Multi-year lid lifts (temporary or permanent) may only be submitted at the primary or general election

Ballot measure may be submitted no more than 12 months before the tax will be imposed

Election Date	Ordinance/Resolution Filing Deadline
February 9, 2021 (special)	December 11, 2020
April 27, 2021 (special)	February 26, 2021
August 3, 2021 (primary)	May 14, 2021
November 2, 2021 (general)	August 3, 2021
February 8, 2022 (special)	December 10, 2021



Other Considerations – PDC Rules and Guidelines

Initiative 276

- Passed in 1972
- Overall goal: transparency and anti-corruption: “The People Have the Right to Know...”
 - Legislature had just passed the Open Public Meetings Act in 1971
- Origin of many “sunshine” laws:
 - Public Records Act
 - Campaign finance reporting requirements and campaign finance limits
 - Regulations on lobbyists
 - Establishes Public Disclosure Commission and gives it enforcement power

Municipalities must abide by PDC statutes and regulations in connection with communications or use of resources regarding a ballot measure

Revisit the PDC guidelines and at the beginning of your planning process
<https://www.pdc.wa.gov/learn>



Use of Public Facilities to Support or Oppose a Ballot Measure

RCW 42.17A.550

- Part of original initiative, just a few sentences out of 11 pages in the voter's guide
- "No elective official nor any employee of his or her office nor any person appointed to or employed by any public office or agency may use or authorize the use of any of the facilities of a public office or agency, directly or indirectly, for the purpose of assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition."



**No Public Facilities
or Resources May
Be Used for
Political Purposes
(think ... anything
provided with
public funds)**

Questions

Deanna Gregory
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206.245.1714



City of Mercer Island

City Revenue Options for Youth and Family Services

November 2, 2020

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Levy Lid Lift Option 1: Single Year Lift

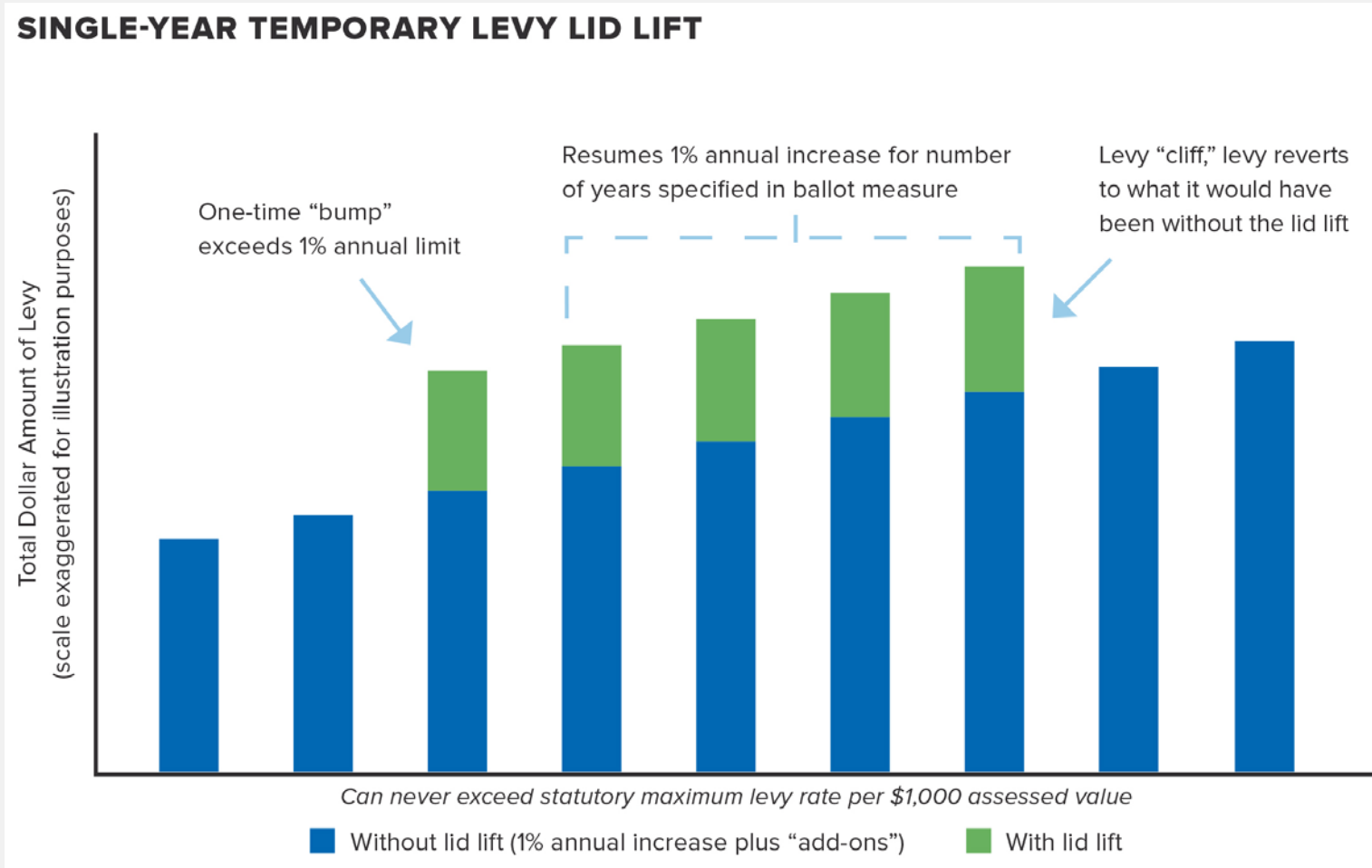
Option 1 permits a city to increase its regular property tax levy above the 101% limit for one year

“One-Bump” increase

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- Can be used for any lawful governmental purpose
- Not required to state a purpose in the ballot
- Ballot measure must state the total regular property tax rate in the first year
- No supplanting restrictions
- Can be temporary or permanent
 - **Example: temporary single year levy lid lift**

Levy Lid Lift Option 1: Temporary Single Year Lift (Illustration)



Source: Municipal Research Services Center, available at <http://mrsc.org/Home/Explore-Topics/Finance/Revenues/Levy-Lid-Lift.aspx>

Levy Lid Lift Option 2: Multiple Year Lift

Option 2 permits a city to exceed the 101% limit in each year for up to six years

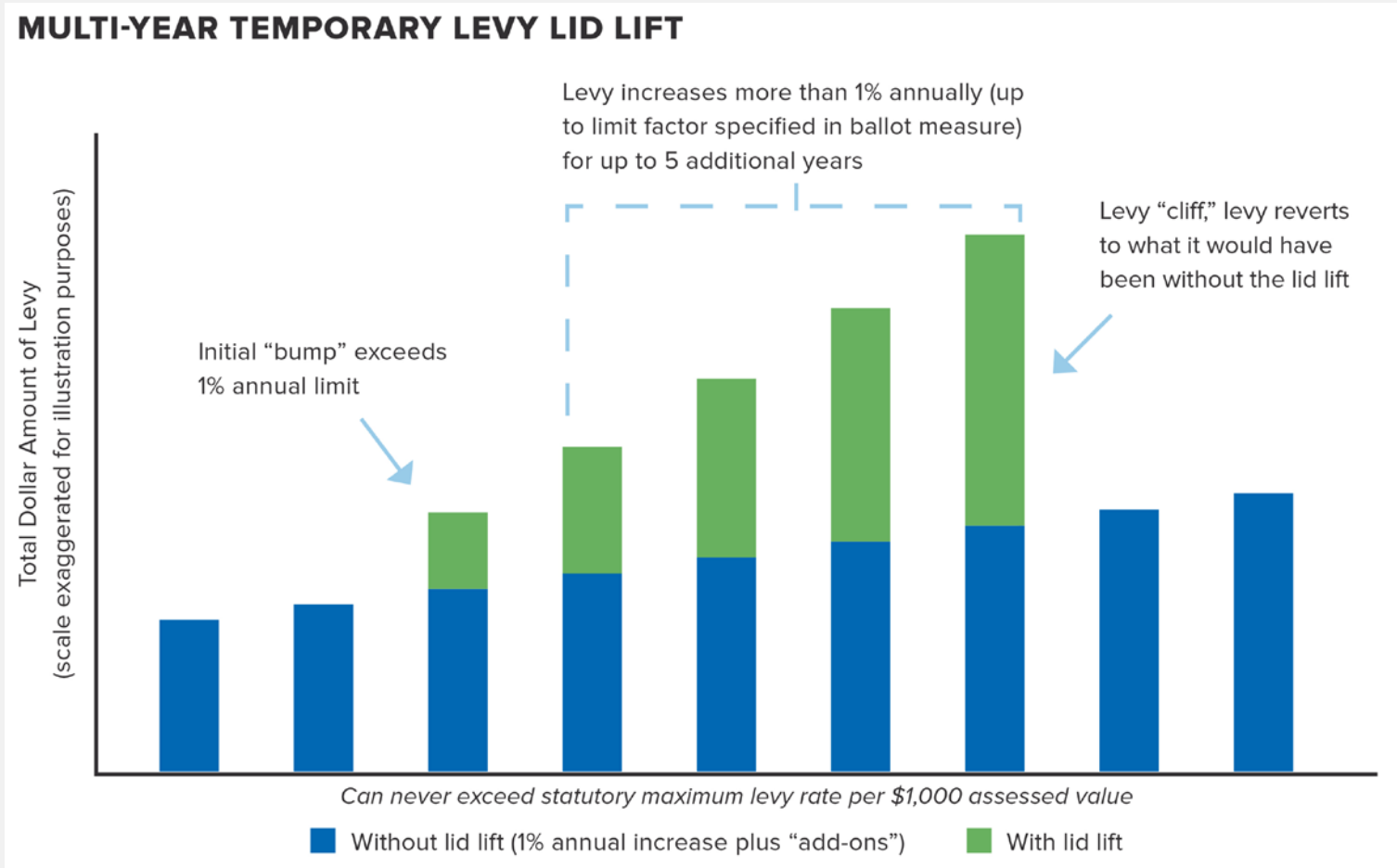
“Multi-year bump” increase

Regular property tax levy is increased above the 101% limit each year for up to six years; subsequent years are subject to the 101% limit

- Can be used for any lawful governmental purpose
- Ballot measure must state the purpose
- Ballot measure must state the total regular property tax rate in the first year, and limit factor or index that will be used for subsequent years
- Supplanting restrictions apply to jurisdictions in King County
- Can be temporary or permanent
- **Example: temporary multi-year levy lid lift**

Levy Lid Lift Option 2: Temporary Multi-Year Lift (Illustration)

Item 1.



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 - *E.g. The 2023 levy amount will be the basis to calculate subsequent levies, per RCW 84.55.*

Limited to nine years if used to repay debt

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Considerations

Supplanting limitations

- Applies to multi-year levy lid lifts of jurisdictions located in King County only
- Tax revenue raised by the levy lid lift may not supplant existing funds used for the limited purpose specified in the ballot title
- “[E]xisting funds means the actual operating expenditures for the calendar year in which the ballot measure is approved by voters. Actual operating expenditures excludes lost federal funds, lost or expired state grants or loans, extraordinary events not likely to reoccur, changes in contract provisions beyond the control of the taxing district receiving the services, and major nonrecurring capital expenditures.” RCW 84.55.050(2)(b)(i)

Certain exemptions must be included in the ballot title

- Jurisdictions wanting to exempt qualifying seniors and persons with disabilities under RCW 84.36.381 must state so in the ballot title
- *E.g. Qualifying seniors, veterans, and others would be exempt, per RCW 84.36.*

Ballot Measure Requirements

Ballot title for levy lid lift follows format requirements applicable to local measures

- Main sections
 - o Identification of the enacting legislative body;
 - o A statement of the subject matter (no more than 10 words long);
 - o A concise description of the measure (no more than 75 words long); and
 - o A question (essentially, whether or not the proposition should be approved).

Other general ballot requirements to keep in mind

- For instance, single subject requirement

Ballot Measure Requirements - Up to 75 Word “Concise Description”

Item 1.

For single-year levy lid lift:

- The *maximum tax rate* to be collected in the first year
 - Note: incremental increase in regular tax levy rate as a result of the lift is not required, nor is the total dollar amount of the incremental increase or the total dollar amount of the levy, though some jurisdictions include it
- If temporary, the duration in years
- If permanent, provide that the dollar amount of the levy will be used to calculate subsequent levies
- The exemption for qualifying seniors and persons with disabilities under RCW 84.36.381, if the jurisdiction wants to exempt these individuals
- Not necessary to state a purpose
 - Voter considerations

Ballot Measure Requirements - Up to 75 Word “Concise Description”

Item 1.

For multi-year levy lid lift:

- The *maximum tax rate* to be collected in the first year, and the limit factor for subsequent years (not to exceed six years)
 - Note: incremental increase in regular tax levy rate as a result of the lift is not required, nor is the total dollar amount of the incremental increase or the total dollar amount of the levy, though some jurisdictions do so
 - Limit factor may be a percentage increase or a specified index. Not all years need to be the same
- If temporary, the duration in years
- If permanent, provide that the dollar amount of the levy will be used to calculate subsequent levies
- The exemption for qualifying seniors and persons with disabilities under RCW 84.36.381, if the jurisdiction wants to exempt these individuals
- Purpose

Process and Election Dates

City Council adopts an election ordinance

- Ordinance includes background and reason/need for increase above levy limit
- Contains proposed ballot measure
- States which election the proposition will be considered by the voters
- Ordinance submitted to County before filing deadline

Single-year lid lifts (temporary or permanent) may be submitted to voters at any special, primary, or general election

Multi-year lid lifts (temporary or permanent) may only be submitted at the primary or general election

Ballot measure may be submitted no more than 12 months before the tax will be imposed

Election Date	Ordinance/Resolution Filing Deadline
February 9, 2021 (special)	December 11, 2020
April 27, 2021 (special)	February 26, 2021
August 3, 2021 (primary)	May 14, 2021
November 2, 2021 (general)	August 3, 2021
February 8, 2022 (special)	December 10, 2021

Other Considerations – PDC Rules and Guidelines

Initiative 276

- Passed in 1972
- Overall goal: transparency and anti-corruption: “The People Have the Right to Know...”
 - Legislature had just passed the Open Public Meetings Act in 1971
- Origin of many “sunshine” laws:
 - Public Records Act
 - Campaign finance reporting requirements and campaign finance limits
 - Regulations on lobbyists
 - *Establishes Public Disclosure Commission and gives it enforcement power*

Municipalities must abide by PDC statutes and regulations in connection with communications or use of resources regarding a ballot measure

*Revisit the PDC guidelines and at the beginning of your planning process
<https://www.pdc.wa.gov/learn>*

Use of Public Facilities to Support or Oppose a Ballot Measure

RCW 42.17A.550

- Part of original initiative, just a few sentences out of 11 pages in the voter's guide
- “No elective official nor any employee of his or her office nor any person appointed to or employed by any public office or agency may use or authorize the use of any of the facilities of a public office or agency, directly or indirectly, for the purpose of assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition.”



**No Public Facilities
or Resources May
Be Used for
Political Purposes
(*think ... anything
provided with
public funds*)**

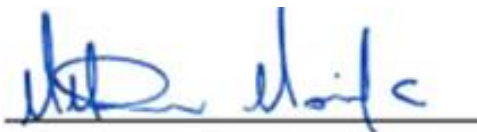
Questions

Deanna Gregory
deanna.gregory@pacificallawgroup.com
206.245.1716

Stacey Lewis
Stacey.lewis@pacificallawgroup.com
206.245.1714

CERTIFICATION OF CLAIMS

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



Finance Director

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

Mayor

Date

<u>Report</u>	<u>Warrants</u>	<u>Date</u>	<u>Amount</u>
Check Register	205060-205186	10/16/2020	\$747,431.96
			\$747,431.96

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: 001000 - General Fund-Admin Key</i>				
P0109044	00205179	WA ST TREASURER'S OFFICE	Remit Sept MI Court Transmitta	9,196.46
P0109044	00205179	WA ST TREASURER'S OFFICE	Remit Sept MI Court Transmitta	3,509.97
P0109044	00205179	WA ST TREASURER'S OFFICE	Remit Sept MI Court Transmitta	1,562.46
P0109042	00205179	WA ST TREASURER'S OFFICE	Remit Sept NC Court Transmitta	724.78
P0109044	00205179	WA ST TREASURER'S OFFICE	Remit Sept MI Court Transmitta	545.63
P0108927	00205159	Prince, Laura	Refund for senior social lunch	440.00
P0109042	00205179	WA ST TREASURER'S OFFICE	Remit Sept NC Court Transmitta	429.17
P0109042	00205179	WA ST TREASURER'S OFFICE	Remit Sept NC Court Transmitta	383.55
P0109044	00205179	WA ST TREASURER'S OFFICE	Remit Sept MI Court Transmitta	277.45
P0109044	00205179	WA ST TREASURER'S OFFICE	Remit Sept MI Court Transmitta	240.17
P0108982	00205156	PORSCH CLUB OF AMERICA	Refunding remaining fees and	236.50
P0109042	00205179	WA ST TREASURER'S OFFICE	Remit Sept NC Court Transmitta	166.93
P0109044	00205179	WA ST TREASURER'S OFFICE	Remit Sept MI Court Transmitta	124.15
P0109044	00205179	WA ST TREASURER'S OFFICE	Remit Sept MI Court Transmitta	122.21
P0109044	00205179	WA ST TREASURER'S OFFICE	Remit Sept MI Court Transmitta	122.21
P0109044	00205179	WA ST TREASURER'S OFFICE	Remit Sept MI Court Transmitta	100.04
P0108905	00205129	Koo, Samuel	Refund for drop-in sports	97.60
P0109042	00205179	WA ST TREASURER'S OFFICE	Remit Sept NC Court Transmitta	83.27
P0108967	00205090	BURSTEIN, PAUL	Refund for drop-in sports	80.56
P0109042	00205179	WA ST TREASURER'S OFFICE	Remit Sept NC Court Transmitta	80.29
P0108925	00205125	Jackson, LaJerald	Refund for drop-in sports memb	62.64
P0108917	00205107	Farid, Abdy	Refund for drop-in sports memb	61.00
P0108969	00205176	TUPPER, CONSTANCE	Refund for senior social	60.00
P0108922	00205171	Stanton, Darlene	Refund for drop-in sports memb	53.68
P0108913	00205114	Fredricksen, James	Refund for drop-in sports memb	50.88
P0108914	00205178	Vanlunsen, Peter	Refund for drop-in sports memb	50.88
P0108899	00205089	Burke, Marian	Refund for drop-in sports memb	48.80
P0108904	00205119	Guttikonda, Ajit	Refund for drop-in sports memb	48.80
P0108897	00205170	Stahl, Ken	Refund for drop-in sports memb	48.80
P0108903	00205180	Wackerbarth, Gina	Refund for drop-in sports memb	48.80
P0108896	00205106	Fain, David	Refund for drop-in sports memb	48.76
P0109042	00205179	WA ST TREASURER'S OFFICE	Remit Sept NC Court Transmitta	48.00
P0108924	00205164	Satpute, Prashant	Refund for drop-in sports memb	46.36
P0109044	00205179	WA ST TREASURER'S OFFICE	Remit Sept MI Court Transmitta	44.35
P0108920	00205098	Davenport, Sue	Refund for drop-in sports memb	43.92
P0108923	00205088	Buchanan, Marvin	Refund for drop-in sports memb	43.20
P0109042	00205179	WA ST TREASURER'S OFFICE	Remit Sept NC Court Transmitta	43.02
P0108910	00205163	Ruan, David	Refund for drop-in sports memb	42.40
P0108915	00205175	Tran, Hai	Refund for drop-in sports	42.40
P0108919	00205102	Dobyns, William	Refund for drop-in sports memb	39.04
P0108926	00205113	Flagan, Bob	Refund for drop-in sports memb	39.04
P0108900	00205172	Swenor, Rita	Refund for drop-in sports memb	39.04
P0108898	00205095	Chenoweth, David	Refund for drop-in sports memb	38.28
P0109044	00205179	WA ST TREASURER'S OFFICE	Remit Sept MI Court Transmitta	37.79
P0108916	00205186	Zhu, Ken	Refund for drop-in sports memb	36.04
P0108968	00205183	Wong, Art	Refund for drop-in sports memb	32.40
P0108911	00205181	Wang, Zhan	Refund for drop-in sports memb	31.80
P0108918	00205150	Nord, Kyler	Refund for drop-in sports memb	31.72
P0108902	00205121	Hasenoehrl, Ron	Refund for drop-in sports memb	28.10

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0108921	00205105	Fadenrecht, Megan	Refund for drop-in sports memb	27.84
P0108894	00205154	Pflaumer, Kate	Refund for drop-in sports memb	26.84
P0108893	00205185	Yao, Daryl	Refund for drop-in sports memb	26.84
P0109042	00205179	WA ST TREASURER'S OFFICE	Remit Sept NC Court Transmitta	24.95
P0108901	00205173	Thompson, Emily	Refund for drop-in sports memb	24.36
P0108912	00205158	Prince, Jessica	Refund for drop-in sports memb	23.40
P0109044	00205179	WA ST TREASURER'S OFFICE	Remit Sept MI Court Transmitta	21.87
P0108895	00205133	Macleod, Norman	Refund for drop-in sports memb	19.52
P0108909	00205109	Feinstein, Larry	Refund for drop-in sports memb	14.64
P0108908	00205136	McWhirter, Fred	Refund for drop-in sports memb	14.64
P0108906	00205097	Coddington, Mary	Refund for drop-in sports memb	12.20
P0108907	00205099	Degiulio, Pat	Refund for drop-in sports memb	12.20
P0109042	00205179	WA ST TREASURER'S OFFICE	Remit Sept NC Court Transmitta	-99.99
P0109042	00205179	WA ST TREASURER'S OFFICE	Remit Sept NC Court Transmitta	-99.99
Org Key: 402000 - Water Fund-Admin Key				
P0108950	00205168	Sophy & Steve Yang	REFUND WATER SERVICE DEPOSIT	10,668.83
	00205081	STOVALL, ALISON	Water meter upsize not req.	3,744.00
	00205111	FIELDTURF USA	Hydrant Meter Refund0030001010	2,900.00
	00205081	STOVALL, ALISON	Water meter upsize not req.	750.00
P0108984	00205103	DUNN LUMBER COMPANY	INVENTORY PURCHASES	465.31
	00205130	Kopjar, Branko	Refund Overpay 01079403004	402.18
	00205101	Dobbyn, Edward	Refund overpay 00416001001	355.64
	00205110	Feuerstein, Mark	Refund Overpay 00737222002	169.30
Org Key: CA1100 - Administration (CA)				
P0109039	00205134	Madrona Law Group, PPLC	Invoice 10426 Professional Ser	11,728.00
P0109039	00205134	Madrona Law Group, PPLC	Invoice 10428 Professional Ser	5,880.00
P0109038	00205161	RELX INC DBA LEXISNEXIS	Invoice 3092888642 Library	348.70
P0109039	00205134	Madrona Law Group, PPLC	Invoice 10427	180.00
Org Key: CA1200 - Prosecution & Criminal Mngmnt				
P0109040	00205144	MOBERLY AND ROBERTS	Invoice 920 Professional Servi	6,800.00
P0109041	00205122	HONEYWELL, MATTHEW V	Invoice 1176	600.00
P0109041	00205122	HONEYWELL, MATTHEW V	Invoice 1175	300.00
Org Key: CM1200 - City Clerk				
P0108985	00205080	SOUND PUBLISHING INC	Ntc. 2526993 9/16 Notice of Sp	80.63
P0108985	00205080	SOUND PUBLISHING INC	Ntc. 2526805 9/9 Ord 20-16	70.26
P0108985	00205080	SOUND PUBLISHING INC	Ntc. 2527220 9/23 Ord. 20C-20	67.67
P0108985	00205080	SOUND PUBLISHING INC	Ntc. 2527221 9/23 Ord. 20C-21	57.30
P0108985	00205080	SOUND PUBLISHING INC	Ntc. 2526807 9/9 Ord 20-18	57.30
P0108985	00205080	SOUND PUBLISHING INC	Ntc. 2526810 9/9 Ord 20-19	57.30
Org Key: CR1100 - Human Resources				
	00205123	HONG, JESSICA	Books for continuing education	167.00
	00205123	HONG, JESSICA	Office Chair	82.49
P0109045	00205127	JOHNSON ROBERTS & ASSOCIATES	PHQs for background investigat	60.00
Org Key: CT1100 - Municipal Court				
P0108975	00205152	OFFICE OF THE CODE REVISER	2020 revised code of WA	253.00
P0108993	00205118	GREER, J SCOTT	Pro Tem Judge 10/12/2020 2hrs	100.00

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
Org Key: DS0000 - Development Services-Revenue				
	00205081	STOVALL, ALISON	Water meter upsize not req.	502.40
	00205066	Gurm, Savjit	No 2nd meeting held	203.20
	00205062	Carlson, Sue	Permit no longer required	168.00
	00205078	Probity Renovations LLC	Duplicate Permit Pulled	134.40
	00205066	Gurm, Savjit	No 2nd meeting held	6.10
	00205062	Carlson, Sue	Permit no longer required	5.04
	00205078	Probity Renovations LLC	Duplicate Permit Pulled	4.03
Org Key: DS1100 - Administration (DS)				
P0108962	00205083	VERIZON WIRELESS	VERIZON WIRELESS SEPT 2020	583.22
P0108960	00205083	VERIZON WIRELESS	VERIZON WIRELESS SEPT 2020	421.53
P0108954	00205064	DATAQUEST LLC	Pre-employment background chec	26.50
Org Key: FN1100 - Administration (FN)				
P0108985	00205080	SOUND PUBLISHING INC	Ntc. 2527226 9/23 Notice of Sp	165.49
Org Key: FN2100 - Data Processing				
P0108976	00205138	METROPRESORT	SEPT 2020 MONTHLY E-SERVICE PO	50.00
Org Key: FN4501 - Utility Billing (Water)				
P0108936	00205108	FCS GROUP	MI Water, Sewer, Storm Rate Up	8,403.75
P0108651	00205108	FCS GROUP	Rate Model Update	2,565.00
P0108976	00205138	METROPRESORT	SEPT 2020 PRINTING & MAILING O	88.29
P0108996	00205138	METROPRESORT	SEPT 2020 PRINTING & MAILING O	87.49
P0108976	00205138	METROPRESORT	SEPT 2020 PRINTING & MAILING O	81.22
P0108996	00205138	METROPRESORT	SEPT 2020 PRINTING & MAILING O	80.46
Org Key: FN4502 - Utility Billing (Sewer)				
P0108936	00205108	FCS GROUP	MI Water, Sewer, Storm Rate Up	8,403.75
P0108651	00205108	FCS GROUP	Rate Model Update	2,565.00
P0108976	00205138	METROPRESORT	SEPT 2020 PRINTING & MAILING O	88.29
P0108996	00205138	METROPRESORT	SEPT 2020 PRINTING & MAILING O	87.49
P0108976	00205138	METROPRESORT	SEPT 2020 PRINTING & MAILING O	81.22
P0108996	00205138	METROPRESORT	SEPT 2020 PRINTING & MAILING O	80.46
Org Key: FN4503 - Utility Billing (Storm)				
P0108976	00205138	METROPRESORT	SEPT 2020 PRINTING & MAILING O	88.28
P0108996	00205138	METROPRESORT	SEPT 2020 PRINTING & MAILING O	87.50
P0108976	00205138	METROPRESORT	SEPT 2020 PRINTING & MAILING O	81.22
P0108996	00205138	METROPRESORT	SEPT 2020 PRINTING & MAILING O	80.47
Org Key: FR1100 - Administration (FR)				
	00205094	CENTURYLINK	CENTURY LINK OCT 20	1,172.83
Org Key: FR2100 - Fire Operations				
P0108963	00205083	VERIZON WIRELESS	VERIZON WIRELESS SEPT 2020 FIR	1,109.99
P0108948	00205083	VERIZON WIRELESS	VERIZON WIRELESS - FIRE SEPTEM	2.01
Org Key: GGM001 - General Government-Misc				
P0109082	00205160	PROJECT A INC	Quarterly Hosting and SiteSear	1,197.00
Org Key: GGM005 - Genera Govt-LI Retiree Costs				
P0108973	00205071	LYONS, STEVEN	FRLEOFF1 Retiree Medical Expen	532.86

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: GGM100 - Emerg Incident Response</i>				
P0108974	00205082	UNITED SITE SERVICES	Portable restroom for Grovelan	273.70
<i>Org Key: GGM150 - EOC - Port of Seattle Grant</i>				
P0108983	00205070	L+B Design	Small Business Campaign Design	7,000.00
<i>Org Key: IGV012 - MW Pool Operation Subsidy</i>				
P0106607	00205073	MI SCHOOL DISTRICT #400	MI Pool Operation Subsidy	11,902.17
<i>Org Key: IS2100 - IGS Network Administration</i>				
	00205094	CENTURYLINK	CENTURY LINK OCT 20	2,872.94
P0108947	00205072	MAGNAS LLC	Monthly Long Distance Calls Oc	132.47
P0108988	00205084	CHIP GEORGE INC	SHIPPING CHARGES FROM LAST ORD	24.20
<i>Org Key: MT2100 - Roadway Maintenance</i>				
P0109021	00205143	MI UTILITY BILLS	SEPT 2020 PAYMENT OF UTILITY B	97.12
P0108964	00205141	MI HARDWARE - ROW	MISC. HARDWARE FOR THE MONTH O	17.80
<i>Org Key: MT2300 - Planter Bed Maintenance</i>				
P0109021	00205143	MI UTILITY BILLS	SEPT 2020 PAYMENT OF UTILITY B	524.55
<i>Org Key: MT3100 - Water Distribution</i>				
P0106533	00205061	BOLLES CONSTRUCTION INC	EXCAVATION ON CALL	28,111.13
P0109021	00205143	MI UTILITY BILLS	SEPT 2020 PAYMENT OF UTILITY B	1,686.72
P0108998	00205120	H D FOWLER	M&H FIRE HYDRANT PARTS	710.10
P0108297	00205147	NATIONAL SAFETY INC	BW 4-GAS MIX CH4 50%LEL, 02 18	136.94
P0108997	00205120	H D FOWLER	HYDRANT PARTS	67.83
<i>Org Key: MT3150 - Water Quality Event</i>				
P0106533	00205061	BOLLES CONSTRUCTION INC	ON-CALL EXCAVATION	7,826.43
P0107630	00205074	MURRAYSMITH INC	DOH SANITARY SURVEY RESERVOIR	4,141.50
P0107245	00205174	LINKO TECHNOLOGY INC	2020 CROSS CONNECTION WEB TEST	306.00
P0107500	00205060	AM TEST INC	2020 WATER QUALITY SAMPLES	300.00
<i>Org Key: MT3200 - Water Pumps</i>				
	00205094	CENTURYLINK	CENTURY LINK OCT 20	358.14
<i>Org Key: MT3300 - Water Associated Costs</i>				
P0108987	00205169	SOUND SAFETY PRODUCTS	MISC. WORK CLOTHES	160.79
<i>Org Key: MT3400 - Sewer Collection</i>				
P0108986	00205167	SOLID WASTE SYSTEMS INC	CAMERA, WEIGHT KIT & CARBIDE W	4,300.00
P0108986	00205167	SOLID WASTE SYSTEMS INC	CAMERA, WEIGHT KIT & CARBIDE W	3,361.13
P0109021	00205143	MI UTILITY BILLS	SEPT 2020 PAYMENT OF UTILITY B	1,014.15
<i>Org Key: MT3500 - Sewer Pumps</i>				
	00205094	CENTURYLINK	CENTURY LINK OCT 20	505.01
P0108957	00205117	GRAINGER	ENGINE BLOCK HEATER	158.16
P0108297	00205147	NATIONAL SAFETY INC	BW 4-GAS MIX CH4 50%LEL, 02 18	136.92
<i>Org Key: MT3800 - Storm Drainage</i>				
P0109021	00205143	MI UTILITY BILLS	SEPT 2020 PAYMENT OF UTILITY B	122.46
<i>Org Key: MT4150 - Support Services - Clearing</i>				

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0108946	00205083	VERIZON WIRELESS	VERIZON WIRELESS SEPTEMBER 202	3,748.15
P0106362	00205096	CINTAS CORPORATION #460	2020 PW COVERALL SERVICE	1,651.08
P0106363	00205184	XEROX CORPORATION	2020 COPIER CHARGES	398.56
P0106555	00205177	UTILITIES UNDERGROUND LOCATION	2020 UTILITY LOCATES	268.32
P0108972	00205151	OCCUPATIONAL HEALTH CTRS OF WA	DOT PHYSICALS FOR RODNEY ANDER	109.00
P0108972	00205151	OCCUPATIONAL HEALTH CTRS OF WA	DOT PHYSICALS FOR RODNEY ANDER	109.00
<i>Org Key: MT4200 - Building Services</i>				
P0109021	00205143	MI UTILITY BILLS	SEPT 2020 PAYMENT OF UTILITY B	11,952.52
P0108979	00205153	PACIFIC AIR CONTROL INC	FS91 HEAT PUMP REPAIR	409.20
P0108995	00205104	EASTSIDE EXTERMINATORS	EXTERMINATION SERVICES	246.33
P0108966	00205140	MI HARDWARE - P&R	MISC. HARDWARE FOR THE MONTH O	44.36
<i>Org Key: MT4300 - Fleet Services</i>				
P0106928	00205142	MI SCHOOL DISTRICT #400	2020 MISD SCHOOL DISTRICT FUEL	6,101.61
P0106364	00205148	NELSON PETROLEUM	2020 UNLEADED & DIESEL DELIVER	1,667.38
P0106364	00205148	NELSON PETROLEUM	2020 UNLEADED & DIESEL DELIVER	1,665.93
P0106462	00205116	GOODYEAR TIRE & RUBBER CO, THE	2020 TIRE INVENTORY	632.61
P0108876	00205086	AUTONATION INC	FLEET PARTS	625.90
P0109043	00205100	DEPT OF LICENSING	Alternative Fuel remittance	380.50
P0108940	00205146	NAPA AUTO PARTS	REPAIR PARTS	381.04
P0108981	00205169	SOUND SAFETY PRODUCTS	SAFETY BOOTS	184.42
P0108951	00205137	MERCER ISLAND CHEVRON	FUEL	101.77
P0106771	00205093	CARQUEST AUTO PARTS STORES	2020 MONTHLY FLEET PARTS	76.62
P0108939	00205124	HORIZON	SPLINED BUSHINGS	36.48
<i>Org Key: MT4420 - Transportation Planner Eng</i>				
P0102334	00205069	KPG	2019 ON CALL TRANPORATION	12,104.58
P0102334	00205131	KPG	2019 ON CALL TRANPORATION	4,934.46
<i>Org Key: MT4501 - Water Administration</i>				
P0108994	00205165	SEATTLE PUBLIC UTILITIES	SEPT 2020 WATER PURCHASE	318,598.74
	00205094	CENTURYLINK	CENTURY LINK OCT 20	58.73
<i>Org Key: PO1100 - Administration (PO)</i>				
P0108961	00205083	VERIZON WIRELESS	VERIZON WIRELESS SEPT 2020 POL	734.03
<i>Org Key: PO2100 - Patrol Division</i>				
P0108949	00205065	DEPT OF ENTERPRISE SERVICES	PRINT ORDER - POLICE	24.20
P0108980	00205132	KROESENS UNIFORM COMPANY	Patch/velcro sewing to jumpsui	23.12
<i>Org Key: PO2200 - Marine Patrol</i>				
P0108791	00205182	WEST MARINE PRO	MP Supplies - Invoice # 000468	308.97
<i>Org Key: PR1100 - Administration (PR)</i>				
P0109085	00205149	NEOPOST USA INC	Postage meter - Luther Burbank	241.96
<i>Org Key: PR1500 - Urban Forest Management</i>				
P0109083	00205162	ROOT CAUSE LLC	COTTONWOOD REMOVAL LUTHER	3,135.00
<i>Org Key: PR4100 - Community Center</i>				
P0109021	00205143	MI UTILITY BILLS	SEPT 2020 PAYMENT OF UTILITY B	7,295.38
	00205094	CENTURYLINK	CENTURY LINK OCT 20	56.37

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: PR6100 - Park Maintenance</i>				
P0108970	00205143	MI UTILITY BILLS	SEPT 2020 PAYMENT OF UTILITY B	6,741.77
P0108419	00205067	HORIZON	horizon	250.00
P0106362	00205096	CINTAS CORPORATION #460	PARKS 2020 COVERALL SERVICE	117.36
<i>Org Key: PR6200 - Athletic Field Maintenance</i>				
P0108970	00205143	MI UTILITY BILLS	SEPT 2020 PAYMENT OF UTILITY B	15,176.65
	00205094	CENTURYLINK	CENTURY LINK OCT 20	175.63
<i>Org Key: PR6500 - Luther Burbank Park Maint.</i>				
P0108970	00205143	MI UTILITY BILLS	SEPT 2020 PAYMENT OF UTILITY B	3,477.80
P0108959	00205112	FIRE PROTECTION INC	FIRE ALARM MONITORING	1,815.00
	00205094	CENTURYLINK	CENTURY LINK OCT 20	179.55
P0108999	00205120	H D FOWLER	2-1/2" SPEARS WHITE UTILITY BA	113.43
<i>Org Key: PR6900 - Aubrey Davis Park Maintenance</i>				
P0108970	00205143	MI UTILITY BILLS	SEPT 2020 PAYMENT OF UTILITY B	37,312.04
P0108419	00205067	HORIZON	horizon	250.00
<i>Org Key: ST0001 - ST Traffic Safety Enhancements</i>				
P0102334	00205131	KPG	2019 ON CALL TRANPORATION	5,971.28
P0102334	00205069	KPG	2019 ON CALL TRANPORATION	1,977.46
<i>Org Key: ST0020 - ST Long Term Parking</i>				
P0109021	00205143	MI UTILITY BILLS	SEPT 2020 PAYMENT OF UTILITY B	171.25
<i>Org Key: ST0025 - ST Environmental</i>				
P0109037	00205085	ASPECT CONSULTING LLC	Invoice No. 38446 - ST Long Te	2,077.00
<i>Org Key: WD104D - Watercourse Condition Assess</i>				
P0107111	00205091	CARDNO INC	2019-2020 WATER COURSE CONDITI	2,205.00
<i>Org Key: WD140R - Drainage System Pipe Replacemnt</i>				
P0107632	00205087	BLUELINE GROUP	2020 WATER SYSTEM IMPROVMENTS	109.25
<i>Org Key: WD908R - Basin #23.2 Improvements</i>				
P0108677	00205091	CARDNO INC	Sub Basin 23.2 Watercourse	4,562.08
<i>Org Key: WG101B - Building Access Control</i>				
P0108989	00205157	PREMIER CABLING LLC	CCMV BUILDING ACCESS CONTROL P	41,519.50
<i>Org Key: WG104R - Thrift Shop Repairs</i>				
P0108199	00205075	Osborn Architects Inc.	Thrift Shop and Recycling Cent	5,933.50
<i>Org Key: WG550R - Fuel Clean Up</i>				
P0109021	00205143	MI UTILITY BILLS	SEPT 2020 PAYMENT OF UTILITY B	310.84
<i>Org Key: WPI22P - Open Space - Pioneer/Engstrom</i>				
P0108985	00205080	SOUND PUBLISHING INC	Ntc. 2527312 9/30 Notice of OS	72.85
<i>Org Key: WPI22R - Vegetation Management</i>				
P0108741	00205115	GARDEN CYCLES	Mercerdale Hillside OS Restora	9,632.00
P0108744	00205115	GARDEN CYCLES	SE 53rd OS Restoration 2020	8,256.00
P0108745	00205162	ROOT CAUSE LLC	Parkwood Ridge OS Restoration	4,378.00
P0108741	00205115	GARDEN CYCLES	Mercerdale Hillside OS Restora	1,100.00

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0108741	00205115	GARDEN CYCLES	Mercerdale Hillside OS Restora	853.60
<i>Org Key: WP710C - Street End - Lincoln Landing</i>				
P0095391	00205077	PND ENGINEERS INC	Lincoln Landing Design Enginee	9,096.25
P0095391	00205155	PND ENGINEERS INC	Lincoln Landing Design Enginee	4,507.50
<i>Org Key: WP720R - Recurring Park Projects</i>				
P0108800	00205068	KPFF CONSULTING ENGINEERS	Luther Burbank Dock Short Term	2,020.00
<i>Org Key: WW521C - Water Components Replacement</i>				
P0107630	00205074	MURRAYSMITH INC	DOH SANITARY SURVEY RESERVOIR	4,141.50
<i>Org Key: WW535D - Booster Chlorination Station</i>				
P0108114	00205092	CAROLLO ENGINEERS INC	BOOSTER CHLORINATION SYSTEM	9,908.55
P0108093	00205092	CAROLLO ENGINEERS INC	2020 Chlorination System	906.00
P0108093	00205092	CAROLLO ENGINEERS INC	2020 Chlorination System	467.50
<i>Org Key: WW718R - Main 87th and 88th Ave SE</i>				
P0108802	00205076	OTTO ROSENAU & ASSOCIATES INC	Asphalt Inspection and Testing	843.47
P0107632	00205087	BLUELINE GROUP	2020 WATER SYSTEM IMPROVEMENT	635.25
<i>Org Key: WW913R - 82nd Ave SE Watermain N of 24</i>				
P0108934	00205087	BLUELINE GROUP	2021 (81st & 82nd Ave SE) Wate	4,511.50
<i>Org Key: WW914R - 96th 97th Ave and SE 34th Main</i>				
P0107632	00205087	BLUELINE GROUP	2020 WATER SYSTEM IMPROVMENTS	163.00
<i>Org Key: YF1100 - YFS General Services</i>				
	00205145	MONTAGUE, LIANA	LMFT / CDP license renewal	501.00
P0109085	00205149	NEOPOST USA INC	Postage meter - Luther Burbank	241.96
	00205135	MATTSON, JULIE	Professional License Renewal	116.00
	00205128	JOHNSON, KARLENE	Mental Health License Renewal	106.00
P0108954	00205064	DATAQUEST LLC	Pre-employment background chec	94.50
<i>Org Key: YF1200 - Thrift Shop</i>				
P0109021	00205143	MI UTILITY BILLS	SEPT 2020 PAYMENT OF UTILITY B	284.33
	00205094	CENTURYLINK	CENTURY LINK OCT 20	190.67
P0108965	00205139	MI HARDWARE - BLDG	MISC. HARDWARE FOR THE MONTH O	119.48
<i>Org Key: YF2600 - Family Assistance</i>				
P0108978	00205063	CREST APARTMENT LLC	Rent Assistance	1,000.00
P0106396	00205079	SHOREWOOD #14885	Rental assistance for Emergenc	1,000.00
P0109036	00205126	Jacobson Family LP	Rental assistance	1,000.00
P0106396	00205166	SHOREWOOD #14885	Rental assistance for Emergenc	841.92
Total				747,431.96

Accounts Payable Report by Check Number

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00205060	10/13/2020	AM TEST INC 2020 WATER QUALITY SAMPLES	P0107500	117489	09/16/2020	300.00
00205061	10/13/2020	BOLLES CONSTRUCTION INC EXCAVATION ON CALL	P0106533	3066	07/20/2020	35,937.56
00205062	10/13/2020	Carlson, Sue Permit no longer required		OH013863	10/09/2020	173.04
00205063	10/13/2020	CREST APARTMENT LLC Rent Assistance	P0108978	OH013856	10/07/2020	1,000.00
00205064	10/13/2020	DATAQUEST LLC Pre-employment background chec	P0108954	13033	09/30/2020	121.00
00205065	10/13/2020	DEPT OF ENTERPRISE SERVICES PRINT ORDER - POLICE	P0108949	73199714	07/07/2020	24.20
00205066	10/13/2020	Gurm, Savjit No 2nd meeting held		OH013862	10/09/2020	209.30
00205067	10/13/2020	HORIZON horizon	P0108419	3M360567	08/21/2020	500.00
00205068	10/13/2020	KPFF CONSULTING ENGINEERS Luther Burbank Dock Short Term	P0108800	341071	09/14/2020	2,020.00
00205069	10/13/2020	KPG 2019 ON CALL TRANPORTATION	P0102334	8-19120	09/04/2020	14,082.04
00205070	10/13/2020	L+B Design Small Business Campaign Design	P0108983	006115	10/05/2020	7,000.00
00205071	10/13/2020	LYONS, STEVEN FRLEOFF1 Retiree Medical Expen	P0108973	OH013860	10/06/2020	532.86
00205072	10/13/2020	MAGNAS LLC Monthly Long Distance Calls Oc	P0108947	550510-OCT20	09/30/2020	132.47
00205073	10/13/2020	MI SCHOOL DISTRICT #400 MI Pool Operation Subsidy	P0106607	MIPOOLSUBSIDYO CT	10/01/2020	11,902.17
00205074	10/13/2020	MURRAYSMITH INC DOH SANITARY SURVEY RESERVOIR	P0107630	20-2817.00-3	09/21/2020	8,283.00
00205075	10/13/2020	Osborn Architects Inc. Thrift Shop and Recycling Cent	P0108199	775	09/18/2020	5,933.50
00205076	10/13/2020	OTTO ROSENAU & ASSOCIATES INC Asphalt Inspection and Testing	P0108802	77325	09/23/2020	843.47
00205077	10/13/2020	PND ENGINEERS INC Lincoln Landing Design Enginee	P0095391	2007243	07/30/2020	9,096.25
00205078	10/13/2020	Probity Renovations LLC Duplicate Permit Pulled		OH013861	10/09/2020	138.43
00205079	10/13/2020	SHOREWOOD #14885 Rental assistance for Emergenc	P0106396	OH013857	10/07/2020	1,000.00
00205080	10/13/2020	SOUND PUBLISHING INC Ntc. 2526805 9/9 Ord 20-16	P0108985	7999153	09/30/2020	628.80
00205081	10/13/2020	STOVALL, ALISON Water meter upsize not req.		OH013864	10/09/2020	4,996.40
00205082	10/13/2020	UNITED SITE SERVICES Portable restroom for Grovelan	P0108974	114-10948558	09/16/2020	273.70
00205083	10/13/2020	VERIZON WIRELESS VERIZON WIRELESS SEPT 2020	P0108961	9863444899	09/23/2020	6,598.93
00205084	10/16/2020	CHIP GEORGE INC SHIPPING CHARGES FROM LAST ORD	P0108988	3457	10/09/2020	24.20
00205085	10/16/2020	ASPECT CONSULTING LLC Invoice No. 38446 - ST Long Te	P0109037	38446	09/23/2020	2,077.00

Accounts Payable Report by Check Number

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00205086	10/16/2020	AUTONATION INC FLEET PARTS	P0108876	154986/154964	10/02/2020	625.90
00205087	10/16/2020	BLUELINE GROUP 2020 WATER SYSTEM IMPROVMENTS	P0107632	19718	09/29/2020	5,419.00
00205088	10/16/2020	Buchanan, Marvin Refund for drop-in sports memb	P0108923	32629	10/06/2020	43.20
00205089	10/16/2020	Burke, Marian Refund for drop-in sports memb	P0108899	32675	10/06/2020	48.80
00205090	10/16/2020	BURSTEIN, PAUL Refund for drop-in sports	P0108967	32644	10/06/2020	80.56
00205091	10/16/2020	CARDNO INC 2019-2020 WATER COURSE CONDITI	P0108677	300440	10/12/2020	6,767.08
00205092	10/16/2020	CAROLLO ENGINEERS INC BOOSTER CHLORINATION SYSTEM	P0108093	0190445	09/08/2020	11,282.05
00205093	10/16/2020	CARQUEST AUTO PARTS STORES 2020 MONTHLY FLEET PARTS	P0106771	472198	09/11/2020	76.62
00205094	10/16/2020	CENTURYLINK CENTURY LINK OCT 20		OH013884	10/05/2020	5,569.87
00205095	10/16/2020	Chenoweth, David Refund for drop-in sports memb	P0108898	32607	10/06/2020	38.28
00205096	10/16/2020	CINTAS CORPORATION #460 2020 PW COVERALL SERVICE	P0106362	OH013865	09/30/2020	1,768.44
00205097	10/16/2020	Coddington, Mary Refund for drop-in sports memb	P0108906	32604	10/06/2020	12.20
00205098	10/16/2020	Davenport, Sue Refund for drop-in sports memb	P0108920	32623	10/06/2020	43.92
00205099	10/16/2020	Degiulio, Pat Refund for drop-in sports memb	P0108907	32605	10/06/2020	12.20
00205100	10/16/2020	DEPT OF LICENSING Alternative Fuel remittance	P0109043	ALTFUELREM-CITY M	10/13/2020	380.50
00205101	10/16/2020	Dobbyn, Edward Refund overpay 00416001001		OH013877	10/07/2020	355.64
00205102	10/16/2020	Dobyns, William Refund for drop-in sports memb	P0108919	32622	10/06/2020	39.04
00205103	10/16/2020	DUNN LUMBER COMPANY INVENTORY PURCHASES	P0108984	7528955	10/09/2020	465.31
00205104	10/16/2020	EASTSIDE EXTERMINATORS EXTERMINATION SERVICES	P0108995	532731	10/09/2020	246.33
00205105	10/16/2020	Fadenrecht, Megan Refund for drop-in sports memb	P0108921	32624	10/06/2020	27.84
00205106	10/16/2020	Fain, David Refund for drop-in sports memb	P0108896	32619	10/06/2020	48.76
00205107	10/16/2020	Farid, Abdy Refund for drop-in sports memb	P0108917	32703	10/06/2020	61.00
00205108	10/16/2020	FCS GROUP Rate Model Update	P0108936	3236-22009046	09/25/2020	21,937.50
00205109	10/16/2020	Feinstein, Larry Refund for drop-in sports memb	P0108909	32608	10/06/2020	14.64
00205110	10/16/2020	Feuerstein, Mark Refund Overpay 00737222002		OH013878	10/07/2020	169.30
00205111	10/16/2020	FIELDTURF USA Hydrant Meter Refund0030001010		OH013880	10/15/2020	2,900.00

Accounts Payable Report by Check Number

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00205112	10/16/2020	FIRE PROTECTION INC FIRE ALARM MONITORING	P0108959	58523	10/01/2020	1,815.00
00205113	10/16/2020	Flagan, Bob Refund for drop-in sports memb	P0108926	32634	10/06/2020	39.04
00205114	10/16/2020	Fredricksen, James Refund for drop-in sports memb	P0108913	32650	10/06/2020	50.88
00205115	10/16/2020	GARDEN CYCLES Mercerdale Hillside OS Restora	P0108741	377	10/05/2020	19,841.60
00205116	10/16/2020	GOODYEAR TIRE & RUBBER CO, THE 2020 TIRE INVENTORY	P0106462	195-1155786	10/07/2020	632.61
00205117	10/16/2020	GRAINGER ENGINE BLOCK HEATER	P0108957	9674322723	10/05/2020	158.16
00205118	10/16/2020	GREER, J SCOTT Pro Tem Judge 10/12/2020 2hrs	P0108993	OH013868	10/13/2020	100.00
00205119	10/16/2020	Guttikonda, Ajit Refund for drop-in sports memb	P0108904	32601	10/06/2020	48.80
00205120	10/16/2020	H D FOWLER M&H FIRE HYDRANT PARTS	P0108999	15602202	10/06/2020	891.36
00205121	10/16/2020	Hasenoehrl, Ron Refund for drop-in sports memb	P0108902	32598	10/06/2020	28.10
00205122	10/16/2020	HONEYWELL, MATTHEW V Invoice 1175	P0109041	1176	10/06/2020	900.00
00205123	10/16/2020	HONG, JESSICA Office Chair		OH013876	10/14/2020	249.49
00205124	10/16/2020	HORIZON SPLINED BUSHINGS	P0108939	3M364635	09/22/2020	36.48
00205125	10/16/2020	Jackson, LaJerald Refund for drop-in sports memb	P0108925	32633	10/06/2020	62.64
00205126	10/16/2020	Jacobson Family LP Rental assistance	P0109036	OH013866	10/13/2020	1,000.00
00205127	10/16/2020	JOHNSON ROBERTS & ASSOCIATES PHQs for background investigat	P0109045	143960	10/13/2020	60.00
00205128	10/16/2020	JOHNSON, KARLENE Mental Health License Renewal		OH013875	09/02/2020	106.00
00205129	10/16/2020	Koo, Samuel Refund for drop-in sports	P0108905	32603	10/06/2020	97.60
00205130	10/16/2020	Kopjar, Branko Refund Overpay 01079403004		OH013879	10/08/2020	402.18
00205131	10/16/2020	KPG 2019 ON CALL TRANPORATION	P0102334	9-19020	10/05/2020	10,905.74
00205132	10/16/2020	KROESENS UNIFORM COMPANY Patch/velcro sewing to jumpsui	P0108980	61560	10/02/2020	23.12
00205133	10/16/2020	Macleod, Norman Refund for drop-in sports memb	P0108895	32615	10/06/2020	19.52
00205134	10/16/2020	Madrona Law Group, PPLC Invoice 10426 Professional Ser	P0109039	10427	10/02/2020	17,788.00
00205135	10/16/2020	MATTSON, JULIE Professional License Renewal		OH013874	09/30/2020	116.00
00205136	10/16/2020	McWhirter, Fred Refund for drop-in sports memb	P0108908	32606	10/06/2020	14.64
00205137	10/16/2020	MERCER ISLAND CHEVRON FUEL	P0108951	OH013882	10/06/2020	101.77

Accounts Payable Report by Check Number

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00205138	10/16/2020	METROPRESORT SEPT 2020 MONTHLY E-SERVICE PO	P0108996	IN627570	10/12/2020	1,062.39
00205139	10/16/2020	MI HARDWARE - BLDG MISC. HARDWARE FOR THE MONTH O	P0108965	555000-SEP	09/30/2020	119.48
00205140	10/16/2020	MI HARDWARE - P&R MISC. HARDWARE FOR THE MONTH O	P0108966	560300-SEP	10/06/2020	44.36
00205141	10/16/2020	MI HARDWARE - ROW MISC. HARDWARE FOR THE MONTH O	P0108964	560700-SEP	09/30/2020	17.80
00205142	10/16/2020	MI SCHOOL DISTRICT #400 2020 MISD SCHOOL DISTRICT FUEL	P0106928	2020-09.31FUEL	10/06/2020	6,101.61
00205143	10/16/2020	MI UTILITY BILLS SEPT 2020 PAYMENT OF UTILITY B	P0109021	OH013872	09/30/2020	86,167.58
00205144	10/16/2020	MOBERLY AND ROBERTS Invoice 920 Professional Servi	P0109040	920	10/01/2020	6,800.00
00205145	10/16/2020	MONTAGUE, LIANA LMFT / CDP license renewal		OH013873	10/02/2020	501.00
00205146	10/16/2020	NAPA AUTO PARTS REPAIR PARTS	P0108940	722709/722710	09/28/2020	381.04
00205147	10/16/2020	NATIONAL SAFETY INC BW 4-GAS MIX CH4 50%LEL, 02 18	P0108297	0584374-IN	06/30/2020	273.86
00205148	10/16/2020	NELSON PETROLEUM 2020 UNLEADED & DIESEL DELIVER	P0106364	0743028-IN	10/04/2020	3,333.31
00205149	10/16/2020	NEOPOST USA INC Postage meter - Luther Burbank	P0109085	N8336160	07/07/2020	483.92
00205150	10/16/2020	Nord, Kyler Refund for drop-in sports memb	P0108918	32621	10/06/2020	31.72
00205151	10/16/2020	OCCUPATIONAL HEALTH CTRS OF WA DOT PHYSICALS FOR RODNEY ANDER	P0108972	68262572	10/07/2020	218.00
00205152	10/16/2020	OFFICE OF THE CODE REVISER 2020 revised code of WA	P0108975	OH013881	10/07/2020	253.00
00205153	10/16/2020	PACIFIC AIR CONTROL INC FS91 HEAT PUMP REPAIR	P0108979	34187	09/30/2020	409.20
00205154	10/16/2020	Pflaumer, Kate Refund for drop-in sports memb	P0108894	32614	10/06/2020	26.84
00205155	10/16/2020	PND ENGINEERS INC Lincoln Landing Design Enginee	P0095391	2009204	09/17/2020	4,507.50
00205156	10/16/2020	PORSCHE CLUB OF AMERICA Refunding remaining fees and	P0108982	32786	10/09/2020	236.50
00205157	10/16/2020	PREMIER CABLING LLC CCMV BUILDING ACCESS CONTROL P	P0108989	1792	10/01/2020	41,519.50
00205158	10/16/2020	Prince, Jessica Refund for drop-in sports memb	P0108912	32647	10/06/2020	23.40
00205159	10/16/2020	Prince, Laura Refund for senior social lunch	P0108927	32639	10/06/2020	440.00
00205160	10/16/2020	PROJECT A INC Quarterly Hosting and SiteSear	P0109082	20-2489	10/01/2020	1,197.00
00205161	10/16/2020	RELX INC DBA LEXISNEXIS Invoice 3092888642 Library	P0109038	3092888642	09/30/2020	348.70
00205162	10/16/2020	ROOT CAUSE LLC COTTONWOOD REMOVAL LUTHER BURB	P0108745	797	09/18/2020	7,513.00
00205163	10/16/2020	Ruan, David Refund for drop-in sports memb	P0108910	32610	10/06/2020	42.40

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Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00205164	10/16/2020	Satpute, Prashant Refund for drop-in sports memb	P0108924	32630	10/06/2020	46.36
00205165	10/16/2020	SEATTLE PUBLIC UTILITIES SEPT 2020 WATER PURCHASE	P0108994	OH013869	09/30/2020	318,598.74
00205166	10/16/2020	SHOREWOOD #14885 Rental assistance for Emergenc	P0106396	OH013867	10/13/2020	841.92
00205167	10/16/2020	SOLID WASTE SYSTEMS INC CAMERA, WEIGHT KIT & CARBIDE W	P0108986	0126916-IN	10/06/2020	7,661.13
00205168	10/16/2020	Sophy & Steve Yang REFUND WATER SERVICE DEPOSIT	P0108950	13467	10/05/2020	10,668.83
00205169	10/16/2020	SOUND SAFETY PRODUCTS MISC. WORK CLOTHES	P0108981	168683/3	10/08/2020	345.21
00205170	10/16/2020	Stahl, Ken Refund for drop-in sports memb	P0108897	32620	10/06/2020	48.80
00205171	10/16/2020	Stanton, Darlene Refund for drop-in sports memb	P0108922	32627	10/06/2020	53.68
00205172	10/16/2020	Swenor, Rita Refund for drop-in sports memb	P0108900	32636	10/06/2020	39.04
00205173	10/16/2020	Thompson, Emily Refund for drop-in sports memb	P0108901	32597	10/06/2020	24.36
00205174	10/16/2020	LINKO TECHNOLOGY INC 2020 CROSS CONNECTION WEB TEST	P0107245	7593	10/07/2020	306.00
00205175	10/16/2020	Tran, Hai Refund for drop-in sports	P0108915	32651	10/06/2020	42.40
00205176	10/16/2020	TUPPER, CONSTANCE Refund for senior social	P0108969	32641	10/06/2020	60.00
00205177	10/16/2020	UTILITIES UNDERGROUND LOCATION 2020 UTILITY LOCATES	P0106555	0090173	09/30/2020	268.32
00205178	10/16/2020	Vanlunsen, Peter Refund for drop-in sports memb	P0108914	32652	10/06/2020	50.88
00205179	10/16/2020	WA ST TREASURER'S OFFICE Remit Sept NC Court Transmitta	P0109044	OH013871	10/13/2020	17,688.74
00205180	10/16/2020	Wackerbarth, Gina Refund for drop-in sports memb	P0108903	32599	10/06/2020	48.80
00205181	10/16/2020	Wang, Zhan Refund for drop-in sports memb	P0108911	32648	10/06/2020	31.80
00205182	10/16/2020	WEST MARINE PRO MP Supplies - Invoice # 000468	P0108791	4686/4621	10/16/2020	308.97
00205183	10/16/2020	Wong, Art Refund for drop-in sports memb	P0108968	32635	10/06/2020	32.40
00205184	10/16/2020	XEROX CORPORATION 2020 COPIER CHARGES	P0106363	011546696	10/01/2020	398.56
00205185	10/16/2020	Yao, Daryl Refund for drop-in sports memb	P0108893	32612	10/06/2020	26.84
00205186	10/16/2020	Zhu, Ken Refund for drop-in sports memb	P0108916	32653	10/06/2020	36.04
					Total	747,431.96

CERTIFICATION OF CLAIMS

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



Finance Director

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

Mayor

Date

<u>Report</u>	<u>Warrants</u>	<u>Date</u>	<u>Amount</u>
Check Register	205187-205280	10/23/2020	\$ 499,783.32
			\$ 499,783.32

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: 001000 - General Fund-Admin Key</i>				
P0109089	00205227	KONGSBERGER SKI CLUB	Refund for rental FA-3666 fees	164.00
P0109078	00205188	Adolf, Robert	Refund for drop-in sports memb	87.00
P0109090	00205224	KC COMMUNITY SERVICES DIV	Returning security deposit for	75.00
P0109072	00205225	Kelly, Kyle	Refund for drop-in sports memb	61.00
P0109076	00205261	Siqueiros, Jaye	Refund for drop-in sports memb	61.00
P0109077	00205194	Beckenridge, James	Refund for drop-in sports memb	58.56
P0109059	00205203	Copenhaver, Eric	Refund for drop-in sports memb	58.56
P0109064	00205204	Cramer, Karen	Refund for drop-in sports memb	58.56
P0109055	00205213	Furukawa, Della	Refund for drop-in sports memb	58.56
P0109053	00205220	Hull, Tammi	Refund for drop-in sports memb	58.56
P0109058	00205240	Myer, Fran	Refund for drop-in sports memb	58.56
P0109049	00205247	Palarino, Mary	Refund for drop-in sports memb	58.56
P0109061	00205256	Remak, Ben	Refund for drop-in sports memb	58.56
P0109065	00205257	Roberts, Suzanne	Refund for drop-in sports memb	58.56
P0109075	00205267	Tao, Yiming	Refund for drop-in sports memb	58.56
P0109088	00205197	CHEN, RONG	Refund for drop-in sports memb	56.12
P0109073	00205222	Jacobson, Kyle	Refund for drop-in sports memb	56.12
P0109060	00205255	Reed, Lela	Refund for drop-in sports memb	56.12
P0109066	00205271	Tso, Andrew	Refund for drop-in sports memb	56.12
P0109070	00205259	Sendelbach, Harold	Refund for drop-in sports memb	53.68
P0109080	00205280	Young, Jeanne	Refund for drop-in sports memb	53.00
P0109062	00205263	So, Joseph	Refund for drop-in sports memb	51.24
P0109054	00205223	Johnston, Alex	Refund for drop-in sports memb	48.80
P0109057	00205266	Sutton, Scott	Refund for drop-in sports memb	48.80
P0109050	00205270	Tsang, Lisa	Refund for drop-in sports memb	48.80
P0109048	00205239	Morris, Abbie	Refund for drop-in sports memb	46.36
P0109052	00205277	Wieland, Lance	Refund for drop-in sports memb	46.36
P0109068	00205244	O'Brien, Fred	Refund for drop-in sports memb	43.92
P0109047	00205245	Oswell, Ken	Refund for drop-in sports memb	41.48
P0109071	00205268	Toutant, Mike	Refund for drop-in sports memb	41.48
P0109051	00205275	Watts, Denis	Refund for drop-in sports memb	41.48
P0109079	00205219	Hor, Yee	Refund for drop-in sports memb	41.40
P0109063	00205279	You, Cynthia	Refund for drop-in sports memb	37.80
P0109056	00205199	Coddington, David	Refund for drop-in sports memb	36.60
P0109035	00205218	HEI, JONATHAN L	Refund for drop-in sports memb	36.60
P0109074	00205276	Weide, Mary Jo	Refund for drop-in sports memb	36.60
P0109069	00205242	Niziol, Teri	Refund for drop-in sports memb	34.16
P0109046	00205248	Pauley, Cynthia	Refund for drop-in sports memb	33.92
P0109081	00205233	Maideen, Anne	Refund for drop-in sports memb	25.44
P0109067	00205251	Pong, Oscar	Refund for drop-in sports memb	19.52
<i>Org Key: 402000 - Water Fund-Admin Key</i>				
P0109018	00205215	GEMPLER'S INC	INVENTORY PURCHASES	681.72
P0109006	00205238	MID-AMERICA SPORTS ADVANTAGE	INVENTORY PURCHASES	285.86
P0109139	00205216	GRAINGER	INVENTORY PURCHASES	83.71
P0109145	00205216	GRAINGER	INVENTORY PURCHASES	57.68
<i>Org Key: 814074 - Garnishments</i>				
	00205272	UNITED STATES TREASURY	PAYROLL EARLY WARRANTS	826.84

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: 814075 - Mercer Island Emp Association</i>				
	00205236	MI EMPLOYEES ASSOC	PAYROLL EARLY WARRANTS	245.00
<i>Org Key: 814076 - City & Counties Local 21M</i>				
	00205278	WSCCCE AFSCME AFL-CIO	PAYROLL EARLY WARRANTS	2,417.10
<i>Org Key: 814077 - Police Association</i>				
	00205250	POLICE ASSOCIATION	PAYROLL EARLY WARRANTS	2,334.83
<i>Org Key: CR1100 - Human Resources</i>				
P0109171	00205253	PUBLIC SAFETY TESTING INC	Public Safety Testing Program	462.00
P0109140	00205195	Cabot Dow Associates	Labor Relations Support Septem	393.75
P0109091	00205253	PUBLIC SAFETY TESTING INC	Fire Quarterly Subscription Fe	300.00
<i>Org Key: FN2100 - Data Processing</i>				
P0109104	00205234	METROPRESORT	3RD QTR B&O PRINTING & MAILING	254.19
<i>Org Key: FN4501 - Utility Billing (Water)</i>				
P0109104	00205234	METROPRESORT	OCT 2020 PRINTING & MAILING OF	71.77
P0109104	00205234	METROPRESORT	OCT 2020 PRINTING & MAILING OF	65.94
<i>Org Key: FN4502 - Utility Billing (Sewer)</i>				
P0109104	00205234	METROPRESORT	OCT 2020 PRINTING & MAILING OF	71.77
P0109104	00205234	METROPRESORT	OCT 2020 PRINTING & MAILING OF	65.94
<i>Org Key: FN4503 - Utility Billing (Storm)</i>				
P0109104	00205234	METROPRESORT	OCT 2020 PRINTING & MAILING OF	71.76
P0109104	00205234	METROPRESORT	OCT 2020 PRINTING & MAILING OF	65.94
<i>Org Key: FR1100 - Administration (FR)</i>				
P0109093	00205221	JACK LYONS & ASSOCIATES	LT Assessment Center	6,300.00
P0106836	00205202	COMCAST	FIRE STATION 92 FIBER CIRCUIT	412.50
P0109098	00205206	CULLIGAN SEATTLE WA	Water Service/Fire	321.05
P0109094	00205192	ASPECT SOFTWARE INC	Telestaff Monthly Fee	165.00
P0109092	00205201	COMCAST	Internet Charges/Fire	62.39
P0109095	00205237	MI HARDWARE - FIRE	Station Supplies	26.87
<i>Org Key: FR2100 - Fire Operations</i>				
P0109102	00205198	CLOTH TATTOO	T-Shirts	3,102.08
P0109096	00205209	EASTSIDE FIRE & RESCUE	Parts - 8610	2,588.41
P0106709	00205211	EPSCA	MONTHLY RADIO ACCESS FEES 49 R	1,111.00
P0109096	00205209	EASTSIDE FIRE & RESCUE	Labor - 8610	1,100.55
P0109103	00205228	KROESENS UNIFORM COMPANY	Uniform Pants/Edwards	259.55
P0106709	00205211	EPSCA	QTLY ACCESS FEE REBATE FIRE	-194.04
<i>Org Key: FR2500 - Fire Emergency Medical Svcs</i>				
P0109101	00205230	LIFE ASSIST INC	Aid Supplies	257.14
P0109101	00205230	LIFE ASSIST INC	Aid Supplies	161.83
P0109100	00205189	AIRGAS USA LLC	Oxygen/Fire	29.61
P0109099	00205265	STERICYCLE INC	On-Call Charges/Fire	10.36
<i>Org Key: GGM001 - General Government-Misc</i>				
P0106836	00205202	COMCAST	CITY HALL BACKUP INTERNET	881.72

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: GGM004 - Gen Govt-Office Support</i>				
P0108771	00205249	PITNEY BOWES	Q3 lease charges for folder/ s	957.09
P0108771	00205249	PITNEY BOWES	Q3 lease charges for Postage m	904.47
<i>Org Key: GGM005 - Genera Govt-LI Retiree Costs</i>				
P0109172	00205273	WALLACE, THOMAS	LEOFF1 LTC Expenses	6,000.00
P0109169	00205187	ADAMS, RONALD E	LEOFF1 Retiree Medical Expense	194.90
P0109166	00205210	ELSOE, RONALD	LEOFF1 Retiree Medical Expense	154.41
P0109165	00205273	WALLACE, THOMAS	LEOFF1 Retiree Medical Expense	148.17
P0109168	00205208	DEVENY, JAN P	LEOFF1 Retiree Medical Expense	147.56
P0109167	00205232	LOISEAU, LERI M	LEOFF1 Retiree Medical Expense	143.07
P0109170	00205187	ADAMS, RONALD E	LEOFF1 Retiree Medical Expense	116.64
<i>Org Key: GGM100 - Emerg Incident Response</i>				
P0109142	00205212	FASTSIGNS BELLEVUE	2020 Wellness Shield Installat	15,396.91
P0109097	00205274	WALTER E NELSON CO	Protexus Sprayer	764.50
<i>Org Key: IGVO11 - Chamber of Commerce</i>				
P0106841	00205235	MI CHAMBER OF COMMERCE	MONTHLY CHAMBER OF COMMERCE	600.00
<i>Org Key: MT2100 - Roadway Maintenance</i>				
	00205254	PUGET SOUND ENERGY	PSE OCTOBER 2020	3,877.86
	00205254	PUGET SOUND ENERGY	PSE OCTOBER 2020	195.91
P0109022	00205269	TRAFFIC SAFETY SUPPLY	STREET SIGN	65.11
<i>Org Key: MT2255 - Urban Forest Management (ROW)</i>				
P0109143	00205191	APPLIED ECOLOGY LLC	Planting, Installing and Water	9,252.00
<i>Org Key: MT3100 - Water Distribution</i>				
P0109084	00205258	Royal Restrooms of Washington	RESTROOM RENTAL 9/26 TO 10/25	4,050.00
<i>Org Key: MT3400 - Sewer Collection</i>				
P0109084	00205258	Royal Restrooms of Washington	RESTROOM RENTAL 9/25 TO 10/25	4,050.00
<i>Org Key: MT3500 - Sewer Pumps</i>				
P0106461	00205193	AT&T MOBILITY	2020 TELEMETRY	400.40
P0109086	00205216	GRAINGER	VERTICAL OPEN TANK LIQUID LEVE	73.55
	00205254	PUGET SOUND ENERGY	PSE OCTOBER 2020	12.89
<i>Org Key: MT4150 - Support Services - Clearing</i>				
P0106697	00205205	CRYSTAL AND SIERRA SPRINGS	PW WATER DELIVERY	90.56
P0106497	00205200	COMCAST	2020 PW WIFI SERVICE	86.39
P0109028	00205215	GEMPLER'S INC	CARHARTT WORK JEANS	37.38
P0106709	00205211	EPSCA	MONTHLY RADIO ACCESS FEES 1 RA	25.25
P0106709	00205211	EPSCA	QTLY ACCESS FEE REBATE PUBLIC	-4.41
<i>Org Key: MT4200 - Building Services</i>				
P0109106	00205264	SOREANO'S PLUMBING INC	REPAIRED URINALS AT COMMUNITY	500.45
<i>Org Key: MT4300 - Fleet Services</i>				
P0109138	00205246	OWEN EQUIPMENT COMPANY	REPAIR SWEEPER VEC. #480	4,279.55
P0106364	00205241	NELSON PETROLEUM	2020 UNLEADED & DIESEL DELIVER	684.88
P0109138	00205246	OWEN EQUIPMENT COMPANY	DEBRIS HOSE	686.58
P0109105	00205262	SME SOLUTIONS LLC	INSPECTION OF FUEL PUMP AT FIR	473.39

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0106772	00205190	AMERIGAS-1400	2020 PROPANE DELIVERY	420.11
P0109030	00205216	GRAINGER	1/8 IN 12V DC, 4-WAY/2-POSITIO	118.50
P0107063	00205252	PRAXAIR DISTRIBUTION INC	2020 ACETYLEN & OXYGEN TANK RE	55.90
<i>Org Key: PO0000 - Police-Revenue</i>				
P0109147	00205207	DEPT OF LICENSING	August CCW Renewal	192.00
P0109147	00205207	DEPT OF LICENSING	August CCW Renweal	126.00
P0109147	00205207	DEPT OF LICENSING	July CCW Renewal	64.00
P0109147	00205207	DEPT OF LICENSING	Sept CCW Renewal	42.00
P0109147	00205207	DEPT OF LICENSING	Sept CCW Renewal	32.00
P0109147	00205207	DEPT OF LICENSING	Sept CCW Refund	-32.00
<i>Org Key: PO1350 - Police Emergency Management</i>				
P0106709	00205211	EPSCA	MONTHLY RADIO ACCESS FEES 13 R	328.25
P0106709	00205211	EPSCA	QTLY ACCESS FEE REBATE EMAC	-57.33
<i>Org Key: PO1650 - Regional Radio Operations</i>				
P0106709	00205211	EPSCA	MONTHLY RADIO ACCESS FEES 59 R	1,515.00
P0106709	00205211	EPSCA	QTLY ACCESS FEE REFUND POLICE	-264.60
<i>Org Key: PO2100 - Patrol Division</i>				
P0109087	00205228	KROESENS UNIFORM COMPANY	Uniform alterations	128.70
<i>Org Key: PR4100 - Community Center</i>				
	00205254	PUGET SOUND ENERGY	PSE OCTOBER 2020	2,697.43
<i>Org Key: PR6200 - Athletic Field Maintenance</i>				
P0109144	00205231	LLOYD ENTERPRISES INC	PLAYFIELD SAND (30.49 TONS)	802.25
<i>Org Key: PR6500 - Luther Burbank Park Maint.</i>				
	00205254	PUGET SOUND ENERGY	PSE OCTOBER 2020	127.69
<i>Org Key: PR6900 - Aubrey Davis Park Maintenance</i>				
P0109028	00205215	GEMPLER'S INC	CARHARTT WORK JEANS	50.60
<i>Org Key: WD722R - Sub Basin 3b.4 Watercourse</i>				
P0108603	00205217	GREEN EARTHWORKS CONST INC	2020 Water Course Stabilizatio	40,420.49
P0101491	00205196	CARDNO INC	WATERCOURSE STABALISATION PROJ	1,145.25
<i>Org Key: WD724R - Sub Basin 29.2 Watercourse</i>				
P0108603	00205217	GREEN EARTHWORKS CONST INC	2020 Water Course Stabilizatio	85,748.40
P0101491	00205196	CARDNO INC	WATERCOURE STABILIZATION PROJE	2,126.62
<i>Org Key: WG130E - Equipment Rental Vehicle Repl</i>				
P94483	00205226	KIA MOTORS FINANCE	DSG 2016 KIA SOUL LEASE	625.00
<i>Org Key: WPI22P - Open Space - Pioneer/Engstrom</i>				
P0108743	00205214	GARDEN CYCLES	Pioneer Park Os Restoration 20	7,576.80
<i>Org Key: WP720R - Recurring Park Projects</i>				
P0108147	00205243	NW PLAYGROUND EQUIPMENT INC	ROANOKE PLE ROPE REPLACEMENT	4,664.00
P0108147	00205243	NW PLAYGROUND EQUIPMENT INC	ADP LID B PLE BARRIER	1,065.90
<i>Org Key: WR101R - Residential Street Improvement</i>				
P0108504	00205229	LAKESIDE INDUSTRIES	Construction-Streets	136,698.19

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0108504	00205229	LAKESIDE INDUSTRIES	Construction-Streets	930.00
<i>Org Key: WR918R - SE 40th St 76th to 78th</i>				
P0108504	00205229	LAKESIDE INDUSTRIES	Construction-Streets	129,593.37
<i>Org Key: YF2600 - Family Assistance</i>				
P0106396	00205260	SHOREWOOD #14885	Rental assistance for Emergenc	1,000.00
Total				499,783.32

Accounts Payable Report by Check Number

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00205187	10/23/2020	ADAMS, RONALD E LEOFF1 Retiree Medical Expense	P0109170	OH013898	10/22/2020	311.54
00205188	10/23/2020	Adolf, Robert Refund for drop-in sports memb	P0109078	32659	10/15/2020	87.00
00205189	10/23/2020	AIRGAS USA LLC Oxygen/Fire	P0109100	153/154/255/517	10/30/2020	29.61
00205190	10/23/2020	AMERIGAS-1400 2020 PROPANE DELIVERY	P0106772	3112817371	10/15/2020	420.11
00205191	10/23/2020	APPLIED ECOLOGY LLC Planting, Installing and Water	P0109143	1137	09/03/2020	9,252.00
00205192	10/23/2020	ASPECT SOFTWARE INC Telestaff Monthly Fee	P0109094	ASI062165	10/05/2020	165.00
00205193	10/23/2020	AT&T MOBILITY 2020 TELEMETRY	P0106461	7X101320	10/05/2020	400.40
00205194	10/23/2020	Beckenridge, James Refund for drop-in sports memb	P0109077	32660	10/15/2020	58.56
00205195	10/23/2020	Cabot Dow Associates Labor Relations Support Septem	P0109140	OH013887	09/30/2020	393.75
00205196	10/23/2020	CARDNO INC WATERCOURSE STABALISATION PROJ	P0101491	299270	09/18/2020	3,271.87
00205197	10/23/2020	CHEN, RONG Refund for drop-in sports memb	P0109088	32694	10/15/2020	56.12
00205198	10/23/2020	CLOTH TATTOO T-Shirts	P0109102	453062	10/09/2020	3,102.08
00205199	10/23/2020	Coddington, David Refund for drop-in sports memb	P0109056	32680	10/15/2020	36.60
00205200	10/23/2020	COMCAST 2020 PW WIFI SERVICE	P0106497	0365550-1007	10/07/2020	86.39
00205201	10/23/2020	COMCAST Internet Charges/Fire	P0109092	000511-1020	10/04/2020	62.39
00205202	10/23/2020	COMCAST FIRE STATION 92 FIBER CIRCUIT	P0106836	109293626	10/01/2020	1,294.22
00205203	10/23/2020	Copenhaver, Eric Refund for drop-in sports memb	P0109059	32700	10/15/2020	58.56
00205204	10/23/2020	Cramer, Karen Refund for drop-in sports memb	P0109064	32677	10/15/2020	58.56
00205205	10/23/2020	CRYSTAL AND SIERRA SPRINGS PW WATER DELIVERY	P0106697	14555831100320	10/03/2020	90.56
00205206	10/23/2020	CULLIGAN SEATTLE WA Water Service/Fire	P0109098	202010672721	09/30/2020	321.05
00205207	10/23/2020	DEPT OF LICENSING July CCW Renewal	P0109147	OH013886	10/20/2020	424.00
00205208	10/23/2020	DEVENY, JAN P LEOFF1 Retiree Medical Expense	P0109168	OH013903	10/22/2020	147.56
00205209	10/23/2020	EASTSIDE FIRE & RESCUE Parts - 8610	P0109096	3635	09/30/2020	3,688.96
00205210	10/23/2020	ELSOE, RONALD LEOFF1 Retiree Medical Expense	P0109166	OH013901	10/22/2020	154.41
00205211	10/23/2020	EPSCA MONTHLY RADIO ACCESS FEES 49 R	P0106709	10197	10/05/2020	2,459.12
00205212	10/23/2020	FASTSIGNS BELLEVUE 2020 Wellness Shield Installat	P0109142	I-104866	07/30/2020	15,396.91

Accounts Payable Report by Check Number

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00205213	10/23/2020	Furukawa, Della Refund for drop-in sports memb	P0109055	32681	10/15/2020	58.56
00205214	10/23/2020	GARDEN CYCLES Pioneer Park Os Restoration 20	P0108743	378	10/05/2020	7,576.80
00205215	10/23/2020	GEMPLER'S INC INVENTORY PURCHASES	P0109028	INV0004452983	10/08/2020	769.70
00205216	10/23/2020	GRAINGER INVENTORY PURCHASES	P0109030	9682884458	10/13/2020	333.44
00205217	10/23/2020	GREEN EARTHWORKS CONST INC 2020 Water Course Stabilizatio	P0108603	PP#1	09/03/2020	126,168.89
00205218	10/23/2020	HEI, JONATHAN L Refund for drop-in sports memb	P0109035	32664	10/15/2020	36.60
00205219	10/23/2020	Hor, Yee Refund for drop-in sports memb	P0109079	32658	10/15/2020	41.40
00205220	10/23/2020	Hull, Tammi Refund for drop-in sports memb	P0109053	32683	10/15/2020	58.56
00205221	10/23/2020	JACK LYONS & ASSOCIATES LT Assessment Center	P0109093	OH013888	10/14/2020	6,300.00
00205222	10/23/2020	Jacobson, Kyle Refund for drop-in sports memb	P0109073	32665	10/15/2020	56.12
00205223	10/23/2020	Johnston, Alex Refund for drop-in sports memb	P0109054	32682	10/15/2020	48.80
00205224	10/23/2020	KC COMMUNITY SERVICES DIV Returning security deposit for	P0109090	REFUNDFFA-4152	10/15/2020	75.00
00205225	10/23/2020	Kelly, Kyle Refund for drop-in sports memb	P0109072	32666	10/15/2020	61.00
00205226	10/23/2020	KIA MOTORS FINANCE DSG 2016 KIA SOUL LEASE	P94483	EXMILE/WEAR2016	10/22/2020	625.00
00205227	10/23/2020	KONGSBERGER SKI CLUB Refund for rental FA-3666 fees	P0109089	32787	10/15/2020	164.00
00205228	10/23/2020	KROESENS UNIFORM COMPANY Uniform Pants/Edwards	P0109087	61639	10/14/2020	388.25
00205229	10/23/2020	LAKESIDE INDUSTRIES Construction-Streets	P0108504	PP#2	08/31/2020	267,221.56
00205230	10/23/2020	LIFE ASSIST INC Aid Supplies	P0109101	104027	10/08/2020	418.97
00205231	10/23/2020	LLOYD ENTERPRISES INC PLAYFIELD SAND (30.49 TONS)	P0109144	3321681	10/13/2020	802.25
00205232	10/23/2020	LOISEAU, LERI M LEOFF1 Retiree Medical Expense	P0109167	OH013902	10/22/2020	143.07
00205233	10/23/2020	Maideen, Anne Refund for drop-in sports memb	P0109081	32654	10/15/2020	25.44
00205234	10/23/2020	METROPRESORT 3RD QTR B&O PRINTING & MAILING	P0109104	IN627688	10/15/2020	667.31
00205235	10/23/2020	MI CHAMBER OF COMMERCE MONTHLY CHAMBER OF COMMERCE	P0106841	OH013896	09/30/2020	600.00
00205236	10/23/2020	MI EMPLOYEES ASSOC PAYROLL EARLY WARRANTS		OH013893	10/23/2020	245.00
00205237	10/23/2020	MI HARDWARE - FIRE Station Supplies	P0109095	OH013885	09/30/2020	26.87
00205238	10/23/2020	MID-AMERICA SPORTS ADVANTAGE INVENTORY PURCHASES	P0109006	423066-00/-01	09/23/2020	285.86

Accounts Payable Report by Check Number

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00205239	10/23/2020	Morris, Abbie Refund for drop-in sports memb	P0109048	32691	10/15/2020	46.36
00205240	10/23/2020	Myer, Fran Refund for drop-in sports memb	P0109058	32701	10/15/2020	58.56
00205241	10/23/2020	NELSON PETROLEUM 2020 UNLEADED & DIESEL DELIVER	P0106364	0744344-IN	10/16/2020	684.88
00205242	10/23/2020	Niziol, Teri Refund for drop-in sports memb	P0109069	32670	10/15/2020	34.16
00205243	10/23/2020	NW PLAYGROUND EQUIPMENT INC ADP LID B PLE BARRIER	P0108147	47050/47257	09/03/2020	5,729.90
00205244	10/23/2020	O'Brien, Fred Refund for drop-in sports memb	P0109068	32671	10/15/2020	43.92
00205245	10/23/2020	Oswell, Ken Refund for drop-in sports memb	P0109047	32692	10/15/2020	41.48
00205246	10/23/2020	OWEN EQUIPMENT COMPANY DEBRIS HOSE	P0109138	00099459/99451	10/09/2020	4,966.13
00205247	10/23/2020	Palarino, Mary Refund for drop-in sports memb	P0109049	32687	10/15/2020	58.56
00205248	10/23/2020	Pauley, Cynthia Refund for drop-in sports memb	P0109046	32693	10/15/2020	33.92
00205249	10/23/2020	PITNEY BOWES Q3 lease charges for Postage m	P0108771	3311948750	10/01/2020	1,861.56
00205250	10/23/2020	POLICE ASSOCIATION PAYROLL EARLY WARRANTS		OH013892	10/23/2020	2,334.83
00205251	10/23/2020	Pong, Oscar Refund for drop-in sports memb	P0109067	32672	10/15/2020	19.52
00205252	10/23/2020	PRAXAIR DISTRIBUTION INC 2020 ACETYLEN & OXYGEN TANK RE	P0107063	99303360	09/30/2020	55.90
00205253	10/23/2020	PUBLIC SAFETY TESTING INC Fire Quarterly Subscription Fe	P0109171	2020-0623	10/15/2020	762.00
00205254	10/23/2020	PUGET SOUND ENERGY PSE OCTOBER 2020		OH013889	09/29/2020	6,911.78
00205255	10/23/2020	Reed, Lela Refund for drop-in sports memb	P0109060	32699	10/15/2020	56.12
00205256	10/23/2020	Remak, Ben Refund for drop-in sports memb	P0109061	32698	10/15/2020	58.56
00205257	10/23/2020	Roberts, Suzanne Refund for drop-in sports memb	P0109065	32676	10/15/2020	58.56
00205258	10/23/2020	Royal Restrooms of Washington RESTROOM RENTAL 9/26 TO 10/25	P0109084	2009014	09/18/2020	8,100.00
00205259	10/23/2020	Sendelbach, Harold Refund for drop-in sports memb	P0109070	32669	10/15/2020	53.68
00205260	10/23/2020	SHOREWOOD #14885 Rental assistance for Emergenc	P0106396	OH013895	10/20/2020	1,000.00
00205261	10/23/2020	Siqueiros, Jaye Refund for drop-in sports memb	P0109076	32661	10/15/2020	61.00
00205262	10/23/2020	SME SOLUTIONS LLC INSPECTION OF FUEL PUMP AT FIR	P0109105	2058734	09/29/2020	473.39
00205263	10/23/2020	So, Joseph Refund for drop-in sports memb	P0109062	32695	10/15/2020	51.24
00205264	10/23/2020	SOREANO'S PLUMBING INC REPAIRED URINALS AT COMMUNITY	P0109106	43514	10/02/2020	500.45

Accounts Payable Report by Check Number

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00205265	10/23/2020	STERICYCLE INC On-Call Charges/Fire	P0109099	3005271590	09/30/2020	10.36
00205266	10/23/2020	Sutton, Scott Refund for drop-in sports memb	P0109057	32678	10/15/2020	48.80
00205267	10/23/2020	Tao, Yiming Refund for drop-in sports memb	P0109075	32662	10/15/2020	58.56
00205268	10/23/2020	Toutant, Mike Refund for drop-in sports memb	P0109071	32667	10/15/2020	41.48
00205269	10/23/2020	TRAFFIC SAFETY SUPPLY STREET SIGN	P0109022	INV031619	10/13/2020	65.11
00205270	10/23/2020	Tsang, Lisa Refund for drop-in sports memb	P0109050	32686	10/15/2020	48.80
00205271	10/23/2020	Tso, Andrew Refund for drop-in sports memb	P0109066	32673	10/15/2020	56.12
00205272	10/23/2020	UNITED STATES TREASURY PAYROLL EARLY WARRANTS		OH013891	10/23/2020	826.84
00205273	10/23/2020	WALLACE, THOMAS LEOFF1 LTC Expenses	P0109165	OH013900	10/22/2020	6,148.17
00205274	10/23/2020	WALTER E NELSON CO Protexus Sprayer	P0109097	778996	10/06/2020	764.50
00205275	10/23/2020	Watts, Denis Refund for drop-in sports memb	P0109051	32684	10/15/2020	41.48
00205276	10/23/2020	Weide, Mary Jo Refund for drop-in sports memb	P0109074	32663	10/15/2020	36.60
00205277	10/23/2020	Wieland, Lance Refund for drop-in sports memb	P0109052	32685	10/15/2020	46.36
00205278	10/23/2020	WSCCCE AFSCME AFL-CIO PAYROLL EARLY WARRANTS		OH013894	10/23/2020	2,417.10
00205279	10/23/2020	You, Cynthia Refund for drop-in sports memb	P0109063	32697	10/15/2020	37.80
00205280	10/23/2020	Young, Jeanne Refund for drop-in sports memb	P0109080	32657	10/15/2020	53.00
					Total	<u>499,783.32</u>

CERTIFICATION OF CLAIMS

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



Finance Director

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

Mayor

Date

<u>Report</u>	<u>Date</u>	<u>Amount</u>
EFT Payments	September 2020	\$1,788,323.56

Accounts Payable EFT Report

Item 3.

Date	Type	Vendor Name/Description	Amount
9/25/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL ADP PAYROLL FEESADP - FEES	ADP Payroll Services 1,925.92
9/25/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL ADP PAYROLL FEESADP - FEES	ADP Payroll Services 2,033.50
9/1/2020	Outgoing Money Transfer	KROGER - Bulk Grocery Card Purchase	Emergency Assistance - Food Pantry 4,800.00
9/21/2020	Outgoing Money Transfer	KROGER - Bulk Grocery Card Purchase	Emergency Assistance - Food Pantry 4,800.00
9/11/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL Vimly Benefit SoVimly Bene <i>Employee (payroll withholding)</i> <i>Employer Portion</i>	Employee Insurance Premiums \$15,372.06 \$131,317.08 146,989.14
9/3/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL NAVIA BENEFIT SOFLEXIBLE B	Employee Withholding - Payroll 257.80
9/9/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL NAVIA BENEFIT SOFLEXIBLE B	Employee Withholding - Payroll 120.35
9/10/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL NAVIA BENEFIT SOFLEXIBLE B	Employee Withholding - Payroll 2,849.25
9/11/2020	Outgoing Money Transfer	IAFF Dues	Employee Withholding - Payroll 2,315.12
9/11/2020	Outgoing Money Transfer	VEBA	Employee Withholding - Payroll 5,800.39
9/11/2020	Outgoing Money Transfer	ICMA	Employee Withholding - Payroll 29,666.62
9/11/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL NATIONWIDE PAYMENTS	Employee Withholding - Payroll 940.00
9/11/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL NATIONWIDE PAYMENTS	Employee Withholding - Payroll 11,103.87
9/14/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL WASHINGTON-DSHS WA53000000	Employee Withholding - Payroll 599.99
9/17/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL NAVIA BENEFIT SOFLEXIBLE B	Employee Withholding - Payroll 1,822.41
9/24/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL NATIONWIDE PAYMENTS	Employee Withholding - Payroll 940.00
9/24/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL NATIONWIDE PAYMENTS	Employee Withholding - Payroll 10,781.02
9/24/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL NAVIA BENEFIT SOFLEXIBLE B	Employee Withholding - Payroll 190.69

EFT, Page 2

Accounts Payable EFT Report

Item 3.

Date	Type	Vendor Name/Description	Amount
9/25/2020	Outgoing Money Transfer	IAFF Dues	Employee Withholding - Payroll 2,315.12
9/25/2020	Outgoing Money Transfer	ICMA	Employee Withholding - Payroll 33,755.30
9/25/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL WASHINGTON-DSHS WA530	Employee Withholding - Payroll 599.99
9/30/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL UNUMGROUP955 INSURANCE	Employee Withholding - Payroll 190.50
9/30/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL UNUMGROUP955 INSURANCE	Employee Withholding - Payroll 202.40
9/25/2020	Outgoing Money Transfer	VEBA	Employee Contribution/EE withholding 85,683.15
9/2/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL AUTHNET GATEWAY BILLING	Merchant Fee - Boat Launch 30.00
9/3/2020	Preauthorized ACH Debit	BOFA MERCH SVCS FEE 430134750159294	Merchant Fee - Boat Launch 566.61
9/3/2020	Preauthorized ACH Debit	BOFA MERCH SVCS FEE 430134260026874	Merchant Fee - City Hall 218.32
9/2/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL AUTHNET GATEWAY BILLING	Merchant Fee - MyBuildingPermit.com 77.35
9/2/2020	Preauthorized ACH Debit	MERCHANT SVCS MERCH FEE 00000000259217	Merchant Fee - MyBuildingPermit.com 1,986.40
9/8/2020	Preauthorized ACH Debit	VANTIV_INTG_PYMTBILLNG 295483290884	Merchant Fee - Parks & Recreation 312.51
9/8/2020	Preauthorized ACH Debit	VANTIV_INTG_PYMTBILLNG 295483291882	Merchant Fee - Parks & Recreation 56.85
9/8/2020	Preauthorized ACH Debit	VANTIV_INTG_PYMTBILLNG 295483292880	Merchant Fee - Parks & Recreation 31.90
9/2/2020	Preauthorized ACH Debit	MERCHANT SERVICE MERCH FEES 930553411164783	Merchant Fee - Thrift Shop 406.97
9/3/2020	Preauthorized ACH Debit	MERCHANT SERVICE CR CD DEP 930553411164783	Merchant Fee - Thrift Shop 9.24
9/17/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL CAYAN HOLDINGS LPAYMENT	Merchant Fee - Thrift Shop 101.59
9/18/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL CAYAN LLC PROC INV	Merchant Fee - Thrift Shop 5.00

Accounts Payable EFT Report

Item 3.

Date	Type	Vendor Name/Description	Amount
9/1/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA REJECT FEE	Merchant Fee - Utility Billing 15.00
9/1/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing 3.80
9/9/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL INVOICE CLOUD INVOICE CL	Merchant Fee - Utility Billing 75.00
9/1/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing 9.50
9/1/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing 43.70
9/2/2020	Preauthorized ACH Debit	DIRECT DEPOSIT BANKCARD 948908660000035	Merchant Fee - Utility Billing 4,817.76
9/2/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA MONTH END	Merchant Fee - Utility Billing 10.00
9/2/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing 4.75
9/3/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing 10.45
9/4/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA REJECT FEE	Merchant Fee - Utility Billing 15.00
9/4/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing 10.45
9/8/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA REJECT FEE	Merchant Fee - Utility Billing 15.00
9/8/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing 53.20
9/9/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing 1.90
9/9/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing 2.85
9/9/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing 4.75
9/9/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing 4.75
9/10/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing 2.85

Accounts Payable EFT Report

Item 3.

Date	Type	Vendor Name/Description	Amount
9/11/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing 38.95
9/14/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing 12.35
9/15/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA REJECT FEE	Merchant Fee - Utility Billing 15.00
9/15/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing 1.90
9/15/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing 7.60
9/15/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing 7.60
9/16/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing 36.10
9/17/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing 5.70
9/18/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing 12.35
9/21/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing 5.70
9/22/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing 0.95
9/22/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing 0.95
9/22/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing 45.60
9/23/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA REJECT FEE	Merchant Fee - Utility Billing 15.00
9/24/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA REJECT FEE	Merchant Fee - Utility Billing 15.00
9/24/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing 3.80
9/25/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing 0.95
9/25/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing 3.80

Accounts Payable EFT Report

Item 3.

Date	Type	Vendor Name/Description	Amount
9/25/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing 7.60
9/28/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing 1.90
9/28/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing 2.85
9/29/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing 0.95
9/29/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing 2.85
9/29/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing 3.80
9/29/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing 4.75
9/29/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing 9.50
9/30/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES	Merchant Fee - Utility Billing 0.95
9/2/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL AUTHNET GATEWAY BILLING	Merchant Fee - VOICE 25.00
9/3/2020	Preauthorized ACH Debit	BOFA MERCH SVCS FEE 430134260026879	Merchant Fee - VOICE 6.45
9/3/2020	Preauthorized ACH Debit	BOFA MERCH SVCS FEE 430134260026884	Merchant Fee - YFS LB 6.45
9/23/2020	Outgoing Money Transfer	ADP PAYROLL	Net Payroll 501,746.52
9/9/2020	Outgoing Money Transfer	ADP PAYROLL	Net Payroll 469,517.92
9/10/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL ADP Tax ADP Tax	Payroll Taxes 162,651.37
		<i>Employee (payroll withholding)</i>	<i>\$120,195.59</i>
		<i>Employer Portion</i>	<i>\$42,455.78</i>
9/24/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL ADP Tax ADP Tax	Payroll Taxes 170,663.91
		<i>Employee (payroll withholding)</i>	<i>\$129,242.49</i>
		<i>Employer Portion</i>	<i>\$41,421.42</i>
9/8/2020	Preauthorized ACH Debit	5 3 BANKCARD SYSNET SETLMT295483290884	Refunds - Parks & Recreation 1,834.85

Accounts Payable EFT Report

Item 3.

Date	Type	Vendor Name/Description	Amount
9/14/2020	Preauthorized ACH Debit	5 3 BANKCARD SYSNET SETLMT295483290884	Refunds - Parks & Recreation 882.00
9/16/2020	Preauthorized ACH Debit	5 3 BANKCARD SYSNET SETLMT295483290884	Refunds - Parks & Recreation 232.00
9/17/2020	Preauthorized ACH Debit	5 3 BANKCARD SYSNET SETLMT295483290884	Refunds - Parks & Recreation 1,741.77
9/18/2020	Preauthorized ACH Debit	5 3 BANKCARD SYSNET SETLMT295483290884	Refunds - Parks & Recreation 205.88
9/21/2020	Preauthorized ACH Debit	5 3 BANKCARD SYSNET SETLMT295483290884	Refunds - Parks & Recreation 174.36
9/23/2020	Preauthorized ACH Debit	5 3 BANKCARD SYSNET SETLMT295483290884	Refunds - Parks & Recreation 199.32
9/28/2020	Preauthorized ACH Debit	5 3 BANKCARD SYSNET SETLMT295483290884	Refunds - Parks & Recreation 73.80
9/30/2020	Preauthorized ACH Debit	5 3 BANKCARD SYSNET SETLMT295483290884	Refunds - Parks & Recreation 549.87
9/23/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL DOL FIREARMS LICENSING	Remit DOL Fees 855.00
9/1/2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL WA DEPT RET SYS DRS EPAY	Remit Retirement 117,106.66
		<i>Employee (payroll withholding)</i>	<i>\$54,545.66</i>
		<i>Employer Portion</i>	<i>\$62,561.00</i>
Total			\$ 1,788,323.56



CITY OF MERCER ISLAND CERTIFICATION OF PAYROLL

PAYROLL PERIOD ENDING **10.16.2020**
PAYROLL DATED **10.23.2020**

Net Cash	\$	461,567.48
Net Voids/Manuals	\$	22,897.71
Net Total	\$	484,465.19

Federal Tax Deposit - Key Bank	\$	80,260.39
Social Security and Medicare Taxes	\$	39,331.36
Medicare Taxes Only (Fire Fighter Employees)	\$	2,348.46
State Tax (Massachusetts)	\$	-
Public Employees Retirement System 2 (PERS 2)	\$	24,330.85
Public Employees Retirement System 3 (PERS 3)	\$	5,269.50
Public Employees Retirement System (PERSJM)	\$	870.75
Public Safety Employees Retirement System (PSERS)	\$	214.08
Law Enforc. & Fire fighters System 2 (LEOFF 2)	\$	26,309.78
Regence & LEOFF Trust - Medical Insurance	\$	10,664.65
Domestic Partner/Overage Dependant - Insurance	\$	596.15
Group Health Medical Insurance	\$	661.06
Health Care - Flexible Spending Accounts	\$	1,667.37
Dependent Care - Flexible Spending Accounts	\$	594.23
ICMA Deferred Compensation	\$	28,299.00
Fire 457 Nationwide	\$	6,921.53
Roth - ICMA	\$	475.00
Roth - Nationwide	\$	1,390.00
Tax Levy	\$	826.84
Child Support	\$	599.99
Mercer Island Employee Association	\$	245.00
Cities & Towns/AFSCME Union Dues	\$	2,417.10
Police Union Dues	\$	2,334.83
Fire Union Dues	\$	2,155.12
Fire Union - Supplemental Dues	\$	160.00
Standard - Supplemental Life Insurance	\$	317.90
Unum - Long Term Care Insurance	\$	196.45
AFLAC - Supplemental Insurance Plans	\$	388.71
Coffee Fund	\$	116.00
Transportation	\$	56.67
HRA - VEBA	\$	5,695.06
Nationwide Extra	\$	2,666.66
Tax & Benefit Obligations Total	\$	248,380.49

TOTAL GROSS PAYROLL	\$ 732,845.68
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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.

 Mayor Date



CITY COUNCIL MINUTES SPECIAL VIDEO MEETING (EXECUTIVE SESSION) OCTOBER 1, 2020

CALL TO ORDER & ROLL CALL

Mayor Benson Wong called the Special Meeting to order at 4:00 pm from a remote location.

Mayor Benson Wong, Deputy Mayor Wendy Weiker and Councilmembers Lisa Anderl, Jake Jacobson, Salim Nice, Craig Reynolds, and David Rosenbaum participated remotely using the teleconferencing platform Microsoft Teams.

City Attorney Bio Park participated in the executive session from a remote location using Microsoft Teams.

EXECUTIVE SESSION

At 4:00 pm, Mayor Wong convened an Executive Session for approximately 60 minutes to discuss with legal counsel litigation or potential litigation pursuant to RCW 42.30.110(1)(i).

At 4:58 pm, Mayor Wong adjourned the Executive Session.

ADJOURNMENT

The Special Meeting adjourned at 5:00 pm.

Benson Wong, Mayor

Attest:

Deborah Estrada, City Clerk



CITY COUNCIL MINUTES REGULAR VIDEO MEETING OCTOBER 6, 2020

EXECUTIVE SESSION

At 5:01 pm, Mayor Wong convened an Executive Session for approximately 60 minutes to 1) discuss with legal counsel litigation or potential litigation pursuant to RCW 42.30.110(1)(i) and 2) For planning or adopting the strategy or position to be taken by the City Council during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress pursuant to RCW 42.30.140(4)(b)

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

City Manager Jessi Bon participated from City Hall and City Attorney Bio Park participated in the executive session from a remote location.

At 5:51 pm, Mayor Wong adjourned the Executive Session.

After a brief break, Council went into open session at 6:00 pm.

CALL TO ORDER & ROLL CALL

Mayor Benson Wong called the meeting to order at 6:00 pm from a remote location.

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

City Manager Bon and City Clerk Deborah Estrada participated remotely from separate rooms at City Hall, 9611 SE 36th Street, Mercer Island, Washington. The Mercer Island City Leadership Team participated from remote locations.

PLEDGE OF ALLEGIANCE

Mayor Wong led the Council in the Pledge of Allegiance.

AGENDA APPROVAL

It was moved by Nice; seconded by Anderl to:

Approve the agenda as presented.

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

Passed 7-0

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

CITY MANAGER REPORT

City Manager Bon reported on the following:

- COVID-19 Update
- Council & Boards & Commissions Updates:

- Virtual Meeting Schedule
- 2021-2022 Biennial Budget Schedule
- City Service Updates:
 - Playgrounds Are Open
 - Thrift Shop Volunteers Needed
 - MIFD Search & Rescue Team Returns from Deployment
 - MIFD Pink Patches for Breast Cancer Awareness
 - Automatic License Plate Reader Update
 - MICEC Parking Lot
 - Upcoming Election Information
 - Fall Recycling Event
 - Arbor Day
 - Website – Updated News and Public Notice Section
- Construction Updates
 - 2020 Water System Improvements Project
 - Summer Road Construction Wraps Up
- Other Updates
 - Don't Forget Your Annual Flu Shot
 - Drive-Thru Clinics Offered by SVNA
 - Support Mercer Island Businesses
 - Pop-Up StoryWalk
 - Call for Help Holiday Lights at Mercerdale

APPEARANCES

Callie Ridolfi, Mercer Island – Addressed the recent release of the King County Strategic Climate Plan and volunteered to serve as Mercer Island's League of Women Voters Climate Team member.

Meg Lippert, Mercer Island – Encouraged community engagement for the proposed Thrift Shop remodel, explaining that no action should be taken without actively engaging area residents.

CONSENT CALENDAR

Approve **Accounts Payable** Reports:

- A. September 11, 2020 in the amount of \$914,868.59
- B. September 18, 2020 in the amount of \$194,000.26
- C. September 25, 2020 in the amount of \$275,197.72

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

Claims Reporting for Electronic Funds Transfers for the month ending August 31, 2020 in the amount of \$1,997,132.64

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

Approve **Certification of Payroll** dated September 25, 2020 in the amount of \$768,484.28

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

AB 5756: Arbor Day Proclamation No.257

Recommended Action: Mayor proclaims the third Saturday in October as Arbor Day in the City of Mercer Island.

AB 5762: Affordable Housing Week Proclamation No. 258

Recommended Action: Mayor proclaims October 12-16 as Affordable Housing Week in the City of Mercer Island

It was moved by Jacobson; seconded by Reynolds to:

Approve the Consent Calendar as presented.

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

Passed 7-0

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

REGULAR BUSINESS

AB 5759: Extend Comprehensive Plan and Code Amendment Application Period

Deputy CPD Director Alison Van Gorp explained that public notice of the docketing period was issued in the City's permit bulletin on August 10 and in the Mercer Island Reporter on August 19; however, both notices inadvertently omitted the term "code amendment", indicating that only comprehensive plan amendments, not code amendments were being invited. Adoption of Ordinance No. 20-15 would extend the deadline for submitting comprehensive plan and code amendment proposals to November 2, 2020, for 2020 only.

It was moved by Nice; seconded by Weiker to:

Adopt emergency Ordinance No. 20-15 to extend the Comprehensive Plan and code amendment application deadline to November 2, 2020.

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

Passed 7-0

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

AB 5757: ARCH 2021 Work Plan and Budget

Deputy CPD Director Alison Van Gorp reviewed the ARCH budget, explaining that the budget totals \$1,155,261 and funds staffing, and other costs associated with implementing the work plan. The ARCH 2021 member city contributions would remain at 2020 levels with Mercer Island's share set at \$50,222. She went on to outline the ARCH Work Plan, explaining that the ARCH interlocal agreement would require each member city to approve the budget and work plan each year:

- Affordable Housing Investment
- Housing Policy and Planning
- Housing Program Implementation
- Education and Outreach
- Administration

Van Gorp also reviewed the City's contribution to the Housing Trust Fund, explaining that Mercer Island's Parity Goal range was \$18,146 to \$150,045 and that past contributions ranged between \$30,000 to \$96,000 per year.

Council discussed the allocation of funds for the ARCH administrative budget and HTF in the 2021-2022 budget process. Staff noted that formal action to allocate funds and approve the ARCH 2021 Work Plan were scheduled for the November 17 City Council meeting.

AB 5760: Additional Coronavirus Relief Funds Allocation for EOC Costs & Small Business Grant Program

EOC Small Business Liaison Sarah Bluvus and EOC Grant Coordinator Merrill Thomas-Schadt reported that on September 2 the City received a second round of CARES Act funding in the amount of \$367,050. They presented a draft plan for allocating a portion of funding to a COVID-19 relief program to support local businesses impacted by the Pandemic. Bluvus discussed the established eligibility criteria and outlined the proposed Small Business Grant program's cash grant structure, noting that funds may only be used for business interruptions in response to the Coronavirus from March 1 to November 30, 2020.

Council discussed the program and directed staff to simplify its scope and eligibility criteria and use a lottery system to select grantees. Staff noted the requested changes and reported that the program would be brought back to Council on October 20 for approval, with authorization of grant awards authorized scheduled for the November 2 City Council meeting.

AB 5761: PSERN Operator Interlocal Agreement

Fire Chief Steve Heitman briefly summarized the Eastside Public Safety Communications Agency (EPSCA) history, to which Mercer Island is a member and has a seat on the Executive Board. The Puget Sound Emergency Radio Network Operator (PSERN) is the successor to the current emergency radio communications system. Instead of four separate public owners, a single public owner/operator would be created - the "PSERN Agency". Like EPSCA, the new PSERN Agency would be a nonprofit corporation and would be governed by an Executive Board. There would be four voting members, each with one vote. All voting members must agree for the Board to act, with limited exceptions.

Chief Heitman went on to explain that the new PSERN system is currently under construction and is expected to be fully operational at the end of 2022. At that time, the new PSERN Agency would assume ownership and control of the new system and the EPSCA system would no longer operate. The new PSERN will provide:

- Advanced digital technology and improved capacity, capability, and connectivity
- New 20+ year contract with vendor
- Single billing agency with uniform rates, operational standards, and system performance requirements
- Improved coverage throughout the county to accommodate population growth
- Updates, upgrades, and repairs of both system and dispatch consoles
- New end user radios (over 17,000).
- 24/7 Infrastructure support

Chief Heitman also outlined the radio rates, explaining that rates for PSERN agencies were expected to be within the range of rates previously charged. The cost allocation model for PSERN was adopted by the 12 owner agencies of the current King County Emergency Radio Communications System through the Implementation Period Interlocal Agreement.

It was moved by Nice; seconded by Jacobson to:

Approve Resolution No. 1583, authorizing the City Manager to sign the Puget Sound Emergency Radio Network (PSERN) Operator Interlocal Agreement creating the PSERN Operator, which will undertake the ownership, operations, maintenance, management and ongoing upgrades/replacement of the PSERN System.

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

Passed 7-0

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

AB 5758: Fire Services Study – Part 2

City Manager Jessi Bon introduced Emily Moon, a local government management consultant, to discuss the presentation. The presentation highlighted modifications made to the July 2020 Fire Services Study, provided additional information in response to Council questions posed in July, and conveyed further analysis of Matrix Consulting's Group's recommendations and options.

Updates to the Draft Report included:

- Added background concerning use of overtime and overtime policies
- Removed recommendation to replace apparatus with a quint-style truck and modified the recommendation concerning online training
- Updated and corrected calculations and figures
- Provided more data concerning salary, benefits, leave time and overtime budgets/expenses/uses
- Modeled multiple years of staffing recommendations/options and of the contracting responses
- Provided additional information regarding the option of adding a dedicated aid car
- Added a short list of possible partial contracting options

Moon reviewed the Mercer Island Fire Department's five-year budget history, noting that the department's budget per capita and per employee were similar to the regional norm for urban, professional departments that also provide BLS. When reviewing the same time period and the department's overtime, she concluded that the department was at minimum staffing every day of the year and must use OT to maintain minimum staffing on most days.

Moon also looked at whether contracting would lead to better efficiency or effectiveness and her preliminary

inquiry and findings were as follows:

- Quality and level of service was unlikely to change significantly
- Productivity was unlikely to change
- Cost of service was unknown

Moon went on to explain that if the City Council decided to conduct an RFP process and commence further study of the contractual fire services alternative, it was important to outline the steps, identify the timeline, and determine the budget support needed.

Council discussed the recommended actions at length and some expressed concern for staff capacity, to which City Manager Bon and Chief Heitman acknowledged was a concern.

It was moved by Jacobson; seconded by Anderl to:

Accept the Fire Services Study Final Report and direct the City Manager to prepare a budget proposal to conduct an RFP process and commence further study of the contractual fire services alternative.

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

Passed 4-3

FOR: 4 (Anderl, Jacobson, Nice, and Wong)

AGAINST: 3 (Reynolds, Rosenbaum, and Weiker)

OTHER BUSINESS

Planning Schedule

City Manager Bon reviewed the upcoming meeting schedule and reminded Council that a special meeting was scheduled for October 13, wherein staff would review the 2021-2022 Preliminary Budget.

Councilmember Absences

There were no absences to report.

Councilmember Reports

Councilmember Reynolds:

- The Seattle Storm won the WMBA Championship
- Participated in a K4C Meeting last week
- October 8 Public Hearing on coal power generating in Montana

Deputy Mayor Weiker reported that AWC put forward its 2020 legislative priorities and that SCA will not be far behind.

Mayor Wong reported that on September 29 he attended the relaunching of the YFS Healthy Youth Initiative.

ADJOURNMENT

There being no additional business, the Regular Video Meeting adjourned at 10:18 pm.

Attest:

Benson Wong, Mayor

Deborah A. Estrada, City Clerk



CITY COUNCIL MINUTES SPECIAL VIDEO MEETING OCTOBER 13, 2020

CALL TO ORDER & ROLL CALL

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

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

City Manager Jessi Bon participated from City Hall and City Attorney Bio Park participated in the executive session from a remote location.

EXECUTIVE SESSION

At 5:00 pm, Mayor Wong convened an Executive Session for approximately 60 minutes to discuss with legal counsel litigation or potential litigation pursuant to RCW 42.30.110(1)(i).

At 5:55 pm, Mayor Wong adjourned the Executive Session.

After a brief break, Council went into open session at 6:00 pm.

The City Clerk called the roll for the record.

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

City Manager Jessi Bon participated from City Hall and City Attorney Bio Park participated in the executive session from a remote location.

AGENDA APPROVAL

It was moved by Jacobson; seconded by Nice to:

Approve the agenda as presented.

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

Passed 7-0

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

APPEARANCES

There were no public comments.

SPECIAL BUSINESS

AB 5765: Receive the 2021-2022 Preliminary Budget

City Manager Jessi Bon, Interim Finance Director Matt Mornick, and Deputy Finance Director LaJuan Tuttle presented the 2021-2022 Proposed Budget to the City Council.

Staff outlined the budget discussion for the evening and presented on the following items:

- Budget Overview and Budget Calendar
 - Revenues and Expenditures by Fund
- Budget Strategy
 - Budget Assumptions – Employee Compensation
 - Disposition of General Fund Surplus
- Budget Basics
 - Fund Accounting, Fund Reserves, Contingency Fund, General Purpose Funds, Special Revenue & Enterprise Funds, Internal Service & Capital Project Funds, Debt Service and Trust Funds
- Revenue
 - Property Tax & Resolution of “Substantial Need”
 - Sales Tax
 - Business & Occupation Tax
- General Fund
 - Expenditures and Revenues
 - Fund Balance
 - Unrestricted Balance
 - Six-year Forecast
 - Rolling Fund Balance
- Budget Proposals
- Department Overviews

In response to Council questions, staff committed to providing answers on or before the October 20 Regular Meeting wherein discussion on the 2021-2022 Proposed Budget will continue and the first public hearing will occur.

ADJOURNMENT

The Special Meeting adjourned at 9:42 pm.

Attest:

Benson Wong, Mayor

Deborah Estrada, City Clerk



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

**AB 5769
November 2, 2020
Public Hearing**

AGENDA BILL INFORMATION

TITLE:	AB 5769: Public Hearing on Extension of Docketing Deadline to Submit Proposals for Comprehensive Plan and Code Amendments	<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:	Conduct Public Hearing on Ordinance No. 20-15.	

DEPARTMENT:	Community Planning and Development
STAFF:	Alison Van Gorp, Deputy Director
COUNCIL LIAISON:	n/a
EXHIBITS:	1. Ordinance No. 20-15
CITY COUNCIL PRIORITY:	n/a

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

SUMMARY

On October 6, 2020, the City Council adopted Ordinance No. 20-15 (see Exhibit 1), extending the deadline for submission of proposed Comprehensive Plan and development code amendments to November 2, 2020. Ordinance No. 20-15 is an interim zoning and official control ordinance, and pursuant to RCW 35A.63.220 and RCW 36.70A.390, a public hearing must be scheduled within 60 days of passing such an ordinance. On Tuesday night, the City Council will hold a public hearing to receive comments on Ordinance No. 20-15.

BACKGROUND

The City has an established process for reviewing proposed amendments to the Comprehensive Plan and development code. Amendments are proposed and compiled into a “docket” which is reviewed no more frequently than once per year. Amendment proposals are invited each year during the month of September as described in [MICC 19.15.230\(D\)\(1\)](#). Amendment requests are then placed on the docket for initial consideration by the Planning Commission and City Council. The City Council decides which amendments on the docket will receive further review in the coming year.

This year, public notice of the docketing period was issued in the City’s permit bulletin on August 10, 2020 and in the newspaper on August 19, 2020. These published notices, however, inadvertently omitted the term

“code amendment”, indicating that only *comprehensive plan* amendments, not *code* amendments were being invited. Staff were alerted to this omission toward the end of September.

Given this error, the City Council took action by passing Ordinance 20-15 to extend the deadline for submitting comprehensive plan and code amendments proposals to November 2, 2020 (for 2020 only).

RECOMMENDATION

Conduct Public Hearing on Ordinance No. 20-15, which extended the 2020 docketing deadline to submit proposals for Comprehensive Plan and development code amendments.

If necessary, make additional findings and conclusions for passing Ordinance No. 20-15.

**CITY OF MERCER ISLAND
ORDINANCE NO. 20-15**

AN ORDINANCE OF THE CITY OF MERCER ISLAND, WASHINGTON, EXTENDING THE 2020 DEADLINE TO SUBMIT PROPOSED COMPREHENSIVE PLAN AND CODE AMENDMENTS; CALLING A PUBLIC HEARING; DECLARING AN EMERGENCY; AND ESTABLISHING AN IMMEDIATE EFFECTIVE DATE.

WHEREAS, each year the City is required to notice by September 1st its annual comprehensive plan and code amendment cycle for the following calendar year; and

WHEREAS, comprehensive plan and code amendment proposals from the public must be received by October 1st in order to be considered for the following year's comprehensive plan and code amendment process; and

WHEREAS, the notice that the City issued in 2020, which occurred by September 1st, notified the public that the City had to receive proposed amendments to the comprehensive plan by October 1st, without mentioning that proposed amendments to the development code were also being accepted until October 1st; and

WHEREAS, this error of omission by the City may have deterred the public from submitting proposed amendments, limiting the public's ability to participate fully in the City's comprehensive plan and code amendment process as set forth in the Growth Management Act; and

WHEREAS, deterring the public's ability to propose amendments to the comprehensive plan and development code would result in harm to public health, safety, property, and welfare in Mercer Island; and

WHEREAS, to prevent the potential harm to public health, safety, property, and welfare, the City Council concludes that the City immediately needs an extension of the October 1st deadline for accepting proposed amendments from the public; and

WHEREAS, the City is authorized under RCW 35A.63.220, 36.70A.390 to pass an interim zoning and official control ordinance for up to six months, provided it holds a public hearing on the same within sixty days after passage; and

WHEREAS, consistent with the provisions of RCW 35A.63.220 and RCW 36.70A.390, it is appropriate for the City Council to hold a public hearing and adopt additional findings of fact, if necessary, supporting and justifying the interim zoning and official control ordinance within at least sixty days of its passage; NOW, THEREFORE,

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

Section 1. Whereas Clauses Adopted. The "Whereas Clauses" set forth in the recital of this Ordinance are hereby adopted as the preliminary findings and conclusions of the City Council for passing this Ordinance.

Section 2. Declaration of Emergency. As set forth in the “Whereas Clauses” adopted in Section 1 of this Ordinance, the City Council hereby declares that an emergency exists necessitating that this Ordinance take effect immediately upon passage by a majority plus one of the whole membership of the City Council.

Section 3. Deadline Extended. The deadlines in MICC 19.15.230(D)(1) notwithstanding, the deadline in 2020 for the public to submit proposed amendments to the comprehensive plan and development code will be November 2nd. Proposed amendment requests received after November 2nd will not be considered for 2021’s comprehensive plan and code amendment process but will be held for the next eligible process. Soon after this Ordinance takes effect, the City will issue notice of this year’s extension to submit proposed comprehensive plan and code amendments.

Section 4. Public Hearing. Pursuant to RCW 35A.63.220 and RCW 36.70A.390, a public hearing shall be scheduled within 60 days of this Ordinance passage, in order to hear and consider the comments and testimony of those wishing to speak at such public hearing regarding the interim zoning and official controls approved by this Ordinance, and to consider adopting further findings of fact, if necessary.

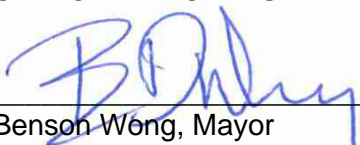
Section 5. Duration of Interim Zoning and Official Controls. The interim zoning and official controls approved by this Ordinance shall become effective immediately, on the date hereof, and shall continue in effect for an initial period of six months, unless repealed, extended or modified by the City Council after subsequent public hearing(s), entry of appropriate findings of fact, and or development of a work plan for related studies pursuant to RCW 35A.63.220 and RCW 36.70A.390.

Section 6. Severability. If any section, sentence, clause, or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, or its application held inapplicable to any person, property, or circumstance, such invalidity or unconstitutionality shall not affect the validity of any other section, sentence, clause, or phrase of this Ordinance or its application to any other person, property or circumstance.

Section 7. Effective Date. This Ordinance, as a public emergency ordinance necessary for the protection of the public health, safety, property, and welfare, shall take effect immediately upon passage by a majority plus one of the whole membership of the City Council.

Passed at least by a majority plus one of the City Council of the City of Mercer Island, Washington, at its regular meeting on the 6th day of October 2020 and signed in authentication of its passage.

CITY OF MERCER ISLAND



Benson Wong, Mayor

Approved as to Form:

ATTEST:

/s/ Bio Park 10/6/2020

Bio Park, City Attorney



Deborah A. Estrada, City Clerk

Date of Publication: October 14, 2020

PUBLIC HEARING: Extend Comprehensive Plan and Code Amendment Application Period

AB 5769 | November 2, 2020



Summary

- City Code requires that the City accept Comprehensive Plan and development code amendment proposals each year during the month of September.
- Staff omitted the term “code amendment” from the public notices issued in August – only Comprehensive Plan amendments were specifically solicited
- October 6, City Council acted to extend the submission deadline from October 1 to November 2, 2020 to allow additional time for submissions
- A public hearing is required within 60 days



Recommended Action

1. Conduct the Public hearing on Ordinance No. 20-15
2. If necessary, make additional findings and conclusions for passing Ordinance No. 20-15





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

**AB 5770
November 2, 2020
Special Business**

AGENDA BILL INFORMATION

TITLE:	AB 5770: Updating School Impact Fees	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Adopt Ordinance No. 20C-24 amending MICC Chapter 19.17 and updating the school impact fees	

DEPARTMENT:	Community Planning and Development
STAFF:	Alison Van Gorp, Deputy Director
COUNCIL LIAISON:	n/a
EXHIBITS:	<ol style="list-style-type: none"> Mercer Island School District Six-Year Capital Facilities Plan Ordinance No. 20C-24
CITY COUNCIL PRIORITY:	n/a

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

SUMMARY

The purpose of the Agenda Bill is to update the school impact fees the City collects on behalf of the Mercer Island School District (District). The school impact fees are updated annually based on the district’s Six-Year Capital Facilities Plan (see Exhibit 1). The District is now projecting a decline in enrollment and is unable to impose impact fees for the coming year. Ordinance No. 20C-24 (see Exhibit 2) reduces the school impact fees for both single-family and multi-family dwellings to \$0.00. Tyrell Bergstrom, the Executive Director of Finance and Operations for Mercer Island School District, will be available for questions during the City Council meeting on Tuesday evening.

BACKGROUND

School impact fees are imposed on certain residential developments pursuant to chapter 19.17 MICC. The impact fees are collected by the City on behalf of the District, and the amount of the impact fees is calculated and determined annually by the District in its Six-Year Capital Facilities Plan. Since school impact fees were first imposed in 2015, the City has collected \$826,330.31 (through 9/30/2020 and not including deferred payments) for the District.

The District updates its Six-Year Capital Facilities Plan (CFP) annually, including projecting enrollment and assessing any needed facility improvements to provide additional capacity. The projections are used to

calculate the amount of the impact fees to be imposed and collected by the City. Currently, the impact fees are \$5,843.11 per Single Family Residence Unit and \$0.00 per Multi-Family Unit. However, in the updated CFP adopted in June 2020 (see Exhibit 1), the District is projecting declining enrollment and therefore no facility improvements are needed related to capacity. Thus, the District is unable to impose impact fees at this time.

Based on these findings in the CFP, the City must update our code to reduce the Single-Family Residence Unit impact fee to \$0.00. The school impact fees are codified in MICC 19.17.070(A) consistent with RCW 82.02.060(1). Provisions in chapter 19.17 MICC already contemplate the possibility of changes to the amount of the impact fees based on the District's CFP, and Ordinance No. 20C-24 (see Exhibit 2) amends chapter 19.17 MICC to amend the Single-Family impact fee. The impact fees are also included in the permit fee schedule, which will be updated later this year.

It is recommended that the second reading of the ordinance be waived to allow for adoption after the first reading.

RECOMMENDATION

1. Suspend City Council Rules of Procedure 6.3 requiring a second reading of an ordinance.
2. Adopt Ordinance No. 20C-24 amending MICC Chapter 19.17 and updating the school impact fees.

MERCER ISLAND SCHOOL DISTRICT NO. 400

SIX-YEAR CAPITAL FACILITIES PLAN
2020 – 2026



Mercer Island School District No. 400 hereby provides to the City of Mercer Island this Capital Facilities Plan documenting the present and future school facility requirements of the District. The Plan contains all elements required by the State of Washington's Growth Management Act, including a six (6) year financing plan component.

Adopted on **June 25th, 2020**

MERCER ISLAND SCHOOL DISTRICT NO. 400

2020-2026
SIX-YEAR CAPITAL FACILITIES PLAN

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For information about this plan, call the District Business Services Office
(206) 236-3295

Mercer Island School District No. 400
Mercer Island, Washington
(206) 236-3330

Board of Directors

	<u>Position Number</u>	<u>Term</u>
Deborah Lurie, President	4	12/2017 - 12/2021
Maggie Tai Tucker, Vice-President	3	12/2019 - 12/2023
David D'Souza	1	12/2019 - 12/2023
Brian Giannini Upton	2	12/2017 - 12/2021
Tam Dinh	5	12/2019 - 12/2023

Central Office Administration

Superintendent	Donna Colosky
Assistant Superintendent of Learning Services	Fred Rundle
Chief Financial and Operations Officer	Tyrell Bergstrom

**Mercer Island School District No. 400
Mercer Island, Washington**

Administration Building
4160 86th Ave. SE
Mercer Island, WA 98040
(206)236-3300
Donna Colosky, Superintendent

Mercer Island High School
9100 SE 42nd
Mercer Island, WA 98040
(206) 236-3350
Vicki Puckett, Principal (Retiring, June 2020)
Walter Kelly, (Incoming, July 2020)

Lakeridge Elementary
8215 SE 78th
Mercer Island, WA 98040
(206) 236-3415
Heidi Christiansen, Principal

Islander Middle School
8225 SE 72nd
Mercer Island, WA 98040
(206) 236-3413
Mary Jo Budzius, Co-Principal
Aaron Miller, Co-Principal

West Mercer Elementary
4141 81st Ave
Mercer Island, WA 98040
(206) 236-3430
Carol Best, Principal

Island Park Elementary
5437 Island Crest Way
Mercer Island, WA 98040
(206) 236-3410
David Hoffman, Principal

Northwood Elementary
4030 86th Ave
Mercer Island, WA 98040
(206) 236-3330
Aimee Batliner-Gillette, Principal

Section 1 - Executive Summary

The Mercer Island School District and the City of Mercer Island share identical boundary lines. This Six-Year Capital Facilities Plan (the "Plan") has been prepared by the Mercer Island School District (the "District") as the organization's primary facility planning document, in compliance with the requirements of the State of Washington's Growth Management Act. This plan was prepared using data available in spring of 2020 and is consistent with prior capital facilities plans adopted by the District. However, it is not intended to be the sole plan for all of the organization's needs.

Pursuant to the requirements of the Growth Management Act and the local implementing ordinance, this plan will be updated on an annual basis with any changes in the fee schedule adjusted accordingly. See Appendix A for the current single family residence and multi-family residence calculations.

The District's Plan establishes a "standard of service" in order to ascertain current and future capacity. This standard of service is reflective of current Student/Teacher Ratios (STR) that the District hopes to be able to maintain during the period reflected in this Capital Facilities Plan. With the implementation of the "McCleary" fix, House Bill 2242, state funding for K-3 class sizes have increased, leading to increased reliance on relocatable classrooms to meet class size (STR) compliance. This might necessitate further staffing and classroom space to reduce class size (STR) further. The District will continue to make budgetary decisions to attempt to protect class size (STR) through reductions in other programs and services when needed. Future state and other funding shortfalls could likewise impact future class sizes (STR).

It should also be noted that although the State Superintendent of Public Instruction establishes square foot guidelines for capacity funding criteria, those guidelines do not account for the local program needs in the District. The District has made adjustments to the standard of service based on the District's specific needs.

In general, the District's current standard provides the following (see Section 2 for additional information):

School Level	Target Class Size
Elementary	24 Students
Middle	26 Students
High	28 Students

School capacity is based on the District standard of service and use of existing inventory. Existing inventory includes both permanent and relocatable classrooms (i.e. portable classroom units). The District's current (2019-20) overall permanent capacity is 4,729 students (with an additional 182 student capacity available in portable classrooms). October enrollment for the 2019-20 school year was 4,387 students, and is projected to decrease by 4%, to 4,217 by October of 2024. Washington State House Bill 2776, which was enacted in 2010, required all kindergarten classes in the State to convert to full day kindergarten by September 2017. Mercer Island School District implemented full day kindergarten in September 2016.

Historically, approximately 25% of the student enrollment growth on the Island is the result of the King County Growth Management Act and policy choices for high density development in

the Town Center. The City of Mercer Island is anticipating significant further development within the Town Center as a result of commitments under the Growth Management Act. The other 75% of growth comes from redevelopment of property (in many cases occurring where existing lots are subdivided and several new homes are constructed) and from a higher rate of homes being sold by seniors to a younger population that is just starting or might already have young families.

The district passed a bond issue in February 2014 for \$98.8 million dollars. The bond issue was designed to fund three targeted facility projects to address past overcrowding in Mercer Island Schools and to provide permanent capacity for the future growth of the student population over the next ten years. These bonds enabled the district to build a fourth elementary school (Northwood Elementary) and expand Islander Middle School with twelve classrooms for basic education and special education programs. In addition, the bonds provided for the addition of ten classrooms at Mercer Island High School, in order to provide adequate space for basic education and special education programs; and allow for STEM (science, technology, engineering and math), with a focused delivery of instruction.

The current projected downward trend in enrollment is driven in part by rising home prices, slumps in the birthrates in King County and migration of families with school age children to less expensive neighborhoods other than Mercer Island. Long range demographic projections show a recovery of enrollment growth in the last 4 year of the 2020-2030 time range, but they do not exceed existing permanent capacity.

Section 2 - Current District "Standard of Service"

Mercer Island School District has established a “standard of service” in order to ascertain its overall capacity. The standard of service identifies the program year, the class size, the number of classrooms, students and programs of special need, and other factors (determined by the district), which would best serve the student population. Relocatables (i.e. portable classroom units) may be included in the capacity calculation using the same standards of service as the permanent facilities.

The standard of service outlined below reflects only those programs and educational opportunities provided to students that directly affect the capacity of the school buildings. The special programs listed below require classroom space; thus, the permanent capacity of some of the buildings housing these programs has been reduced in order to account for those needs. The standard of service has been updated to incorporate class size reduction at the K-3 level as outlined in House Bill 2242, which was passed in June 2017 and was effective in the 2019-20 school year.

Standard of Service for Elementary Students

- Average target class size for grades K - 3: 17 students
- Average target class size for grades 4 - 5: 27 students
- Special Education for students with disabilities may be provided in a self-contained classroom. Average target class size: 10 students

Identified students will also be provided other special educational opportunities in classrooms designated as follows:

- Resource rooms
- Computer rooms
- English Language Learners (ELL)
- Education for disadvantaged students (Title I)
- Gifted education (Hi-C)
- District remediation programs
- Learning assisted programs
- Severely behavior disordered
- Transition room
- Mild, moderate and severe disabilities
- Preschool programs
- Before and After School Day Care Programs

It is not possible to achieve 100% utilization of regular teaching stations because of scheduling conflicts for student programs, the need for specialized rooms for certain programs, the need for teachers to have a work space during their planning periods, and due to the fact that the same number of sections or classes is required every period. In addition, the district is in the process of building classrooms to meet the demand of development over the next five to seven years. Based on actual utilization due to these considerations, the district has determined a standard utilization rate of 95% for elementary schools.

Standard of Service for Secondary Students

- Average target class size for grades 6 – 8: 26 students
- Average target class size for grades 9 – 12: 28 students
- Special Education for students with disabilities may be provided in a self-contained classroom. Average target class size: 10 students

Identified students will also be provided other special educational opportunities in classrooms designated as follows:

- English Language Learners (ELL)
- Computer rooms
- Education for disadvantaged students (Title I)
- District remediation programs
- Learning assisted programs
- Resource rooms (for special remedial assistance)
- Severely behavior disordered
- Mild, moderate and severe disabilities
- Transition room

Room Utilization at Secondary Schools

It is not possible to achieve 100% utilization of regular teaching stations because of scheduling conflicts for student programs, the need for specialized rooms for certain programs, the need for teachers to have a work space during their planning periods, and due to the fact that the same number of sections or classes is required every period. One example is a period when band or orchestra is offered and over 100 students can be taken out of the mix; this can reduce the demand on the number of classrooms required. Based on actual utilization due to these considerations, the district has determined a standard utilization rate of 95% for the elementary schools, 86% for the Middle School and 90% for the High School.

Section 3 – Inventory and Evaluation of Current Permanent Facilities

The District's current permanent capacity is 4,729 students. The current enrollment on October 1, 2019 was 4,387 students or 342 students less than permanent capacity. Student enrollment is expected to decline by an additional 4% over the next six years. The District has front-funded and completed projects at the elementary, middle school and high school levels to provide capacity for enrollment growth over the next six to ten years. In addition, the Washington State Legislature has implemented the reduction of student/teacher ratios at grades K-3 to 17:1 in the 2019-20 school year. This Plan incorporates these reduced student/teacher ratios. In future Plan updates, the District will continue to update any facilities changes required if the Legislature funds and implement these reduced student/teacher ratios.

Calculations of elementary, middle, and high school capacities have been made in accordance with the current standards of service. Due to changes in instructional programs, student needs (including special education) and other current uses, some changes in building level capacity have occurred at some schools. An inventory of the District's schools arranged by level, name, and current permanent capacity are summarized in the following table.

Inventory of School Facilities and Permanent Capacity (2019-20)*

Facility	Grade Span	Permanent Classroom Capacity @ 100%	Special Education Capacity	Total Permanent Capacity @ 95%, 86%, 86%	Oct. 1, 2019 Enrollment	Over (Short) Permanent Capacity
Elementary Schools (Permanent Capacity)						
Island Park Elementary	K - 5	432	10	420	422	(2)
Lakeridge Elementary	K - 5	480	0	456	431	25
Northwood Elementary	K - 5	480	10	466	428	37
West Mercer Elementary	K - 5	480	0	456	456	(0)
Total Elementary Capacity		1,872	20	1,797	1,737	60
Middle School (Permanent Capacity)						
Islander Middle School	6 - 8	1,508	20	1,314	1,109	205
High School (Permanent Capacity)						
Mercer Island High School	9 - 12	1,792	20	1,631	1,536	95
Total District Capacity (EL 95% MS 86%, HS 90%)		5,172	60	4,742	4,382	360

* For Details on Use of Portables see Appendix D

Section 4 - Relocatable Classrooms

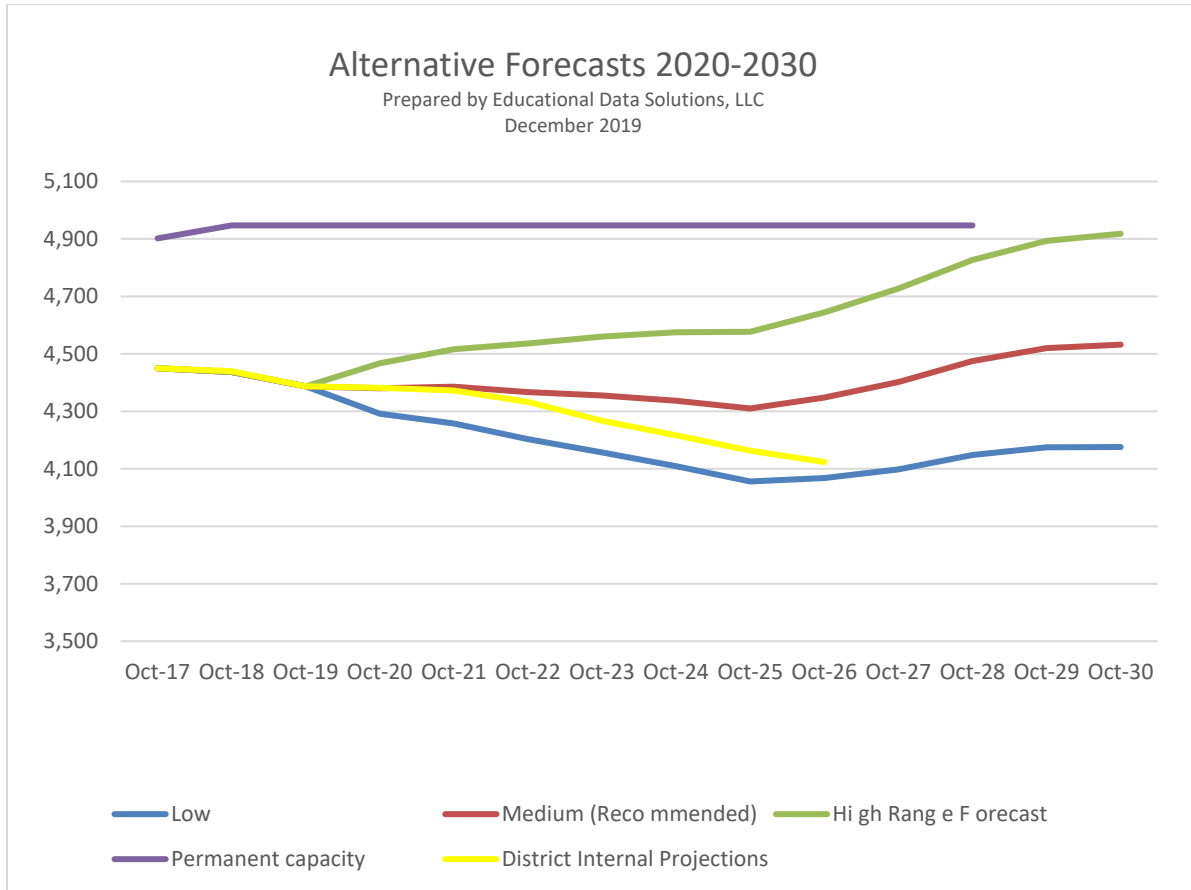
As of 2019-20 the District's inventory of classrooms will include 8 portable classrooms at the elementary level to provide standard capacity and special program space as outlined in Section 2. See Appendix D. The District inventory of portables will provide approximately 3.8% of capacity district-wide when required by enrollment growth and/or legislative action to reduce class size.

As enrollment fluctuates, relocatables provide flexibility to accommodate immediate needs and interim housing. Because of this, new and modernized school sites are all planned to accommodate the potential of adding relocatables to address temporary fluctuations in enrollment. In addition, the use and need for relocatables will be balanced against program needs. Relocatables are not a solution for housing students on a permanent basis, and the District would like to reduce the percentage of students that are housed in relocatable classrooms.

The cost of relocatables also varies widely based on the location and intended use of the classrooms. Currently, two of the portables in our inventory are not intended for regular classroom use and have not been included in the capacity to house student enrollment.

Section 5 – Six Year Enrollment Projections

The District enrollment projections are based on historic growth trends, future building plans and availability, birth rates, as well as economic and various other factors that contribute to overall population growth. Based on these projections, enrollment is anticipated to decrease by approximately 200 students over the next six years. This represents a decrease of 8% over the current student population.



Section 6 - Six-Year Plan for Housing Students

Applying the enrollment projections, current capacity, and added capacity from recent construction projects discussed in previous sections above, the following table summarizes permanent and portable projected capacity to serve our students during the periods of this Plan.

The district passed a bond proposition for \$98.8 million dollars in February 2014 to address student overcrowding across the district and to provide space for additional growth over the next six to ten years. The bonds built one additional elementary school and provided additional permanent capacity at both the middle school (ten classrooms and two special education spaces) and high school (eight classrooms and two special education spaces). Our Six-Year Finance Plan includes the addition of portable classrooms through the 2023-24 school year. Within the projects covered by this Six-Year Plan, Mercer Island School District built capacity for future enrollment growth and the projects continue to have available capacity for that purpose.

Enrollment continues to grow all grade levels. While the additional elementary school and classroom additions at the middle and high school levels, along with portable capacity, will provide needed capacity for our District, there may be additional needs within the timeframe of the Plan. Future updates to the Plan will address this matter as necessary.

Projected Capacity to House Students

School Years	Base Years/Projects			Projections					
	2015-16	2016-17	2017-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
Permanent Capacity @100%	4356	4600	5218	5232	5232	5232	5232	5232	5232
Added Capacity @ 100%									
Elementary School (24)		400	24						
Middle School (26)		208							
High School (28)	244								
Total Permanent Capacity @ 100%	4600	5208	5242	5232	5232	5232	5232	5232	5232
Total Permanent Capacity @ 95%, 86%, 90% *		4719	4742	4742	4742	4742	4742	4742	4742
Portables @ 100% *		168	168	216	216	216	216	216	216
Portables @ 95%, 86%, 90% *		160	160	205	205	205	205	205	205
Total Capacity with Portables @ 95%, 86%, 90% *		4879	4902	4947	4947	4947	4947	4947	4947
Projected Enrollment Headcount **		4408	4387	4382	4373	4333	4267	4217	4163
Permanent Capacity (Surplus/Deficit) @ 95%, 86%, 90% *		311	355	360	369	409	474	525	579
Capacity with Portables (Surplus/Deficit) @95%, 86%, 90% *		471	515	565	574	614	680	730	784

* Capacity calculations are based on the 95% utilization for Elementary School, 86% utilization for Middle, and 90% utilization for High School (See Appendix D)

**2016-2020 Actual October 1st enrollment head counts

The number of planned portables may be reduced if permanent capacity is increased by a future bond issue. Alternatively the number of portables may increase as necessary to address capacity. Portables will be replaced with a permanent structure within 5 years.

Section 7 - Impact Fees and the Finance Plan

As the District is projecting that for the duration of the 6-year plan duration, enrollment will fall within the permanent capacity of existing building inventory, it has been determined that the District is unable to impose impact fees at this time.

The following information is for *historical context only*.

Rate Calculation

The school impact fee formula ensures that new development only pays for the cost of the facilities necessitated by new development. The following impact fee calculations examine the costs of housing the students generated by each new single family or multi-family dwelling unit. These are determined using student generation factors, which indicate the number of students that each dwelling produces based on recent historical data. The student generation factor is applied to the anticipated school construction costs (construction cost only, not total project cost), which is intended to calculate the construction cost of providing capacity to serve each new dwelling unit during the six year period of this Plan. The formula does not require new development to contribute the costs of providing capacity to address needs created by existing housing units.

The construction cost, as described above, is reduced by any state match dollars anticipated to be awarded to the District and the present value of future tax payments of each anticipated new homeowner, which results in a total cost per new residence of additional capacity during the six year period of this Plan.

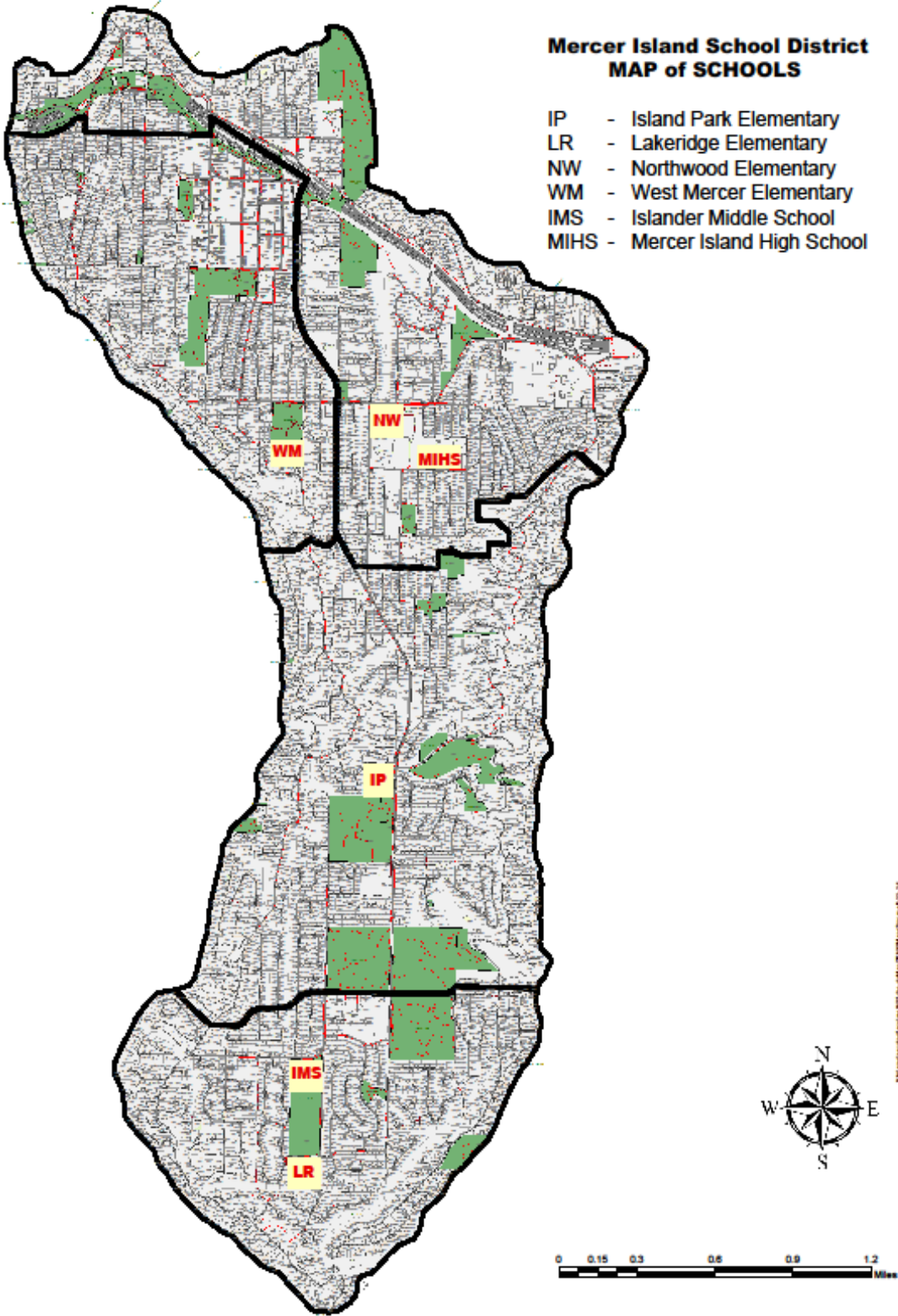
If the District were able to impose impact fees, rate calculation tables would be found in Appendix A (Single Family Residence Rate) and Appendix B (Multi-Family Residence Rate).

Appendix A

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Appendix B

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Appendix C

Projected Capacity to House Students (2020-21)

Elem. Schools (Capacity Utilization Factor)	# of Standard Classrooms *	Room Capacity (Elementary 24, Middle School 26, High School 28) **	# of Handicapped Classrooms (High Needs)	Handicapped Room Capacity (10)	Permanent Capacity @ 100%	Permanent Capacity @ 95%, 86%, 90%	# of Existing Portables	Portable Capacity @ 100% (24, 26, 28) **	Current School Capacity @ 100% (With Portables)	Current School Capacity @ 95%, 86%, 90% (With Portables)	Projected October 2019 Headcount	Permanent Capacity (Over of Short at 95%, 86%, 90%) ***	Capacity with Portables (Over or Short @ 95%, 86%, 90%) ****	
														95.0%
Island Park	18	432	1	10	442	420	2	48	46	490	466	422	(2)	44
Lakeridge	20	480	0	0	480	456	3	72	68	552	524	431	25	94
Northwood	20	480	1	10	490	466	0	0	0	490	466	428	37	37
West Mercer	20	480	0	0	480	456	4	96	91	576	547	456	(0)	91
Total Elementary	78	1872	2	20	1892	1797	9	216	205	2108	2003	1737	60	265
Middle Schools (Capacity Utilization Factor)						86.0%								
Islander Middle Sch.	58	1508	2	20	1528	1314	0	0	0	1528	1314	1109	205	205
Total (Middle Sch.)	58	1508	2	20	1528	1314	0	0	0	1528	1314	1109	205	205
High Schools - (Capacity Utilization Factor)						90.0%								
MI High School	64	1792	2	20	1812	1631	0	0	0	1812	1631	1536	95	95
Total (High School)	64	1792	2	20	1812	1631	0	0	0	1812	1631	1536	95	95
Total (All Schools)	200	5172	6	60	5232	4742	9	216	205	5448	4947	4382	360	565

* Excludes spaces for special program needs and services
 ** Average of staffing ratios: Elementary 24, Middle School 26, High School 28
 *** Permanent Capacity X Capacity Utilization Factor - (Minus) Projected October Headcount = Reflects the building's level of service design capacity
 **** Maximum Capacity with Portables x Capacity Utilization Factor - (Minus) Projected October Headcount Enrollment = Reflects the building's design capacity with portables

**CITY OF MERCER ISLAND
ORDINANCE NO. 20C-24**

AN ORDINANCE OF THE CITY OF MERCER ISLAND AMENDING MICC 19.17.070(A) TO CHANGE THE AMOUNT OF SCHOOL IMPACT FEES COLLECTED BY THE CITY FOR THE MERCER ISLAND SCHOOL DISTRICT NO. 400, PROVIDING FOR SEVERABILITY, AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, chapter 82.02 RCW authorizes the City of Mercer Island (City) to collect certain impact fees for public facilities that are addressed by a capital facilities plan element of a comprehensive plan adopted and revised pursuant to and in compliance with RCW 36.70A.070; and

WHEREAS, the City adopted Ordinance No. 15C-15, imposing School Impact Fees to be collected by the City for the Mercer Island School District No. 400 (District) on certain developments; and

WHEREAS, MICC 19.17.050 adopts by reference the capital facilities plan developed by the District, and approved by its board, as part of the capital facilities element of the City's Comprehensive Plan; and

WHEREAS, MICC 19.17.040 and .060 provides that calculation of the school impact fee to be collected by the City for the District shall be based on calculations in the District's Capital Facilities Plan that is submitted to the City; and

WHEREAS, the District has submitted to the City its Capital Facilities Plan for 2020-2026, which establishes a revised fee schedule of \$0.00 per single family residence and \$0.00 per multiple family residence unit;

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

Section 1. **Revised.** MICC 19.17.070(A) shall be revised to read as follows:

19.17.070 Assessment and collection of impact fees.

A. The city shall collect impact fees, based on the city's permit and impact fee schedule, from any applicant seeking a residential building permit from the city. The impact fee section of the city's permit and impact fee schedule shall provide that based on calculations in the District's capital facilities plan, the impact fee shall be \$0.00 per single family residence and \$0.00 per unit for multiple family residences.

Section 2. **Severability.** If any section, sentence, clause or phrase of this ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality does not affect the validity of any other section, sentence, clause or phrase of this ordinance.

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

PASSED by the City Council of the City of Mercer Island, Washington at its regular meeting on the 2nd day of November, 2020, and signed in authentication of its passage.

CITY OF MERCER ISLAND

Benson Wong, Mayor

Approved as to Form:

ATTEST:

Bio Park, City Attorney

Deborah A. Estrada, City Clerk

Date of Publication: _____

School Impact Fee Update

AB 5770 | November 2, 2020



Context

- School impact fees have been imposed on certain residential developments since their adoption in 2015
 - More than \$826,00 collected to-date
- Currently the impact fees are \$5,843 per single-family unit and \$0 per multi-family unit
- The fees are updated annually based on MISD's Six-Year Capital Facilities Plan
- The District is now projecting declining enrollment and there is not a need to make capacity-related capital improvements

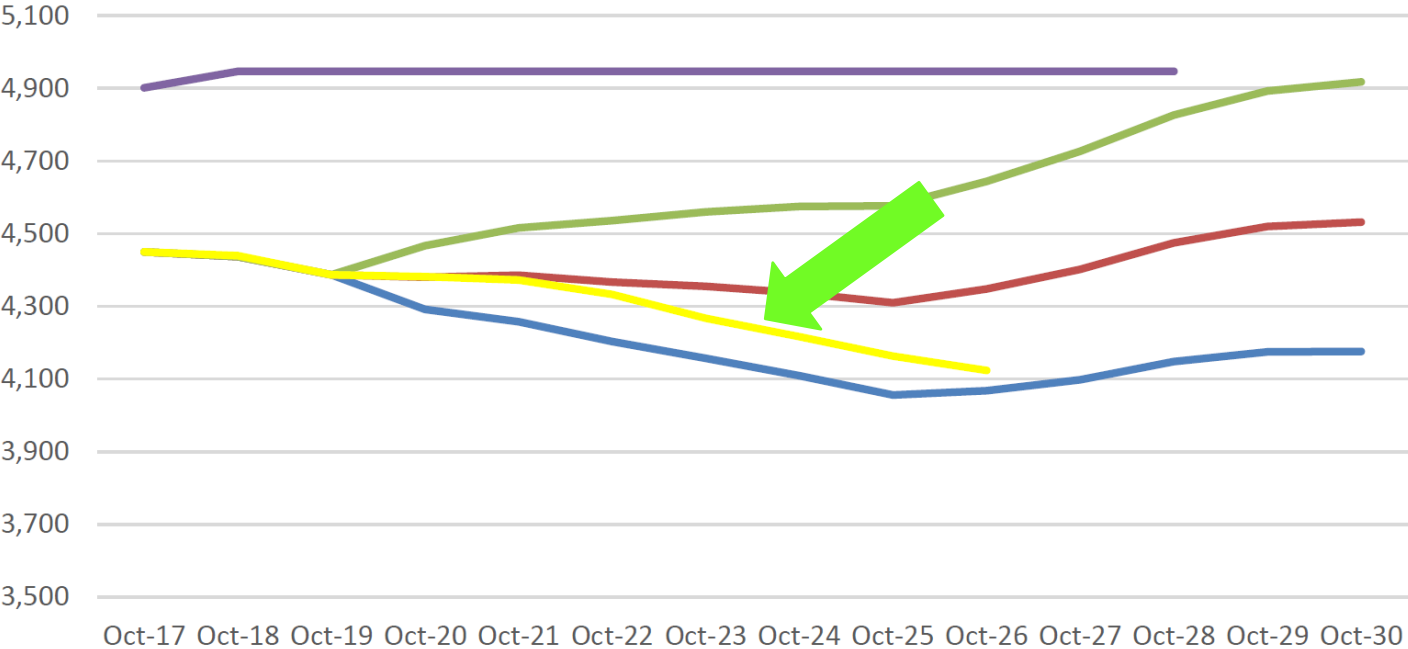


MISD Six-Year Capital Facilities Plan

- Enrollment is projected to decline 8% over the next 6 years
- Capacity-related improvements not needed
- The District is not able to impose impact fees

Alternative Forecasts 2020-2030

Prepared by Educational Data Solutions, LLC
December 2019



Low Medium (Recommended) High Range Forecast
Permanent capacity District Internal Projections

Next Steps

- City must update our code to reduce the Single-Family Residence Unit impact fee to \$0
- Ordinance No. 20C-24 makes this code amendment
- The District's Six-Year Capital Facilities Plan is updated annually, and the City will coordinate with the District on future impact fee adjustments



Recommended Action

1. Conduct the Public hearing on Ordinance No. 20-15
2. If necessary, make additional findings and conclusions for passing Ordinance No. 20-15



- City staff performed a preliminary review of all applications against the established eligibility criteria (see Exhibit 1). After removing ineligible and duplicate applications, a total of 96 applications were determined to be eligible.
- All eligible applicants were sorted into one of three pools according to the established priorities:
 - Pool 1: Businesses and nonprofits such as Food & Drink Establishments (restaurants, bars, etc.); Retail Establishments (boutiques, bookstores, specialty shops, florists, etc.); Personal Service Providers (hair salons, nail salons, estheticians, dry cleaners, etc.); Fitness Studios; Education/Childcare Services (daycare, preschool, etc.); and Entertainment/Arts/Recreation Service Providers
 - Pool 2: Other businesses and nonprofits such as Professional Service Providers (financial services, real estate, architects, etc.) and Health & Wellness Providers (doctors, dentists, physical therapists, etc.)
 - Pool 3: All other eligible applicants

Most eligible applicants (64) qualified for Pool 1; the remaining eligible applicants (32) qualified for Pool 2.

- City staff and Council liaisons reviewed the sorted lists to ensure accuracy before conducting the lottery selection process.
- Using a random number generator in Excel, awardees were selected in the following order:
 - Select from Pool 1 by lottery until all funds are allocated or all Pool 1 applicants are awarded
 - Select from Pool 2 by lottery until all funds are allocated or all Pool 2 applicants are awarded
 - Select from Pool 3 by lottery until all funds are allocated or all Pool 3 applicants are awarded

Per this process and given the number of eligible Pool 1 applicants, all available funds were allocated to Pool 1 applicants. A total of 54 applicants were selected to receive \$5,000 each. The remaining 11 Pool 1 applicants are sorted into a waiting list in the event that other awardees are not able to fulfill the grant obligations. (See Exhibit 2)

UPDATED TIMELINE

Once awards are approved, City staff will begin the contracting process in order to submit for reimbursement to the Washington State Department of Commerce (“DOC”) and begin disbursing funds. The estimated timeline is outlined below.

- November 2, 2020 – City Council approval and authorization to fund the Grant Awards
- November 3, 2020 – Award announcement
- November 3-15, 2020 – Contract with Grant Recipients
- November 15-30, 2020 – Submit for reimbursement from DOC
- December 2020 – Disburse funds to Grant Recipients

RECOMMENDATION

1. Approve the 54 selected recipients for the Mercer Island COVID-19 Relief for Small Businesses and Nonprofits Grant Program.
2. Authorize the City Manager to enter into subrecipient agreements with each grant recipient for grant disbursement and financial reimbursement via Washington State CARES Coronavirus Relief Funding.



Mercer Island COVID-19 Relief for Small Businesses & Nonprofits

GRANT PROGRAM OVERVIEW

The Mercer Island COVID-19 Relief for Small Businesses Grant Program is intended to assist organizations that have been significantly impacted by the COVID-19 Pandemic, including those organizations that were required to modify or close operations in order to comply with the guidelines outlined in Governor Inslee's Safe Start Washington Plan and other COVID-19 related mandates. With this grant program, we hope Island businesses and nonprofits can remain open, retain/hire employees, and stay in business to continue serving the Mercer Island community. The program is funded entirely by CARES Act federal stimulus funds provided by the U.S. Department of Treasury to the State of Washington. Governor Inslee awarded local governments \$300 million of the State's CARES funding in early May and allocated an additional \$125 million to local governments on August 31, 2020, of which \$367,050 has been awarded to the City of Mercer Island. \$97,050 of that sum will be used to defray eligible City expenses related to its response to the COVID-19 Pandemic. The remaining \$270,000 will be used for grants to Mercer Island small businesses, subject to City Council approval.

Grant Program Details

- Grants will be awarded in a single amount that is expected be no less than \$5,000 to each recipient. The final award amount will be determined based on available funding and number of eligible applicants.
- Grant recipients will be selected from a pool of eligible applications via a lottery system. All eligible applications will be sorted into three prioritization pools as described below. A committee comprised of City staff and City Council members will review the lottery selection and recommend grant awards to City Council for approval at its November 2, 2020, regular meeting.
- Eligible expenses are those that will have occurred from March 1, 2020, to November 30, 2020, must be directly related to the COVID-19 Pandemic, and **have not** previously been paid for by other COVID-19 relief grant/loan programs such as the Paycheck Protection Program.
- Once awarded, grant recipients will be required to enter a Subrecipient Agreement with the City to enable the City to fulfill its reporting requirements for how the funds were spent.

Eligibility Criteria

To qualify for a grant, an organization must:

- Be a small business (as defined by federal statutes) or 501(c)(3) nonprofit organization, other than regional/national chain businesses and home-based businesses;
- Have a customer-facing physical location within Mercer Island city limits;
- Have been in operation as of January 1, 2020;
- Have an active City of Mercer Island Business license and be in good standing with the City of Mercer Island and the State of Washington;
- Demonstrate hardship due to the COVID-19 Pandemic, such as revenue loss, requirement to purchase PPE and other equipment, etc.; and
- Be able to explain how funding can be used in the immediate term to stabilize or sustain your organization.

Mercer Island COVID-19 Relief for Small Businesses and Nonprofits Grant Program
AB 5774 Exhibit 2 | Lottery Selection Results

Item 8.

Lottery Selection #	Registered Business Name	Award Number
0.030558715	Queen Nails	1
0.038870353	Au Courant Salon & The DEN - Jaxson Ventures Inc.	2
0.051837999	Leslie Cover, INC Mercer Island Pilates	3
0.052996228	SMEC Corporation	4
0.054009774	The Islander	5
0.072253667	Mercer Beauty	6
0.094487128	Yogabliss	7
0.110570783	Sue's Tailor & Alteration	8
0.116926705	Mercer Island Farmers Market	9
0.143391947	Samuel and Althea Stroum Jewish Community Center of Greater Seattle	10
0.15680716	NHU-Y VU, LLC / Mercer Nails & Spa	11
0.166963077	Onga corporation DBA Hair Excel	12
0.175027517	CHEEZY LIFE LLC (Mo's Pizza)	13
0.200839009	Creative Learning Center LLC	14
0.20437723	JSEMP Corporation d/b/a Cleaners Plus 1	15
0.216304958	Richards Corporation DBA Island Crust Cafe	16
0.246783266	Island Treats	17
0.247549225	HZephyr, LLC	18
0.256683827	Nails by Jennifer	19
0.262825588	Cindy's Beauty Salon	20
0.266010059	Village Dry Cleaners	21
0.280582374	Mercer Island Florist (Holmes Equity LLC dba)	22
0.29910432	Mercer Island Play Center Parents	23
0.302872006	Brow and Lash Corp	24
0.319910291	CLARKE & CLARKE Art + Artifacts	25
0.321777997	Island HI FI	26
0.325899168	Tiger Island. Inc	27
0.327702861	Salos Knygos LLC (dba Island Books)	28
0.362040984	College Nannies and Tutors I, LLC	29
0.369824047	Corry's Toxin Free Cleaners	30
0.373335886	WWW.FRIENDSHIPCIRCLEWA.ORG	31
0.377618226	LA FETE PATISSERIE FRANCAISE	32
0.383291118	Mercer Island Auto Spa	33
0.384296477	Sano Bar LLC	34
0.409734356	Perry kim studio	35
0.455580631	MI Athletic Club	36
0.486053915	Mercer Island Sweets	37
0.516111961	212 health and fitness	38
0.589538464	Kerry Donner Enterprises	39
0.59487781	Barre Rev, LLC	40
0.606935334	Studio 904 Inc.	41
0.628599937	Jenny 1 LLC	42
0.631059091	Sunnybeam School of Mercer Island	43
0.645103383	Premier Nails & Spa	44
0.653859494	Little Acorn Inc (Day school & Sprouts)	45
0.658577747	Mercer Island Pizza Co LLC dba Sahara Pizza	46
0.665793865	Legendary Restaurants INC dba Yuzen Japanese Cuisine	47
0.697684916	Suzanne Zahr, Inc.	48

Mercer Island COVID-19 Relief for Small Businesses and Nonprofits Grant Program
AB 5774 Exhibit 2 | Lottery Selection Results

Item 8.

0.704767841	Shawn's Catering LLC	49
0.718546833	Chicks Mercer Island Shoe Service INC	50
0.724677071	Parrot Place LLC	51
0.733149559	Mercer Island Crossfit (LivingFit LLC)	52
0.770367773	Mercer Island Boys & Girls Club	53
0.776785741	Pixie Hill Preschool	54
0.792008326	Mercer Island Martial Arts	Alternate 1
0.794958281	Onga corporation DBA Hair Excel	Alternate 2
0.837084596	Youth Theatre Northwest	Alternate 3
0.879971769	U. LE/T. SOMANITH DBA Salon 106	Alternate 4
0.880236466	Cabernet LLC (L'Experience)	Alternate 5
0.901739867	regina dylan llc	Alternate 6
0.925301869	Cascade Frames	Alternate 7
0.953398111	Japan-America Society of the State of Washington	Alternate 8
0.954560789	Lice Knowing You Inc.	Alternate 9
0.965218201	Barrels LLC	Alternate 10

Application Date	Registered Business Name	Organization Type	Business Activities	Close under "Stay Home, Stay Healthy"?	Likelihood of Permanently Closing?	Will grant help remain open?	Will grant help avoid bankruptcy?	COVID-19 impacts to revenue?	FTEs on 01.01.20	FTEs on 05.01.20	Will grant help retain/create jobs?	Expenses covered by the grant?	Received other COVID-19 aid?	If so, how will this grant be used differently?	Certification
10.21.20	Mercer Island Play Center Parents	501(c)(3)	Childcare/Education Services	No - altered business activity	Not sure	Yes	Yes	41-60% reduction	0	0	Yes	- Rent - Payroll expenses (Patti's has 3 amazing teachers who create a stable & loving environment during this unprecedented time - they are essential to Patti's) - PPE & sanitation supplies (Patti's created a hand-washing station at school drop-off to wash our students' hands prior to entering the building. Students wash hands or use hand sanitizer before/after snack, outside play, and restroom. Patti's fully sanitizes all toys and play areas two to three times per day as well as sanitizing high-use toys throughout the day. This means we need to replenish (gloves, sanitizing sprays and wipes) far more often than we previously did and these supplies are harder to come by and often more expensive than pre-Covid.)	Yes	Patti's received a PPP loan for expenses incurred March through June 2020 (the 2019-20 school year). The funds from this grant will help Patti's with expenses incurred August 2020 and beyond (the 2020-21 school year).	Yes
10.21.20	k	LLC	N/A	Yes - offered limited services (online, by phone, etc.)	Somewhat likely	Yes	No	25-40% reduction	3	3	Yes	j	Yes	l	
10.21.20	Pixie Hill Preschool	501(c)(3)	Childcare/Education Services	Yes - offered limited services (online, by phone, etc.)	Not sure	Yes	No	0-24% reduction	0	0	Yes	Rent, fall payroll expenses, additional cleaning supplies, PPE for teachers, and an outdoor canopy to provide students additional learning opportunities outside even when weather conditions are not ideal.	Yes	The PPP funding Pixie Hill received in April has since been used in its entirety to cover payroll expenses and utilities over the spring and summer months.	Yes
10.21.20	NW Emerald Connection LLC	LLC	Professional Services												
10.21.20	Village Dry Cleaners	Corporation	Personal Services	Yes - closed completely	Somewhat likely	Yes	Yes	61-80% reduction	4	2	Yes	business rent, PPE, sanitation supplies, utilities	Yes	The grant will be used for other necessary business expenses to eventually hire employees and resume normal hours	Yes
10.21.20	Brow and Lash Corp	Corporation	Personal Services	Yes - closed completely	Not sure	Yes	Yes	61-80% reduction	4	3	Yes	If I get to receive the grant, it will definitely help me stay in business by paying rent, payroll expenses and possibly re-hiring part-time employee to get business going.	Yes	This grant will help us to pay for the rent owed, and paychecks, utilities and possibly hire a new employee.	Yes
10.21.20	Richards Corporation DBA Island Crust Cafe	Corporation	Food/Drink Establishment	Yes - offered limited services (online, by phone, etc.)	Somewhat likely	Yes	Yes	41-60% reduction	12	4	Yes	- Rent, mortgage, and non-City utilities payments. - Recall and keep some employees on payroll to provide better service to customers. This is beyond the PPP as the money from PPP had already spent.	No		Yes
10.21.20	SZ Build, Inc.	Corporation	Professional Services - Construction Management	Yes - closed completely	Very likely	Yes	Yes	61-80% reduction	2	2	Yes	Payroll, commercial office rent, additional PPE and sanitation supplies on all project sites.	Yes	Previous grants were already spent to cover payroll, rent and expenses during the summer. Didn't expect the slowdown to last this long. Funding would be applied similarly, but for the extended period.	Yes
10.21.20	Legendary Restaurants INC dba Yuzen Japanese Cuisine	Corporation	Food/Drink Establishment	Yes - offered limited services (online, by phone, etc.)	Somewhat likely	Yes	Yes	41-60% reduction	3	3	Yes	If grants are rewarded to me, I can apply the funds to back rent, and payroll expenses. If there are funds left over after being applied to the previous expenses, I can apply the rest to marketing to have my customers come back and want to dine-in with us. Any amount of funds will help us to retain this restaurant and continue to thrive in Mercer Islands southern most shopping center.	Yes	My PPP loan was applied to my payroll. The grant will be used partially for payroll bust mostly for back rent, and marketing.	Yes
10.21.20	Mercer Island Chamber of Commerce	501(c)6 Association	Professional Services	No - altered business activity	Not likely	Yes	No	25-40% reduction	1	1	Yes	Rent and Payroll expenses	Yes	Continue to pay our director, hold Zoom Meeting to inform and educate members dealing with COVID-19.	Yes
10.21.20	regina dylan llc	LLC	Personal Services	Yes - closed completely	Not sure	Yes	Yes	41-60% reduction	2	2	Yes	Business rent, payroll expenses to keep my employees working and hopefully maintaining a livable wage, PPE	Yes	My loan for the paycheck protection program has run out. I will need these funds to make sure I can keep my employees on and my business open through the end of this crisis.	Yes

Application Date	Registered Business Name	Organization Type	Business Activities	Close under "Stay Home, Stay Healthy"?	Likelihood of Permanently Closing?	Will grant help remain open?	Will grant help avoid bankruptcy?	COVID-19 impacts to revenue?	FTEs on 01.01.20	FTEs on 05.01.20	Will grant help retain/create jobs?	Expenses covered by the grant?	Received other COVID-19 aid?	If so, how will this grant be used differently?	Certification
10.21.20	Barre Rev, LLC	LLC	Fitness Studio	Yes - offered limited services (online, by phone, etc.)	Very likely	Yes	Yes	61-80% reduction	1	1	Yes	Payroll to keep livestream Classes going Expenses to continue my online business with the hope of opening my studio again Back pay in rent to the landlord	Yes	I have not been able to pay my full rent since July. I owe 4 full months of rent and 2 months of base rent only. About \$35,000. I may have to close the studio anyway since my landlord won't work with me but I would be able to continue my online business and possibly reopen in a different location when it is safe to do so.	Yes
10.21.20	Cabernet LLC	LLC	Traditional Retail Food/Drink Establishment	Yes - offered limited services (online, by phone, etc.)	Very likely	Yes	Yes	0-24% reduction	6.5	3	Yes	We want to pay rent. Currently we are two months behind. If we have left over funds, we will use it on payroll and paying suppliers	Yes	The have used all the funds that we previously received. We don't expect to receive any more funds, but if we do, we would still use the funds from this program towards rent, payroll and inventory from	Yes
10.21.20	Mercer Park Dentistry	Corporation	Health & Wellness	Yes - offered limited services (online, by phone, etc.)	Not likely	Yes	Yes	0-24% reduction	4	3	Yes	Mortgage, payroll, supplies	Yes	They will be used to pay rent to our landlord as well as supplies.	Yes
10.21.20	Tiger Island, Inc	Corporation	Food/Drink Establishment	Yes - offered limited services (online, by phone, etc.)	Not likely	Yes	Yes	41-60% reduction	10	2	Yes	Rent Mortgage Payrolls PPE	Yes	I received Paycheck Protection Program for employees payroll. If I get this grant program, I'll pay rent and PPE	Yes
10.21.20	Lice Knowing You Inc.	Corporation	Personal Services	No - altered business activity	Not sure	Yes	Yes	61-80% reduction	4	2	Yes	rent and payroll	Yes	Funds from PPP loan are gone. This grant will be used in a similar fashion - rent and payroll to help keep business alive until normalcy returns	Yes
10.21.20	Salos knygos LLC (dba Island Books)	LLC	Traditional Retail	Yes - offered limited services (online, by phone, etc.)	Not sure	Yes	Yes	0-24% reduction	6	6	Yes	1) Rent 2) Payroll* (while we receive PPP funds, those funds covered only 8 weeks of payroll)	Yes	Funds will be used for rent. In addition, as previously mentioned, PPP funds received covered only approximately 8 weeks of payroll. Funds will be used for payroll beyond what was covered by PPP.	Yes
10.21.20	Sue's Tailor & Alteration	Sole Proprietorship	Personal Services	Yes - offered limited services (online, by phone, etc.)	Very likely	Yes	Yes	81-100% reduction	2	1	Yes	Rent, Telephone bill	Yes	The first one is not enough so I will use the same.	Yes
10.21.20	Au Courant Salon & The DEN - Jaxson Ventures Inc.	Sole Proprietorship	Personal Services	Yes - closed completely	Not sure	Yes	Yes	41-60% reduction	11	11	Yes	Rent and Payroll are the 2 biggest costs and the most difficult during this time. Relief in these areas would be most needed. Income is decreased while all my costs have increased.	Yes	Previous funding was a PPP I received for my staff to be paid during our 3 month closure. This money only covered an 8 week time period. One week later we re-opened in Phase 1-5. This grant will support present day needs for both payroll and rent shortages I am now experiencing each month.	Yes
10.21.20	s	LLC	N/A												
10.21.20	NAODAN Chartering INC	Corporation	Professional Services	Yes - offered limited services (online, by phone, etc.)	Somewhat likely	Yes	Yes	25-40% reduction	3	3	Yes	payroll, medical insurance, IT services, office supplies and rent no longer covered under previous assistance.	Yes	We were very judicious in our early PPP request and those funds were exhausted in the first 8 weeks after receipt in	Yes
10.21.20	Suzanne Zahr, Inc.	Corporation	Traditional Retail	Yes - offered limited services (online, by phone, etc.)	Very likely	Yes	Yes	61-80% reduction	5	5	Yes	Payroll (first and foremost), monthly commercial lease, PPE for our office and project sites.	Yes	I was able to receive a PPP loan to cover two months of expenses in April / May. I was also given rent relief for these two months from my Landlord, thankfully. I didn't anticipate the stress of COVID-19 would last this long. I would use these funds to keep my current team employed, first and foremost. Whatever is remaining would go towards paying rent and stocking up on PPE to keep us all	Yes
10.21.20	Onga corporation DBA Hair Excel	Sole Proprietorship	Personal Services	Yes - closed completely	Not sure	Yes	Yes	61-80% reduction	4	0	Yes	Rent, payroll and ppe supply	Yes	40% will be used on payroll, 30% will be used on rent, 15% will be used on training and recruiting new hires 15% will be used on ppe supply	Yes
10.21.20	The Islander	LLC	Food/Drink Establishment	No - altered business activity	Not sure	Yes	Yes	61-80% reduction	34	0	Yes	Labor and overhead costs	Yes	The other funding the business received will only help partially with labor and overhead.	Yes
10.21.20	Mercer Island Crossfit (LivingFit LLC)	LLC	Fitness Studio	Yes - closed completely	Not sure	Yes	Yes	41-60% reduction	5	3	Yes	Rent, payroll, sanitation supplies.	Yes	We received a small amount for the paycheck protection program which we used to pay our employees who could not work. Our focus now is to be able to pay our rent and keep the doors open until we can have full membership again.	Yes
10.21.20	CHEEZY LIFE LLC	LLC	Food/Drink Establishment	Yes - offered limited services (online, by phone, etc.)	Somewhat likely	Yes	Yes	25-40% reduction	14	12	Yes	Pay Rent, Payroll Expenses, Operational costs	Yes	We will continue using these funds to pay Mortgage and other Payroll expenses	Yes

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10.21.20	JayMarc Homes	LLC	Professional Services	Yes - closed completely	Not likely	Yes	Yes	0-24% reduction	36	27	Yes	We will be using this for employee expense, safety expenses and PPE expenses	Yes	This will help on safety tool expenses and also will be used to extend the payroll expenses since PPP loan amount have been completely used.	Yes
10.21.20	Makena Partners LLC	LLC	Professional Services	No - altered business activity	Not likely	Yes	No	61-80% reduction	1	2	Yes	payroll, rent, operating expenses	Yes	The funds will help us continue to operate the business, pay our rent, and support our efforts to continue putting people to work with our clients.	Yes
10.21.20	Mercer Island Martial Arts	LLC	Fitness Studio	Yes - offered limited services (online, by phone, etc.)	Not sure	Yes	Yes	41-60% reduction	5	3	Yes	payroll, rent, and PPE	Yes	These would help us be able to buy much needed equipment to safely re-open and help us to be able to pay another part time staff to help with COVID check in procedures e.g. temp checks and sanitization of the physical space. Please consider us we have been on Mercer Island for 23 years serving the community and have been impacted by covid because we are a fitness oriented business. Thank you	Yes
10.21.20	FAYE J. WONG, ATTORNEY AT LAW, PLLC	Sole Proprietorship	Professional Services	Yes - offered limited services (online, by phone, etc.)	Not sure	Yes	No	41-60% reduction	1	1	Yes	Payroll, mortgage and business expenses (i.e., professional liability insurance, Continuing Legal Education, utilities)	No		Yes
10.21.20	Chicks Mercer Island Shoe Service INC	Corporation	Traditional Retail	Yes - closed completely	Somewhat likely	Yes	Yes	41-60% reduction	5	3	Yes	The funds will be used for wages and rent	Yes	received the PPP the first week it was opened and those funds were used over the 8 weeks required at the time of the original funding. Currently we are trying to find employees as two moved out of state and being able to raise wages for a starting personal would benefit the business.	Yes
10.21.20	Premier Nails & Spa	Corporation	Personal Services	Yes - closed completely	Very likely	Yes	Yes	81-100% reduction	14	8	Yes	Rent, payroll, PPE, sanitation supplies. Many of our staff are female and breadwinners for their family. Their continued employment is critical for their families our our existence.	Yes	We would use the funds to keep paying rent and salaries until conditions improve. We have made safety our top priority and continue to improve this area.	Yes
10.21.20	Maureen I swift dds msd	Sole Proprietorship	Health & Wellness	Yes - closed completely	Not sure	Yes	Yes	0-24% reduction	3	3	Yes	Ppe, rent, payroll	Yes	Rent and increased cost for ppe	Yes
10.21.20	Corry's Toxin Free Cleaners	Corporation	Personal Services	No - altered business activity	Somewhat likely	Yes	Yes	41-60% reduction	14	9	Yes	rent, mostly payroll, sanitation supplies,	Yes	Continuing to stay afloat	Yes
10.21.20	Creative Learning Center LLC	Sole Proprietorship	Childcare/Education Services	Yes - offered limited services (online, by phone, etc.)	Somewhat likely	Yes	No	25-40% reduction	7	7	Yes	Sanitation supplies, rent, air filters/cleaners, PPE, install new windows for ventilation, hire extra employees for cleaning throughout the day- and to help children social distance, new individual tables and chairs (indoor and outdoor)	Yes	It will help keep the kids safe - by making sure I have the resources to keep the classrooms sanitized and ventilated. It will also help by making sure I can keep the extra teachers on staff during this pandemic to keep the classrooms cleaned throughout	Yes
10.21.20	Windermere Real Estate/SG, Inc.	Corporation	Professional Services	Yes - offered limited services (online, by phone, etc.)	Not likely	Yes	No	25-40% reduction	5	5	Yes	PPE supplies and modifications ~\$9,000, deferred business rent \$10,279.	Yes	Funds will be used to pay deferred business rent, PPE costs, and should any additional funds be available, assist with current business rent due.	Yes
10.21.20	Mercer Island Dermatology, PLLC	LLC	Health & Wellness	No - altered business activity Yes - offered limited services (online, by phone, etc.)	Not sure	Yes	Yes	61-80% reduction	10	1	Yes	Lease money, payroll, PPE, sanitation.	Yes	Continued PPE and payroll needs with rehiring and increased business demands due to COVID-19 curve flattening and public requirements for mask wearing allowing for more public ability to seek essential dermatologic medical care.	Yes
10.21.20	The Rum Lab	Corporation	Entertainment/Arts/Recreation	Yes - offered limited services (online, by phone, etc.)	Somewhat likely	Yes	Yes	81-100% reduction	1	1	Yes	I would like to have a salary. Pay office rent.	No		Yes
10.22.20	Jenny 1 LLC	LLC	Food/Drink Establishment	Yes - offered limited services (online, by phone, etc.)	Not sure	Yes	Yes	41-60% reduction	10	4	Yes	If given this fund we would be paying rent, payroll, and PPE to keep our employees safe and customers.	Yes	With this funding we would pay backed up rent we owe, while the other fund we received only covered payroll expenses	Yes
10.22.20	CLARKE & CLARKE Art + Artifacts	Sole Proprietorship	Traditional Retail	Yes - offered limited services (online, by phone, etc.)	Very likely	Yes	Yes	41-60% reduction	2	2	Yes	Funds will be used to pay the rent on our Gallery and storage area as well as the telephone and electricity bills. We will also contract professional help to develop our e-commerce site. Customer buying habits are changing due to the Pandemic and we must add e-commerce to survive	Yes	The funds we previously received are to be used for advertising The Mercer Island Grant will allow us to keep the Gallery doors open and to develop an e-commerce platform. An addition we feel is critical to our survival.	Yes

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10.22.20	Cindy's Beauty Salon	S Corp	Personal Services	Yes - closed completely	Not sure	Yes	Yes	41-60% reduction	10	8	Yes	It would be used to cover the items listed above. We previously received PPP funding but that has been depleted. We are a salon so our expenses are rent, payroll, utilities, ppe cleaning and nail supplies.	Yes	More of it will be used to help us catch up on our lease. Our landlord helped us by excepting only 50% of what is owed every month since the shutdown happened. We currently have a balance around 33,000 that is owed. The rest of it will be used for payroll.	Yes
10.22.20	Little Acorn Inc (Day school & Sprouts)	LLC	Childcare/Education Services	No - altered business activity	Somewhat likely	Yes	Yes	41-60% reduction	8	5	Yes	Business rent	Yes	The PPP loan was used for payroll and small state grant for rent. Will use this grant for rent as well because it keeps becoming due every month!	Yes
10.22.20	dsgg	LLC	N/A	No - altered business activity	Not likely	Yes	No	25-40% reduction	45	45	Yes	etew	Yes		
10.22.20	JNJ Group	LLC	Other - Online retailer												
10.22.20	Sea Family Eye Care, PLLC	LLC	Health & Wellness	Yes - offered limited services (online, by phone, etc.)	Not likely	Yes	No	25-40% reduction	5	0	Yes	-rent -payroll expenses -PPE	Yes	it will help pay the rent and payroll as well as equipment and PPE	Yes
10.22.20	Root Cause LLC	LLC	Other - Tree service	No - altered business activity	Not sure	Yes	Yes	0-24% reduction	5	4	Yes	Payroll Rent	No		Yes
10.22.20	Xpert Cleaning Services	Sole Proprietorship	Professional Services	No - altered business activity	Somewhat likely	Yes	Yes	81-100% reduction	1	1	Yes	If granted any funds, we will use towards insurance policy payments, ordering proper PPE, supplies, and would definitely aid for marketing my business. Thank you.	Yes	This specific grant will help with keeping up with my commercial insurance payments, purchasing PPE and supplies that are very hard to acquire since covid broke out. Especially in this field, we need a lot of sanitizing solutions and wipes, which pricing has gone up ridiculously making it harder for me to invest in these items. I could definitely use some funds to purchase sanitizing solutions and wipes in bigger quantities. Also to do some marketing for my business. Thank you.	Yes
10.23.20	ABLEACU PLLC	Corporation	Health & Wellness	Yes - closed completely	Not likely	Yes	Yes	41-60% reduction	3	3	Yes	Rent, PPE, payroll expenses	Yes	It will be used to cover the different period	Yes
10.23.20	Japan-America Society of the State of Washington	501(c)(3)	Entertainment/Arts/Recreation Other - Cultural organization	No - altered business activity	Not sure	Yes	Yes	0-24% reduction	4	4	Yes	Rent, payroll expenses, sanitation supplies, telework costs	Yes	They would be used for costs not covered by the PPP funding we received.	Yes
10.23.20	Seattle towncar reliable service	Sole proprietorship	Other - Limo services	Yes - closed completely	Somewhat likely	Yes	Yes	81-100% reduction	1	1	Yes	Car insurance, airport sticker, business license, City of Seattle, Gas, car service maintenance, telephone bill, Business renewal with Olympia, car inspection, rent sanitation supplies, Office supplies, Internet, business advertisement	Yes	This funds will be used to bring the company back to the business	Yes
10.23.20	MI Athletic Club	LLC	Fitness Studio	Yes - closed completely	Not sure	Yes	Yes	41-60% reduction	2	2	Yes	Rent first and foremost. With revenue down over 40%, and fixed expenses staying put we are not in a sustainable business model. Payroll and sanitation supplies are also a big priority for us at the moment. Again, we are not in a sustainable pattern.	Yes	We received a PPP Loan in April. When we got our loan we were under the 8 week timeline to use it. We applied our PPP loan to keep our employees paid during our closure and also used it for one month's rent. Our PPP funds were exhausted by June 2020.	Yes
10.23.20	Rockblue LLC	LLC	Fitness Studio	Yes - closed completely	Not sure	Yes	Yes	81-100% reduction	4	0	Yes	Payroll: 5000/month Rent: 5500/month	Yes	The funds taht we received have been exhausted towards the rent payments when we were shut down by the order of the governer. These funds will be used to bring back the employees and reopen the studio.	Yes
10.24.20	Queen Nails	LLC	Personal Services	Yes - closed completely	Somewhat likely	Yes	Yes	61-80% reduction	1	1 (further reducing hours for another part time employee)	Yes	Increased hours for a part time employee (payroll expenses), business rent, utilities, PPE, sanitation supplies	Yes	This grant program will directly assist in increasing the hours for our employees (payroll), and assist with the trouble the business is facing due to a decrease in customers (rent) due to COVID-19. At this time, the owner is only making barely enough to pay rent, but the funding from MI's Relief Program will assist in paying for her hours/labor as well.	Yes

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10.24.20	Barrels LLC	LLC	Food/Drink Establishment	No - altered business activity	Not likely	Yes	No	Revenues have increased over last year	2.75	2	Yes	Four (4) propane heaters four outdoor seating area to allow customers a warm place to enjoy Barrels. - \$2,400 Eight Propane tanks to ensure back up fuel (2 for each heater). - \$320.00 Four patio umbrellas to attach to each of the four tables outside - \$1,000 Stands with weights to secure the umbrellas - \$280 Sanitation area and supplies outside for employees and customers to wash hands. - \$1,000	No		Yes
10.24.20	Mercer Island Auto Spa	LLC	Retail Other - Auto cleaning services	Yes - offered limited services (online, by phone, etc.)	Somewhat likely	Yes	No	25-40% reduction	3	3	Yes	-Rent -PPE supplies (gloves)	Yes	Ongoing replenishment of supplies to ensure customer and employee safety from COVID-19 and to remain compliant with state guidelines.	Yes
10.25.20	Perry kim studio	Corporation	Personal Services	Yes - closed completely	Not likely	Yes	Yes	25-40% reduction	1	1	Yes	Rent, Ppe, payroll and pse, Comcast, Waterbills, cleaning fee. Products.	Yes	Basically paying rent is main thing. Still had to pay rent when I was closed and bills for the salon.	Yes
10.25.20	Nails by Jennifer	Sole Proprietorship	Personal Services	Yes - closed completely	Very likely	Yes	Yes	61-80% reduction	6	3	Yes	PPE, loss wages due to Covid-19 limited clients, rent	No		Yes
10.25.20	Essential Massage Therapy	Sole Proprietorship	Health & Wellness	Yes - closed completely	Not sure	Yes	No	41-60% reduction	One	One	Yes	Rent, PPE, sanitation supplies, B & O taxes	Yes	I only received \$1000 in April and was totally closed from 3/25/20 until 6/9/20. While that helped pay some past bills these funds will help me financially to continue to remain open until, hopefully, the COVID is under better control and the community is more comfortable being out in the public.	Yes
10.25.20	HZephyr, LLC	LLC	Traditional Retail	Yes - closed completely	Very likely	Yes	Yes	41-60% reduction	1	1	Yes	Unpaid Rent, PPE supplies, utilities,	Yes	I received \$8k loan in May that I must pay back from PPP thru my bank. I need to pay vendors, pay employees, and back-rent of \$25k	Yes
10.25.20	Mercer Island Florist (Holmes Equity LLC dba)	LLC	Traditional Retail	Yes - offered limited services (online, by phone, etc.)	Somewhat likely	Yes	No	25-40% reduction	4	3	Yes	Helpful for rent -\$7500/mo Payroll (biggest need)-would help immensely to cover payroll, Also could expand hours and help pay for added delivery staff. Could add back the hours of the part time 'shop-help' staff which would lift a heavy burden from the FTE people. Delivery expense- our second van is in dire need of maintenance or more likely, replacement. A grant could go a long way toward solving this challenge.	No		Yes
10.25.20	Sano Bar LLC	LLC	Food/Drink Establishment	Yes - offered limited services (online, by phone, etc.)	Not likely	Yes	Yes	25-40% reduction	20	16	Yes	Rent utilities payroll	Yes	Those funds from the PPP loan were used up in 2 months - May & June. These additional funds will help support our business during the following challenging months when weather Changes and we lose our customers since there won't be outdoor dining.	Yes
10.26.20	Dan Reiff, PLLC dba Phoenix Psychological Associates	LLC	Health & Wellness	Yes - offered limited services (online, by phone, etc.)	Not sure	Yes	Yes	0-24% reduction	1	1	No	As mentioned previously, several patients discontinued therapy because the pandemic resulted in online-telementalhealth only and the office has been closed since March - the landlord refused to reduce or suspend rent so I have had to pay rent amounting to \$9667 - (\$1381 per month March-Sept) for an office I could not use - I am in a high risk group so was required to shelter in place at first and now have to be very cautious- any rent reimbursement would be much appreciated. I have had an office on Mercer Island for 25 years.	No		Yes

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10.26.20	Humerus Life, LLC	LLC	Health & Wellness	Yes - closed completely	Not likely	Yes	No	25-40% reduction	3	1	Yes	Rent and staff. Staff will be needed to cover additional hours of operation needed in order to grow the clientele. Currently, growth is limited due to there only being one person (the owner) covering all appointments. Additional staff will also allow for the owner to spend more time on marketing to create additional revenue.	Yes	PPP loan was the only other funding received. This was very small and was used for some payroll and rent. The 12 month averaging did not provide for the level of staff in place when the pandemic hit. Previous staff is no longer available. Funds from this grant will be used to rebuild staff. Expenses include wages, benefits, and training.	Yes
10.26.20	Youth Theatre Northwest	501(c)(3)	Entertainment/Arts/Recreation	Yes - offered limited services (online, by phone, etc.)	Not likely	Yes	Yes	25-40% reduction	5	5	Yes	-Monthly rent payments - Payroll expenses -PPE and cleaning supplies	Yes	The requested funds would go a long way in help YTN pay our rent and staff this coming winter. The PPP loan and other grants we have received allowed us to remain open through summer and early fall, but with reduced classes and productions, YTN will still struggle to pay for our rent, teachers, and cleaning	Yes
10.26.20	U. LE/T. SOMANITH DBA Salon 106	Corporation	Personal Services	Yes - closed completely	Somewhat likely	Yes	No	25-40% reduction	2	We were still mandated to be closed on 5/1/20 but in June we opened with 2 FTE	Yes	Business rent	Yes	We used PPP money for our rent in March, April, May and the first week of June, when we were forced to close. We used PPP money for bills like utility, cable, phone, etc. We will use these funds for our November rent. Our monthly rent is \$4918.00.	Yes
10.26.20	Island Treats	LLC	Traditional Retail	Yes - offered limited services (online, by phone, etc.)	Not sure	Yes	Yes	0-24% reduction	1	1	Yes	Payroll expenses (we have not received PPP or any other grant/loan programs) PPE - we have always required gloves for production and have seen costs increase from \$38 per case to \$250+ per case, masks for all employees, additional sanitization of store and production space Add'l temporary changes to our business operations due to pandemic restrictions - as only 1 customer is allowed inside our small retail space we would like to seal the awning outside the building that is currently leaking so customers can queue in a dry space while waiting to enter the store. We have also shifted to more deliveries rather than in store shopping so we would like to cover the increased gas expense.	No		Yes
10.26.20	Sunnybeam School of Mercer Island	501(c)(3)	Childcare/Education Services	Yes - offered limited services (online, by phone, etc.)	Somewhat likely	Yes	Yes	61-80% reduction	5	5	Yes	2 20x20 outdoor classroom tents - \$5,585 new outdoor desks/seats - \$410 Heaters - \$1,300 cleaning supplies/PPE - \$300 Misc classroom supplies for social distancing individual students - \$500	Yes	These are for our expenses that we needed to use to pivot our business model and reopen safely. Non-payroll expenses.	Yes
10.26.20	NHU-Y VU, LLC / Mercer Nails & Spa	LLC	Personal Services	Yes - closed completely	Somewhat likely	Yes	No	61-80% reduction	5	Business was still closed on 5/1/20. In June they opened with 5.	Yes	The expense that will be covered will be business rent.	Yes	The funds we received from the Working Washington Grant were used to pay our September 2020 rent. The funds we will receive from this grant will help to pay November and part of December rent. Our monthly rent is \$4563.00.	Yes
10.26.20	JSEMP Corporation d/b/a Cleaners Plus 1	Corporation	Personal Services	No - altered business activity	Very likely	Yes	Yes	41-60% reduction	5	5	Yes	Rent payments, payroll expenses, PPE, sanitation supplies, creating website/investing in online presence.	Yes	Paying for new month's rent/payroll expenses, paying for sanitation supplies, new PPE, and creating website	Yes
10.26.20	SMEC Corporation	Corporation	Personal Services	No - altered business activity	Very likely	Yes	Yes	41-60% reduction	5	5	Yes	Payroll expense, PPE, sanitation materials, pivoting to e-services/online availability	Yes	Paying for new months payments (i.e., rent/payroll), purchasing supplies for PPE and sanitation at the store, and creating an online presence.	Yes

Application Date	Registered Business Name	Organization Type	Business Activities	Close under "Stay Home, Stay Healthy"?	Likelihood of Permanently Closing?	Will grant help remain open?	Will grant help avoid bankruptcy?	COVID-19 impacts to revenue?	FTEs on 01.01.20	FTEs on 05.01.20	Will grant help retain/create jobs?	Expenses covered by the grant?	Received other COVID-19 aid?	If so, how will this grant be used differently?	Certification
10.26.20	Studio 904 Inc.	Corporation	Personal Services	Yes - closed completely	Not sure	Yes	Yes	41-60% reduction	5	5	Yes	Rent, employee payroll, and marketing expenses for example: MI Reporter ads, Chamber Map Directory).	Yes	We received the PPP loan/grant in April 2020 in the amount of \$72,000. We used the funds to pay for 3 months' rent for March, April, and May (we were closed during this time but we still paid full rent to the landlord using this money). Our monthly rent is \$8,000. The rest was used for employee payroll + bonus incentive to get them to come back to work by June 1. The PPP loan/grant was used up by June, 2020. Since then, we've been on our own continuing to pay full rent plus employee wages.	Yes
10.26.20	Mercer Island Boys & Girls Club	501c3	Childcare/Education Services	No - altered business activity	Not likely	Yes	No	41-60% reduction	10	6	Yes	If grant funds are awarded, they will be used to cover payroll expenses for October onwards, offsetting the cost of staffing our added hours of operation.	Yes	Mercer Island Boys & Girls Club is a part of the Boys & Girls Clubs of King County (BGCKC), and its COVID- focused fundraising: Federal PPP Loan – BGCKC received \$2.1M of which \$177,656 was allocated to Mercer Island Boys & Girls Club expenses (allocation based on % of total staffing costs for BGCKC). This was used towards Mercer Island Club staffing costs April – September 2020. Other grants, individual fundraising and Corporate contributions – A \$5,000 COVID operating award was received for the Mercer Island Club from Amazon. This was not allocated to staffing expenses. No other funding received by BGCKC for expenses incurred in operating during the COVID period will duplicate anything awarded through this application.	Yes
10.27.20	College Nannies and Tutors I, LLC	Partnership	Childcare/Education Services	Yes - offered limited services (online, by phone, etc.)	Somewhat likely	Yes	No	25-40% reduction	81	58	Yes	Business rent, Payroll expenses.	Yes	Other funds have been exhausted.	Yes
10.27.20	Sirin Massage	Sole Proprietorship	Health & Wellness	Yes - closed completely	Somewhat likely	Yes	Yes	61-80% reduction	1	1	Yes	Rent, Covid cleaning supplies, ie cleaning supplies, sheets, massage lotion	Yes	The state funding ran out in August and my business is still being significantly impacted	Yes
10.27.20	Kerry Donner Enterprises	LLC	Traditional Retail	Yes - offered limited services (online, by phone, etc.)	Not likely	Yes	Yes	41-60% reduction	8	6	Yes	Rent and employee wages	No		Yes
10.27.20	All-Pro Risk Management Inc	Corporation	Professional Services	Yes - offered limited services (online, by phone, etc.)	Not likely	Yes	Yes	0-24% reduction	4	4	Yes	Rent, Covid cleaning supplies, payroll and payroll expenses	Yes	No difference, same use	Yes
10.27.20	Samuel and Althea Stroum Jewish Community Center of Greater Seattle	501(c)(3)	Entertainment/Arts/Recreation	Yes - offered limited services (online, by phone, etc.)	Not likely	Yes	No	25-40% reduction	60	6	Yes	Payroll, PPE and sanitation supplies, facility modifications to enable opening, and ongoing technology expenses that support modified business practices.	Yes	This will be used to cover COVID related expenses that are NOT covered by other CARES Act funding. Our expenses have far exceeded the grants and PPP loan we received.	Yes
10.27.20	Samuel and Althea Stroum Jewish Community Center of Greater Seattle	501(c)(3)													
10.27.20	Mercer Island Sweets	Sole Proprietorship	Traditional Retail	Yes - closed completely	Not sure	Yes	Yes	41-60% reduction	3	3	Yes	If awarded, the grant funds would be used for rent covering October, November, and part of December--a great help for us!	Yes	New grant funds will be used for rent for October, November and part of December.	Yes
10.27.20	aaa	LLC	N/A	Yes - offered limited services (online, by phone, etc.)	Somewhat likely	Yes	Yes	25-40% reduction	2	2	Yes	aaa	Yes	aa	
10.27.20	Mercy Vet Inc PS	Corporation	Health & Wellness	No - altered business activity	Not sure	Yes	Yes	0-24% reduction	6	6	Yes	PPE and staff payroll	Yes	PPP Funds have been used in full for existing payroll (24 weeks), these funds will continue to support staff payroll PPE expenses.	Yes
10.27.20	AAA	Sole Proprietorship	N/A	Yes - offered limited services (online, by phone, etc.)	Somewhat likely	Yes	Yes	25-40% reduction	2	2	Yes	Business rent, payroll expenses	Yes	For different periods of payroll expense and rent expense	
10.27.20	Parrot Place LLC	LLC	Traditional Retail	No - business was open as usual	Somewhat likely	Yes	Yes	0-24% reduction	3	3	Yes	Rent and payroll will be the priorities.	Yes	They will be used in the same manner, helping us pay rent and payroll and allowing us to keep the store stocked and running.	Yes

Application Date	Registered Business Name	Organization Type	Business Activities	Close under "Stay Home, Stay Healthy"?	Likelihood of Permanently Closing?	Will grant help remain open?	Will grant help avoid bankruptcy?	COVID-19 impacts to revenue?	FTEs on 01.01.20	FTEs on 05.01.20	Will grant help retain/create jobs?	Expenses covered by the grant?	Received other COVID-19 aid?	If so, how will this grant be used differently?	Certification
10.27.20	Miracle Island LLC	LLC	Health & Wellness	Yes - closed completely	Not likely	Yes	Yes	41-60% reduction	2	2	Yes	Payroll expense, rent and sanitation supplies.	Yes	We received PPP loan from SBA, EIDL advance and EIDL. The PPP loan amount and EIDL advance has all been used for payroll expense. Funds received from this grant program will be used to cover rent and payroll expenses for the different period.	Yes
10.28.20	Leslie Cover, INC Mercer Island Pilates	Corporation	Fitness Studio	Yes - closed completely	Not sure	Yes	Yes	61-80% reduction	1	1	Yes	Rent, Payroll and PPE	Yes	These funds will be used for rent.	Yes
10.28.20	Cascade Frames	LLC	Traditional Retail	Yes - closed completely	Not likely	Yes	Yes	81-100% reduction	3	3	Yes	Rent and bills	No		Yes
10.28.20	WWW.FRIENDSHIPCIRCLEWA.ORG	501(c)(3)	Childcare/Education Services	No - altered business activity	Not likely	Yes	Yes	41-60% reduction	5	5	Yes	Rent payroll additional specialist COVID personalized activities home drop-offs social distance programing	Yes	Those funds were the PPP program, and those funds only covered a couple of months of payroll. Our current expenses are rent, payroll and rebuilding many programs that are now offered on a virtual platform and those with social distancing led by an additional team of specialist, from behavioral, music therapist and family therapist. Creating and delivering personalized activities to their homes, and allowing us to provide these vital inclusion and therapeutic services to so many families in need.	Yes
10.28.20	Yogabliss	LLC	Fitness Studio	Yes - closed completely	Somewhat likely	Yes	No	41-60% reduction	1	1	Yes	Rent; non-City utility payments, payment of instructors (independent contractors), PPE; sanitation supplies; upgrades to HVAC system so we can safely reopen for group classes; changes to business operations - cost of operating online classes.	Yes	We received our PPP which went directly and only to payroll for our employees. If received, this grant will be used to pay rent, non-city utilities, payment of instructors (independent contractors), PPE, sanitation supplies, upgrade of HVAC system, changes to the business operation, etc.	Yes
10.28.20	Avant-garde Healing Arts	LLC	Health & Wellness												
10.28.20	AC Electric LLC	LLC	Professional Services	Yes - closed completely	Not sure	Yes	Yes	0-24% reduction	1	1	Yes	Maintenance of tools, vehicles, office equipment and rent.	No		Yes
10.29.20	Onga corporation DBA Hair Excel	Sole Proprietorship	Personal Services	Yes - closed completely	Somewhat likely	Yes	Yes	41-60% reduction	5	3	Yes	Rents (that was not covered by other financial aids) , payrolls, recruiting new hires	Yes	Cover other expenses that weren't covered by other federal/State funds.	
10.29.20	LA FETE PATISSERIE FRANCAISE	LLC	Food/Drink Establishment	Yes - closed completely	Not sure	Yes	Yes	Revenues have increased over last year	3	1	Yes	rent, payroll, PPE, additional packaging, utilities, patio equipment to help us stay going while the indoor seating is not possible for us due to our small size. The total expenses that fall under this categories is approximately \$90,000 of which \$10,000 was covered by a Payroll Protection Loan I received back in April	Yes	I received a small (\$10,000) payroll protection loan that has long since been exhausted	Yes
10.29.20	John Arthur Mason/Art is My Middle Name	Sole Proprietorship	Professional Services	Yes - offered limited services (online, by phone, etc.)	Somewhat likely	Yes	Yes	25-40% reduction	1	1	Yes	Payroll / partial mortgage payments	Yes	The grant would be used for the same purpose.	Yes
10.29.20	Hyo-Yang Ahn-White	Sole Proprietorship	Professional Services												
10.29.20	JNJ Group	LLC	Other - Online retailer	Yes - offered limited services (online, by phone, etc.)	Somewhat likely	Yes	Yes	41-60% reduction	1	1	Yes	1. Business storage rent 2. Payroll expenses 3. Advertise expenses 4. Sanitation supplies	No		Yes
10.29.20	Seattle Luxury Transportation Inc	LLC	Other - Transportation services	No - altered business activity	Somewhat likely	Yes	Yes	81-100% reduction	5	1	Yes	It will allow us to cover PPE expenses, rent, utilities and additional expenses incurred in extra sanitation of our vehicles.	No		Yes
10.29.20	Island HI FI	LLC	Retail Other - Electronics	Yes - offered limited services (online, by phone, etc.)	Somewhat likely	Yes	Yes	81-100% reduction	1	1	Yes	Rent, utilities, licensing , insurance,	No		Yes
10.29.20	mercier island pizza co llc dba sahara pizza	LLC	Food/Drink Establishment	Yes - offered limited services (online, by phone, etc.)	Somewhat likely	Yes	Yes	25-40% reduction	9	9	Yes	business rent/mortgage payments, payroll expenses, PPE and other sanitation supplies, and other COVID-19 related expenses.	Yes	all moneys received, have currently been used for business rent/mortgage payments, payroll expenses.	Yes
10.29.20	Shawn's Catering LLC	LLC	Food/Drink Establishment	Yes - offered limited services (online, by phone, etc.)	Not sure	Yes	Yes	Revenues have increased over last year	1	1	Yes	my main concerns are to make my business more "friendly" for doing business in the COVID-19 world, by do some remodeling and putting protective barriers and to help with payroll taxes	No		Yes
10.29.20	E-Recycle	LLC	Professional Services	Yes - offered limited services (online, by phone, etc.)	Very likely	Yes	Yes	61-80% reduction	2	2	Yes	rent payments, payroll expenses, PPE other sanitation	No		Yes
10.29.20	212 health and fitness	LLC	Fitness Studio	Yes - closed completely	Not sure	Yes	Yes	81-100% reduction	1	1	Yes	Any money awarded from this grant would go to covering our lease, utilities, and payroll	Yes	These funds would continue to pay for our lease, utilities, bills, and payroll all associated with the business	Yes

Application Date	Registered Business Name	Organization Type	Business Activities	Close under "Stay Home, Stay Healthy"?	Likelihood of Permanently Closing?	Will grant help remain open?	Will grant help avoid bankruptcy?	COVID-19 impacts to revenue?	FTEs on 01.01.20	FTEs on 05.01.20	Will grant help retain/create jobs?	Expenses covered by the grant?	Received other COVID-19 aid?	If so, how will this grant be used differently?	Certification
10.29.20	Kim Lampson, PLLC	LLC	Health & Wellness	Yes - offered limited services (online, by phone, etc.)	Not likely	Yes	Yes	0-24% reduction	1	1	Yes	The expenses are rent so that I can maintain my office space and honor the lease that I have such that I can see patients in person again when it is safe to do so. I have been in this office on Mercer Island in The Globe Building for 25 years. Although remote therapy is an option, it is not the same and most people prefer the warmth and comfort of in person contact. The rent has increased effective 10/1/20 to \$1427.00 per month - I would like to use grant funds either to recoup past rent (March - October = \$9713.00) and/or for rent going forward - I expect to be remote until at least June - that will add another \$11,416.00. Both together total approximately \$20,000. Any amount will help.	No		Yes
10.29.20	mercer beauty	Sole Proprietorship	Personal Services	Yes - closed completely	Somewhat likely	Yes	Yes	25-40% reduction	1	1	Yes	cover the cost for no income due to lockdown for three Months PPE and sanitation supplies less client's because of temporary (hopefully) and necessary shift into telemedicine as a primary means of providing sound, quality behavioral health care to those in need. Also, in the most recent months we've noted a surge in those seeking care related to psychiatric and substance due troubles and due to our minimal staffing there've been instances in which we'd been unable to accept new patients. (I will take this moment as the sole RN/secretary/IT support filling out this MS-Word document that the business owner and sole medical doctor/psychiatrist here already works 80+ hour week). We strongly believe we're approaching a point that will financially allow us to add another part-time staff member or two, and a portion of any grant funds awarded could foster our ability	No		Yes
10.29.20	Richard Repass MD PLLC	LLC	Health & Wellness	No - altered business activity	Not likely	Yes	Yes	0-24% reduction	2	2	Yes	Expenses incurred by the temporary (hopefully) and necessary shift into telemedicine as a primary means of providing sound, quality behavioral health care to those in need. Also, in the most recent months we've noted a surge in those seeking care related to psychiatric and substance due troubles and due to our minimal staffing there've been instances in which we'd been unable to accept new patients. (I will take this moment as the sole RN/secretary/IT support filling out this MS-Word document that the business owner and sole medical doctor/psychiatrist here already works 80+ hour week). We strongly believe we're approaching a point that will financially allow us to add another part-time staff member or two, and a portion of any grant funds awarded could foster our ability	Yes	Per the business owner/MD, we were the recipient of a small loan under the Paycheck Protection Program for the sake of staff retention as it stands. The funds from this grant program would be applied to the expenses already briefly noted in previous answers, while also potentially assisting us in expanding (in terms of new clientele and any staff growth that would necessitate) beyond the bareminimum/ status quo in meeting the behavioral health needs of the community, especially in this time of heightened cultural and political anxiety.	Yes
10.29.20	Great Clips (Kanga Inc.)	Corporation	Personal Services	Yes - closed completely	Somewhat likely	Yes	Yes	41-60% reduction	10	3	Yes	Rent, mortgage, and non-City utilities payments for the business/organization brick-and-mortar location; Payroll expenses; Personal Protective Equipment (PPE) and sanitation supplies, equipment, and services needed to safely reopen; Temporary changes made to business operations due to the COVID-19 Pandemic (limited in-store service, limited hours).	Yes	We can spend some of the funds on educating the community and creating awareness of the safety precautions we are taking to keep the public safe while they visit our business.	Yes
10.29.20	Mercer Island Farmers Market	501c3	Traditional Retail Food/Drink Establishment	No - altered business activity	Not likely	Yes	No	25-40% reduction	1	2	Yes	If awarded, this \$5,000 grant will be used for payroll expenses. Due to COVID, the organization brought in an additional full-time Market Manager; increased the hours, wages, and responsibility of the Assistant Manager position; and hired 3 extra contractors to assist with market day operations. Payroll increased \$20,000+ from a typical season as a result. This grant will cover the organization's additional personnel costs and allow the Market to keep these staff onboard moving forward.	Yes	If awarded, this \$5,000 grant will be used specifically to cover the wages of the extra contractors, and the assistant manager hours that are not typical in a normal season.	Yes

Application Date	Registered Business Name	Organization Type	Business Activities	Close under "Stay Home, Stay Healthy"?	Likelihood of Permanently Closing?	Will grant help remain open?	Will grant help avoid bankruptcy?	COVID-19 impacts to revenue?	FTEs on 01.01.20	FTEs on 05.01.20	Will grant help retain/create jobs?	Expenses covered by the grant?	Received other COVID-19 aid?	If so, how will this grant be used differently?	Certification
10.29.20	Peter Davis Builders	Corporation	Professional Services Other - Residential GC	No - altered business activity	Somewhat likely	Yes	No	41-60% reduction	10	10	Yes	(1)PPE and other sanitation supplies: \$2,500; (2) Payroll expenses, including health coverage for furloughed employees and their families: \$5,224; (3) Rent/utilities payments: \$7,000; (4) Fleet vehicle maintenance, insurance and registrations since July 1, 2020: \$3,000. Total costs: \$17,724.	Yes	The federal grant monies we received went predominantly into continuing health coverage for our employees, several of whom are older and thus of higher cost. The rest covered rent and utilities, as our company never closed at all, being essential workers. All previous funding ended in June 2020, and we have had to continue to operate at lower capacity, while maintaining coverage for everyone without any personal contribution from employees.	Yes

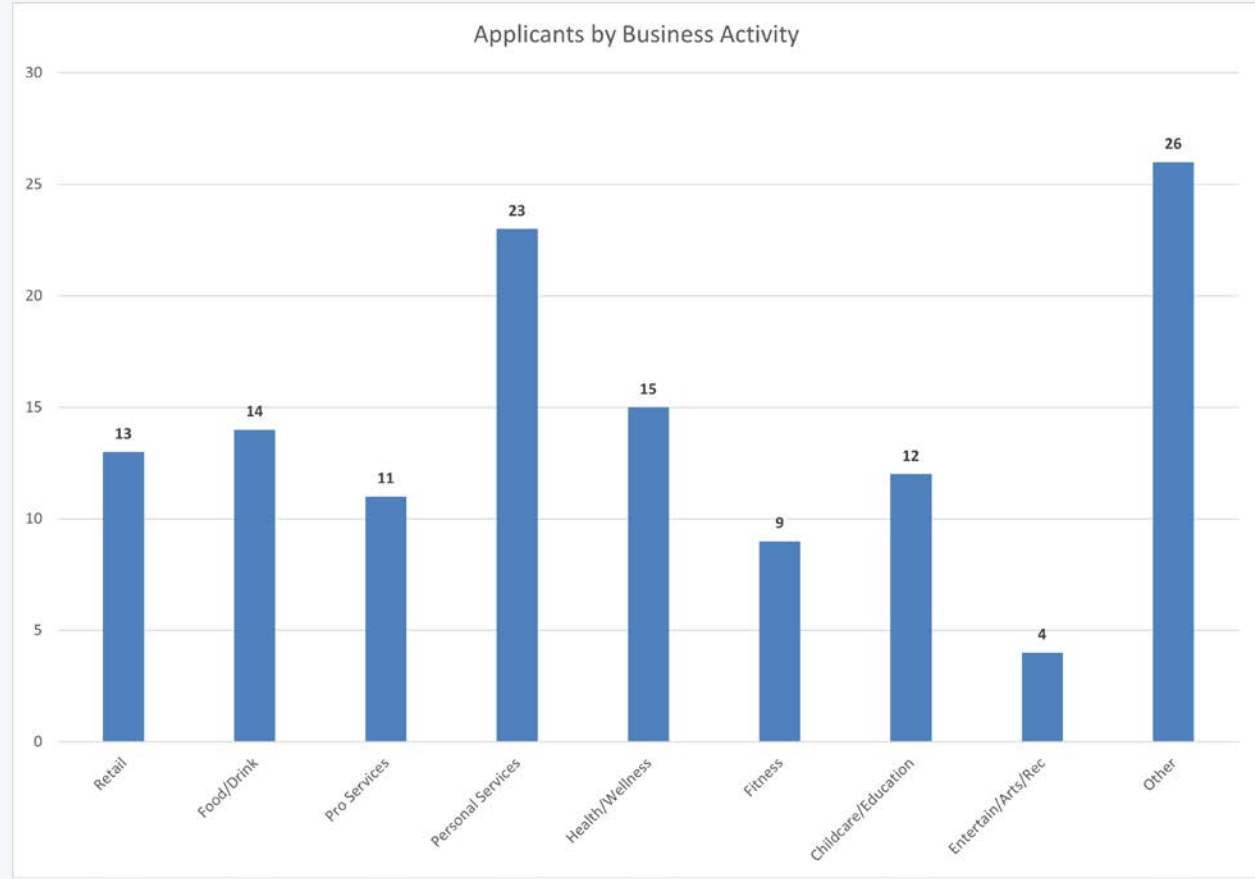


AB 5774
COVID-19 Relief Grant
Program Awards

November 2, 2020

APPLICATION PROCESS OVERVIEW

- Open Oct. 21-29
- Received 107 applications
 - 102 via online application
 - 5 via PDF application
 - All business activities represented



ELIGIBILITY CRITERIA

- Be a small business (as defined by the Small Business Administration) or 501(c)(3) nonprofit, other than regional/national chain businesses that are not locally owned and home-based businesses
- Have a customer-facing physical location within Mercer Island city limits
- Have been in operation as of January 1, 2020
- Have an active City of Mercer Island business license and be in good standing with the City and the State of Washington
- Demonstrate hardship due to the COVID-19 Pandemic, such as revenue loss, requirement to purchase PPE and other equipment, etc.
- Be able to explain how funding can be used in the immediate term to stabilize or sustain the organization



LOTTERY SELECTION PROCESS

All eligible applicants were sorted into one of three pools according to the following priorities:

- Pool 1: Businesses and nonprofits such as Food & Drink Establishments (restaurants, bars, etc.); Retail Establishments (boutiques, bookstores, specialty shops, florists, etc.); Personal Service Providers (hair salons, nail salons, estheticians, dry cleaners, etc.); Fitness Studios; Education/Childcare Services (daycare, preschool, etc.); and Entertainment/Arts/Recreation Service Providers
- Pool 2: Other businesses and nonprofits such as Professional Service Providers (financial services, real estate, architects, etc.) and Health & Wellness Providers (doctors, dentists, physical therapists, etc.)
- Pool 3: All other eligible applicants



LOTTERY SELECTION PROCESS

- On October 30, City staff and Council liaisons reviewed the sorted lists to ensure accuracy before conducting the lottery selection process.
- Using a random number generator in Excel, awardees were selected in the following order:
 - Select from Pool 1 by lottery until all funds allocated/all Pool 1 applicants awarded
 - Select from Pool 2 by lottery until all funds allocated/all Pool 2 applicants awarded
 - Select from Pool 3 by lottery until all funds allocated/all Pool 3 applicants awarded
- Given number of eligible applicants and available funds, selection process ended with Pool 1



LOTTERY SELECTION RESULTS

Lottery Selection #	Registered Business Name	Award Number
0.030558715	Queen Nails	1
0.038870353	Au Courant Salon & The DEN - Jaxson Ventures Inc.	2
0.051837999	Leslie Cover, INC Mercer Island Pilates	3
0.052996228	SMEC Corporation	4
0.054009774	The Islander	5
0.072253667	Mercer Beauty	6
0.094487128	Yogabliss	7
0.110570783	Sue's Tailor & Alteration	8
0.116926705	Mercer Island Farmers Market	9
0.143391947	Samuel and Althea Stroum Jewish Community Center of Greater Seattle	10
0.15680716	NHU-Y VU, LLC / Mercer Nails & Spa	11
0.166963077	Onga corporation DBA Hair Excel	12
0.175027517	CHEEZY LIFE LLC (Mo's Pizza)	13
0.200839009	Creative Learning Center LLC	14
0.20437723	JSEMP Corporation d/b/a Cleaners Plus 1	15
0.216304958	Richards Corporation DBA Island Crust Cafe	16
0.246783266	Island Treats	17
0.247549225	HZephyr, LLC	18
0.256683827	Nails by Jennifer	19
0.262825588	Cindy's Beauty Salon	20
0.266010059	Village Dry Cleaners	21
0.280582374	Mercer Island Florist (Holmes Equity LLC dba)	22
0.29910432	Mercer Island Play Center Parents	23
0.302872006	Brow and Lash Corp	24
0.319910291	CLARKE & CLARKE Art + Artifacts	25
0.321777997	Island HI FI	26
0.325899168	Tiger Island. Inc	27

Lottery Selection #	Registered Business Name	Award Number
0.327702861	Salos Knygos LLC (dba Island Books)	28
0.362040984	College Nannies and Tutors I, LLC	29
0.369824047	Corry's Toxin Free Cleaners	30
0.373335886	WWW.FRIENDSHIPCIRCLEWA.ORG	31
0.377618226	LA FETE PATISSERIE FRANCAISE	32
0.383291118	Mercer Island Auto Spa	33
0.384296477	Sano Bar LLC	34
0.409734356	Perry kim studio	35
0.455580631	MI Athletic Club	36
0.486053915	Mercer Island Sweets	37
0.516111961	212 health and fitness	38
0.589538464	Kerry Donner Enterprises	39
0.59487781	Barre Rev, LLC	40
0.606935334	Studio 904 Inc.	41
0.628599937	Jenny 1 LLC	42
0.631059091	Sunnybeam School of Mercer Island	43
0.645103383	Premier Nails & Spa	44
0.653859494	Little Acorn Inc (Day school & Sprouts)	45
0.658577747	Mercer Island Pizza Co LLC dba Sahara Pizza	46
0.665793865	Legendary Restaurants INC dba Yuzen Japanese Cuisine	47
0.697684916	Suzanne Zahr, Inc.	48
0.704767841	Shawn's Catering LLC	49
0.718546833	Chicks Mercer Island Shoe Service INC	50
0.724677071	Parrot Place LLC	51
0.733149559	Mercer Island Crossfit (LivingFit LLC)	52
0.770367773	Mercer Island Boys & Girls Club	53
0.776785741	Pixie Hill Preschool	54



UPDATED TIMELINE

- November 2: Approve awards
- November 3-15: Announce awards and contract with recipients
- November 15-30: Submit to DOC for reimbursement
- December 2020: Disburse funds to recipients



RECOMMENDED ACTIONS

1. Approve the COVID-19 Relief Grant program recipients selected by random lottery process.
2. Authorize the City Manager to enter into subrecipient agreements with each grant recipient for grant disbursement to businesses and financial reimbursement via Washington State CARES Coronavirus Relief Funding.





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

**AB 5766
November 2, 2020
Special Business**

AGENDA BILL INFORMATION

TITLE:	AB 5766: Update on Thrift Shop Facility Study – Financial Model and ROI	<input type="checkbox"/> Discussion Only
RECOMMENDED ACTION:	Receive report, hear presentation, and provide direction to staff on next steps.	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

DEPARTMENT:	City Manager
STAFF:	Jason Kintner, Public Works Director & Gareth Reece, Sr. Project Manager
COUNCIL LIAISON:	n/a
EXHIBITS:	1. Financial projection summary and example worksheet 2. ROI analysis for selected criteria 3. Potential production layouts for Option A and Option B
CITY COUNCIL PRIORITY:	n/a

AMOUNT OF EXPENDITURE	\$ 34,229
AMOUNT BUDGETED	\$ 50,000
APPROPRIATION REQUIRED	\$ n/a

SUMMARY

The purpose of this agenda bill is to provide the City Council with an update on the Thrift Shop and former Recycling Center Remodel Project and to seek direction on the project.

BACKGROUND

At the June 16, 2020 City Council meeting (see [AB 5711](#)), the City Council authorized staff to retain architectural services and begin the preliminary design for these two facilities. At the September 22, 2020 City Council meeting, two options (30% design) were provided for City Council consideration. Both options include relocating the existing production spaces (donation processing areas) from the Thrift Shop to the Recycling Center. A summary of the options developed for further analysis can be found in [AB 5753](#).

PRELIMINARY OPERATIONAL PLAN AND RE-OPENING OF THE THRIFT SHOP

Over the past month, staff has refined the preliminary operational plan to re-open the Thrift Shop, utilizing a two-building operation to accommodate off-site donation acceptance and processing. A two-building approach increases space to accept, store/sanitize, process, and then transport saleable commodities to the Thrift Shop. Retail operations, currently at one day per week on Sundays, will gradually increase to a multi-day per week operation. Resuming a multi-day Thrift Shop operation will require restoring staffing and

volunteer hours to ensure continuity of operations and one-time start-up funds are included as a 2021-2022 budget proposal. A steady stream of donations is consistently needed to replenish the retail floor space with new commodities. Past experience indicates that one full day of donations is needed to sustain one full day of retail sales.

Donations processing has just recently resumed at the Mercer Island Community and Event Center (MICEC), which is being used as a temporary donations processing facility due to the impacts of the Pandemic. Donations will be accepted in an ongoing event-style drop off one day per week, currently scheduled for Saturdays through the end of 2020.

CDC Guidelines, as well as guidance from the Governor's Office, call for safety measures to be implemented to ensure a safe and comfortable experience for donors, staff, and volunteers. The most significant impact on donations processing is the need to store and sanitize donated goods before moving them to the retail store, increasing both processing turn times and facility storage needs.

FINANCIAL PROJECTIONS FOR THRIFT SHOP REMODEL OPTIONS

A financial model was developed to estimate the performance of each remodel option against a baseline. The baseline projection is the anticipated performance of the Thrift Shop (revenues) through 2024 in its current physical configuration.

Potential revenue generation in a retail thrift store is impacted by several variables including:

- Size of the retail space;
- Size of the labor force (both staff and volunteers) to process, display, and rotate the product through a sales floor; and,
- The volume of donations.

All of these variables impact revenue generation for the Thrift Shop and were incorporated into the financial model. A summary of the financial projections for the scenarios considered thus far is presented in Exhibit 1 to this agenda bill.

RETURN ON INVESTMENT

Per City Council direction, staff developed financial projections for three scenarios:

- Status Quo (Existing configuration)
- Option A (Thrift Shop Open Concept)
- Option B (Minimal reconfiguration of the Thrift Shop with additional processing space at the Recycling Center).

In addition to the three scenarios, assumptions were developed to compare performance between the three scenarios. Each "Group" of assumptions was run on each of the three scenarios above. Group 1 represents a conservative assessment of conditions around the operation of the Thrift Shop, Group 4 represents a much more aggressive and optimistic set of conditions, and Group 2 and 3 lie in between. These financial projections illustrate the expected change in revenue for each configuration compared to 2019 performance. To evaluate the return on investment (ROI), the difference in the Total Operating Margin for Option A and Option B is compared to the Status Quo.

A summary of the ROI analysis can be found in Exhibit 2 to this agenda bill.

Under no combination of assumptions did Option A project a positive ROI. Diminished processing space relative to the retail space significantly impacted the returns under this scenario.

The ROI for Option B during the period 2022-2024 ranged from 7% to 88% depending on the assumptions used in the model. Using conservative assumptions and the continuation of current store operations (Group 1), Option B is feasible considering an expected 13 to 15 year capital project lifecycle. Using moderate assumptions (Group 3), the capital investment is almost fully recovered within the 3-year projection period.

Based on this analysis, the staff recommendation is to consider Option B for further design and construction.

Included as Exhibit 3 are the schematic layouts of the production (donation processing) spaces for each option. These illustrations may assist the City Council in visualizing the operations in the remodeled areas.

CAPITAL RESOURCES FOR THRIFT SHOP FUNDING

As noted in AB5711, several facility projects funded in the 2019-2020 capital program have been identified that will not be completed. The total available funding due to the suspension of these projects is \$773,045. Should this project move forward, staff recommends finishing the project design this year, and completing the Thrift Shop and Recycle Center project as part of the 2022-2023 Capital Improvement Program.

NEXT STEPS

The financial tool used for the ROI modeling includes a number of assumptions and variables. The City Council may choose to direct staff to revise the analysis and continue this discussion at a future meeting.

Alternatively, the City Council may direct staff to proceed with the project, including finalizing the design and adding the Thrift Shop and Recycle Center project to the 2022-2023 CIP.

RECOMMENDATION

Move one of the following alternatives:

- A. Direct the City Manager to authorize staff to perform additional design or analysis and return to a future City Council meeting.
- B. Appropriate \$773,045 from the 2019-2020 CIP for Option B of the Thrift Shop and Recycling Center Remodel Project and direct the City Manager to add the project to the 2021-2022 CIP for construction.

CITY OF MERCER ISLAND

Youth and Family Services

9611 SE 36TH STREET | MERCER ISLAND, WA 98040

PHONE: 206.275.7605 | www.mercergov.org



Thrift Shop Remodel Modeling & Projections - INPUTS

	2019		Proposed
Retail:	3,592 sf	Retail:	4,873 sf
Processing:	1,857 sf	Processing SF:	1,996 sf
BOH + Remainder:	2,736 sf	BOH + Remainder:	3,221 sf
BOH by Floorplan:	1,255 sf	BOH by Floorplan:	1,354 sf
Remainder:	1,481 sf	Remainder:	1,867 sf
Total:	8,185 sf	Total:	10,090 sf

REMODEL AREAS		
RETAIL METHOD:	Global	1.36
PROCESSING METHOD:	Global	1.08
REVENUE CAPACITY:	\$2,565,709	
% REVENUE INCREASE:	136%	
BULK SALES		
Year	% Change From 2018	
2022	0%	
2023	0%	
2024	0%	
RETAIL PRODUCTIVITY INDEX		
Year	% Change From 2019	
2019	0%	
2020	-40%	
2021	-60%	
2022	0%	
2023	10%	
2024	20%	
STAFFING INDEX:		
Year	% Change from 2019	
2021	-30%	
2022	10%	
2023	10%	
2024	10%	
Scale or Cap?	Scale	
VOLUNTEERING INDEX:		
Year	% Change from 2019	
2021	0%	
2022	20%	
2023	20%	
2024	20%	

COMMENTS/NOTES:
<p>* If selecting "By Item" complete multipliers in opt. inputs</p> <p>* Retail benefit capped by processing ratio below</p> <p style="text-align: center;">Do Area Checks For: Option B</p> <p style="text-align: center;">Processing % of Retail for Cap: 30%</p>
<p>* A continuation of 2019 bulk sales levels is included in the four year projection model. 2019 was a 10% increase in these sales over the previous year. 2022 is anticipated to repeat 2019, with the potential for an additional 10% per year increase during the forecast.</p>
<p>*This is a %age increase independent of store size. Previous model input a straight volume increase, this is now multiplied by the store size factor to be input into the revenue projection. These are not YTY... this is Utilization compared to 100% in 2019</p>
<p>*This is a %age increase in staffing relative to 2019. Additional staff will create additional throughput until the retail revenue potential of the remodeled store area is exceeded. The "Scale or Cap" option allows staffing to be scaled as volume increases proportional to the RPI above, or caps at 2019 levels</p>
<p>*This is a %age increase in volunteering relative to 2019. Additional volunteers will create additional throughput until the retail revenue potential of the remodeled store area is exceeded (without salary cost). This is expressed as a %age increase over staff estimated maximum volunteer base reached in 2019.</p>

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Thrift Shop Remodel Modeling & Projections - OUTPUTS

All values in \$1,000's

	2022	2023	2024
Revenue Capacity of Proposed Remodel	\$2,566	\$2,566	\$2,566
Projected Revenue of Workforce	\$2,405	\$2,681	\$2,864
Projected Revenue vs 2019	\$2,405 122%	\$2,566 131%	\$2,566 131%
Retail Utilization	94%		
	2022	2023	2024
Estimated Operating Margin of Proposed Remodel	\$1,390	\$1,408	\$1,388
Projected Operating Margin of Workforce	\$1,303	\$1,472	\$1,550
Projected Operating Margin	\$1,303	\$1,408	\$1,388

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Thrift Shop Remodel Modeling & Projections - GUIDE

REMODEL AREAS

- 1 2019 remodel areas in grey are actual measurements of total square footage and BOH
- 2 Total area for the proposed remodel should equal either the 2019 area if no expansion is intended or the total of all facilities if the store is expanded or a 2nd location is added. Areas for current schematic designs area as follows:
 - Option A Total Square Footage: 9,785 SF
 - Option B Total Square Footage: 10,189 SF
- 3 Area for processing is checked against the processing area identified in the schematics for each option as follows:
 - Option A Processing Square Footage: 1,362 SF
 - Option B Processing Square Footage: 2,332 SF
- 4 Area Calculations rely on Pivot Tables. After each adjustment to the "Remodel Areas," the user will need to "Refresh all" on the Data tab in the excel ribbon to update the calculations
- 5 To assist with "By Item" area allocation, this table reflects index (sales percentage per floor percentage) and \$/SF for each of the following categories in 2019:

	Sum of Square		Sales	Sales %	Index	\$/SF
	Feet	% of SQF				
Hardgoods	1622	45	\$ 892,873	47.3	1.05	\$ 550
Art	72	2	\$ 51,664	2.7	1.4	\$ 718
Books	240	7	\$ 53,324	2.8	0.4	\$ 222
Collectibles	48	1	\$ 53,936	2.9	2.1	\$ 1,124
Furniture	344	10	\$ 72,015	3.8	0.4	\$ 209
Hardware & Electrics	165	5	\$ 149,006	7.9	1.7	\$ 903
Housewares	242	7	\$ 110,254	5.8	0.9	\$ 456
Jewelry	96	3	\$ 124,104	6.6	2.5	\$ 1,293
Media	60	2	\$ 29,401	1.6	0.9	\$ 490
Sports	136	4	\$ 85,782	4.5	1.2	\$ 631
Toys	149	4	\$ 69,355	3.7	0.9	\$ 465
Home Décor & Holiday	70	2	\$ 94,032	5.0	2.6	\$ 1,343
Softgoods	1970	55	\$ 993,678	52.7	0.96	\$ 504
Accessories	172	5	\$ 96,080	5.1	1.1	\$ 559
B&A	349	10	\$ 176,010	9.3	1.0	\$ 504
Kids wear	208	6	\$ 56,329	3.0	0.5	\$ 271
Linens	70.5	2	\$ 20,172	1.1	0.5	\$ 286
Menswear	370	10	\$ 163,589	8.7	0.8	\$ 442
Shoes	232	6	\$ 143,479	7.6	1.2	\$ 618
Casual Trends & Outerwear	569	16	\$ 338,019	17.9	1.1	\$ 594
Grand Total	3592	100	\$1,886,551	100.0		\$ 525

6 Suggested / Baseline PI for:

	Option A	Option B
2022	-5%	0%
2023	0%	10%
2024	10%	20%

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Thrift Shop Remodel Modeling & Projections - Revenue Summary - Page 1/2

		2022	2023	2024
Scenarios: Group 1 - No Staffing Boost, Volunteer, or Performance Changes				
Assumptions (% increase over 2019):				
	Revenue/Unit	0%	0%	0%
	Volunteer Increase over 2019	0%	0%	0%
No Capital Investment		RPI	0%	0%
Revenue, % of 2019	2019 staffing	96%	96%	96%
	Volume-based staffing	96%	96%	96%
Option A		RPI	-5%	0%
Revenue, % of 2019	2019 staffing	78%	78%	78%
	Volume-based staffing	78%	78%	78%
Option B		RPI	0%	10%
Revenue, % of 2019	2019 staffing	99%	99%	101%
	Volume-based staffing	100%	109%	121%
Scenarios: Group 2 - No Staffing Boost, 20% Volunteer increase, Modest increase in Revenue/Unit				
Assumptions (% increase over 2019):				
	Revenue/Unit	10%	12%	12%
	Volunteer Increase over 2019	20%	20%	20%
No Capital Investment		RPI	0%	0%
Revenue, % of 2019	2019 staffing	96%	96%	96%
	Volume-based staffing	96%	96%	96%
Option A		RPI	-5%	0%
Revenue, % of 2019	2019 staffing	78%	78%	78%
	Volume-based staffing	78%	78%	78%
Option B		RPI	0%	10%
Revenue, % of 2019	2019 staffing	118%	120%	117%
	Volume-based staffing	114%	127%	131%

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Thrift Shop Remodel Modeling & Projections - Revenue Summary Page 2/2

		2022	2023	2024
Scenarios: Group 3 - 10% Staffing boost, 20% Volunteer increase, Modest increase in revenue/unit				
Assumptions (% increase over 2019):				
	Revenue/Unit	10%	12%	12%
	Volunteer Increase over 2019	20%	20%	20%
No Capital Investment		RPI	0%	0%
Revenue, % of 2019	Constrained staffing	96%	96%	96%
	Volume-based staffing	96%	96%	96%
Option A		RPI	-5%	10%
Revenue, % of 2019	Constrained staffing	78%	78%	78%
	Volume-based staffing	78%	78%	78%
Option B		RPI	0%	20%
Revenue, % of 2019	Constrained staffing	118%	120%	117%
	Volume-based staffing	122%	131%	131%
Scenarios: Group 4 - Aggressive Staff Rollout, 20% Volunteer increase, Aggressive donor drive & floor optimization				
Assumptions (% increase over 2019):				
	Revenue/Unit	10%	12%	12%
	Volunteer Increase over 2019	20%	20%	20%
No Capital Investment		RPI	0%	0%
Revenue, % of 2019	Constrained staffing	118%	119%	117%
	Volume-based staffing	119%	119%	119%
Option A		RPI	-5%	10%
Revenue, % of 2019	Constrained staffing	89%	89%	89%
	Volume-based staffing	89%	89%	89%
Option B		RPI	0%	20%
Revenue, % of 2019	Constrained staffing	119%	122%	119%
	Volume-based staffing	148%	153%	153%

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Thrift Shop Remodel Modeling & Projections - Return on Investment

All values are in \$1,000's	Total Margin			Total Margin Δ		
	2022	2023	2024	2022	2023	2024

Scenarios: Group 1 - No Staffing Boost, Volunteer, or Performance Changes

No Capital Investment

2019 staffing	\$1,014	\$1,020	\$1,010
Volume-based staffing	\$1,014	\$1,020	\$1,010

Option A

2019 staffing	\$820	\$825	\$817	(\$194)	(\$195)	(\$193)
Volume-based staffing	\$820	\$825	\$817	(\$194)	(\$195)	(\$193)

Option B

2019 staffing	\$932	\$922	\$939	(\$82)	(\$98)	(\$71)
Volume-based staffing	\$938	\$1,035	\$1,157	(\$76)	\$15	\$147

Return on Investment

	2019 Staffing	Volume-Based
Option A:		
Engineer's Cost Estimate:	\$1,370	\$1,370
Sum Total Margin 2022-2024:	(\$582)	(\$582)
% Return during Projected Period:	-42.48%	-42.48%
Option B:		
Engineer's Cost Estimate:	\$1,200	\$1,200
Sum Total Margin 2022-2024:	-\$251	\$86
% Return during Projected Period:	-20.92%	7.17%

Scenarios: Group 3 - 10% Staffing boost, 20% Volunteer increase, Modest increase in revenue/unit

No Capital Investment

2019 staffing	\$1,014	\$1,020	\$1,010
Volume-based staffing	\$1,014	\$1,020	\$1,010

Option A

2019 staffing	\$820	\$825	\$817	(\$194)	(\$195)	(\$193)
Volume-based staffing	\$820	\$825	\$817	(\$194)	(\$195)	(\$193)

Option B

2019 staffing	\$1,250	\$1,277	\$1,219	\$236	\$257	\$209
Volume-based staffing	\$1,303	\$1,408	\$1,388	\$289	\$388	\$378

Return on Investment

	2019 Staffing	Volume-Based
Option A:		
Engineer's Cost Estimate:	\$1,370	\$1,370
Sum Total Margin 2022-2024:	(\$582)	(\$582)
% Return during Projected Period:	-42.48%	-42.48%
Option B:		
Engineer's Cost Estimate:	\$1,200	\$1,200
Sum Total Margin 2022-2024:	\$702	\$1,055
% Return during Projected Period:	58.50%	87.92%



Thrift Shop & Recycling Center Remodel ROI

AB5766

November 2, 2020

Presentation Overview

- How did we get here?
- Purpose and approach of analysis
- Analysis results
- How can we use this information?
- Other considerations for discussion
- Recommendations for motion



How did we get here?

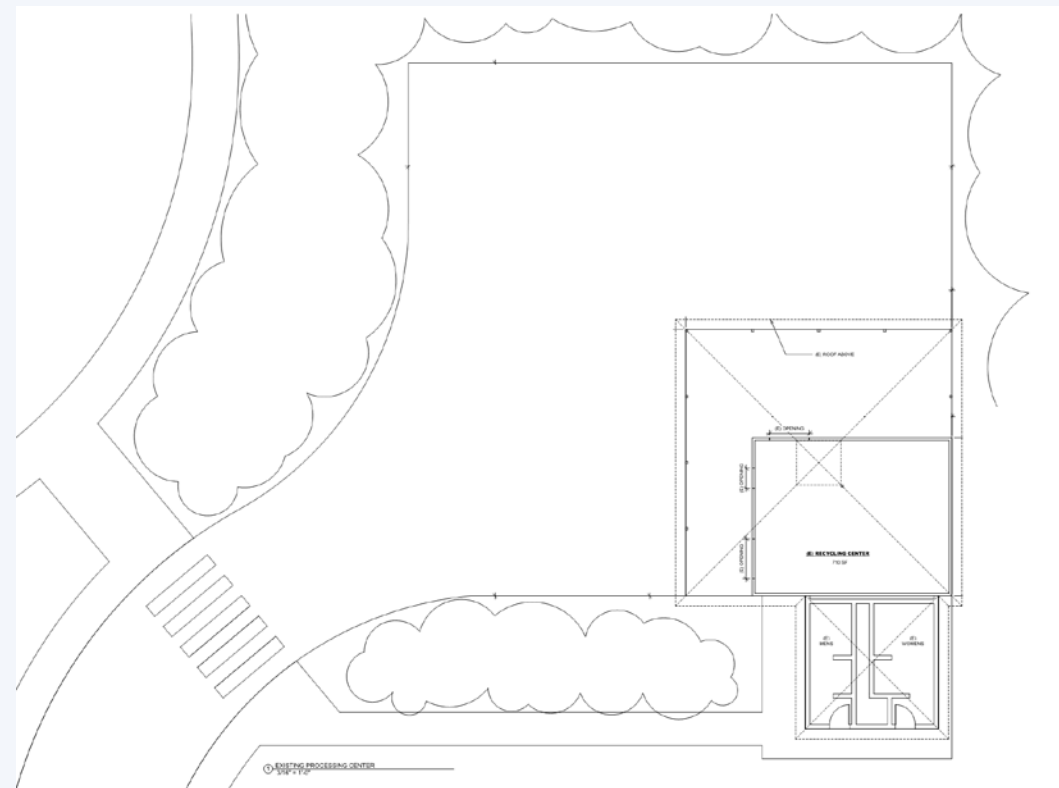
- Challenge – Youth and Family Services Budget
 - The Thrift Shop provides significant financial benefit to the City's YFS department
 - Covid-19 constraints on operations significantly reduced revenue for 2020
 - Thrift Shop closed for an unknown duration provided opportunity to explore improved alternatives
- June 16, 2020 – AB5711
 - An early concept was developed with the goal of increasing retail floor space at the Thrift Shop and relocating processing and donations operations to the former Recycling Center site.
 - Council authorized \$50,000 for architectural services to support an effort to investigate feasibility
- September 22, 2020 – AB5753
 - Staff returned to Council with an update and presented two conceptual options
 - Both options achieved the goals of the project proposed in AB5711 with different approaches
 - Following discussion by Council, Staff clarified the nature of the next update that would be brought back – to investigate the potential return on investment for each option



Review of Existing Facilities

Existing Thrift Shop

Existing Recycling Center



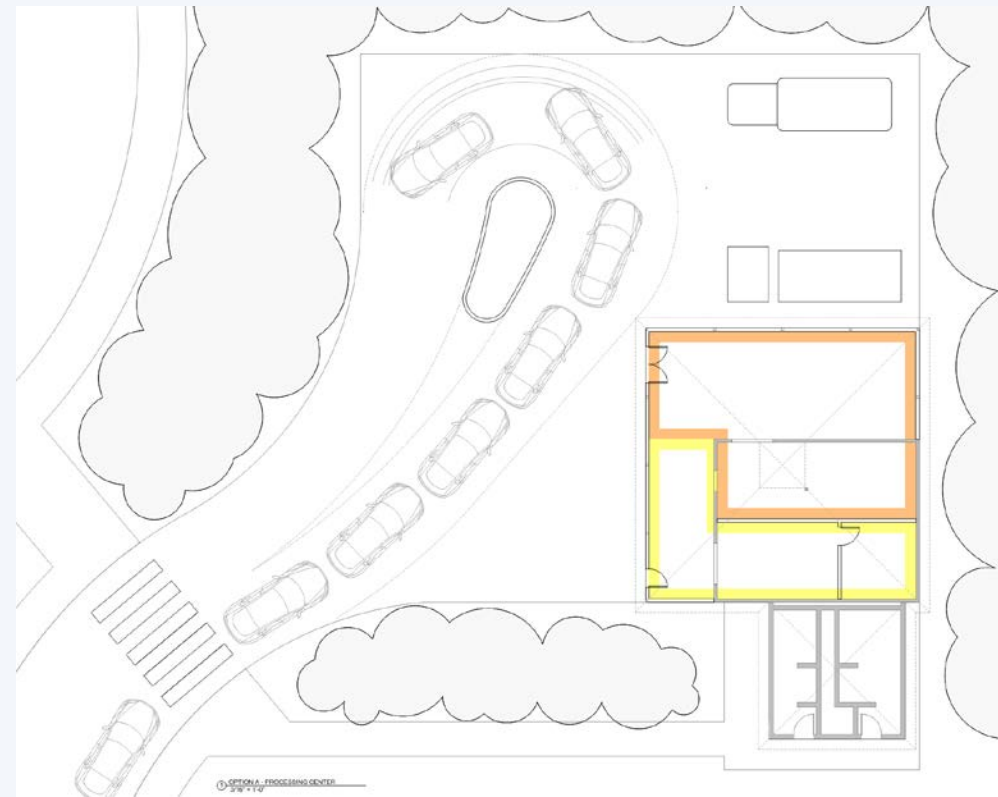
	RETAIL		PROCESSING		MISC BOH
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Review of Option A

Thrift Shop

Donations Center



	RETAIL		PROCESSING		MISC BOH
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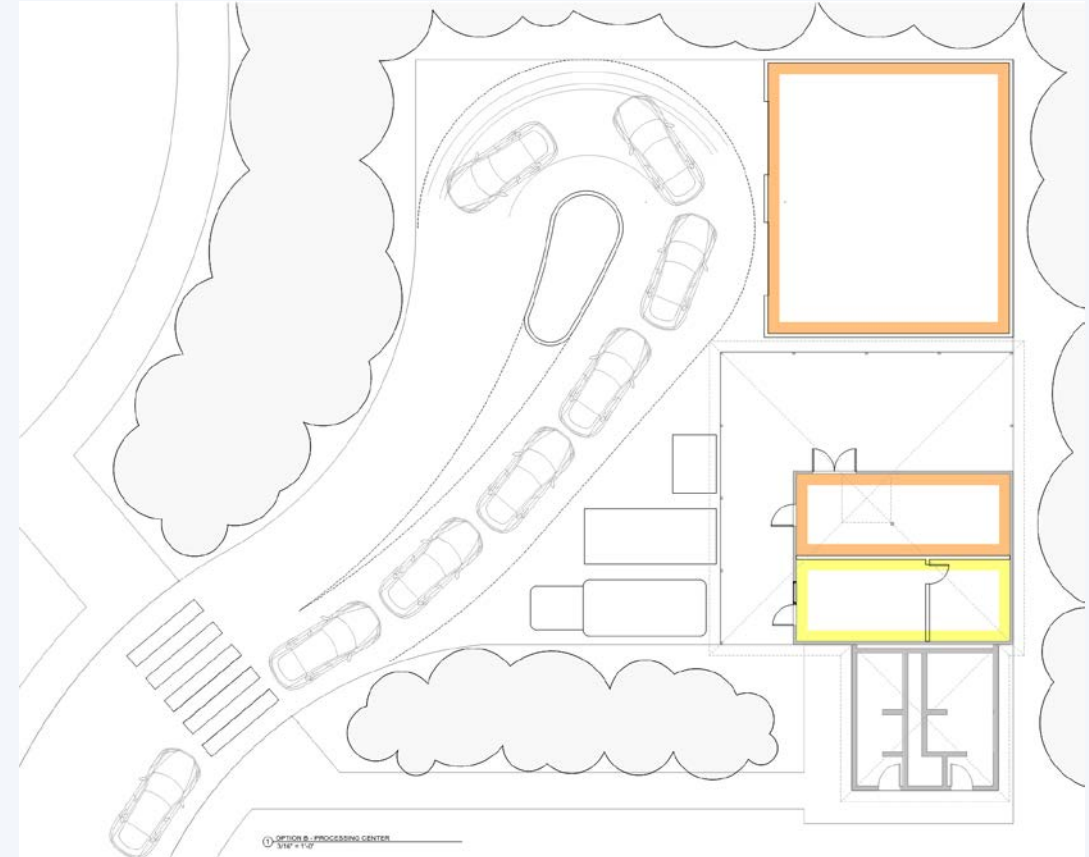


Review of Option B

Thrift Shop



Donations Center



	RETAIL		PROCESSING		MISC BOH
---	--------	---	------------	---	----------



Purpose and Approach

- Operations of the Thrift Shop going forward
 - New Two-building operation to accommodate off-site donation acceptance and processing
 - Interim/operations of the Thrift Shop proceeded in parallel with this analysis
 - The goal of the analysis is to determine the potential impact of either remodel option relative to a re-opening of the current facility
- Development of Methods & Model
 - Critical work on a financial projection for an expanded Thrift Shop was performed by Steve Frazier & Dave Vandebosch prior to the June Council meeting.
 - Dave Vandebosch: Specific expertise in Thrift operations, efficiencies, and markets
 - Steve Frazier: Broad resume of retail development (joining us tonight for Council's questions)
 - This June model scaled volume for the store to project revenue and margin.
 - To apply this projection model to the remodeled options, many of the assumptions made were converted into inputs based on the constraints of each floor plan



Purpose & Approach

Subjective Inputs:

- Retail Productivity
- Revenue/Unit
- Production:Retail

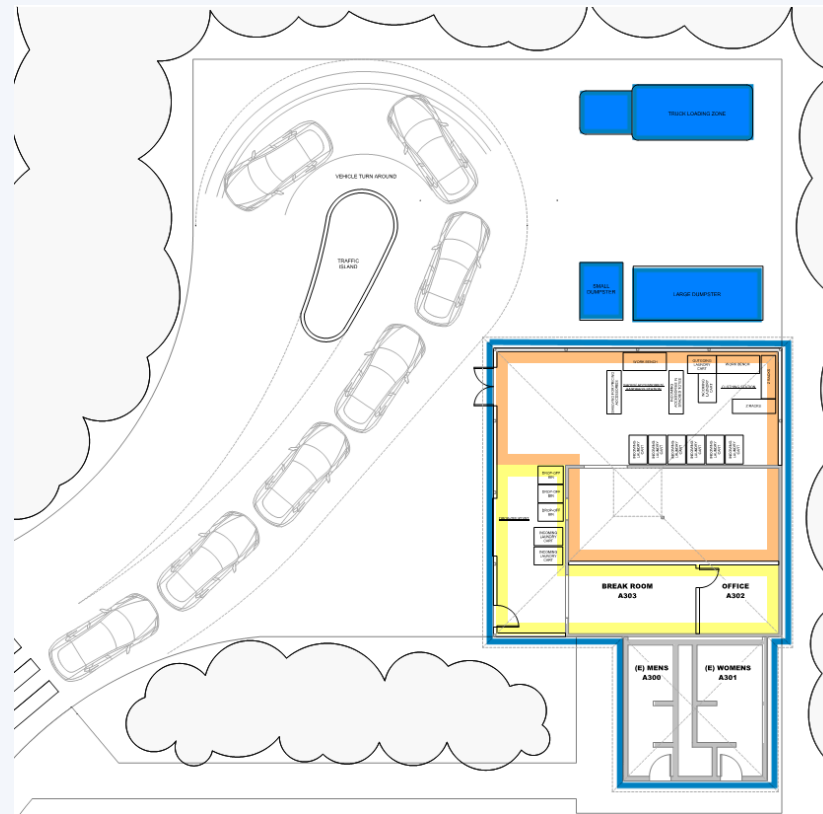
Data-Driven Inputs:

- Donation Availability
- Revenue Index by product category
- Physical areas

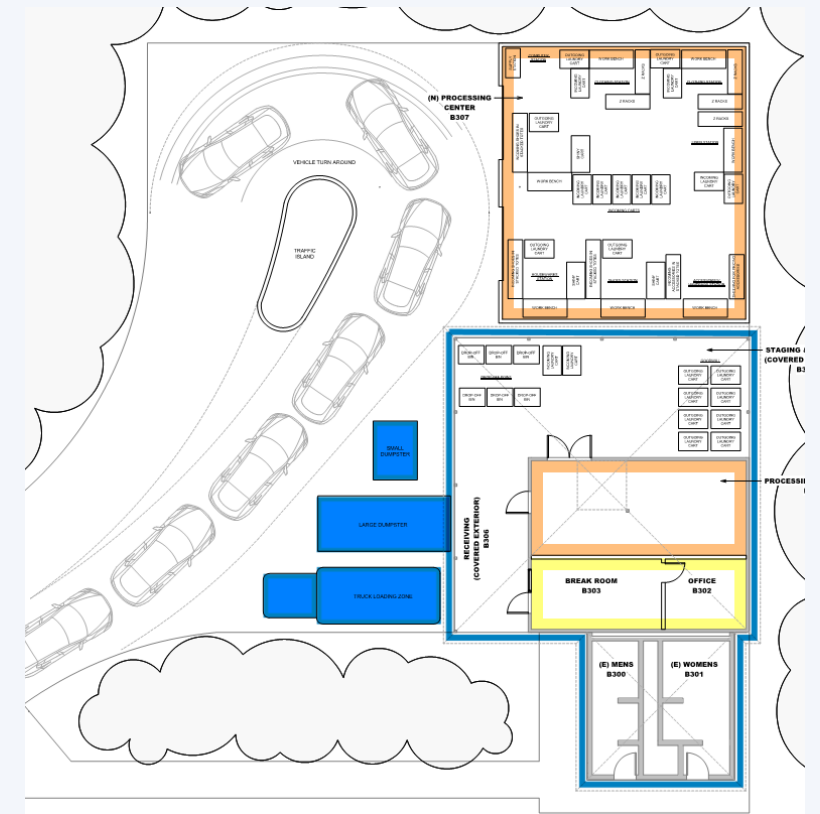
Choice-Driven Inputs:

- Store staffing
- Volunteer contribution
- Bulk Sales
- Donation Volume

Option A Production



Option B Production



Exercising the Model

Scenario Groups:

Sets of assumptions were developed to each of the three options (Status Quo, Option A, Option B)

- Group 1: No Staffing Boost, No Volunteer Changes, No Performance Changes
- Group 2: No Staffing Boost, 20% Volunteer Increase, Modest Increase in Revenue/Unit
- Group 3: 10% Staffing Boost, 20% Volunteer Increase, Modest Increase in Revenue/Unit
- Group 4: Aggressive Staff Rollout, 20% Volunteer Increase, Aggressive Donor Drive & Floor Optimization

Summary of Results of these groups were summarized in Exhibit 2 – Expressed in terms of revenue vs 2019

Groups with useful results from the revenue comparison were moved forward for ROI



Analysis Results

Return on Investment:

- Discussion of the Thrift Shop so far has referred to yearly revenue, and potential increase in yearly revenue
- To determine whether projected revenues are worth an investment, the total cost of that operation must be considered
- In the ROI calculation:
 - Return: The difference in Total Operating Margin between Status Quo and either Option A or B
 - Investment: The total cost of construction of either Option A or B
 - The timeline: Conventionally this would be presented as a number of years before an investment was fully recovered. Instead our results are presented as % recovery during the projected period (through 2024)



Analysis Results

Summary

- In no cases did Option A realize a revenue increase over 2019 levels
- Option A does not contribute to paying down the initial investment
- Depending on the scenario of assumptions, Option B could see a significant range of return from:
 - Not returning on the investment under conservative assumptions and constrained Choice-Driven Inputs
 - Recovering approximately 10% of the investment during the projection period through 2024 under conservative assumptions and moderate Choice-Driven Inputs
 - Recovering almost 90% of the investment during the projection period through 2024 under moderate assumptions and moderate Choice-Driven Inputs
- In cases where market conditions are favorable, and significant contributions are made to advertising, staffing, volunteer drives, and donor drives, Option B has the potential to increase revenue by 50% over 2019 levels (total operating margin and thus ROI are more difficult to predict in this scenario and have not been calculated)
- **The ROI indicates that if a remodel is to be considered as an investment, Option B is the clear starting point**



How Can We Use This Information?

Application

- This analysis is a challenge; we are changing many variables at one time
- These are estimates (not fixed financial models) developed to give Council a general background for decision making.
- Staff did not prepare this model to support a preferred option
 - Status Quo, Option A & Option B were all evaluated with the same common objective under the same conditions
- This presentation is only an ROI analysis... opportunities were raised for optimizing the current store operation.
 - Many of these were included in the “status quo” analysis used as a baseline assessment.
- Aggressive investment in Choice Driven Inputs will be required along with a favorable market for the Thrift Shop to surpass 2019 revenue without completing a remodel
- **Staff recommends appropriating funds and pursuing the original scope of work to develop design drawings for Option B, and incorporating this remodel into the 2021-2022 CIP.**



Recommendation for Motion

Staff recommends that Council Move one of the following alternatives:

- A. Direct the City Manager to authorize staff to perform additional design or analysis and return to a future City Council meeting.

- B. Appropriate \$773,045 from the 2019-2020 CIP for Option B of the Thrift Shop and Recycling Center Remodel Project and direct the City Manager to add the project to the 2021-2022 CIP for construction.



Questions?



Other Considerations for Discussion

- Questions regarding the methods, limitations, or considerations included in the modeling and analysis?
- Several council members have been involved along the way, but this study has largely adhered to the June agenda bill's goals. Are there other opportunities that should be considered?
- As this work has become a discussion point among various groups and organizations on the island, Council and Staff may wish to consider other additional proposals to include in the vision for this site
- Feedback and outreach for impact to the neighborhoods surrounding the sites





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

**AB 5775
November 2, 2020
Special Business**

AGENDA BILL INFORMATION

TITLE:	AB 5775: 2021-2022 Biennial Budget: Budget Proposals Discussion	<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:	Prioritize budget proposals to include in the 2021-2022 Preliminary Budget scheduled for adoption on December 1, 2020.	

DEPARTMENT:	Finance
STAFF:	Matthew Mornick, Interim Finance Director
COUNCIL LIAISON:	n/a
EXHIBITS:	<ol style="list-style-type: none"> Budget Proposal Summaries One-time versus Ongoing Budget Proposals Corresponding Fund Balances
CITY COUNCIL PRIORITY:	2. Articulate, confirm, and communicate a vision for effective and efficient city services. Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability.

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

SUMMARY

On September 30, the City Council received the [2021-2022 Preliminary Budget](#), commencing the Council’s deliberative process to shape and adopt the 2021-2022 biennial budget. The purpose of this agenda item is to evaluate each budget proposal and determine which, if any, should be prioritized for funding in Fiscal Year 2021 and 2022 and included in the Final budget document.

In October, the City Council held its first public hearing and reviewed the Preliminary Budget’s underlying strategy, the entirety of the Operating Budget including a General Fund six-year Forecast, new and proposed staffing changes, and overviews for each City Department. The City Council also reviewed the [2021-2026 Capital Improvement Program](#), the financing strategy that supports it, and a list of Budget Proposals for consideration as part of the 2021-2022 Biennial Budget.

The following exhibits are included:

- Exhibit 1 provides a brief description of each Budget Proposal and “new” budget proposals added after the 2021-2022 Preliminary Budget was published.

- Exhibit 2 summarizes the financial impacts of each budget proposal, including whether the budget proposal requires one-time or ongoing funding, and identifies the respective Fund(s) for each proposal.
- Exhibit 3 provides the beginning and ending Fund Balances for each Fund for reference when considering Budget Proposal requests.

The table below details the unassigned General Fund balance in fiscal year 2021 and 2022. Total revenues exceed expenditures, creating an operating surplus of \$0.8 million in 2021, and \$1.07 million in 2022. Savings from prior years that carry-forward into 2021 amount to \$3.6 million. The total unassigned General Fund balance in fiscal year 2021 is \$4.4 million, which is the primary focus of the budget proposal prioritization exercise.

Unassigned General Fund Balance (millions)	2021	2022
Revenues exceed Expenditure Estimates	\$0.8	\$1.07
One-time Carry-Over from Prior Years	\$3.6	-
Total Unassigned Fund Balance	\$4.4	\$1.07

BUDGET PROPOSAL PRIORITIZATION TOOL AND PROCESS

In preparation for the City Council’s deliberative process to determine what, if any, of the budget proposals should be included in the final budget, staff created a worksheet that illustrates the impacts of each budget proposal to the General Fund. To use the Budget Proposals Prioritization Tool, follow this link to the City’s website: www.mercerisland.gov/BudgetTool. Instructions on how to use the tool as well as a short “how-to” video are included on the website.

The City Manager will provide a suggested framework for the budget proposal discussion at the City Council meeting, using a consensus-based process to inform a final recommendation.

NEXT STEPS

On November 17, the City Council will review ordinances and resolutions for adoption related to:

- Demonstrating a Substantial Need for a Property Tax increase in excess of the Implicit Price Deflator
- Setting the Property Tax Levy Amount
- Setting the percent increase to the Property Tax Levy
- Setting the Water, Sewer, and Storm Water Rates for 2021
- Setting the EMS Utility Rates for 2021
- Approving the Northeast King County Regional Public Safety Communication Agency (NORCOM) Rates for 2021
- Approving the A Regional Coalition for Housing (ARCH) work plan and Housing Trust Fund contributions for 2021

At the first City Council meeting in December, staff will return with the final version of the 2021-2022 Biennial Budget for review and consideration. The remaining budget schedule is summarized below.

Date	Topic
11/02/2020, 5:00 PM	Prioritize Budget Proposals
11/17/2020, 5:00 PM <i>Public hearing</i>	Adopt 2021 utility rates, NORCOM rates, ARCH funding, and property tax levy via resolution of substantial need.
12/1/2020, 5:00 PM	Adopt final 2021-2022 Biennial Budget

RECOMMENDATION

Staff recommends the City Council:

1. Determine which budget proposals, if any, should be included in the final 2021-2022 budget and,
2. Provide direction on the disposition of the estimated 2021 General Fund Balance.

The descriptions of the 2021-2022 budget proposals are included below along with page references to the budget document. If a budget proposal was added since the Preliminary budget was published it is identified as a “new” proposal.

ONE-TIME FUNDING REQUESTS

1. Classification & Compensation Study: \$60,000 in 2021 (Page D-8)

The Classification and Compensation Study will examine and evaluate the City’s current salary schedule for non-represented employees, develop a classification system for all positions, and recommend improvements or changes to be implemented.

2. Biennial Public Opinion Survey: \$20,000 in 2022 (Page D-8)

Since 2004, the City has conducted a biennial community survey every other year to track customer satisfaction with City services, to identify resident priorities, and to get input on significant community issues. The survey adds value by creating a feedback loop that is helpful in identifying areas of concern with City services, in determining information gaps with the public that need to be bridged, and in allocating scarce resources during the biennial budget process. The survey was not conducted in 2020 due to the COVID-19 Pandemic.

3. Municipal Court Service Delivery Options Study: \$20,000 in 2021 (Page D-7)

Retain a consultant to analyze the options for municipal court delivery services. This includes retaining in-house services or contracting with another municipality or King County. If funded, this work should be completed in early 2021 to inform a potential transition decision for implementation by Q1 2022

4. Customer Relationship Management Software: ~~\$30,000 in 2021~~ (Page D-8)

Staff has removed this work item from the list of funding recommendations for 2021-2022.

5. Cultural Competency Training: \$20,000 in both 2021 and 2022 (Page D-8)

Government plays a key role in advancing racial equity through policy and institutional strategies aimed at closing gaps and improving outcomes for all groups. In June 2020, the City Council directed staff to schedule annual training in diversity, implicit bias, cultural awareness, or related topics for the City Council and all members of city Boards and Commissions. This budget proposal will fund ongoing training for City officials and staff.

6. Town Center Retail Analysis and Code Update: \$50,000 in 2021 (Page D-26)

Conduct a retail market analysis that evaluates current and future commercial needs and make recommendations for near term code amendments as well as the development of a long-term retail strategy for the Town Center. This work began in 2020 and is anticipated to continue in 2021.

7. Transportation, Parks, and Fire Impact Fee Study: ~~\$30,000~~ \$125,000 in 2022 (Page D-27)

The scope of work for this effort has been expanded to include the implementation of a new Fire Services Impact Fee. This work will be performed by a consultant and the cost estimate for this budget proposal has been amended to reflect this change.

The City adopted a Parks impact fee ordinance in December of 2015 (Ord. 15C-22) and a Transportation impact fee ordinance in January of 2016 (Ord. 16C-01). Both ordinances established impact fee amounts based upon Impact Fee Rate Studies conducted in 2015.

Park and Transportation impact fees are authorized by State Law (RCW 82.02) to ensure that adequate facilities are available to serve new growth and development. Impact fees may only be imposed for improvements that are reasonably related to, and will benefit new development, and impact fees may only be imposed for public facilities identified in the Mercer Island comprehensive plan. This proposal will provide funding for an update of both impact fee studies (Parks and Transportation) in 2022, at which point the current impact fee studies will be approximately 7 years old.

8. CPD Fee Schedule and Cost Recovery Study: ~~\$55,000 in 2021~~ (Page D-27)

Staff has removed this work item from the list of funding recommendations for 2021-2022.

9. Enterprise Resource Planning Software: \$100,000 in 2021 and \$150,000 in 2022 (Page D-32)

If approved, it is anticipated that the Utility will share in the purchase costs at 44.5% and 65.5% supported by the General Fund. The City's current accounting software, One Solution, has not had a significant update in over ten years. The recommended update requires significant staff time and financial investment. Although One Solution is still functional, it operates on code written in the early 2000s. In some cases, it cannot provide data in an efficient and timely manner without significant time devoted to manual data entry. This lack of functionality and integration makes processes less than efficient.

Staff will develop a scope of work and issue a request for qualifications to evaluate alternative accounting software solutions. Once complete, the requested resources will support the one-time purchase and installation of a new accounting software that will streamline processes and begin phased-in implementation by early 2022. This is an enterprise wide software integration, with impacts across all departments.

10. ADA Transition Plan: \$100,000 in 2021 and \$150,000 in 2022 (Page D-44)

The Americans with Disabilities Act (ADA) of 1990 provides comprehensive civil rights protections to persons with disabilities in the areas of employment, state and local government services, and access to public accommodations, transportation, and telecommunications. The City is required to complete a Self-Evaluation and Transition Plan that will address the requirements of ADA Title II. This plan will be used to identify obstacles limiting accessibility, describe and identify methods to make these obstacles accessible, and plan a schedule to bring City facilities and operations into compliance.

The City will hire an outside consultant to help with this self-evaluation and the development of a Transition Plan. Funding for this planning work was included in the 2019-2020 biennial budget. The work item was suspended due to the COVID-19 Pandemic. This project work will be managed by the Public Works/Operations Department.

11. Soil Remediation and Site Characterization: \$148,000 in 2021 and \$56,000 in 2022 (Page D-44)

The City previously operated an underground fuel tank at the City maintenance facility. Contaminated soil and groundwater have been located on the City's property and on the southern portion of the adjacent property (9555 SE 36th St.) Chemical injections to expedite the degradation of the contaminants have been ongoing. Additional injections and monitoring from a professional

service are needed to complete the clean-up and receive a “No Further Action” letter from the Department of Ecology (DOE). Total cost for the 2021-2022 biennium are estimated at \$350,000, of this 50% or \$175,000 is expected to be reimbursed by the City’s insurance. The remaining \$175,000 cost is shared between the Utility Funds at 26%, or \$45,500, and the General Fund at 74%, or \$129,500. One-time funding is needed for the General Fund portion.

Additionally, a notice from DOE was received in 2013 informing the City that Fire Station 91 is a known location of reported contaminated soils and/or groundwater. Further site characterization is needed to determine whether contaminants remain on the property or additional remediation efforts are needed. This project includes soil borings and the installation of monitoring wells. Given the age of the underground fuel tanks at Fire Station 91, current conditions, and remaining evaluation of expected useful life analysis is needed. Oversight and management of this work will be performed by the Public Works/Operations Department with support from the Legal Department and the Fire Department. This work will not be eligible for insurance reimbursement. The estimated cost of \$100,000 will be shared by the Utility funds at 26%, or \$26,000, and the General Fund at 74%, or \$74,000. One-time funding is needed for the General Fund portion.

12. Appropriation: Youth & Family Services Fund: \$103,000 in 2021 and \$857,000 in 2022 (Page D-44)

The 2021-2022 Preliminary Budget reflects an interfund transfer from the General Fund to the YFS Fund. These appropriations are to address the revenue shortfalls resulting from the ongoing impacts of the COVID-19 Pandemic on Thrift Shop operations. It is anticipated that Thrift Shop operations will continue to recover over the next biennium thereby reducing the interfund transfer amount. Changes to the YFS Fund budget will be addressed incrementally and through the budget amendment process over the course of the biennium.

13. Town Center Parking Study: \$80,000 in 2021 (Page D-61)

Parking restrictions within the Town Center and the North Mercer Restricted Parking District are governed by MICC 10.74.030(A) & (B). This budget proposal will include a study, completed by an outside consultant, to review current code, existing parking restrictions and identify opportunities for parking improvements within the Town Center. The study will provide recommendations on modifications that can be made to the Town Center Parking District ahead of the opening of the Sound Transit Light Trail Station. The scope of work will also include an evaluation and recommendation on the City’s existing permit parking system.

New one-time budget proposals added after publication of the 2021-2022 Preliminary Budget

14. Consultant to Create the City’s Housing Action Plan: \$150,000 in 2021 (NEW)

The Housing Action Plan will inform the update to the Housing Element in the Comprehensive Plan (due in 2024) and guides ongoing implementation of those policies by identifying strategies to address the city’s housing needs. The Housing Action Plan implements a strategy for addressing housing needs in the community. The process begins with an inventory of the existing housing stock, an analysis of current and future housing needs, and identifying gaps where the current housing market is not delivering needed housing types. This is followed by a comprehensive review of the city’s policies, programs, and regulations that shape housing development.

The purpose of this review is to identify ways to encourage construction of both market-rate and affordable housing to address the identified gaps. Both the housing needs assessment and the housing policy review will be used to inform and engage the community about the current state of

housing in Mercer Island, the identified needs and potential strategies the City could employ to address these housing needs in the future.

15. Fire Services Request for Proposals: \$80,000 in 2021 (NEW)

After completion of the Fire Services Study presented to the City Council on October 6, the Council directed the City Manager to prepare a budget proposal to conduct a Request for Proposals (RFP) process and commence further study of outsourcing fire and emergency services.

The funding request includes consultant support to draft a comprehensive RFP, community engagement support, solicitation of proposals, coordination with potential partners, analysis of proposals, negotiations with the preferred partner, and presentations/discussions with the City Council. The proposal also includes resources for bargaining and legal support. If approved, the scope of work for the RFP will be developed in consultation with the City Council.

This estimate does not include costs for mediation and interest arbitration, or costs associated with implementation (such as transferred liabilities).

16. Funding for a Special Levy Election: \$55,000 in 2021 (NEW)

This is a placeholder. If the City were to hold a special election for a ballot measure, the costs will range from \$34,000 to \$55,000 depending on when it is held.

Election costs are based upon a jurisdiction's proportionate share. Each jurisdiction's cost is determined by taking the total number of registered voters in the jurisdiction and dividing it by the total number of all registered voters in all participating jurisdictions in the election. Election costs vary depending on a variety of factors. For instance, whether or not the election is held in an odd or even-numbered year is a significant factor for determining costs in a primary or general election; but less of a factor for a special election held in February or April. This is primarily due to the number of participating jurisdictions in an odd-numbered year as opposed to an even-numbered year.

For example, a general election shared by ten jurisdictions is going to cost more per voter for each jurisdiction than an election shared by 135 jurisdictions (Note: all cities in King County hold councilmember elections in odd-numbered years). Special elections in February and April are often shared by a smaller number of jurisdictions, thus the proportional share is often greater. In the case of a single jurisdiction election, the election cost will be 100%.

The cost of participating in a local voters' pamphlet is processed separately from election costs. Local voters' pamphlet costs are determined for each participating jurisdiction based on the number of registered voters, but the cost is separated into two categories: printing and distribution. Printing costs are driven by the number of pages in a pamphlet, therefore the allocation of printing costs based on the number of pages for each jurisdiction. Distribution costs are calculated in the same way as the election costs. Printing and distribution costs are combined for the full cost of participating in a local voters' pamphlet. A jurisdiction's participation in a local voters' pamphlet depends on the election. During special elections held February or April, jurisdictions must specifically request the production of a local voters' pamphlet or one will not be produced.

Election and voters' pamphlet costs are included in the estimates below:

Election Expenses	Low Estimate	High Estimate
April 2021	\$38,818	\$54,069
August 2021 (Primary)*	\$21,258	\$27,266
November 2021 (General)*	\$19,409	\$24,493
February 2022	\$37,894	\$53,145
April 2022	\$37,894	\$53,145
August 2022 (Primary)	\$36,970	\$45,751
November 2022 (General)*	\$33,273	\$43,902

*Election expenses already included in the preliminary budget.

17. Recreation Recovery Plan Startup Funding: \$400,000 in 2021 (NEW)

This budget proposal is placeholder and includes funding to re-open the Mercer Island Community & Event Center and restore some recreational services and arts programming. As the transition planning is implemented (anticipated for Council follow-up in Q1 2021), additional resources will be needed to begin to renew the MICEC and Recreational Programs. This budget proposal is intended to fund staff to process reservations, develop recreational programming, and begin the implementation of the Recreation Recovery Plan.

18. Thrift Shop Startup Funding: \$100,000 in 2021 (NEW)

The Mercer Island Thrift Shop provides critical revenue to support the Youth & Family Services Department. Due to the Pandemic, the Thrift Shop closed in mid-March.

At present, the Thrift Shop is open on Sundays and is selling current inventory. Donation processing is scheduled to resume on Saturdays utilizing the Mercer Island Community and Event Center (MICEC). These limited operations will provide critical learning and experience in a Pandemic environment and will be used to inform expanded operations in the future.

This one-time funding request is a placeholder to ensure resources are available to support the expansion of sales and donations processing in 2021. Start-up funding is needed to hire ahead and train staff and volunteers as operations begin to scale up. These funds will also be used for procurement of supplies and equipment to meet Pandemic operating requirements and to sustain the two-facility operation. Current recovery planning is focusing on returning to a five-day retail operation in 2021. Expanding the operating days requires a minimum four-week lead time to sufficiently train staff and volunteers.

ONGOING FUNDING REQUESTS

19. Economic Development Coordinator: 1.0 FTE ongoing, \$120,000 in 2021 (Page D-26)

Prior to the COVID-19 Pandemic (Jan 2020), the City Council directed the City Manager to prepare a recommendation to fund an economic development position. A temporary position (Small Business Coordinator) was added to the EOC team in 2020 to support local business needs. This temporary position has been successful and is recommended for permanent funding consideration.

The Economic Development Coordinator is a new position proposed to support citywide efforts for near- and long-term economic development and local business support. Activities performed by this

role will include supporting local businesses through the COVID-19 recovery, reviewing existing policies and pursuing new policies related to economic growth and sustainability, and coordinating needs for long-range economic development planning and local business support.

This position will serve as a liaison between the City and the local business community and represent the City to residents on matters related to economic development. The Economic Development Coordinator will work with City staff, the Mercer Island Chamber of Commerce, and local businesses to prioritize needs related to Town Center development and activation, connect with the region's economic development professionals, and participate in regional discussions. Ultimately, the Economic Development Coordinator will be a champion for the local business community, focusing on ways to strengthen existing businesses and expand opportunities for new business growth on Mercer Island.

20. Senior Policy Analyst: 1.0 FTE ongoing, \$135,000 in 2021 (Page D-26)

There is currently very little capacity within the proposed Community Planning and Development organizational structure to support policy work such as code amendments and comprehensive plan updates. If the 2021-2022 work plan includes significant policy work and/or long-range planning initiatives, staff resources will be needed to complete these work items.

21. Financial Analyst: 1.0 FTE ongoing, \$110,000 in 2022 (Page D-31)

If approved beginning in 2022, 50% of the salary will be supported by Utilities Funds with the other 50% supported by the General Fund. The Finance Department touches all operations across the City. To that end, the department is operating at capacity, with a far-reaching workload in the coming biennium. This position will support the City with accounting, finance, and budgetary analysis with focus on the City's Utility Funds and capital improvement program. This added analytical clout will position Finance to take a more pro-active approach to completing financial reports, revenue, and expense allocation plans, and provide financial management oversight to external operation departments.

22. Mobile Integrated Health Program: Budget Neutral Request (Page D-37)

This is a budget neutral request. The adopted King County ALS/EMS six-year (2020-2025) levy provides funding to local fire departments to establish a Mobile Integrated Healthcare (MIH) program designed to address the needs of low-acuity 9-1-1 callers and vulnerable community members by developing programs and systems that connect individuals accessing the Emergency Medical System (EMS) to an array of health and social services. The primary goals of this program are to 1) Connect our community members to the most appropriate health and social services; 2) optimize availability of emergency services; and, 3) Position EMS as an integrated and interconnected link in the broader health and social services system.

23. Patrol Officers: 2.0 FTE ongoing, \$243,000 in 2022 (Page D-51)

If funded beginning in fiscal year 2022, two additional patrol officers will be assigned to the Sound Transit light rail station area. They will develop relationships with key stakeholders and will serve as the liaisons between the City, local businesses, Sound Transit, and Metro. They will perform proactive daily patrols during the weekdays with a focus on:

- Safety for the pedestrians and bicyclists
- Safe and efficient traffic flow
- Individual and personal safety
- Timely responses to emergencies for police and fire

- Minimizing negative impacts on parks, the town center, and surrounding neighborhoods.

A strong officer presence at the light rail opening will serve as an effective deterrent for those who would otherwise choose to engage in criminal activity at or near the light rail station.

If the two patrol positions are not funded, existing officers will patrol the area. Given the 12 to 18-month lead time needed to hire police officers, recruitment for these two new positions will need to occur in 2022 for implementation in 2023.

24. Sustainability Program Manager: 1.0 FTE ongoing, \$143,000 in 2021 (Page D-61)

This position has been moved from the City Manager's Office to the Public Works Department to better oversee on-the-ground implementation of sustainability programs, measures, and outreach as well as improve energy efficiency measures and reduce the City's own carbon footprint and waste generation. This work will include capital project support and coordination with the maintenance and operations teams on sustainability initiatives, while also maintaining the City's long-running involvement in regional intergovernmental sustainability initiatives, such as the King County-Cities Climate Collaboration (K4C) and others, and interaction with local sustainability advocates. The position will update City and community Greenhouse Gas metrics for reporting purposes and ensure the completion of the draft Mercer Island Sustainability Plan.

25. Reinstate Park Maintenance Casual Labor: \$263,000 in 2021, ongoing (Page D-61)

Parks Maintenance relies on casual labor to support operations during the peak recreation season (Q2-Q3 annually) to meet community needs and maintain existing levels of service. Due to the COVID-19 Pandemic in 2020, the casual labor positions within Parks Maintenance were eliminated. Maintenance was deferred and service levels in parks significantly declined. Casual Labor is used to support operations during the peak months (annually) to handle duties such as park mowing, general landscape, park restroom maintenance and cleaning, park access and safety, ballfield rentals and other general park services. On average, 8-10 part-time/casual labor positions are used to help maintain levels of service.

26. Town Center Beautification: \$60,000 in 2021, ongoing (Page D-62)

The Town Center Beautification was reduced in the 2019-2020 budget. The reduction included casual labor (a 9-month seasonal position) and the reduction of maintenance services that support the Town Center right-of-way. Preventative maintenance activities such as pressure washing of sidewalks and furniture, planter bed maintenance including the annual flower and hanging basket beautification program, and early stage crack repairs were reduced. This budget proposal will reinstate preventative maintenance, spring hanging baskets, and the annual color program in the Town Center.

Both elements of this budget proposal are needed to address the concerns in a comprehensive and compassionate manner.

27. YFS Diversity, Equity, and Inclusion Training: \$5,000 in 2021, ongoing (Page D-72)

Government plays a key role in advancing racial equity through policy and institutional strategies aimed at closing gaps and improving outcomes for all groups. In 2019, employees attended Cultural Competency training to help explore how individual identity develops as well as attitudes towards cultural differences. This budget proposal is for training specific to mental-health counseling and human services providers in the Youth and Family Services Department

New ongoing budget proposals added after publication of the 2021-2022 Preliminary Budget**28. Public Camping and Shelter Support: \$10,000 in 2021, ongoing (NEW)**

This budget proposal addresses two areas of concern for the Mercer Island community: (1) camping on city-owned property, and (2) shelter space for those experiencing homelessness.

The current City code prohibits camping in City parks but is silent regarding camping on other City-owned property and public easements. As it is currently written, MICC 9.30.160 states “It is unlawful for any person or group of persons to camp out in any park except at places set aside for such purposes by the director and so designated by signs.” Staff recommends expanding the scope of prohibitions on camping to include all City-owned property and public easements and this work item will be considered in Q1 2021. Recent case law, however, determined that it is unconstitutional to enforce ordinances prohibiting camping in public places when no shelter space is available.

Currently, there are no shelters on Mercer Island to support those experiencing homelessness. Staff recommends the City enter into an agreement with the regional Human Services Funding Collaborative to support Eastside shelters. An annual contribution of \$10,000 to the Collaborative will support four area shelters that serve broad demographics, including Friends of Youth (youth), Catholic Community Services (families), Sophia Way (women), and Congregation for the Homeless (men).

29. Contract Utility Locate Services: \$60,000 in 2021, ongoing (NEW)

Washington State Law (RCW 19.122.020(8)) requires any project that involves excavation, must notify all Utility companies so existing infrastructure can be marked to avoid unnecessary damages. Work includes emergency repairs to infrastructure, private development, or excavating on private property (i.e. fence installation).

Currently, the City performs the utility locate services for Water, Sewer, and Storm Water Utilities. In 2019, the City responded to over 2,565 locate tickets, which takes staff away from other critical maintenance work. This budget proposal will include a Request for Proposals to evaluate contracting out utility locate services. Private locate companies successfully perform this work for other jurisdictions and may be a suitable alternative to using in-house resources. This work will be bargained with the AFSCME Union as part of the 2021 contract negotiations.

30. Recreational Programming Operating Subsidy: \$400,000 in 2022, ongoing (NEW)

This is a placeholder to ensure sufficient ongoing resources are in place in 2022 to sustain the Mercer Island Community and Event Center (MICEC) and the recreation and arts programs.

City recreation programs and special events have had a positive and meaningful impact to the Mercer Island Community for many years. Due to the impacts from the COVID-19 Pandemic, the MICEC was closed in mid-March and recreation and arts programs were suspended. Staff are working on a recovery plan to resume operations and programs in 2021 and have requested one-time start up resources to rehire staff, procure supplies etc.

This budget proposal anticipates that an ongoing subsidy of \$400k per year will be needed to support the MICEC and recreation and arts programming in 2022.

BUDGET PROPOSALS						FUNDING SOURCE				
DEPT	#	DESCRIPTION	ONE-TIME COST		ONGOING COST		GENERAL FUND		UTILITY / CIP	
			2021	2022	2021	2022	2021	2022	2021	2022
ONE-TIME										
AS	1	Classification & Compensation study	60,000	-			60,000	-		
AS	2	Biennial Public Opinion Survey	-	20,000				20,000		
AS	3	Municipal Court Services Study	20,000	-			20,000	-		
AS	4	Customer Relationship Management Software					-	-		
AS	5	Cultural Competency Training	20,000	20,000			20,000	20,000		
CPD	6	Town Center Retail Analysis & Code Update	50,000	-			50,000	-		
CPD	7	Transportation, Parks, & Fire Impact Fee Study	-	125,000			-	125,000		
CPD	8	CPD Fee Schedule and Cost Recovery Study	-	-			-	-		
FIN	9	Enterprise Resource Planning Software Acquisition	100,000	150,000			65,500	98,250	34,500	51,750
ND	10	ADA Transition Plan	100,000	150,000			100,000	150,000		
PW	11	Soil Remediation & Site Characterization	148,000	55,500			148,000	55,500		
YFS	12	Appropriation: Youth & Family Services Funding	103,122	857,455			103,122	857,455		
NO	13	Town Center Parking Study	80,000	-			80,000	-		
CPD	14	Consultant to create the City's Housing Action Plan	150,000	-			150,000	-		
FIRE	15	Fire Services Request for Proposals	80,000	-			80,000	-		
ND	16	Funding for a Special Election	55,000	-			55,000	-		
PW	17	Recreation Recovery Plan Startup Funding	400,000	-			400,000	-		
YFS	18	Thrift Shop Startup Funding	100,000	-						
SUBTOTAL - ONE-TIME PROPOSALS			\$ 1,466,122	\$ 1,377,955			\$ 1,331,622	\$ 1,326,205	\$ 34,500	\$ 51,750
ONGOING										
CPD	19	Economic Development Coordinator (1.0 FTE)			119,882	122,941	119,882	122,941		
CPD	20	Senior Policy Analyst (1.0 FTE)			135,480	138,848	135,480	138,848		
FIN	21	Financial Analyst (1.0 FTE)			-	110,285	-	55,143		55,143
FIRE	22	Mobile Integrated Health (MIH) Program			108,000	110,000	108,000	110,000		
		<i>King County ALS/EMS Levy for MIH Program</i>			<i>(108,000)</i>	<i>(110,000)</i>	<i>(108,000)</i>	<i>(110,000)</i>		
PD	23	Patrol Officers (2.0 FTE)			-	243,242	-	243,242		
PW	24	Sustainability Program Manager (1.0 FTE)			142,560	146,068	35,640	36,517	106,920	109,551
PW	25	Reinstate Park Maint Casual Labor			263,224	274,346	263,224	274,346		
PW	26	Town Center Beautification			60,000	60,000	60,000	60,000		
PW	27	YFS Diversity, Equity, & Inclusion Training			5,000	5,000	5,000	5,000		
PW	28	Public Camping & Shelter Support			10,000	10,000	10,000	10,000		
PW	29	Contract Utility Locate Services			60,000	60,000			60,000	60,000
PW	30	Recreation Programming Operating Subsidy			-	400,000	-	400,000		
SUBTOTAL - ONGOING PROPOSALS			\$ -	\$ -	\$ 796,146	\$ 1,570,730	\$ 629,226	\$ 1,346,036	\$ 166,920	\$ 224,694
Total Operating Proposals			\$ 1,466,122	\$ 1,377,955	\$ 796,146	\$ 1,570,730	\$ 1,960,848	\$ 2,672,241	\$ 201,420	\$ 276,444
TOTAL COST				\$ 2,844,077		\$ 2,366,876		\$ 4,633,089		\$ 477,864

Beginning and Ending Fund Balances for Each Fund

FUND NAME (\$ IN THOUSANDS)	2021 Estimated Beginning Fund Balance	2021-2022 Proposed Revenues	2021-2022 Proposed Expenditures	Estimated Ending 2022 Fund Balance	Budgeted Incr. (Decr.) in Fund Balance
001 - General ¹	6,924	60,672	58,775	8,821	1,897
160 - Youth and Family Services Fund	102	4,305	4,307	100	(2)
343 - Capital Improvement Fund	2,490	6,920	7,330	2,081	(410)
402 - Water Fund	9,550	21,742	28,887	2,404	(7,145)
426 - Sewer Fund	3,618	24,027	22,362	5,284	1,666
432 - Storm Water Fund	3,195	4,640	5,607	2,228	(967)
606 - Firefighter's Pension Fund	857	148	170	834	(22)

*The LEOFF / long-term care Reserve in the General Fund balance is \$1.81 million in 2021 and \$1.90 million in 2022.

Budget Workshop



2021-2022 Biennial Budget

CITY COUNCIL | November 2, 2020 (continued from October 20, 2020)

Agenda

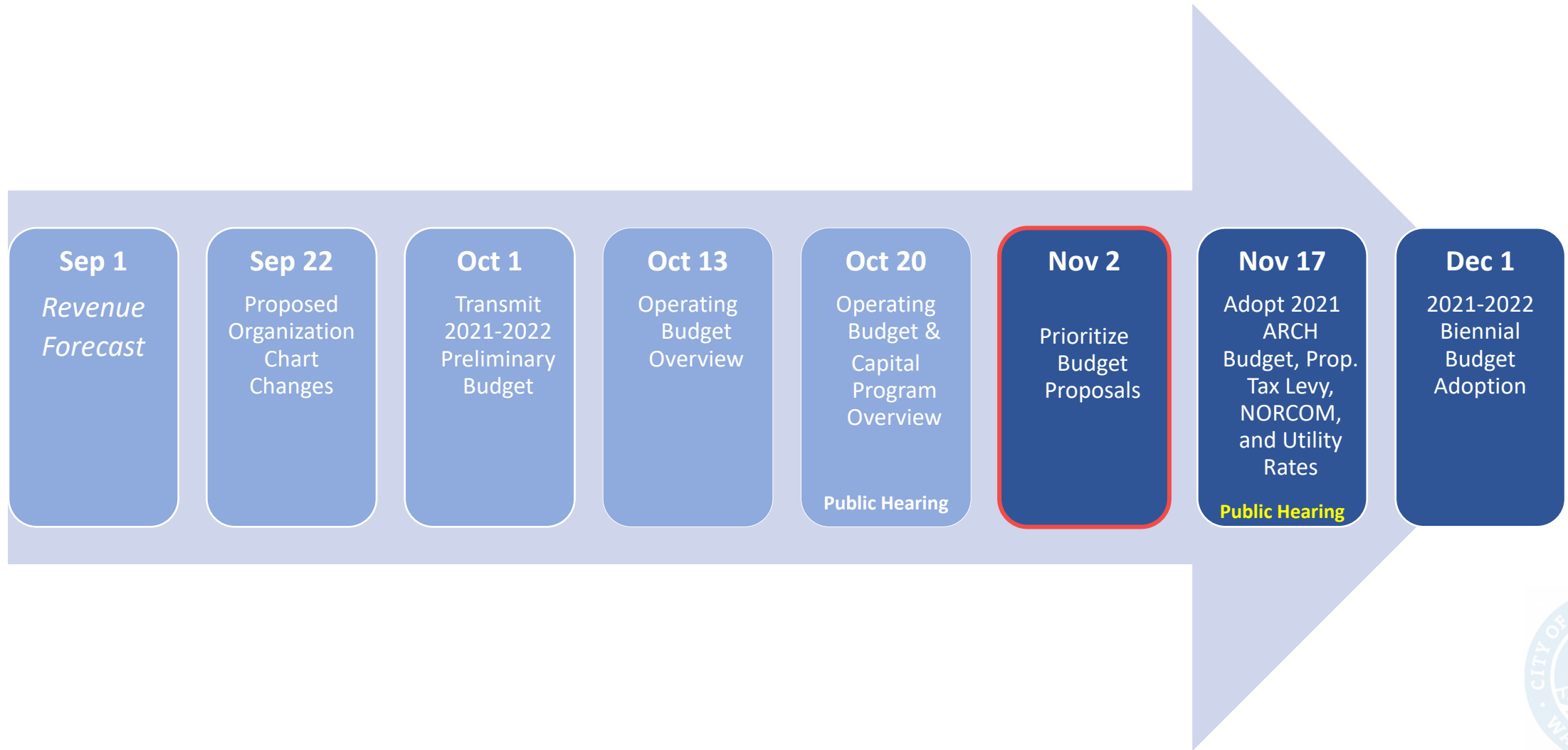
- ❑ Budget Recap
- ❑ Budget Proposals
- ❑ Prioritization Tool
- ❑ Next Steps



Budget Recap



Budget Calendar



General Fund Overview

- Unassigned Fund Balance is \$4.4 Million.
- Of this, \$0.8 M in FY 2021 and \$1.1 M in 2022 are revenues exceeding expenditures.

GENERAL FUND	2019A	2020E	2021B	2022B
TOTAL REVENUES	\$32,411,525	\$30,493,128	\$29,981,487	\$30,690,407
TOTAL EXPENDITURES	\$31,250,600	\$30,527,539	\$29,153,452	\$29,621,855
REVENUES OVER/(UNDER) EXPENDITURES	1,160,925	(34,411)	828,035	1,068,552



How to use Revenue Surplus

- ❑ Examples of how \$0.8 M of ongoing funds may be appropriated:
 - ❑ Support Town Center beautification efforts
 - ❑ Add shelter support alongside reform of public camping laws
 - ❑ Reinstate park maintenance casual labor



General Fund Overview

- ❑ Unassigned General Fund Balance FY 2021 is \$4.4 M.
 - ❑ \$0.8 M where ongoing revenues exceed expenditures
 - ❑ \$3.6 M is unspent resources from prior fiscal years (historical surpluses)

GENERAL FUND	2019A	2020E	2021B	2022B
TOTAL REVENUES	\$32,411,525	\$30,493,128	\$29,981,487	\$30,690,407
TOTAL EXPENDITURES	\$31,250,600	\$30,527,539	\$29,153,452	\$29,621,855
REVENUES OVER/(UNDER) EXPENDITURES	1,160,925	(34,411)	828,035	1,068,552
FUND BALANCE-FYE	6,958,857	6,924,446	7,752,481	8,821,033
LESS: COMMITTED/RESERVED	4,220,612	3,301,969	3,390,769	3,479,569
UNASSIGNED FUND BALANCE-FYE	\$2,738,245	\$3,622,477	\$4,361,712	\$5,341,464



Origin of one-time Savings

- ❑ What makes up \$3.6 M of historical one-time dollars?
 - ❑ 2017 GF Surplus -> \$0.8 M
 - ❑ 2018 GF Surplus -> \$1.3 M
 - ❑ 2019 GF Surplus -> \$1.2 M



How to use one-time Savings

- ❑ Examples of how \$3.6 M of one-time funds may be appropriated:
 - ❑ One-time contribution to LEOFF-1 Reserve.
 - ❑ One-time startup resources for Thrift Shop, MICEC, and recreation programs.
 - ❑ Fund special projects or one-time budget proposals.
 - ❑ Leave portion unappropriated for future use given ongoing economic uncertainty.



Budget Proposals



Budget Proposals

- ❑ Predominantly tie to the General Fund.
- ❑ Budget proposals impact the Utility/ Capital Improvement Fund
 - 9. Enterprise Resource Planning Software Acquisition (one-time)
 - 13. Town Center Parking Study (one-time)
 - 21. Financial Analyst (ongoing)
 - 24. Sustainability Program Manager (ongoing)
 - 29. Contract Utility Locate Services (ongoing)



Budget Proposals – One-time

ONE-TIME CHANGES (GENERAL FUND)		2021B	2022B
<i>Paydown long-term liability in Fund (606)</i>			
<i>Paydown long-term liability LEOFF 1 Reserve</i>			
1	Classification & Compensation study	60,000	-
2	Biennial Public Opinion Survey	-	20,000
3	Municipal Court Services Study	20,000	-
4	Customer Relationship Management Software		
5	Cultural Competency Training	20,000	20,000
6	Town Center Retail Analysis & Code Update	50,000	-
7	Transportation, Parks, & Fire Impact Fee Study	-	125,000
8	CPD Fee Schedule and Cost Recovery Study		
9	Enterprise Resource Planning Software Acquisition	65,500	98,250
10	ADA Transition Plan	100,000	150,000
11	Soil Remediation & Site Characterization	148,000	55,500
12	Appropriation: Youth & Family Services Funding	103,122	857,455
13	Town Center Parking Study	80,000	-
14	Consultant to create the City's Housing Action Plan	150,000	-
15	Fire Services Request for Proposals	80,000	-
16	Funding for a Special Election	55,000	-
17	Recreation Recovery Plan Startup Funding	400,000	-
18	Thrift Shop Startup Funding	100,000	-
SUBTOTAL - ONE-TIME CHANGES		\$1,431,622	\$1,326,205



Budget Proposals – One-time

ONE-TIME CHANGES (GENERAL FUND)		2021B	2022B
<i>Paydown long-term liability in Fund (606)</i>			
<i>Paydown long-term liability LEOFF 1 Reserve</i>			
1	Classification & Compensation study	60,000	-
2	Biennial Public Opinion Survey	-	20,000
3	Municipal Court Services Study	20,000	-
4	Customer Relationship Management Software		
5	Cultural Competency Training	20,000	20,000
6	Town Center Retail Analysis & Code Update	50,000	-
7	Transportation, Parks, & Fire Impact Fee Study	-	125,000
8	CPD Fee Schedule and Cost Recovery Study		
9	Enterprise Resource Planning Software Acquisition	65,500	98,250
10	ADA Transition Plan	100,000	150,000
11	Soil Remediation & Site Characterization	148,000	55,500
12	Appropriation: Youth & Family Services Funding	103,122	857,455
13	Town Center Parking Study	40,000	-
14	Consultant to create the City's Housing Action Plan	150,000	-
15	Fire Services Request for Proposals	80,000	-
16	Funding for a Special Election	55,000	-
17	Recreation Recovery Plan Startup Funding	400,000	-
18	Thrift Shop Startup Funding	100,000	-
SUBTOTAL - ONE-TIME CHANGES		\$1,391,622	\$1,326,205

Staff recommends 50% of project funded by Street Fund, seeking Sound Transit mitigation reimbursement.

New items since 9/30
Total \$785,000



Budget Proposals – Ongoing

ONGOING CHANGES (GENERAL FUND)	2021B	2022B	2023F	2024F	2025F	2026F
19 Economic Development Coordinator (1.0 FTE)	119,882	122,941	126,015	129,165	132,394	135,704
20 Senior Policy Analyst (1.0 FTE)	135,480	138,848	142,319	145,877	149,524	153,262
21 Financial Analyst (1.0 FTE)	-	55,143	56,521	57,934	59,382	60,867
22 Mobile Integrated Health (MIH) Program	108,000	110,000	112,750	115,569	118,458	121,419
<i>King County ALS/EMS Levy for MIH Program</i>	<i>(108,000)</i>	<i>(110,000)</i>	<i>(112,750)</i>	<i>(115,569)</i>	<i>(118,458)</i>	<i>(121,419)</i>
23 Patrol Officers (2.0 FTE)	-	243,242	249,323	255,556	261,945	268,494
24 Sustainability Program Manager (1.0 FTE)	35,640	36,517	37,430	38,366	39,325	40,308
25 Reinstate Park Maintenance Casual Labor	263,224	274,346	281,204	288,234	295,440	302,826
26 Town Center Beautification	60,000	60,000	61,500	63,038	64,613	66,229
27 YFS Diversity, Equity, & Inclusion Training	5,000	5,000	5,000	5,000	5,000	5,000
28 Public Camping & Shelter Support	10,000	10,000	10,250	10,506	10,769	11,038
29 Contract Utility Locate Services (\$60K/yr. to Utility Funds)	-	-	-	-	-	-
30 Recreation Programming Operating Subsidy	-	400,000	410,000	420,250	430,756	441,525
SUBTOTAL - ONGOING CHANGES	\$629,226	\$1,346,036	\$1,378,902	\$1,412,577	\$1,447,081	\$1,482,435



Budget Proposals – Ongoing

□ New items since 9/30, total \$420,000 in the General Fund in 2021-2022 biennium.

ONGOING CHANGES (GENERAL FUND)	2021B	2022B	2023F	2024F	2025F	2026F
19 Economic Development Coordinator (1.0 FTE)	119,882	122,941	126,015	129,165	132,394	135,704
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30 Recreation Programming Operating Subsidy	-	400,000	410,000	420,250	430,756	441,525
SUBTOTAL - ONGOING CHANGES	\$629,226	\$1,346,036	\$1,378,902	\$1,412,577	\$1,447,081	\$1,482,435



Budget Proposal Prioritization Tool



New Budget Proposals

- ❑ Before we begin the budget proposal review process, are there any new budget proposals the City Council would like to consider?
 - ❑ Requires support from four or more Councilmembers to add to the list.
 - ❑ Recommend adding “baseline” reserve amounts (if desired) for LEOFF 1, Firefighters Pension etc.



Process to Review Budget Proposals

- ❑ Consensus based discussion - City Manager will facilitate.
- ❑ Initially go through list one-by-one and ask for thumbs up or thumbs down.

 Supports budget proposal going forward to final budget

 (1) Do not support, (2) Need more info, or (3) Want to discuss



Process to Review Budget Proposals

- ❑ Initial review of each proposal with a thumbs up/thumbs down vote
 - ❑ Include in Final Budget: 5 or more thumbs up
 - ❑ Review/Discuss: 4 or less thumbs up
- ❑ Staff will track a “yes” list to update the calculator (on screen) and to inform a final motion.



Review Process – Items with 4 or less Thumbs Up Item 10.

- ❑ City Manager to facilitate the discussion.
- ❑ Staff available to provide additional information or answer questions.
- ❑ This is the time to propose amendments to the proposal (if any)
- ❑ If after discussion, the item has support of five or more City Councilmembers, it moves to the “yes” list.



Final Motion

- ❑ Staff seeks a final motion to confirm direction re: budget proposals.
- ❑ Staff will read back the items with supermajority support (5 or more) to inform a final motion.
- ❑ City Councilmembers may propose amendments.



Budget Proposal Prioritization Tool



Next Steps

❑ November 17

- ❑ Address follow-up questions.
- ❑ Adopt Resolution of Substantial Need, Property Tax Levy, NORCOM rates, and Water, Sewer, and Storm Water Utility rate increases per Utility Board recommendations.

❑ December 1

- ❑ Return with final 2021-2022 Biennial Budget for City Council adoption.



Questions

Prepared by

Jessi Bon, City Manager

Matthew Mornick, Interim Finance Director





2020 PLANNING SCHEDULE

Item 11.

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

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

NOVEMBER 2 (MONDAY)		DD	FN	CA	Clerk 10/26	CM 10/26
ITEM TYPE TIME TOPIC		STAFF				
NOPH: 10/7, 10/28 ABSENCES:						
EXECUTIVE SESSION						
30	To discuss with legal counsel pending or potential litigation pursuant to RCW 42.30.110(1)(i)					
STUDY SESSION						
60	AB 5771: Ballot Measures 101			Ali Spietz		
CONSENT CALENDAR						
--	Accounts Payable, EFTs, Payroll, & Minutes			Various		
REGULAR BUSINESS						
30	AB 5769: Public Hearing on Extension of Docketing Deadline to Submit Proposals for Comprehensive Plan and Code Amendments.			Alison Van Gorp		
30	AB 5770: Updating School Impact Fees (Ord. No. 20C-24)			Alison Van Gorp		
30	AB 5774: Small Business Grant Award Authorization			Merrill Thomas-Schadt, Sarah Bluvas		
30	AB 5766: Thrift Shop Project Update			Jason Kintner/Gareth Reese		
120	AB 5775: 2021-2022 Biennial Budget: Budget Proposals Discussion			Jessi Bon/ Matt Mornick		

NOVEMBER 17		DD	FN	CA	Clerk 11/3	CM 11/4
ITEM TYPE TIME TOPIC		STAFF				
Budget NOPH: 10/28 & 11/4 TC Moratorium NOPH: 10/14 ABSENCES:						
STUDY SESSION						
CONSENT CALENDAR						
--	Accounts Payable, Payroll, Minutes			Various		
REGULAR BUSINESS						
15	AB 5779: Public Hearing: Town Center Moratorium 6-month extension (Ord. No. 20-26)			Jeff Thomas		
15	AB 5776 – Part 1: Public Hearing: 2021 Property Tax Ordinances			Matt Mornick/LaJuan Tuttle		
30	AB 5777: Q3 2020 Financial Status Report and Budget Adjustments (Ord. No. 20-25)			Matt Mornick/LaJuan Tuttle		
60	AB 5776 – Part 2: Adopt 2021 Property Tax Ordinances; NORCOM and Utility Rate Resolutions No. 1587-1592			Matt Mornick/LaJuan Tuttle		
30	AB 5778: 2nd and Final Public Hearing: 2021-2022 Biennial Budget			Matt Mornick/LaJuan Tuttle		
30	AB 5780: ARCH 2021 budget and work plan approval			Alison Van Gorp		
30	AB 5781: Adjusting Development & Construction Permit Fees Resolution No. 1593			Alison Van Gorp		

30	AB 5773: 2021 Legislative Platform	Jessi Bon
EXECUTIVE SESSION		

DECEMBER 1		DD	FN	CA	Clerk 11/23	CM 11/23
NOPH: 10/28						
ABSENCES:						
ITEM TYPE TIME TOPIC				STAFF		
STUDY SESSION						
SPECIAL BUSINESS						
CONSENT CALENDAR						
REGULAR BUSINESS						
15	AB xxxx: Public Hearing: Small Cell Facilities 6-month Extension				Alison Van Gorp	
30	AB xxxx: Adoption of 2021-2022 Biennial Budget				Matt Mornick/LaJuan Tuttle	
15	AB xxxx: Interlocal Agreement with the Mercer Island School District for School Resource Officer Services (tentative)				Ed Holmes	
30	AB xxxx: Interlocal Agreement with the Mercer Island School District for Field Maintenance (tentative)				Jason Kintner	
45	AB xxxx: 2021 Comprehensive Plan / Code Amendment Preliminary Docket				Jeff Thomas	
15	AB xxxx: Amending MICC 2.06.010 to temporarily change the start time of Regular Meetings of the City Council (Ord. No. 20C-XX; First Reading & Adoption)				Deb Estrada	
EXECUTIVE SESSION						

DECEMBER 15		DD	FN	CA	Clerk	CM
ABSENCES:						
POTENTIALLY CANCELED						

OTHER ITEMS TO BE SCHEDULED:

- Open Space Vegetation Management Report
- Comprehensive Mobility Plan (ST Settlement)
- Mobile Integrated Health (MIH) Overview (Q3)
- PROS Plan Kick-Off
- Public Hearing to amend ORD No. 96-002, Article III (OSCT)
- Mobile Integrated Health (MIH) Overview
- FS 91 Site Characterization Appropriation
- Healthy Youth Initiative Interview
- Donations Code Amendment
- Open Space Conservancy Trust Board Annual Report
- Transportation Impact Fee Update
- Sign Regulations – Confirm Scope of Work
- Sustainability Committee Discussion
- International Building & Fire Code update
- Pavement 101 Discussion
- Residential Dev Standards 3-Yr Review – Scope of Work