



CITY OF MERCER ISLAND

CITY COUNCIL REGULAR HYBRID MEETING

Tuesday, March 19, 2024 at 5:00 PM

MERCER ISLAND CITY COUNCIL:

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

LOCATION & CONTACT:

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

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

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

Registering to Speak for Appearances: Individuals wishing to speak live during Appearances (public comment period) must register with the City Clerk at **206.275.7793** or cityclerk@mercerisland.gov before 4 PM on the day of the Council meeting.

Please reference "Appearances" on your correspondence and state if you would like to speak either in person at the Mercer Island Community & Event Center – Slater Room Council Chambers or remotely using Zoom. If providing your comments using Zoom, 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@mercerisland.gov.

Each speaker will be allowed three (3) minutes to speak. A timer will be visible to online to speakers, City Council, and meeting participants. Please be advised that there is a time delay between the Zoom broadcast and YouTube broadcast.

Join by Telephone at 6:00 PM (Appearances will start sometime after 6:00 PM): To listen to the meeting via telephone, please call **253.215.8782** and enter Webinar ID **827 2288 1555** and Password **730224** if prompted.

Join by Internet at 6:00 PM (Appearances will start sometime after 6:00 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 **827 2288 1555**; Enter Password **730224**
- 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.

Join in person at Mercer Island Community & Event Center – Slater Room Council Chambers at 6:00 PM (Appearances will start sometime after 6:00 PM): 8236 SE 24th Street, Mercer Island, WA 98040

Submitting Written Comments: Email written comments to the City Council at council@mercerisland.gov.

MEETING AGENDA

EXECUTIVE SESSION

1. Pending or Potential Litigation

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

CALL TO ORDER & ROLL CALL, 6:00 PM

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

CITY MANAGER REPORT

APPEARANCES

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

CONSENT AGENDA

1. AB 6429: March 8, 2024 Payroll Certification

Recommended Action: Approve the March 8, 2024 Payroll Certification in the amount of \$868,041.15 and authorize the Mayor to sign the certification on behalf of the entire City Council.

2. Certification of Claims:

A. Check Register | 218911-218989 | 3/1/24 | \$415,851.34

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

3. City Council Special Hybrid Meeting Minutes of March 1, 2024 and City Council Regular Hybrid Meeting Minutes of March 5, 2024

Recommended Action: Approve the City Council Special Hybrid Meeting Minutes of March 1, 2024 and the City Council Regular Hybrid Meeting Minutes of March 5, 2024.

4. AB 6430: Reservoir Booster Pump Station Upgrades Bid Award

Recommended Action:

1. Award the Reservoir Booster Pump Station Upgrades project to Strider Construction Co., a Washington-based company, in the amount of \$1,726,011, authorize the City Manager to execute a contract with Strider Construction Co. for the construction of the Reservoir Booster Pump Station Upgrades project, and set the project's total budget at \$2,155,000.

2. Authorize a \$1,075,000 appropriation from the Water Fund balance for the additional project costs over the existing 2023-2024 budget of \$1,080,000.

5. AB 6431: Vietnam Veterans Day Proclamation

Recommended Action: Approve Proclamation No. 323 Proclaiming March 29, 2024 Vietnam Veterans Day in Mercer Island.

6. AB 6407: ARCH Housing Trust Fund Project Approvals

Recommended Action: Approve the use of \$48,600 from the City's contributions to the ARCH Housing Trust Fund as recommended by the ARCH Executive Board and authorize execution of any related agreements and documents.

7. AB 6436: Interlocal Agreement with Eastside Fire & Rescue for Mobile Integrated Health (MIH) Services

Recommended Action: Authorize the City Manager to execute the interlocal agreement with Eastside Fire & Rescue to provide Mobile Integrated Health (MIH) Services on Mercer Island.

REGULAR BUSINESS

8. AB 6435: 2025-2026 City Council Priorities

Recommended Action: Adopt the 2025-2026 City Council Priorities.

9. AB 6432: City Council Rules of Procedure Amendments (Resolution No. 1658)

Recommended Action: Approve Resolution No. 1658 amending the City Council Rules of Procedure as set forth in Exhibit A.

10. AB 6434: Sustainability Work Plan Update

Recommended Action: Receive report. No action necessary.

11. AB 6433: 2024 City Council Committee and Liaison Assignments

Recommended Action: Transition the City Council Sustainability Committee to an Ad Hoc Sustainability Committee to provide support for future policy related work items as needed.

12. AB 6421: Island Crest Way Corridor Improvements Project Update

Recommended Action: Receive project update and provide feedback to staff.

OTHER BUSINESS

13. Planning Schedule

14. Councilmember Absences & Reports

ADJOURNMENT

City Manager's Report

Tuesday, March 19, 2024





Council Board and Commission Updates



Hybrid Meetings

- Upcoming Hybrid City Council Meeting
 - Tuesday, April 2 at 5:00 PM
- Hybrid Boards and Commissions Meetings (All Meetings on Zoom)
 - Planning Commission Special Meeting – March 20 at 6:00 PM
 - City Council/MISD Joint Meeting – March 21 at 5:00PM
 - Parks & Recreation Commission with Open Space Conservancy Trust – March 21 at 5:00 PM
 - Planning Commission – March 27 at 6:00 PM
- Visit www.mercerisland.gov/meetings for more information.



City Updates



City Hall Transitions

- Maintenance crews worked through the weekend on site prep to connect the new PD Modular buildings to utilities.
 - This week utility crews are on-site installing the water lines. Work on the sewer connections will begin later this week and the water and sewer work should be wrapped up by next week.
 - The contractor performing the work on the electrical and data connections is scheduled to mobilize on Monday. This work will take a few weeks to complete.
- We are taking delivery of a third modular building for PD use later this spring. The prep work for the third building is being done now.
- Recently, Emergency Manager Keverkamp and Police Recruits Luke Bonagofski and Jonah Peoples moved the emergency management supplies out of the storage garage under City Hall into the storage container at the Community Center. The Community Center will serve as our EOC during this transition period.



Luther Burbank Boiler Building

- Phase 1 of the Luther Burbank Waterfront Project is underway. This project work primarily entails seismic retrofits for the Boiler Building.
- Contractors continued demolition work by removing the concrete floor slab inside the building and removing the fire brick from inside the chimney.
- In late March, crews will start excavation for utilities and footings. Steel reinforcement of the building is scheduled to begin in April.
- Project completion for this phase is anticipated for later this year. A second phase of project work on the docks and waterfront is anticipated to begin in 2025.

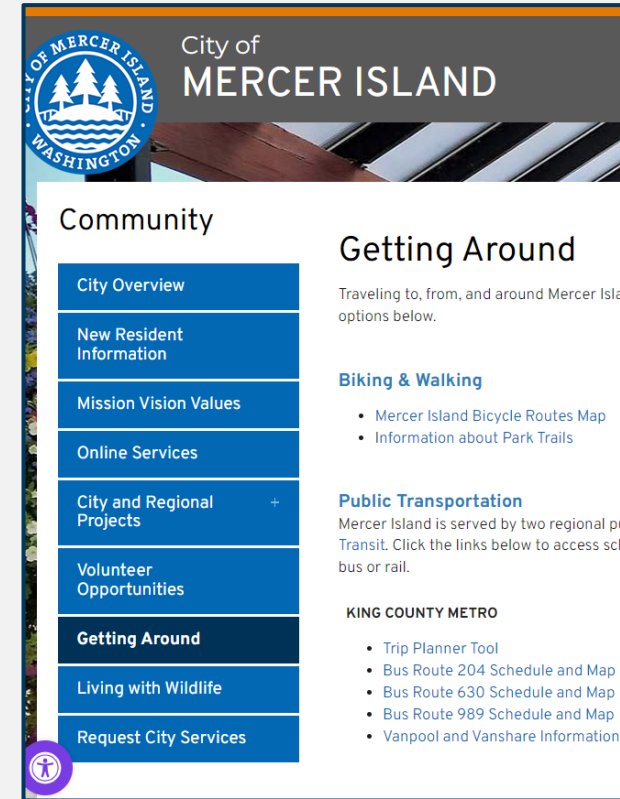


New Wayfinding Resources

- Here is an update on one of the work items from the recently adopted Town Center Parking Plan.
- New wayfinding resources are now live on the City website and include:
 - PDF and digital versions of the Free Public Parking Options in Town Center map.
 - Links to schedules for public transportation options provided by King County Metro and Sound Transit.
 - Details of the Town Center and parking permit programs, and more,
- Staff will begin promoting these new resources this month.

www.mercerisland.gov/community/page/getting-around

Item 1.



Island Crest Park North Infield Turf Replacement

Item 1.

- After weather delays, the north infield turf replacement at Island Crest Park is finally complete!
- The field was able to open in time for the Varsity baseball team's first home game on March 11.
- Thank you to the maintenance teams for shoveling snow and "drying" the fields when the weather was not cooperating!
- And thank you to all of the other staff and community members that joined together to identify alternative practice options when the project was delayed!



Upcoming Events



Spring Recycling Event

- The popular Spring Recycling Event returns this month, taking place on Saturday, March 30, from 9:00am to 3:00pm. This event is the perfect opportunity to safely dispose of old equipment, hardware, appliances, and other household items that are cluttering your basement or garage.
- It's easy to participate - simply drive up and unload eligible items for recycling and disposal. You can learn more about what's accepted on the event webpage.
- Don't miss the new location! Due to the closure of City Hall, the event will be held at the Islander Middle School Parking Lot (7447 84th Ave SE) - the City thanks the Mercer Island School District for this support.

www.mercerisland.gov/publicworks

Item 1.



Comprehensive Plan Update

- The City is hosting an Open House to discuss the Comprehensive Plan Update.
- Join us **May 1 from 6:00 to 8:00 PM** at the **Mercer Island Community and Event Center**.
- This is a great opportunity for the community to learn about the upcoming changes to the Comprehensive Plan and to provide their input.
- We will be actively promoting these event across City communication channels in the coming weeks.



Some Good News



Booster Chlorination Project Completion

- Last Friday, we welcomed members of the City Council, the Utility Board, and staff to the Reservoir to celebrate the “switching on” of the Booster Chlorination System.
- This project spanned 10 years and is the final action item identified after the major Boil Water Advisory in 2014.
- This new station is an essential infrastructure component, allowing us to adjust residual chlorine levels within our water distribution system.
- Thanks to the entire team involved in bringing this major project to fruition!



Thank you!





BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6429
March 19, 2024
Consent Agenda

AGENDA BILL INFORMATION

TITLE:	AB 6429: March 8, 2024 Payroll Certification	<input type="checkbox"/> Discussion Only
RECOMMENDED ACTION:	Approve the March 8, 2024 Payroll Certification in the amount of \$868,041.15.	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

DEPARTMENT:	Administrative Services
STAFF:	Ali Spietz, Chief of Administration Nicole Vannatter, Human Resources Manager
COUNCIL LIAISON:	n/a
EXHIBITS:	1. March 8, 2024 Payroll Certification 2. FTE/LTE Counts
CITY COUNCIL PRIORITY:	n/a

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

EXECUTIVE SUMMARY

This agenda bill is to approve the payroll certification for the City of Mercer Island for the period from February 17, 2024 through March 1, 2024 in the amount of \$868,041.15 (see Exhibit 1).

BACKGROUND

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

ISSUE/DISCUSSION

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

Additional payments:

Description	Amount
Leave cash outs for current employees	\$9,056.88
Leave cash outs for terminated employees	\$11,605.95
Leave cash out for retired employees	\$8,535.36
Service and recognition awards	\$1,300.00
Overtime earnings (see chart for overtime hours by department).	\$19,120.88
Total	\$49,619.07

Overtime hours by department:

Department	Hours
Administrative Services	
City Attorney's Office	
City Manager's Office	
Community Planning & Development	
Finance	
Municipal Court	
Police	135.00
Public Works	74.00
Thrift Shop	
Youth & Family Services	
Total Overtime Hours	209.00

NEXT STEPS

FTE/LTE COUNTS

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

Casual Labor

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

RECOMMENDED ACTION

Approve the March 8, 2024 Payroll Certification in the amount of \$868,041.15 and authorize the Mayor to sign the certification on behalf of the entire City Council.

CITY OF MERCER ISLAND PAYROLL CERTIFICATION

Item 2.


PAYROLL PERIOD ENDING **03.01.2024**
PAYROLL DATED **03.08.2024**

Net Cash	\$	580,401.41
Net Voids/Manuals	\$	9,000.00
Net Total	\$	589,401.41

Federal Tax Deposit	\$	95,249.96
Social Security and Medicare Taxes	\$	65,131.99
State Tax (California)	\$	8.73
Family/Medical Leave Tax (California)	\$	-
Public Employees' Retirement System (PERS Plan 2)	\$	33,045.87
Public Employees' Retirement System (PERS Plan 3)	\$	8,047.05
Public Employees' Retirement System (PERSJM)	\$	622.45
Public Safety Employees' Retirement System (PSERS)	\$	256.76
Law Enforcement Officers' & Fire Fighters' Retirement System (LEOFF Plan2)	\$	15,848.69
Regence & LEOFF Trust Medical Insurance Deductions	\$	12,958.89
Domestic Partner Medical Insurance Deductions	\$	1,840.77
Kaiser Medical Insurance Deductions	\$	1,331.14
Health Care - Flexible Spending Account Contributions	\$	1,722.65
Dependent Care - Flexible Spending Account Contributions	\$	1,057.70
ICMA Roth IRA Contributions	\$	397.77
ICMA 457 Deferred Compensation Contributions	\$	36,392.04
ICMA 401K Deferred Compensation Contributions	\$	-
Garnishments (Chapter 13)	\$	572.00
Child Support Wage Garnishment	\$	706.03
Mercer Island Employee Association Dues	\$	237.50
AFSCME Union Dues	\$	-
Police Union Dues	\$	-
Standard - Supplemental Life Insurance	\$	-
Unum - Long Term Care Insurance	\$	365.40
AFLAC - Supplemental Insurance Plans	\$	238.52
Transportation - Flexible Spending Account Contributions	\$	-
Miscellaneous	\$	-
Washington Long Term Care	\$	2,607.83
Tax & Benefit Obligations Total	\$	278,639.74

TOTAL GROSS PAYROLL	\$	868,041.15
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I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Mercer Island, and that I am authorized to authenticate and certify to said claim.



Finance Director

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

FTE AND LTE COUNTS AS OF 3/1/2024

Full Time Equivalents (FTEs)	2024 Budgeted	2024 Actual
Administrative Services	15.00	14.00
City Attorney's Office	2.00	2.00
City Manager's Office	3.00	3.00
Community Planning & Development	18.00	17.00
Finance	9.00	7.50
Municipal Court	3.10	3.10
Police	37.50	35.50
Public Works	64.80	62.80
Recreation	10.25	10.25
Youth & Family Services	11.43	11.43
Thrift Shop	2.00	2.00
Total FTEs	176.08	168.58
Limited Term Equivalents (LTEs)	2024 Budgeted	2024 Actual
City Manager's Office ¹	1.00	3.00
Community Planning & Development ²	1.00	1.00
Finance	1.00	0.50
Public Works ³	4.00	5.75
Youth & Family Services	3.03	3.01
Thrift Shop	7.50	7.90
Total LTEs	17.53	21.16
Total FTEs & LTEs	193.61	189.74

FTE Vacancies:

1.0 CIP Project Manager
 1.0 Development Engineer
 1.0 Financial Analyst
 1.0 HR Analyst
 1.0 Planner
 2.0 Police Officer
 0.5 Utility Billing Admin Assistant

Footnotes:

¹ 5/23/2023: Extend 1.0 LTE Management Analyst [AB 6255](#)
² 5/23/2023: New 1.0 LTE Assistant Planner [AB 6255](#)
³ 5/23/2023: New 1.0 LTE Support Services Foreman [AB 6255](#)

CERTIFICATION OF CLAIMS

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



Finance Director

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

Mayor

Date

Report	Warrants	Date	Amount
Check Register	218911-218989	3/1/24	\$415,851.34 \$415,851.34

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
Org Key: 402000 - Water Fund-Admin Key				
P0120723	00218932	DUNN LUMBER COMPANY	INVENTORY PURCHASES	431.24
P0120701	00218947	HOME DEPOT CREDIT SERVICE	INVENTORY PURCHASES	358.62
P0120728	00218941	GRAINGER	INVENTORY PURCHASES	294.31
P0120719	00218922	BRIDGESTONE HOSEPOWER LLC	INVENTORY PURCHASES	197.52
P0120725	00218941	GRAINGER	INVENTORY PURCHASES	18.01
Org Key: CA1100 - Administration (CA)				
P0120733	00218957	Madrona Law Group, PLLC	Invoice #12448 Professional	7,024.00
P0120733	00218957	Madrona Law Group, PLLC	Invoice #12453 Professional	2,374.50
P0120733	00218957	Madrona Law Group, PLLC	Invoice #12446 Professional	1,959.00
P0120733	00218957	Madrona Law Group, PLLC	Invoice #12454 Professional	1,539.00
P0120733	00218957	Madrona Law Group, PLLC	Invoice #12447 Professional	945.00
P0120733	00218957	Madrona Law Group, PLLC	Invoice #12452 Professional	564.00
P0120733	00218957	Madrona Law Group, PLLC	Invoice #12449 Professional	142.50
Org Key: CM1100 - Administration (CM)				
P0120400	00218986	WA CITY/COUNTY MANAGEMENT ASSN	2024 Membership Dues INV 1396	1,170.00
Org Key: CR1100 - Human Resources				
P0120732	00218940	GOVERNMENTJOBS.COM	2024 Subscription Fee INV-3682	7,273.00
P0120739	00218980	SUMMIT LAW GROUP	HR Support Professional Servic	1,270.50
P0120740	00218963	OCCUPATIONAL HEALTH CTRS OF WA	MIPD Pre-Employment Testing	819.00
Org Key: DS0000 - Development Services-Revenue				
	00218952	Lakeside Construction	REFUND: OVERPMT ON 2105-229	511.32
Org Key: DS1300 - Land Use Planning Svc				
	00218958	MANAHAN, GRACE	REIMB: APA CONF. LODGING	646.68
Org Key: FN4501 - Utility Billing (Water)				
P0119723	00218960	METROPRESORT	OCT 2023 PRNT & MAILING OF UTI	79.96
P0119723	00218960	METROPRESORT	OCT 2023 PRNT & MAILING OF UTI	60.48
Org Key: FN4502 - Utility Billing (Sewer)				
P0119723	00218960	METROPRESORT	OCT 2023 PRNT & MAILING OF UTI	79.97
P0119723	00218960	METROPRESORT	OCT 2023 PRNT & MAILING OF UTI	60.48
Org Key: FN4503 - Utility Billing (Storm)				
P0119723	00218960	METROPRESORT	OCT 2023 PRNT & MAILING OF UTI	79.97
P0119723	00218960	METROPRESORT	OCT 2023 PRNT & MAILING OF UTI	60.48
Org Key: FR0000 - Fire-Revenue				
P0120727	00218933	Ellis, Tanya	Refund overpayment	300.00
P0120727	00218933	Ellis, Tanya	Refund Overpayment	299.71
P0120726	00218967	REGENCE BLUESHIELD	Refund E60238744600	108.52
P0120726	00218967	REGENCE BLUESHIELD	Refund E60240570300	98.74
Org Key: GB0102 - ADA Improvements				
P0120750	00218916	AUBURN MECHANICAL	Scope Detail: Replace damaged	2,089.65
Org Key: GGM004 - Gen Govt-Office Support				
P0120731	00218969	RICOH USA INC (FIRE)	Fire Copier Fees Jan 2024 INV	278.77
P0120731	00218969	RICOH USA INC (FIRE)	Fire Copier Fees Feb 2024 INV	278.77

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0120731	00218969	RICOH USA INC (FIRE)	Fire Copier Fees Mar 2010 INV	278.77
<i>Org Key: GGM005 - Genera Govt-LI Retiree Costs</i>				
P0120762	00218970	RUCKER, MANORD J	LEOFF 1 Retiree Medical Expens	830.34
	00218946	HILTNER, PETER	LEOFF1 Medicare Reimb	619.50
	00218921	BOOTH, GLENDON D	LEOFF1 Medicare Reimb	344.90
P0120759	00218921	BOOTH, GLENDON D	LEOFF 1 Retiree Medical Expens	341.13
	00218956	LYONS, STEVEN	LEOFF1 Medicare Reimb	319.80
	00218929	DEEDS, EDWARD G	LEOFF1 Medicare Reimb	273.10
	00218918	BARNES, WILLIAM	LEOFF1 Medicare Reimb	271.10
	00218937	FORSMAN, LOWELL	LEOFF1 Medicare Reimb	271.10
	00218921	BOOTH, GLENDON D	REIMB: LEOFF1 MEDICARE REIMB	257.50
	00218982	THOMPSON, JAMES	LEOFF1 Medicare Reimb	245.90
	00218971	SCHOENTRUP, WILLIAM	LEOFF1 Medicare Reimb	240.60
	00218975	SMITH, RICHARD	LEOFF1 Medicare Reimb	239.90
	00218912	ABBOTT, RICHARD	LEOFF1 Medicare Reimb	239.10
	00218939	GOODMAN, J C	LEOFF1 Medicare Reimb	236.30
	00218934	ELSOE, RONALD	LEOFF1 Medicare Reimb	220.10
	00218913	ADAMS, RONALD E	LEOFF1 Medicare Reimb	214.40
	00218950	JOHNSON, CURTIS	LEOFF1 Medicare Reimb	212.60
	00218917	AUGUSTSON, THOR	LEOFF1 Medicare Reimb	209.90
	00218955	LOISEAU, LERI M	LEOFF1 Medicare Reimb	209.90
P0120761	00218955	LOISEAU, LERI M	LEOFF 1 Retiree Medical Expens	188.08
	00218962	MYERS, JAMES S	LEOFF1 Medicare Reimb	179.80
	00218944	HAGSTROM, JAMES	LEOFF1 Medicare Reimb	174.70
	00218970	RUCKER, MANORD J	LEOFF1 Medicare Reimb	174.70
	00218988	WEGNER, KEN	LEOFF1 Medicare Reimb	170.10
	00218989	WHEELER, DENNIS	LEOFF1 Medicare Reimb	164.90
P0120560	00218921	BOOTH, GLENDON D	LEOFF 1 Retiree Medical Expens	159.16
	00218931	DOWD, PAUL	LEOFF1 Medicare Reimb	156.30
P0120760	00218937	FORSMAN, LOWELL	LEOFF 1 Retiree Medical Expens	153.00
	00218966	RAMSAY, JON	LEOFF1 Medicare Reimb	136.20
P0120763	00218934	ELSOE, RONALD	LEOFF 1 Retiree Medical Expens	117.49
P0120765	00218929	DEEDS, EDWARD G	LEOFF 1 Retiree Medical Expens	116.14
P0120758	00218913	ADAMS, RONALD E	LEOFF 1 Retiree Medical Expens	103.49
	00218921	BOOTH, GLENDON D	REIMB: LEOFF1 MEDICARE REIMB	87.40
	00218921	BOOTH, GLENDON D	REIMB: LEOFF1 MEDICARE REIMB	43.30
<i>Org Key: GGM606 - Excess Retirement-Fire</i>				
	00218918	BARNES, WILLIAM	LEOFF1 Excess Benefit	3,133.75
	00218925	COOPER, ROBERT	LEOFF1 Excess Benefit	3,085.43
	00218950	JOHNSON, CURTIS	LEOFF1 Excess Benefit	1,978.49
	00218971	SCHOENTRUP, WILLIAM	LEOFF1 Excess Benefit	1,577.32
	00218966	RAMSAY, JON	LEOFF1 Excess Benefit	1,074.17
<i>Org Key: GT0108 - Technology Equipment Replaceme</i>				
P0120432	00218930	DELL MARKETING L.P.	2024 Laptop Replacements 1st R	11,521.95
P0120755	00218981	Tech Heads Inc.	Core Replacement Power Supplie	1,575.52
<i>Org Key: IS1100 - IGS Mapping</i>				
	00218954	LLAMAS, LEAH	REIMB:FLIGHT TO ESRI CONF.2024	147.80

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
Org Key: IS2100 - IGS Network Administration				
P0120566	00218953	LIFTOFF LLC	Office 365 2024 Annual Subscri	107,731.14
Org Key: IS3101 - GIS Analyst Water Fund				
	00218954	LLAMAS, LEAH	REIMB:FLIGHT TO ESRI CONF.2024	147.80
Org Key: IS3102 - GIS Analyst Sewer Fund				
	00218954	LLAMAS, LEAH	REIMB:FLIGHT TO ESRI CONF.2024	147.80
Org Key: IS3103 - GIS Analyst Storm Fund				
	00218954	LLAMAS, LEAH	REIMB:FLIGHT TO ESRI CONF.2024	147.80
Org Key: MT2100 - Roadway Maintenance				
P0120713	00218965	PLATT ELECTRIC	WIRE & CONECTORS	397.70
Org Key: MT3000 - Water Service Upsizes and New				
P0120707	00218943	H2 Pre-Cast Inc.	B-10 ALUMINUM LID "WATER METER	5,538.03
P0120734	00218945	HEIDELBERG MATERIALS	5/8"-MINUS ROCK (31.31 TONS)	491.05
P0120722	00218942	H D FOWLER	5/8" X 3/4" ANGLE BALL VALVE X	250.80
P0120703	00218945	HEIDELBERG MATERIALS	5/8"-MINUS ROCK (59.16 TONS)	204.39
Org Key: MT3100 - Water Distribution				
P0120734	00218945	HEIDELBERG MATERIALS	5/8"-MINUS ROCK (31.31 TONS)	491.03
P0120703	00218945	HEIDELBERG MATERIALS	5/8"-MINUS ROCK (59.16 TONS)	185.80
P0120719	00218922	BRIDGESTONE HOSEPOWER LLC	MALE & FEMALE CAM CONECTORS	65.43
P0120702	00218947	HOME DEPOT CREDIT SERVICE	LUMBER & HOLE SAW	27.02
Org Key: MT3150 - Water Quality Event				
P0120674	00218915	AM TEST INC	2024 WATER QUALITY SAMPLES	360.00
P0120673	00218941	GRAINGER	FLASHLIGHTS	77.39
Org Key: MT3400 - Sewer Collection				
P0120673	00218941	GRAINGER	FLASHLIGHTS	77.39
Org Key: MT3500 - Sewer Pumps				
P0120703	00218945	HEIDELBERG MATERIALS	5/8"-MINUS ROCK (59.16 TONS)	167.22
P0120673	00218941	GRAINGER	FLASHLIGHTS	77.39
Org Key: MT3800 - Storm Drainage				
P0120703	00218945	HEIDELBERG MATERIALS	2" X 4" ROCK (29.98 TONS)	581.22
P0120714	00218938	GCP WW HOLDCO LLC	MISC. WORK CLOTHES	245.03
Org Key: MT4200 - Building Services				
P0120689	00218974	SME SOLUTIONS LLC	MI FIRE STATION 9 - 11/22/23	3,365.47
P0120742	00218987	WA L&I	MERCER ISLAND FIRE STATION #91	500.00
P0120743	00218987	WA L&I	MERCER ISLAND FIRE STATION 92	500.00
P0120747	00218987	WA L&I	FIRE STATION 92 INVOICE # 3352	500.00
P0120746	00218987	WA L&I	FIRE STATION #91 INVOICE #3354	500.00
P0120749	00218987	WA L&I	FIRE STATION # 92 INVOICE # 32	457.00
P0120748	00218987	WA L&I	FIRE STATION #91 INV # 326589	457.00
P0120717	00218976	SOUND SAFETY PRODUCTS	SAFETY BOOTS & MISC. WORK CLOT	190.04
P0120744	00218987	WA L&I	ANNUAL INV #336124	93.20
P0120735	00218947	HOME DEPOT CREDIT SERVICE	MISC. HARDWARE	90.13

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: MT4272 - ARPA-Police Iterim Site</i>				
P0120694	00218919	Bellingham Lock & Safe	PAPB - ACCESS CONTROL MANAGED:	2,202.00
<i>Org Key: MT4274 - ARPA-Municipal Court Site Leas</i>				
P0120751	00218914	ALBA PRO PAINTING LLC	Install vinalwainscoting 48 in	7,156.50
<i>Org Key: MT4300 - Fleet Services</i>				
P0120568	00218911	MERCER ISLAND CHEVRON	CHEVRON - JANUARY 2024 EXP	13,457.03
P0120708	00218985	UNITED REPROGRAPHICS	"FOR OFFICIAL USE ONLY" DECALS	1,543.50
P0107375	00218959	MERCER ISLAND CHEVRON	FUEL	137.27
P0120706	00218926	CUMMINS SALES & SERVICE	WATER OUTLET CONNECTION	27.87
P0120729	00218947	HOME DEPOT CREDIT SERVICE	HORIZON TWO OUTLET	4.30
<i>Org Key: MT4420 - Transportation Planner Eng</i>				
P0120702	00218947	HOME DEPOT CREDIT SERVICE	ANCHORS, REBAR & PUNCH SET	68.93
<i>Org Key: MT4450 - Cust Resp - Clearing Acct</i>				
P0120715	00218938	GCP WW HOLDCO LLC	MISC. WORK CLOTHES	203.92
<i>Org Key: MT4501 - Water Administration</i>				
P0120720	00218972	SEATTLE PUBLIC UTILITIES	JAN 2024 WATER PURCHASE	92,668.15
<i>Org Key: MT6100 - Park Maintenance</i>				
P0120705	00218948	HORIZON	JUMBO VALVE BOX & LID	527.83
P0120700	00218961	MI HARDWARE - MAINT	MISC. HARDWARE FOR THE MONTH O	447.05
P0120716	00218938	GCP WW HOLDCO LLC	SAFETY BOOTS & RAINGEAR	406.39
P0120701	00218947	HOME DEPOT CREDIT SERVICE	ECHO PARTS & LUMBER	378.73
P0120699	00218973	SIGNS OF SEATTLE	Schunter's plaque	330.75
P0120704	00218924	CALPORTLAND COMPANY	#4 X DUST ROCK (32 TONS)	158.44
P0120716	00218938	GCP WW HOLDCO LLC	SAFETY BOOTS & RAINGEAR	50.00
<i>Org Key: MT6200 - Athletic Field Maintenance</i>				
P0120721	00218935	EWING	40) MOUND CLAY & 50) MARKER CH	1,539.77
<i>Org Key: MT6500 - Luther Burbank Park Maint</i>				
P0120703	00218945	HEIDELBERG MATERIALS	5/8"-MINUS ROCK (59.16 TONS)	167.22
P0120704	00218924	CALPORTLAND COMPANY	#4 X DUST ROCK (32 TONS)	126.76
<i>Org Key: MT6800 - Trails Maintenance</i>				
P0120704	00218924	CALPORTLAND COMPANY	#4 X DUST ROCK (32 TONS)	253.52
<i>Org Key: MT6900 - Aubrey Davis Park Maint</i>				
P0120705	00218948	HORIZON	VALVE BOXES, TRIMMER HEAD & LI	677.91
<i>Org Key: PA0103 - Trail Renovation & Property Ma</i>				
P0120704	00218924	CALPORTLAND COMPANY	#4 X DUST ROCK (32 TONS)	316.90
<i>Org Key: PA0111 - Aubrey Davis Park Vegetation M</i>				
P0116262	00218951	KPG	PSOMAS DBA KPG PSOMAS INC	675.50
<i>Org Key: PA0122 - Luther Burbank Dock Repair & R</i>				
P0120310	00218928	DCG/WATERSHED INC	Mercer Island Shoreline Permit	1,500.00
<i>Org Key: PA0123 - Luther Burbank Minor Capital L</i>				
P0120703	00218945	HEIDELBERG MATERIALS	5/8"-MINUS ROCK (59.16 TONS)	204.39

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: PA0129 - Pioneer Park/Engstrom OS Fores</i>				
P0118263	00218979	Stumpy Tree Service	23-08A Engstrom Open Space	2,591.49
<i>Org Key: PA0130 - Roanoke Playground Replacement</i>				
P0120255	00218920	BERGER PARTNERSHIP PS, THE	Roanoke Park Playground Replac	11,328.43
<i>Org Key: PA0143 - LB Park Tennis Court Resurface</i>				
P0118506	00218927	DA HOGAN	Luther Burbank Park Sport Cour	10,252.50
<i>Org Key: PA0145 - Deanes Pk Playground Repl</i>				
P0120255	00218920	BERGER PARTNERSHIP PS, THE	Deane's Children's Park Pl	225.00
<i>Org Key: PA0148 - ADP Crossing Improvements</i>				
P0119273	00218983	TOOLE DESIGN GROUP LLC	Aubrey Davis Park Intersection	988.00
<i>Org Key: PA0157 - Master PlanClarke & Groveland</i>				
P0120255	00218920	BERGER PARTNERSHIP PS, THE	Clarke & Groveland Joint Maste	15,638.89
<i>Org Key: PO1350 - Police Emergency Management</i>				
P0120724	00218968	REMOTE SATELLITE SYSTEMS INT'L	EMAC Satellite Phone Service (69.95
<i>Org Key: PO2100 - Patrol Division</i>				
P0120201	00218936	FIRST RESPONDER OUTFITTERS INC	Patrol jumpsuit uniform	652.42
<i>Org Key: PR4100 - Community Center</i>				
P0120741	00218964	PACIFIC AIR CONTROL INC	Remarks: CREATIVE LEARNING CEN	682.62
<i>Org Key: SP0111 - 80th Ave SE Sidewalk Improve</i>				
P0104658	00218951	KPG	80TH AVE SE PEDESTIAN IMPROVEM	1,354.00
<i>Org Key: SP0114 - WMW P3 Shoulder Improvements</i>				
P0120709	00218985	UNITED REPROGRAPHICS	WMW ROADSIDE SHOULDERS	84.17
<i>Org Key: SP0135 - ICW Corridor Improvements</i>				
P0118254	00218951	KPG	ICW Corridor Safety Analysis a	16,940.63
<i>Org Key: SU0100 - Emergency Sewer Repairs</i>				
P0119544	00218949	Jireh Asphalt & Concrete Inc	Pump Station 10 Access Road	3,723.25
<i>Org Key: SU0108 - Comprehensive Pipeline R&R Pro</i>				
P0119153	00218977	STAHOLI TRENCHLESS CONSULTANTS	Basin 40 CIPP Sewer Lining Pro	27,711.99
P0120677	00218984	UNITED RENTALS NORTH AMERICA	MINI EXCAVATOR RENTAL	2,825.17
P0120703	00218945	HEIDELBERG MATERIALS	5/8"-MINUS ROCK (59.16 TONS)	929.03
P0120704	00218924	CALPORTLAND COMPANY	#4 X DUST ROCK (32 TONS)	728.87
P0120703	00218945	HEIDELBERG MATERIALS	2" X 4" ROCK (29.98 TONS)	581.23
<i>Org Key: SU0115 - Sewer Pipe Upsize</i>				
P0114350	00218978	Staheli Trenchless Consultants	21-48 Sewer Pipe Replacements	650.07
<i>Org Key: WU0109 - 60 Ave SE, btw SE 27 and SE 32</i>				
P0120673	00218941	GRAINGER	FLASHLIGHTS	77.40
<i>Org Key: YF2850 - Federal SPF Grant</i>				
P0120764	00218923	CACTUS PRODUCTIONS	Parenting MI promotion Year 3	4,812.50

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
			Total	415,851.34

Accounts Payable Report by Check Number

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00218911	02/26/2024	MERCER ISLAND CHEVRON CHEVRON - JANUARY 2024 EXP	P0120568	JANUARY-2024	01/01/2024	13,457.03
00218912	03/01/2024	ABBOTT, RICHARD LEOFF1 Medicare Reimb		MAR2024B	03/01/2024	239.10
00218913	03/01/2024	ADAMS, RONALD E LEOFF 1 Retiree Medical Expens		MAR2024B	03/01/2024	317.89
00218914	03/01/2024	ALBA PRO PAINTING LLC Install vinalwainscoting 48 in	P0120751	02212024	02/21/2024	7,156.50
00218915	03/01/2024	AM TEST INC 2024 WATER QUALITY SAMPLES	P0120674	138429	02/15/2024	360.00
00218916	03/01/2024	AUBURN MECHANICAL Scope Detail: Replace damaged	P0120750	41174	02/19/2024	2,089.65
00218917	03/01/2024	AUGUSTSON, THOR LEOFF1 Medicare Reimb		MAR2024B	03/01/2024	209.90
00218918	03/01/2024	BARNES, WILLIAM LEOFF1 Medicare Reimb		MAR2024A	03/01/2024	3,404.85
00218919	03/01/2024	Bellingham Lock & Safe PAPB - ACCESS CONTROL MANAGED:	P0120694	354002	01/31/2024	2,202.00
00218920	03/01/2024	BERGER PARTNERSHIP PS, THE Roanoke Park Playground Replac	P0120255	36433	02/16/2024	27,192.32
00218921	03/01/2024	BOOTH, GLENDON D LEOFF1 Medicare Reimb		FEB2024B-RE-ISSU	02/09/2024	1,233.39
00218922	03/01/2024	BRIDGESTONE HOSEPOWER LLC INVENTORY PURCHASES	P0120719	830460317-00	02/09/2024	262.95
00218923	03/01/2024	CACTUS PRODUCTIONS Parenting MI promotion Year 3	P0120764	1256	02/23/2024	4,812.50
00218924	03/01/2024	CALPORTLAND COMPANY #4 X DUST ROCK (32 TONS)	P0120704	96232867	02/16/2024	1,584.49
00218925	03/01/2024	COOPER, ROBERT LEOFF1 Excess Benefit		MAR2024A	03/01/2024	3,085.43
00218926	03/01/2024	CUMMINS SALES & SERVICE WATER OUTLET CONNECTION	P0120706	01-11046	02/15/2024	27.87
00218927	03/01/2024	DA HOGAN Luther Burbank Park Sport Cour	P0118506	24-8454	01/31/2024	10,252.50
00218928	03/01/2024	DCG/WATERSHED INC Mercer Island Shoreline Permit	P0120310	0052840	02/21/2024	1,500.00
00218929	03/01/2024	DEEDS, EDWARD G LEOFF 1 Retiree Medical Expens		MAR2024B	03/01/2024	389.24
00218930	03/01/2024	DELL MARKETING L.P. 2024 Laptop Replacements 1st R	P0120432	10732137743	02/20/2024	11,521.95
00218931	03/01/2024	DOWD, PAUL LEOFF1 Medicare Reimb		MAR2024B	03/01/2024	156.30
00218932	03/01/2024	DUNN LUMBER COMPANY INVENTORY PURCHASES	P0120723	9848598	02/23/2024	431.24
00218933	03/01/2024	Ellis, Tanya Refund overpayment	P0120727	2022-00051007	02/24/2024	599.71
00218934	03/01/2024	ELSOE, RONALD LEOFF 1 Retiree Medical Expens		MAR2024B	03/01/2024	337.59
00218935	03/01/2024	EWING 40) MOUND CLAY & 50) MARKER CH	P0120721	21545641	02/15/2024	1,539.77
00218936	03/01/2024	FIRST RESPONDER OUTFITTERS INC Patrol jumpsuit uniform	P0120201	202312FR160	12/22/2023	652.42

Accounts Payable Report by Check Number

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00218937	03/01/2024	FORSMAN, LOWELL LEOFF 1 Retiree Medical Expens		MAR2024B	03/01/2024	424.10
00218938	03/01/2024	GCP WW HOLDCO LLC MISC. WORK CLOTHES	P0120716	INV2050003238	02/15/2024	905.34
00218939	03/01/2024	GOODMAN, J C LEOFF1 Medicare Reimb		MAR2024B	03/01/2024	236.30
00218940	03/01/2024	GOVERNMENTJOBS.COM 2024 Subscription Fee INV-3682	P0120732	INV-36825	11/23/2023	7,273.00
00218941	03/01/2024	GRAINGER INVENTORY PURCHASES	P0120673	9020297694	02/14/2024	621.89
00218942	03/01/2024	H D FOWLER 5/8" X 3/4" ANGLE BALL VALVE X	P0120722	I6628975	02/22/2024	250.80
00218943	03/01/2024	H2 Pre-Cast Inc. B-10 ALUMINUM LID "WATER METER	P0120707	171445	02/15/2024	5,538.03
00218944	03/01/2024	HAGSTROM, JAMES LEOFF1 Medicare Reimb		MAR2024B	03/01/2024	174.70
00218945	03/01/2024	HEIDELBERG MATERIALS 5/8"-MINUS ROCK (59.16 TONS)	P0120734	5958144	02/22/2024	4,002.58
00218946	03/01/2024	HILTNER, PETER LEOFF1 Medicare Reimb		MAR2024B	03/01/2024	619.50
00218947	03/01/2024	HOME DEPOT CREDIT SERVICE INVENTORY PURCHASES	P0120701	5374554	02/21/2024	927.73
00218948	03/01/2024	HORIZON JUMBO VALVE BOX & LID	P0120705	3M502511	02/21/2024	1,205.74
00218949	03/01/2024	Jireh Asphalt & Concrete Inc Pump Station 10 Access Road	P0119544	#1-RET	02/14/2024	3,723.25
00218950	03/01/2024	JOHNSON, CURTIS LEOFF1 Medicare Reimb		MAR2024A	03/01/2024	2,191.09
00218951	03/01/2024	KPG PSOMAS DBA KPG PSOMAS INC	P0118254	205209	02/16/2024	18,970.13
00218952	03/01/2024	Lakeside Construction REFUND: OVERPMT ON 2105-229		RE-ISSUE06282023	02/29/2024	511.32
00218953	03/01/2024	LIFTOFF LLC Office 365 2024 Annual Subscri	P0120566	7564RENEW24	02/10/2024	107,731.14
00218954	03/01/2024	LLAMAS, LEAH REIMB:FLIGHT TO ESRI CONF.2024		02272024	02/27/2024	591.20
00218955	03/01/2024	LOISEAU, LERI M LEOFF 1 Retiree Medical Expens		MAR2024B	03/01/2024	397.98
00218956	03/01/2024	LYONS, STEVEN LEOFF1 Medicare Reimb		MAR2024B	03/01/2024	319.80
00218957	03/01/2024	Madrona Law Group, PPLC Invoice #12446 Professional	P0120733	12449	02/06/2024	14,548.00
00218958	03/01/2024	MANAHAN, GRACE REIMB: APA CONF. LODGING		10172023 RE-ISSU	10/17/2023	646.68
00218959	03/01/2024	MERCER ISLAND CHEVRON FUEL	P0107375	FUEL-RE-ISSUE	02/29/2024	137.27
00218960	03/01/2024	METROPRESORT OCT 2023 PRNT & MAILING OF UTI	P0119723	IN660389-RE-ISSU	11/01/2023	421.34
00218961	03/01/2024	MI HARDWARE - MAINT MISC. HARDWARE FOR THE MONTH O	P0120700	JAN 2024	01/31/2024	447.05
00218962	03/01/2024	MYERS, JAMES S LEOFF1 Medicare Reimb		MAR2024B	03/01/2024	179.80

Accounts Payable Report by Check Number

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00218963	03/01/2024	OCCUPATIONAL HEALTH CTRS OF WA MIPD Pre-Employment Testing	P0120740	82244323	02/16/2024	819.00
00218964	03/01/2024	PACIFIC AIR CONTROL INC Remarks: CREATIVE LEARNING CEN	P0120741	37861B	10/03/2023	682.62
00218965	03/01/2024	PLATT ELECTRIC WIRE & CONECTORS	P0120713	4V38108	02/09/2024	397.70
00218966	03/01/2024	RAMSAY, JON LEOFF1 Medicare Reimb		MAR2024A	03/01/2024	1,210.37
00218967	03/01/2024	REGENCE BLUESHIELD Refund E60238744600	P0120726	E60240570300	02/23/2024	207.26
00218968	03/01/2024	REMOTE SATELLITE SYSTEMS INT'L EMAC Satellite Phone Service (P0120724	00126711	02/08/2024	69.95
00218969	03/01/2024	RICOH USA INC (FIRE) Fire Copier Fees Jan 2024 INV	P0120731	108057177	02/20/2024	836.31
00218970	03/01/2024	RUCKER, MANORD J LEOFF 1 Retiree Medical Expens		MAR2024B	03/01/2024	1,005.04
00218971	03/01/2024	SCHOENTRUP, WILLIAM LEOFF1 Medicare Reimb		MAR2024A	03/01/2024	1,817.92
00218972	03/01/2024	SEATTLE PUBLIC UTILITIES JAN 2024 WATER PURCHASE	P0120720	JAN 2024	01/31/2024	92,668.15
00218973	03/01/2024	SIGNS OF SEATTLE Schunter's plaque	P0120699	9636	02/22/2024	330.75
00218974	03/01/2024	SME SOLUTIONS LLC MI FIRE STATION 9 - 11/22/23	P0120689	2211914	01/25/2024	3,365.47
00218975	03/01/2024	SMITH, RICHARD LEOFF1 Medicare Reimb		MAR2024B	03/01/2024	239.90
00218976	03/01/2024	SOUND SAFETY PRODUCTS SAFETY BOOTS & MISC. WORK CLOT	P0120717	161411/4	02/19/2024	190.04
00218977	03/01/2024	STAHILI TRENCHLESS CONSULTANTS Basin 40 CIPP Sewer Lining Pro	P0119153	24-035	02/13/2024	27,711.99
00218978	03/01/2024	Staheli Trenchless Consultants 21-48 Sewer Pipe Replacements	P0114350	24-034	02/13/2024	650.07
00218979	03/01/2024	Stumpy Tree Service 23-08A Engstrom Open Space	P0118263	#1-RET	07/05/2023	2,591.49
00218980	03/01/2024	SUMMIT LAW GROUP HR Support Professional Servic	P0120739	151586	02/27/2024	1,270.50
00218981	03/01/2024	Tech Heads Inc. Core Replacement Power Supplie	P0120755	INV-6681	01/30/2024	1,575.52
00218982	03/01/2024	THOMPSON, JAMES LEOFF1 Medicare Reimb		MAR2024B	03/01/2024	245.90
00218983	03/01/2024	TOOLE DESIGN GROUP LLC Aubrey Davis Park Intersection	P0119273	0SEA.00180_3	02/16/2024	988.00
00218984	03/01/2024	UNITED RENTALS NORTH AMERICA MINI EXCAVATOR RENTAL	P0120677	229866862-001	02/17/2024	2,825.17
00218985	03/01/2024	UNITED REPROGRAPHICS "FOR OFFICIAL USE ONLY" DECALS	P0120709	9119000-IN	02/15/2024	1,627.67
00218986	03/01/2024	WA CITY/COUNTY MANAGEMENT ASSN 2024 Membership Dues INV 1396	P0120400	1396 RE-ISSUE	02/29/2024	1,170.00
00218987	03/01/2024	WA L&I MERCER ISLAND FIRE STATION #91	P0120746	335469	02/20/2024	3,007.20
00218988	03/01/2024	WEGNER, KEN LEOFF1 Medicare Reimb		MAR2024B	03/01/2024	170.10

Accounts Payable Report by Check Number

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00218989	03/01/2024	WHEELER, DENNIS		MAR2024B	03/01/2024	164.90
		LEOFF1 Medicare Reimb				
					Total	415,851.34



CITY COUNCIL MINUTES SPECIAL HYBRID MEETING – PLANNING SESSION MARCH 1, 2024

Item 4.

CALL TO ORDER & ROLL CALL

Mayor Salim Nice called the Special Hybrid Meeting to order at 9:00 am in the Slater Room Council Chambers at the Mercer Island Community & Event Center, 8236 SE 24th Street, Mercer Island, Washington.

Mayor Salim Nice, Deputy Mayor Dave Rosenbaum, and Councilmembers Jake Jacobson, Craig Reynolds, Wendy Weiker, and Ted Weinberg participated in person in the Slater Room Council Chambers. Councilmembers Lisa Anderl joined via Zoom.

PLEDGE OF ALLEGIANCE

The City Council delivered the Pledge of Allegiance.

AGENDA APPROVAL

It was moved by Rosenbaum; seconded by Reynolds to:

Approve the agenda as presented.

PASSED: 7-0

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

PLANNING SESSION BUSINESS

AB 6418: Review and Update of City Council Priorities

City Manager Jessi Bon gave a brief introduction on the City Council priorities. She noted that Councilmembers were encouraged to submit suggestions for the 2025-2026 priorities in advance of the Planning Session and the suggestions were compiled into Exhibit 1 to AB 6418.

It was moved by Jacobson; seconded by Anderl to:

Adopt the priorities as listed in Exhibit 1 to AB 6418 effective March 1, 2024 through December 31, 2025.

It was moved by Weinberg; seconded by Reynolds to:

Amend the previous motion to remove priorities #1 and #2 as listed in Exhibit 1 to AB 6418 and to keep priority #3 from the existing priorities.

Motion to amend FAILED: 3-4

FOR: 3 (Reynolds, Rosenbaum, and Weinberg)

AGAINST: 4 (Anderl, Jacobson, Nice, and Weiker)

Main motion FAILED: 3-4

FOR: 3 (Anderl, Jacobson, and Nice)

AGAINST: 4 (Reynolds, Rosenbaum, Weiker, and Weinberg)

It was moved by Rosenbaum; seconded by Reynolds to:

Maintain priorities #2-4 from the 2023-2024 priorities and add priority #5 from Exhibit 1 for AB 6418 as priority #1 for 2025-2026.

PASSED: 7-0

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

The draft 2025-2026 priorities for City Council review and approval at a future meeting are as follows:

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

AB 6419: 2024 Legislative Session Update

Management Analyst Robbie Cunningham-Adams spoke about the legislative priorities that City Council adopted in 2023, discussed the engagement between City staff, the Mayor and Deputy Mayor, lobbyists, regional partners, and state representatives during the 2023 legislative session. He discussed the bills that Mayor Nice testified on, the funding request that was made for Marine Patrol funding, and requests that the City made for public safety programs and sustainability. Management Analyst Cunningham-Adams spoke about the police pursuits initiative, discussed the housing and land use bills that have been before the legislature, and about potential work plan impacts.

City Council discussed the legislative session and asked questions of staff.

2025-2026 Preliminary Work Plan Discussion

AB 6415: Work Plan Update

City Manager Bon highlighted work completed in 2023, including:

- 2023 Legislative Session
- Regionalization of fire services with Eastside Fire & Rescue
- Shoreline restoration work at Luther Burbank.
- Intersection improvements at Sunset Highway and 77th Ave intersection
- Opening of the Bike Skills area at Deane's Children's Park
- YFS fentanyl awareness programming in partnership with the DEA covering the dangers of fentanyl
- Adoption of the Climate Action Plan
- Adoption of the Town Center Parking Plan
- Partnership with MIYFS Foundation
- Riley Cove dedication
- MI Thrift Shop increase in daily revenue, new dressing rooms, and increased volunteer and production hours
- Police Department's Removal of a derelict boat from Lake Washington
- Drug take back events
- Seafair 2023
- Emergency management training
- Summer Celebration and special events that returned in 2023.

City Manager Bon discussed the challenges the City faced in 2023 including the permanent closure of City Hall and a water emergency in April of 2023.

City Manager Bon spoke about 2024 Work Plan items including:

- Automated Water Meter Project that will deploy 7,900 new water meters on the Island
- SCADA equipment project
- Water reservoir improvements being completed on both reservoirs
- East Seattle neighborhood water improvement project
- Sewer Basin 40 project that is installing 12,000 feet of cured-in-place piping
- Luther Burbank Dock and Waterfront project
- Periodic update to the Comprehensive Plan
- Financial management software implementation.

City Manager Bon spoke about the work that has been postponed or delayed including:

- Mercedale Park Master Plan
- Groveland/Clark Joint Master Plan
- Diversity, Equity, and Inclusion Plan
- Park Land Acquisition Strategy

City Manager Bon spoke about the facilities conditions assessments work related to the Luther Burbank Administrative Building, the MICEC Annex, the Fire Stations, and the Mercer Island Community & Event Center will be completed by the end of 2026.

City Manager Bon presented a preliminary review of the 2025-2026 Work Plan highlighting that the replacement of City Hall and the Public Works Building is the highest priority and will require dedicated staff and City Council time this year and into the next biennium. She spoke about the further development of the work plans that will occur during the Biennial Budget discussions in the fall.

City Council discussed the presentation and asked questions.

It was moved by Weinberg; seconded by Reynolds to:

Direct the City Manager to collaborate with the Mercer Island School District Superintendent and bring to the joint meeting of the City Council and the School Board on March 21st a Letter of Intent between the City and the School District to update and expand the Interlocal Agreement for Fuel Purchase by July 31, 2024. The updated ILA must include the development of a plan and timeline to fund, design, construct, operate, and maintain an electric vehicle fast charger facility. The facility must be sufficient in scale to provide the daily charging needs of the EV fleets of both the City and the School District. The updated ILA must also include the development of a long-term plan for the expansion of the facility to keep pace with the forecast growth of both fleets.

FAILED: 1-6

FOR: 1 (Weinberg)

AGAINST: 6 (Anderl, Jacobson, Nice, Reynolds, Rosenbaum, and Weiker)

City Council was in recess from 10:31 am – 10:43 am.

AB 6420: City Facilities Discussion

City Manager Bon discussed the future for City Facilities. She provided a background of the long-range facility planning work that began in 2023 and delayed with the permanent closure of City Hall. She provided an overview of City Hall and the Public Works property and facilities housed on this property and the forecasted preliminary space needs for the City Hall teams and Public Works teams.

City Manager Bon discussed the need to prioritize public facilities for the Police Department, Public Works, and the Emergency Operations Center in the first phase. She discussed potential goals for long-range facilities for City Council to consider.

City Council discussed City facilities and provided feedback.

It was moved by Rosenbaum; seconded by Reynolds to:

Direct the City Manager to commence planning for the provision of a new Public Safety and Maintenance Building on the current City Hall campus to include delivery of a preliminary scope and cost estimate in Q2 2024.

PASSED: 7-0

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

AB 6428: Land Use Planning Work Plan Discussion

CPD Director Jeff Thomas provided an overview of the Community Planning & Development department and all the functions for which they are responsible. He discussed the current prioritization of the Land Use

Planning Work Plan, spoke about the state mandated code amendments that are currently on the work plan, discussed the interim regulations that need to be either renewed or adopted as permanent regulations, and discussed the docketed items from 2023.

City Council discussed the CPD Work Plan.

It was moved by Rosenbaum; seconded by Reynolds to:

Change the prioritization of land use planning work to move docketed items #3 before interim regulations #4.

PASSED: 7-0

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

It was moved by Nice; seconded by Jacobson to:

Direct the City Manager to bring a proposal to City Council at its regular meeting on April 2, aiming to reconstitute the Planning Commission. The new composition shall include four (4) land use professionals not affiliated with Mercer Island entities or interests, to be compensated for their dedicated time, and three (3) laypersons who are Mercer Island residents. The proposal must specify the effective date, detail the range of the number of meetings that will occur annually, outline the annual cost, and describe any necessary amendments to the Mercer Island Municipal Code (MICC).

PASSED: 6-1

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

AGAINST: 1 (Reynolds)

City Council was in recess from 11:57am – 1:02pm

AB 6428: Land Use Planning Work Plan Discussion – continued

It was moved by Rosenbaum; seconded by Reynolds to:

Direct the City Manager to add a planner position to the Community Planning and Development Department for the remainder of 2024 at a total cost not to exceed \$110,000. This position will be further considered during the 2025-2026 biennial budget process deliberations.

PASSED: 7-0

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

It was moved by Reynolds; seconded by Rosenbaum to:

Direct CPD staff to place 23-18 as number 1 on the priority list and 23-15 as priority number 2 within their category.

It was moved by Anderl; seconded by Nice to:

Amend main motion to place 23-15 as priority number 1, and 23-18 as priority number 2 within their category.

MOTION TO AMEND FAILED: 3-3-1

FOR: 3 (Anderl, Jacobson, and Nice)

AGAINST: 3 (Reynolds, Rosenbaum, and Weiker)

ABSTAIN: 1 (Weinberg)

MAIN MOTION PASSED AS MADE: 5-0-2

FOR: 5 (Anderl, Nice, Reynolds, Rosenbaum, and Weiker)

ABSTAIN: 2 (Jacobson and Weinberg)

It was moved by Anderl; seconded by Nice to:

Direct the City Manager to prepare interim regulations regarding docket item No. 23-15 - Temporary use or structure permits, as soon as reasonably possible.

PASSED: 5-0-2

FOR: 5 (Anderl, Jacobson, Nice, Reynolds, and Weiker)

ABSTAIN: 2 (Rosenbaum and Weinberg)

AB 6417: 2023 Community Member of the Year Nomination

City Clerk Andrea Larson walked City Council through the nomination process for the 2023 Community Member of the Year.

Councilmember Jacobson nominated James and Doris Cassan and Deputy Mayor Rosenbaum nominated Cantor Bradlee Kurland. They each spoke to their nominees. The Council discussed honoring both nominees.

It was moved by Jacobson; seconded by Rosenbaum to:

Waive the City Council Rules of Procedure for Community Member of the Year.

PASSED: 7-0

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

It was moved by Jacobson; seconded by Rosenbaum to:

Select James and Doris Cassan and Cantor Bradlee Kurland as the 2023 Community Members of the Year.

PASSED: 7-0

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

Staff will coordinate with the Cassan and Kurland families to coordinate recognition at an upcoming City Council Meeting.

AB 6416: Review of City Council Rules of Procedure

Chief of Administration Ali Spietz discussed the proposed amendments to the City Council Rules of Procedure. She noted that the amendments are from staff and two Councilmembers. To facilitate the review of the amendments, the matrix that was attached as Exhibit 2 to AB 6416 was split into two matrices: one that contained amendments that were correcting grammar, locations, and/or updating current practices that could be adopted in one motion and another listing amendments that warranted Council discussion.

It was moved by Rosenbaum; seconded by Jacobson to:

Adopt amendments 1, 2, 3, 4, 6, 8, 9, 10, 15, 16, 18, 19, 21, 22, ~~23, 24, 25~~, 26, 27, ~~28~~, 29, 30, 34, 35, 36, 37, 38, 39, 40, 42, 43, 44, 46, 47, 51, 52, 53, 55, 56, 57, 58, 59, 60, 61, 62, and 63 as listed in Exhibit 2 to AB 6416.

It was moved by Weinberg; seconded by Reynolds to:

Amend main motion to pull amendments 23, 24, 25, and 28 as listed in Exhibit 2 to AB 6416 to be discussed individually.

MOTION TO AMEND PASSED: 5-2

FOR: 5 (Nice, Reynolds, Rosenbaum, Weiker, and Weinberg)

AGAINST: 2 (Anderl and Jacobson)

MAIN MOTION AS AMENDED PASSED: 6-1

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

AGAINST: 1 (Weinberg)

It was moved by Jacobson; seconded by Nice to:

Adopt amendment No. 23 listed in Exhibit 2 to AB 6416.

PASSED: 4-3

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

AGAINST: 3 (Reynolds, Rosenbaum, and Weinberg)

It was moved by Jacobson; seconded by Nice to:

Adopt amendment No. 24 listed in Exhibit 2 to AB 6416.

FAILED: 2-5

FOR: 2 (Jacobson and Nice)

AGAINST: 5 (Anderl, Reynolds, Rosenbaum, Weiker, and Weinberg)

It was moved by Jacobson; seconded by Nice to:

Adopt amendment No. 25 listed in Exhibit 2 to AB 6416.

PASSED: 4-3

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

AGAINST: 3 (Reynolds, Weiker, and Weinberg)

It was moved by Jacobson; seconded by Nice to:

Adopt amendment No. 28 listed in Exhibit 2 to AB 6416.

FAILED: 2-5

FOR: 2 (Jacobson and Rosenbaum)

AGAINST: 5 (Anderl, Nice, Reynolds, Weiker, and Weinberg)

Councilmember Reynolds asked if Councilmembers should periodically repeat the Code of Ethics presentation.

It was moved by Reynolds; seconded by Nice to:

Add to the end of Section 1.5 “to be repeated no less than once every 4 years.”

PASSED: 7-0

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

It was moved by Rosenbaum; seconded by Jacobson to:

Adopt amendment No. 5 listed in Exhibit 2 to AB 6416.

PASSED: 7-0

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

It was moved by Rosenbaum; seconded by Nice to:

Adopt amendment No. 7 listed in Exhibit 2 to AB 6416 as amended.

PASSED: 7-0

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

Councilmember Reynolds withdrew amendment 17.

It was moved by Rosenbaum; seconded by Nice to:

Adopt amendment No. 20 listed in Exhibit 2 to AB 6416.

PASSED: 7-0

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

It was moved by Reynolds; seconded by Nice to:

Adopt amendment No. 31 listed in Exhibit 2 to AB 6416.

PASSED: 7-0

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

It was moved by Jacobson; seconded by Nice to:

Adopt amendment No. 32 listed in Exhibit 2 to AB 6416.

PASSED: 7-0

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

It was moved by Nice; seconded by Rosenbaum to:

Adopt amendment No. 33 listed in Exhibit 2 to AB 6416 as amended.

PASSED: 6-1

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

AGAINST: 1 (Weinberg)

It was moved by Reynolds; seconded by Jacobson to:

Amend the language in Section 7.A in the Rules of Procedure as follows:

Channel communications-Communicate through the appropriate department director with a copy to the City ManagerCity staff.

PASSED: 7-0

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

It was moved by Jacobson; seconded by Nice to:

Adopt amendment No. 41 listed in Exhibit 2 to AB 6416.

PASSED: 7-0

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

It was moved by Nice; seconded by Rosenbaum to:

Adopt amendment No. 45 listed in Exhibit 2 to AB 6416 as amended.

PASSED: 7-0

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

It was moved by Nice; seconded by Rosenbaum to:

Adopt amendment No. 48 listed in Exhibit 2 to AB 6416.

PASSED: 6-1

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

AGAINST: 1 (Weinberg)

It was moved by Rosenbaum; seconded by Nice to:

Adopt amendment No. 49 listed in Exhibit 2 to AB 6416.

PASSED: 7-0

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

It was moved by Nice; seconded by Rosenbaum to:

Adopt amendment No. 50 listed in Exhibit 2 to AB 6416 as amended.

PASSED: 7-0

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

City Council was in recess from 3:26pm – 3:36pm.

It was moved by Jacobson; seconded by Nice to:

Adopt amendment No. 51 listed in Exhibit 2 to AB 6416.

PASSED: 7-0

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

It was moved by Jacobson; seconded by Nice to:

Adopt amendment No. 54 listed in Exhibit 2 to AB 6416 as amended.

PASSED: 7-0

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

It was moved by Reynolds; seconded by Nice to:

Amend the language in Appendix D.F in the Rules of Procedure as follows:

All responsive staff correspondence is copied to all members of the City Council, regardless of to whom it was addressed.

PASSED: 7-0

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

It was moved by Jacobson; seconded by Anderl to:

Change all references of “they” and “their” to “he/she” and “his/hers” throughout the Rules of Procedure.

FAILED: 1-6

FOR: 1 (Jacobson)

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

It was moved by Jacobson; seconded by Anderl to:

Change all actions to “shall” throughout the Rules of procedure (will to shall, may to shall, should to shall, is/are to shall be).

FAILED: 1-6

FOR: 1 (Jacobson)

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

It was moved by Jacobson; seconded by Nice to:

Capitalize “boards” and “commissions” and “committee” throughout the Rules of Procedure.

FAILED: 2-5

FOR: 2 (Andrel and Jacobson)

FOR: 5 (Nice, Reynolds, Rosenbaum, Weiker, and Weinberg)

It was moved by Nice; seconded by Rosenbaum to:

The City Council will next review the City Council Rules of Procedure at its Planning Session in 2027 and every odd year after that, unless warranted by a necessary change.

PASSED: 6-1

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

AGAINST: 1 (Jacobson)

Staff will bring the amendments to a future Council meeting for review and final approval.

ADJOURNMENT

The Regular Hybrid Council Meeting adjourned at 4:04 pm

Attest:

Salim Nice, Mayor

Andrea Larson, City Clerk



CITY COUNCIL MINUTES REGULAR HYBRID MEETING MARCH 05, 2024

Item 4.

CALL TO ORDER & ROLL CALL

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

Mayor Salim Nice, Deputy Mayor Dave Rosenbaum, and Councilmembers Jake Jacobson, Craig Reynolds, and Ted Weinberg participated in person in the Slater Room Council Chambers. Councilmembers Lisa Anderl and Wendy Weiker joined via Zoom.

PLEDGE OF ALLEGIANCE

The City Council delivered the Pledge of Allegiance.

AGENDA APPROVAL

It was moved by Rosenbaum; seconded by Weinberg to:

Amend the agenda to include a letter to the Mercer Island community related to the outcomes of the Planning Session and add this item to the end of Regular Business, and approve the agenda as amended.

PASSED: 7-0

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

CITY MANAGER REPORT

Chief of Administration Ali Spietz reported on the following items:

- **Council, Boards & Commission Meetings:** Next City Council meeting is March 19. Upcoming Board and Commission Meetings: Parks & Recreation Commission on March 7.
- **Update on City Hall Transitions:** Two MIPD modular buildings are being installed in the City Hall parking lot.
- **City Services Updates:** Sewer Basin 40 project is making great progress and completed is anticipated at the beginning of April. Island Crest Park Athletic Field turf replacement has faced some delays and will be finished as weather allows this week. The Utility Billing Team has been busy processing Business & Occupation Tax payments. I-90 lane closure has been delayed to March 15-17.
- **Upcoming Events:** Artist Reception at MICEC on March 7, Community Coffee celebrates Spring on March 19.
- **News:** The Senior Resource Fair was held at the MICEC on March 2 and was a success!

APPEARANCES

Andrea Kristof, Mercer Island, spoke about the Advanced Metering Infrastructure data collection system.

Will Orndorff, Mercer Island, thanked the City Council for the actions taken at Planning Session regarding interim regulations and additional support for CPD.

CONSENT AGENDA

AB 6423: February 23, 2024 Payroll Certification

Recommended Action: Approve the February 23, 2024 Payroll Certification in the amount of \$828,468.66 and authorize the Mayor to sign the certification on behalf of the entire City Council.

Certification of Claims:

A. Check Register | 218778-218857 | 2/16/24 | \$1,765,176.36

B. Check Register | 218858-218910 | 2/23/24 | \$1,352,944.78

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

City Council Regular Hybrid Meeting Minutes of February 20, 2024

Recommended Action: Approve the City Council Regular Hybrid Meeting Minutes of February 20, 2024.

AB 6424: Open Space Conservancy Trust Annual Report

Recommended Action: Accept the 2023 Open Space Conservancy Trust Annual Report and the 2024 Work Plan.

AB6425: Telecommunications Lease Renewal with Crown Castle

Recommended Action: Authorize the City Manager to execute the renewal telecommunications lease with Crown Castle substantially in the form attached as Exhibit 1 to this Agenda Bill.

It was moved by Jacobson; seconded by Reynolds to:

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

PASSED: 7-0

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

REGULAR BUSINESS

AB 6426: Park Area Naming Policy

Recreation Manager Ryan Daly presented the Park Area Naming Policy and spoke about how the policy was developed. He reviewed the qualifying and the disqualifying criteria included in the policy and how the policy would be applied to each request.

Parks & Recreation Commission Chair Peter Struck spoke about the Parks & Recreation Commission review of the policy, process, and recommendation of the policy.

City Council discussed the policy and asked questions.

It was moved by Anderl; seconded by Jacobson to:

Adopt the Park Area Naming Policy excluding the provision regarding re-naming.

FAILED: 3-4

FOR: 3 (Anderl, Jacobson, and Nice)

AGAINST: 4 (Rosenbaum, Reynolds, Weiker, and Weinberg)

It was moved by Reynolds; seconded by Rosenbaum to:

Approve the Park Area Naming Policy substantially in the form attached as Exhibit 1.

PASSED: 5-2

FOR: 5 (Nice, Reynolds, Rosenbaum, Weiker, and Weinberg)

AGAINST: 2 (Anderl and Jacobson)

AB 6427: Recreation Sponsorship Policy

Recreation Programs Supervisor Katie Herzog presented the Recreation Sponsorship Policy. She spoke

about what qualifies as a sponsor and how the policy was developed. She discussed the sponsorship opportunities that have been identified by the Recreation division, the qualifying and disqualifying criteria included in the policy, and discussed the selection criteria.

Parks & Recreation Commission Chair Peter Struck spoke about the Parks & Recreation Commission review, process, and recommendation of the policy.

City Council discussed the policy and asked questions.

It was moved by Weinberg; seconded by Reynolds to:

Approve the Recreation Sponsorship Policy substantially in the form attached as Exhibit 1 to this Agenda Bill.

It was moved by Rosenbaum; seconded by Jacobson to:

Amend policy to remove the word “past” from subsection 4.0.C.

Motion to amend PASSED: 7-0

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

It was moved by Anderl; seconded by Jacobson to:

Amend policy to strike the word “alcohol” from subsection 4.0.F.

Motion to amend FAILED: 3-4

FOR: 3 (Anderl, Jacobson, and Rosenbaum)

AGAINST: 4 (Nice, Reynolds, Weiker, and Weinberg)

It was moved by Reynolds; seconded by Nice to:

Amend subsection 4.0.F to change the second word from “sponsor” to “sponsorship(s)”.

Motion to amend PASSED: 7-0

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

MAIN MOTION AS AMENDED PASSED: 4-3

FOR: 4 (Reynolds, Rosenbaum, Weiker, and Weinberg)

AGAINST: 3 (Anderl, Jacobson, and Nice)

It was moved by Jacobson; seconded by Anderl to:

Authorize the City Manager to review the Recreation Sponsorship Policy that was adopted for the addition of non-discrimination language.

PASSED: 7-0

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

AB 6422: Advanced Metering Infrastructure (AMI) Data Collector System

Public Works Deputy Director Alaine Sommargren presented an overview of the Advanced Metering Infrastructure (AMI) data collector system, spoke about how AMI works, and discussed how the AMI system operates. She discussed water loss and how the City must report unaccounted water loss each year, spoke about the project timeline and project cost. Deputy Director Sommargren discussed the data collection stations, what they are and what they do, the elements that each station would consist of, and spoke about the options for mounting. She spoke about what a propagation study is, presented the results from the 2021 propagation study, and the results of the 2024 propagation study that was requested with new parameters to keep mounting lower than 50' and to use any pole in the City right-of-way. She discussed the differences between the two design options presented in the propagation design studies and spoke about a third option that could be explored of small wireless facilities. She noted that there are many unknowns with this option and it would require a new propagation study. Deputy Director Sommargren discussed next steps in this project.

City Council discussed the proposed options, asked questions, and provided feedback to staff.

No AB: Letter to Mercer Island Community Related to Outcomes of the Planning Session

Mayor Nice read a letter to the community related to the outcomes of the Planning Session into the record.

It was moved by Rosenbaum; seconded by Weinberg to:

Approve the letter to the community related to the outcomes of the City Council Planning session, as presented and discussed, and direct the City Manager to disseminate it across Citywide communication channels.

PASSED: 7-0

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

OTHER BUSINESS

Planning Schedule

City Manager Jessi Bon spoke about the March 19 Regular Meeting and about the Joint Meeting with the Mercer Island School Board on March 21.

Councilmember Absences and Reports

Councilmember Reynolds noted a reminder that next Tuesday is election day.

Councilmember Jacobson noted that on Friday there is an Eastside Transportation Partnership meeting in which they have asked each City to identify their transportation priorities.

City Council was in recess from 7:18pm – 7:34pm.

EXECUTIVE SESSION

At 7:34 pm, Mayor Nice convened an Executive Session in Room 104 at the Mercer Island Community & Event Center, 8236 SE 24th Street, Mercer Island, WA and via Microsoft Teams. The Executive Session was:

- 1) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price pursuant to RCW 42.30.110(1)(b),
- 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). and
- 3) To receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge pursuant to RCW 42.30.110(1)(f).

Mayor Salim Nice, Deputy Mayor Rosenbaum, and Councilmembers Jake Jacobson Craig Reynolds, and Ted Weinberg participated in person in Room 104. Councilmembers Lisa Anderl and Wendy Weiker joined via Microsoft Teams.

Mayor Nice adjourned the Executive Session at 8:55 pm.

ADJOURNMENT

The Regular Hybrid Council Meeting adjourned at 8:55 pm.

Salim Nice, Mayor

Attest:

Andrea Larson, City Clerk



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6430
March 19, 2024
Consent Agenda

AGENDA BILL INFORMATION

TITLE:	AB 6430: Reservoir Booster Pump Station Upgrades Bid Award	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Award the Reservoir Booster Pump Station Upgrades contract to Strider Construction Co., and appropriate \$1,075,000 from the Water Fund balance for the additional cost to complete project implementation.	

DEPARTMENT:	Public Works
STAFF:	Jason Kintner, Chief of Operations Clint Morris, Capital Division Manager Christopher Marks, Utilities Engineer
COUNCIL LIAISON:	n/a
EXHIBITS:	1. Project Location Map
CITY COUNCIL PRIORITY:	3. Make once-in-a-generation investments to update and modernize aging infrastructure, capital facilities, and parks.

AMOUNT OF EXPENDITURE	\$ 2,155,000
AMOUNT BUDGETED	\$ 1,080,000
APPROPRIATION REQUIRED	\$ 1,075,000

EXECUTIVE SUMMARY

The purpose of this agenda bill is to award a public works construction contract for the Reservoir Booster Pump Station Upgrades project (WU0128) and request an appropriation of \$1,075,000 from the Water Fund balance to supplement the project's approved 2023-2024 budget.

- The City's reservoir booster pump station (BPS) provides water service and fire flow to the Island's largest pressure zone.
- Emergency repairs completed in 2021 to one of the five submersible pumps at the reservoir BPS, revealed the presence of mercury in the mechanical seal of the pump.
- RH2 Engineering, Inc. was contracted by the City in 2021 to perform engineering design for replacement of all five pumps. Design work was completed in late 2023.
- Project costs have increased beyond the approved budget for the construction phase due to increased material and labor costs, changes in piping configurations since initial project scoping, and the need for additional small pumps to meet varying service demand conditions.
- Five bids were received; the lowest responsive bid is \$1,726,011.
- Construction is scheduled to begin in August 2024 and be completed in February 2025.

BACKGROUND

The City's water distribution system is comprised of two 4-million-gallon water storage tanks, two booster pump stations, 120 miles of water mains, and 85 pressure reducing valve stations. The reservoir BPS utilizes five submersible pumps to supply water service and fire flow to the largest pressure zone on the island (492 Pumped Zone), as well as numerous smaller pressure zones along the Island's perimeter (492 Sub-Zones).

Three of the pumps were installed almost 30 years ago, while the other two were installed within the last decade. When one of the five pumps was taken out of service in 2021 for emergency repairs, City staff discovered that the motors of the pumps contain mercury seals. These seals, while great for filling gaps within the motor enclosure, pose a risk of contamination to the water supply, especially during pump failure or pump disassembly. Staff contracted with RH2 Engineering (RH2) to perform engineering design for the replacement of all five pumps.

RH2 examined future system demands to properly determine suitable pump replacements. The demand revealed large variations in seasonal and daily flow demands that the BPS must accommodate. The design includes a system of smaller capacity pumps, referred to as "jockey pumps", to provide service for the lower demands, and a system of larger capacity pumps to provide service for the higher demands. The systems also include redundancy in the form of additional pumps should a pump fail or need to be taken offline.

RH2 finalized the engineering and design in December of 2023 and the project was advertised for bids. At completion of design, the engineer's estimated construction cost was \$1,450,017.

ISSUE/DISCUSSION

PROJECT DESCRIPTION

The City of Mercer Island's Reservoir Booster Pump Station Upgrades project will replace the five existing vertical turbine pumps (Pumps 1-5) with new vertical centrifugal split case pumps and install two smaller-sized vertical turbine jockey pumps (Pumps 6-7) at the City's reservoir BPS site. The project replaces the existing mercury-containing pumps and increases the hydraulic efficiency across all demand service levels, thus reducing future energy costs and extending the service life of the reservoir BPS. In addition to the pump upgrades, the work includes associated piping, structural, electrical, and automated control improvements.

BID RESULTS

The project was advertised on January 29, 2024. Five construction bids were received and opened on February 29, 2024. The lowest responsive bid was received from Strider Construction Co. in the amount of \$1,726,011, within the range of the engineer's construction cost estimate. The table below shows bid results.

COMPANY NAME	BID AMOUNT + 10.1% WA SALES TAX
¹ Gary Harper Construction Inc.	\$1,672,138
* Strider Construction Co., Inc.	\$1,726,011
Award Construction, Inc.	\$1,745,802
McClure and Sons, Inc.	\$1,814,796
¹ Redpoint Contracting	\$2,445,684
Engineer's Estimate (range)	\$1,450,000 - \$1,750,000

*Lowest responsive bidder

¹ Bid rejected due to failure to comply with [RCW 39.30.060](#)

The lowest responsive bidder, Strider Construction Co. (Strider) from Bellingham, Washington, has completed numerous water and wastewater pump station projects for public agencies across the Pacific Northwest. These include projects of similar scopes of work within the last two years for the City of Bellevue, the City of Seattle, and Lake Stevens Sewer District, in the amounts of \$1.2M, \$2.8M, and \$4.3M respectively. Review of the Labor and Industries (L&I) website confirms Strider is a contractor in good standing with no license violations, outstanding lawsuits, or L&I tax debt.

Based on the review of the Strider bid submittal and reference checks, staff has determined that Strider is the lowest responsive bidder for this project and staff recommends awarding the project to Strider.

PROJECT BUDGET

RH2 will provide construction support and inspection services. Brown and Caldwell will provide Supervisory Control And Data Acquisition (SCADA) software configuration services to integrate the new pumps, valves, and control panels with the water SCADA system. City staff will provide project management and perform the remainder of inspection services.

Adding costs for this supporting work brings the total estimated cost of the project to \$2,155,000, which exceeds the approved 2023-2024 budget. Factors that increased cost include higher material and labor costs, changes to piping configurations as a result of the Booster Chlorination System project, and the need for two additional pumps to meet the varying demands of the 492 Pumped Zone. Project costs are summarized in the following table.

BOOSTER PUMP STATION UPGRADES (WU0128) PROJECT BUDGET	
DESCRIPTION	TOTAL
Construction	\$1,567,676
Washington State Sales Tax @ 10.1%	\$158,335
Total Construction Contract Award To Strider Construction Co.	1,726,011
Construction Contingency - 10%	\$172,601
Construction Support Services (RH2)	\$79,938
Project Management/Utility Team	\$20,400
Inspection Services	\$70,050
SCADA Software Configuration (Brown and Caldwell)	\$86,000
Total Estimated Project Cost	\$2,155,000
Total 2023-2024 Budget Available for Project WU0128	\$1,080,000
Budget Appropriation Needed	\$1,075,000

Staff proposes allocating the additional \$1,075,000 needed to complete this critically important project from the existing Water Fund balance. At completion of the contract, any funds not used on this project will remain in the Water Fund.

NEXT STEPS

Staff recommends awarding the bid to Strider Construction Co., authorizing the City Manager to execute a contract with Strider Construction for construction of the Reservoir Booster Pump Station Upgrades project, and setting the total project budget to \$2,155,000.

Work on this project will begin as soon as feasible; however, due to operational priorities, long equipment lead-times, and other projects currently under construction at the reservoir BPS site, this project will be divided into two separate milestones. Work to replace the five primary pumps (Phase 1) will take precedence over the work needed to install the two new jockey pumps (Phase 2).

Phase 1 will begin in April; however, due to the current pump delivery lead times of 16 to 20 weeks, contractor mobilization may not occur until August of 2024. Phase 2 shares the same pump lead times as Phase 1 but cannot begin until the Reservoir Standby Generator Replacement project is substantially complete, since the old emergency generator currently occupies the floor space where the new jockey pumps will be installed. Completion of the entire Reservoir Booster Pump Station Upgrade project is anticipated in February of 2025.

The reservoir BPS will remain fully operational during construction of this project. Sequencing of the pump replacements will ensure that there are no service interruptions, even during high water demand season (May-October).

RECOMMENDED ACTION

1. Award the Reservoir Booster Pump Station Upgrades project to Strider Construction Co., a Washington-based company, in the amount of \$1,726,011, authorize the City Manager to execute a contract with Strider Construction Co. for the construction of the Reservoir Booster Pump Station Upgrades project, and set the project's total budget at \$2,155,000.
2. Authorize a \$1,075,000 appropriation from the Water Fund balance for the additional project costs over the existing 2023-2024 budget of \$1,080,000.

WU0128 – Booster Pump Station Upgrades

Item 5.



0 25 50 100 Feet

 Project Area

Disclaimer: No warranties of any sort including accuracy, fitness or merchantability accompany this map.



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6431
March 19, 2024
Consent Agenda

AGENDA BILL INFORMATION

TITLE:	AB 6431: Vietnam Veterans Day Proclamation	<input type="checkbox"/> Discussion Only <input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Approve Proclamation No. 323 Proclaiming March 29, 2024 Vietnam Veterans Day on Mercer Island.	

DEPARTMENT:	City Council
STAFF:	Salim Nice, Mayor Andrea Larson, City Clerk
COUNCIL LIAISON:	n/a
EXHIBITS:	1. Proclamation No. 323
CITY COUNCIL PRIORITY:	n/a

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

EXECUTIVE SUMMARY

The purpose of this agenda bill is to proclaim March 29, 2024 as Vietnam Veterans Day on Mercer Island with Proclamation No. 323 (Exhibit 1).

BACKGROUND

Vietnam Veterans Day commemorates the sacrifices of Vietnam veterans and their families and is part of a national effort to recognize the men and women who were denied a proper welcome upon returning home more than 40 years ago. The [Vietnam War Veterans Recognition Act](#), signed into law in 2017, designates March 29 of each year as National Vietnam War Veterans Day. On that day in 1973, the last combat troops were withdrawn from Vietnam and the last prisoners of war held in North Vietnam arrived on American soil.

Over 2.6 million American men and women served in the Vietnam War; 58,318 were killed in action (KIA); 153,372 were wounded in action (WIA); 778 were prisoners of war (POW); and 1,584 are still missing in action (MIA). Eleven of those killed in action were from Mercer Island and gave everything to protect freedom and liberty.

RECOMMENDED ACTION

Approve Proclamation No. 323 Proclaiming March 29, 2024 Vietnam Veterans Day in Mercer Island.



City of Mercer Island, Washington

Proclamation

WHEREAS, President Obama in 2012 proclaimed March 29 Vietnam Veterans Day as it marked the 50th anniversary of the departure of the last American troops from Vietnam and in 2017 President Trump signed it into law; and

Over 2.6 million American men and women served in the Vietnam War – 58,318 were killed in action (KIA); 153,372 were wounded in action (WIA); 778 were prisoners of war (POW); and 1,584 are still missing in action (MIA); and

Eleven of those KIA were from Mercer Island and gave everything to protect our freedom and liberty;

2LT JOHN FRANCIS BERGERSON
SP4 RANSOM CRAIG CYR
PFC MICHAEL DENNIS FROST
SP5 BRADFORD MARK GRAHAM
WO JAMES ARTHUR JOHANSEN
CPL RICHARD OTIS KROGH

SP4 LARRY ARNOLD SIMONSON
LCPL LEONARD PETER SPARKMAN
WO JAMES RICHARD WALDOWSKI
CPL DAVID HOWARD WARNER
CPL DARRYL WHITNEY WRIGHT

We owe a debt of gratitude to the men and women who served in Vietnam, and we recognize the tremendous sacrifices they and their families made on behalf of our country.

NOW, THEREFORE, I, Salim Nice, Mayor of Mercer Island, do hereby proclaim March 29, 2024 as

VIETNAM VETERANS DAY

and urge all residents to join the City Council in recognizing and honoring the contributions and sacrifices of our Vietnam veterans and their families. Let us express our deep gratitude and appreciation for their service and sacrifice and never forget their dedication and the bravery they displayed in defending our freedoms and values.

APPROVED, this 19th day of March 2024

Mayor Salim Nice

Proclamation No. 323



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6407
March 19, 2024
Consent Agenda

AGENDA BILL INFORMATION

TITLE:	AB 6407: ARCH Housing Trust Fund Project Approvals	<input type="checkbox"/> Discussion Only
RECOMMENDED ACTION:	Approve the use of \$48,600 from the City's contributions to the ARCH Housing Trust Fund.	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

DEPARTMENT:	Community Planning and Development
STAFF:	Jeff Thomas, Community Planning and Development Director Alison Van Gorp, Deputy Director
COUNCIL LIAISON:	n/a
EXHIBITS:	1. Fall 2023 Housing Trust Fund Recommendation
CITY COUNCIL PRIORITY:	n/a

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

EXECUTIVE SUMMARY

The purpose of this agenda bill is to appropriate funds from the ARCH Housing Trust Fund (HTF) to five projects recommended by the ARCH Executive Board.

- Mercer Island is a member of ARCH (A Regional Coalition for Housing) and like the other local government members, Mercer Island contributes annually to ARCH to provide operational support for the organization and capital support for affordable housing projects (via the HTF).
- The ARCH Executive Board recommends that Mercer Island support the five housing projects listed below, drawing on \$48,600 from the City's contributions to the ARCH HTF:
 - Bellevue - Spring District 120th TOD - BRIDGE (\$7,900)
 - Kenmore - Larus Senior Housing - TWG/Imagine Housing (\$3,000)
 - Bellevue - The Aventine - Low Income Housing Institute (\$7,300)
 - Redmond - Emma McRedmond Manor - Catholic Housing Services (\$6,100)
 - Redmond - Overlake TOD - Bellwether Housing (\$24,300)
- City Council approval is required to allocate these funds.
- Should the City choose not to fund some or all these projects, those unallocated funds would remain in the City's HTF account and earn interest until they are allocated to projects in future years.

BACKGROUND

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

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

ARCH HOUSING TRUST FUND

The ARCH Housing Trust Fund (HTF) was created by ARCH member cities in 1993 to directly assist the development and preservation of affordable housing in East King County. The HTF enables ARCH members to capitalize a joint housing development fund and directly control the use of their housing funds through ARCH's funding recommendation process. The HTF is the primary means by which ARCH members assist in creating and preserving housing opportunities for low- and moderate-income households. The HTF awards loans and grants to Eastside developments that include below-market rate housing. HTF projects primarily create housing that is affordable for households earning 60% of the area median income or less. Over the last three decades, ARCH has supported over 6,000 units of affordable housing and shelter beds. Funds invested in the HTF have been leveraged over 10:1, bringing in \$1 billion in other investments to East king County.

Mercer Island's contributions to the ARCH HTF come from the City's General Fund, designated to ARCH for the purpose of creating affordable housing. The City contributed \$96,000 in 2018, \$50,000 in 2019, \$33,768 in 2020, and \$35,000 in each year since 2021. Funds contributed to the HTF are held in a centralized account at the City of Bellevue and earn interest. Mercer Island's annual contributions, plus loan repayments and interest earned, are held in reserve until allocated to specific projects. The balance of Mercer Island's portion of HTF account was \$50,870 at year-end 2023.

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

ISSUE/DISCUSSION

2023 HTF FUNDING RECOMMENDATIONS

The 2023 ARCH HTF received \$12.9 million in funding requests from seven projects proposing 853 units of affordable housing. While it was not possible to fully fund all these requests, the ARCH Executive Board, in concurrence with the ARCH Community Advisory Board (CAB), is recommending full funding for two projects

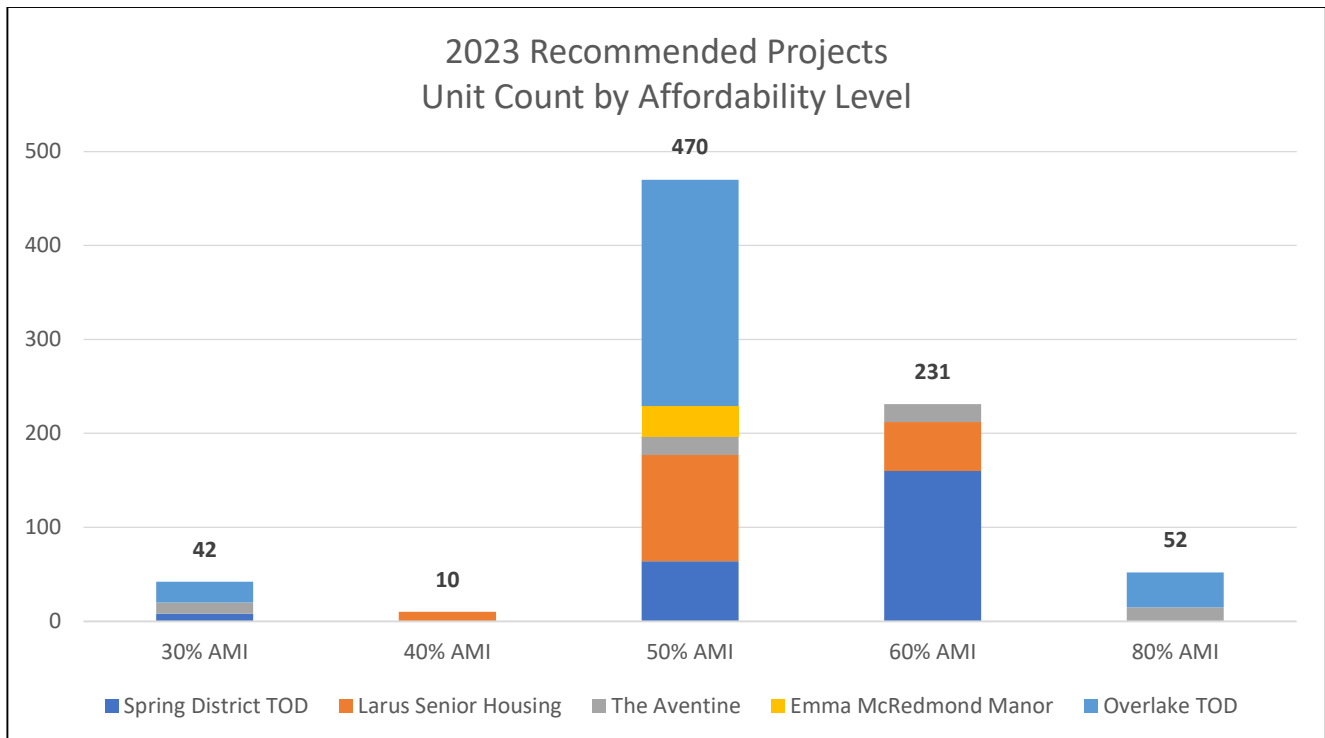
and partial funding for three projects, with \$4.0M in Trust Fund dollars included in the recommendation, plus an additional \$2.1M committed by the City of Redmond, resulting in \$6.1M in awards. Details of the Executive Board's rationale for recommending each project are included in Exhibit 1.

The ARCH Executive Board recommends that Mercer Island support all five of the recommended projects drawing on \$48,600 from the City's contributions to the ARCH Housing Trust Fund, as shown in the project summary, below:

Project Name	Location	Developer	Affordability Levels and Unit Count	Total Project Cost	2023 ARCH Contribution	Mercer Island Contribution
Spring District TOD	Bellevue	BRIDGE Housing	30% AMI – 8 50% AMI – 64 60% AMI – 160	\$138,425,860	\$650,000	\$7,900
Larus Senior Housing	Kenmore	TWG/Imagine Housing	40% AMI – 10 50% AMI – 113 60% AMI – 52	\$66,835,588	\$250,000	\$3,000
The Aventine	Bellevue	Low Income Housing Institute	30% AMI – 12 50% AMI – 20 60% AMI – 19 80% AMI – 15	\$33,000,000	\$600,000	\$7,300
Emma McRedmond Manor	Redmond	Catholic Housing Services	50% AMI – 32	\$9,094,938	\$500,000 (plus \$600,000 from Redmond)	\$6,100
Overlake TOD	Redmond	Bellwether Housing	30% AMI – 55 50% AMI – 241 80% AMI – 37	\$167,101,317	\$2,000,000 (plus \$1,500,000 from Redmond)	\$24,300

The five recommended projects will provide a range of affordable housing options throughout East King County, including very low-, low- and moderate-income units. The recommended projects represent 840 total units of affordable housing; the unit count at each affordability level is shown in the graph below. The recommended projects meet diverse needs throughout the region, including:

- Preservation of existing affordable housing;
- New transit-oriented development for families and individuals adjacent to future light rail;
- Creation of affordable commercial space for diverse businesses; and
- Local partnerships to serve diverse populations, including low-income seniors, families and individuals exiting homelessness, persons with intellectual and developmental disabilities, veterans, and households with incomes under 50% of median income.



The ARCH contributions to the recommended projects are just a small share of the funding and financing that it takes to construct/acquire these affordable housing units. Each ARCH HTF dollar is leveraged over 15 to 1 with funds from other sources. The proposed projects expect to attract \$383 million in other funding sources, including federal tax credits and tax-exempt bonds as well as State of Washington and King County funding.

Exhibit 1 is the ARCH Fall 2023 Housing Trust Fund Recommendations memo, detailing the projects recommended for funding by the ARCH Executive Board, including the following supporting documents:

1. Attachment 1: Proposed Funding Sources provides a chart showing how proposed ARCH funding is distributed among ARCH cities (page 18).
2. Attachment 2: Project Economic Summaries provides economic summaries of the recommended projects showing sources of funding and project expenses (pages 19-23).

ADDITIONAL ANALYSIS

This item was originally scheduled for City Council review on the February 20 Consent Agenda. At that time, the Council voted to delay consideration of this item to a future meeting. City Council asked to follow-up on the feasibility of adjusting the project funding allocation to only fund housing units for households earning 60% AMI and below. In the intervening weeks, City staff have conferred with ARCH staff and learned the following:

- Several cities have already approved their HTF funding allocations. Therefore, it is not feasible to adjust the allocations to realign Mercer Island's funds and backfill with funds from other cities.
- Removing funding from projects with units above 60% AMI would require fully pulling back funds from those projects and only allocating a portion of the proposed \$48,600. Namely, this would be the Overlake TOD and The Aventine, which have recommended funding allocations of \$24,300 and \$7,300, respectively. These projects include a significant number of 60% AMI and below units and defunding these projects would mean the City would lose out on any credit for those units.

- ARCH also provided the following information for the City’s consideration.
 - The ARCH HTF funding priorities already prioritize funds for projects/units that are 50% AMI and below. Projects/units above 50% AMI are considered an exception to this policy.
 - Many projects funded by ARCH also seek funding from the State Housing Trust Fund (SHTF). The SHTF is an important source of funds, and its funding guidelines allow projects up to 60% AMI. Therefore, ARCH frequently recommends projects that include 60% AMI units.
 - In recent years the SHTF began allowing “unit income averaging” so some projects are now including a small amount of 80% AMI and 30% AMI units (which still average out to below 60% AMI for the building as a whole). In effect, this allows the higher rents from the 80% units to help subsidize the lower rents in the 30% units, an important tool in achieving the difficult-to-fund 30% AMI units.
- Going forward, the ARCH Executive Board may revisit the HTF funding priorities prior to the next funding round in the fall of 2024. City staff will advocate for the refinement of priorities in relation to the HB 1220 housing targets that all ARCH members are working towards.

If the City Council would like to revise the funding allocations from those recommended by the ARCH Executive Board, it can be done by motion of the City Council. Unallocated funds will remain in the City’s HTF account and will earn interest until they are allocated to projects in future years.

NEXT STEPS

If the \$48,600 for the recommended projects listed above is approved by the City Council, the funds will be drawn from Mercer Island’s portion of the HTF account. Approval of the Housing Trust Fund project funding will conclude this matter. Later this year, the City Council will need to approve the 2025 ARCH work plan and administrative budget.

RECOMMENDED ACTION

Approve the use of \$48,600 from the City’s contributions to the ARCH Housing Trust Fund as recommended by the ARCH Executive Board and authorize execution of any related agreements and documents.



MEMORANDUM

TO: City of Bellevue Council Members
City of Bothell Council Members
City of Clyde Hill Council Members
Town of Hunts Point Council Members
City of Issaquah Council Members
City of Kenmore Council Members
City of Kirkland Council Members
City of Medina Council Members
City of Mercer Island Council Members
City of Newcastle Council Members
City of Redmond Council Members
City of Sammamish Council Members
City of Woodinville Council Members
Town of Yarrow Point Council Members

FROM: Carol Helland, Chair, ARCH Executive Board

DATE: December 28, 2023

RE: Fall 2023 Housing Trust Fund (HTF) Recommendation

This year ARCH received \$12.9 million in funding requests from seven projects proposing an impressive 853 units of affordable housing. After careful deliberation, the ARCH Executive Board concurred with the recommendations of the ARCH Community Advisory Board (CAB), which provide full funding for two projects and partial funding for three projects. Consistent with recent years, the demand for funding far exceeded available resources, with \$4.0 million in Trust Fund dollars included in the recommendations, plus an additional \$2.1 million committed by the City of Redmond, resulting in \$6.1 million in awards.

Over the last three decades, the ARCH Trust Fund has supported over 6,000 units of affordable housing and shelter beds, creating housing access for thousands of families and individuals with limited incomes. This year's recommendations will support 840 more units of housing in an incredible set of projects that meet numerous priorities and needs throughout the region, including:

- Preservation of existing affordable housing
- New transit-oriented development for families and individuals adjacent to future light rail;
- Creation of affordable commercial space for diverse businesses
- Local partnerships to serve diverse populations, including low-income seniors, families and individuals exiting homelessness, persons with intellectual and developmental disabilities, veterans, and households with incomes under 50% of median income

The Trust Fund also continues to bring a high return on local investment, this year leveraging local resources over 15:1, with proposed projects expected to attract roughly \$383 million in other funding.

ARCH MEMBERS

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

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

Project Applicant	City	Units	ARCH 2023 Request	Executive Board Recommendation
Spring District 120 th TOD <i>BRIDGE</i>	Bellevue	234	\$650,000	\$650,000 plus \$350,000 previously awarded (total \$1M award)
Larus Senior Housing <i>TWG/Imagine Housing</i>	Kenmore	175	\$3,900,000	\$250,000
The Aventure <i>Low Income Housing Institute</i>	Bellevue	66	\$1,500,000	\$600,000
Emma McRedmond Manor <i>Catholic Housing Services</i>	Redmond	32	\$2,150,000	\$500,000 plus \$600,000 additional City of Redmond investment (total \$1.1M award)
Overlake TOD <i>Bellwether Housing</i>	Redmond	333	\$3,500,000	\$2,000,000 plus \$1,500,000 additional City of Redmond investment (total \$3.5M award)
Totem Six-Plex <i>Attain Housing</i>	Kirkland	6	\$750,000	\$0
Scattered Sites <i>Alpha Supportive Living</i>	Scattered	7	\$400,000	\$0
Total		853	\$12,850,000	\$6,100,000 (including \$4M plus \$2.1M additional City of Redmond funds)

This memo provides a summary of the applications, the Executive Board recommendations and rationales, and proposed contract conditions for the **five** proposals recommended for funding at this time. Also enclosed is an economic summary of the projects recommended for funding.

Attachments:

1. Proposed Funding Sources
2. Project Economic Summaries

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

1. BRIDGE Housing – Spring District TOD

2023 Funding Request:	\$650,000 (Contingent Loan) 234 Affordable Units
2022 Executive Board Recommendation:	\$350,000 (Contingent loan)
2023 Executive Board Recommendation:	\$650,000 (Contingent loan)
Total Award:	\$1,000,000 (Contingent loan)

Project Summary:

The proposed project includes two buildings as part of a larger Master Development on Sound Transit and City of Bellevue owned surplus property in the Spring District. BRIDGE proposes to develop Building 2 (7-story) and Building 6 (6-story) for a total of 234 units and 83 parking spaces (0.35 stalls per unit). Both buildings will be built with Type III construction over Type I concrete construction. The proposed unit mix consists of 86 studios, 75 one-bedroom units, 25 two-bedroom units, and 48 three-bedroom units. In October 2020, Sound Transit (ST) selected a development team led by BRIDGE to master plan and develop a 6.88-acre Sound Transit-owned site in the Spring District of Bellevue, Washington. Essex Residential Trust was the market-rate residential partner and Touchstone was the office partner. Although BRIDGE was successful in securing funding from Amazon, City of Bellevue, A Regional Coalition for Housing (ARCH), and King County for the affordable housing project, the market-rate projects were highly distressed coinciding with a global pandemic, unprecedented construction cost inflation, and a fundamental change in office demand. In December 2022, Essex exited the partnership citing increasing construction and financing costs. On June 2023, after extensive negotiations with Sound Transit and the City of Bellevue, Touchstone and BRIDGE agreed to dissolve the partnership and each developer will independently entitle, finance, and develop their own projects. On August 2023, BRIDGE submitted a revised pre-application to the City of Bellevue. As an independent project with no market-rate involvement, BRIDGE can develop on an accelerated timeline. Should funding be fully committed by public sources during this funding round, BRIDGE can commence construction by November 2024.

BRIDGE applied to HTF for capital funding in the fall of 2022 and was recommended to receive \$350,000 and reapply in 2023 for additional capital funding. BRIDGE's request in this application is for an additional \$650,000 in capital for a total request of \$1,000,000. The Committee is proposing to fund the full amount of the 2023 funding request.

Funding Rationale:

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

- Funding this year's request for additional capital demonstrates continued commitment from ARCH to this priority project that has nearly secured all other sources of leverage.
- The project advances key objectives in the City of Bellevue Affordable Housing Strategy, providing a large amount of low and moderate-income affordable housing units in a strategic location close to jobs and transportation.

- This project leverages significant investments from public and private funding sources, including King County TOD funds which are specifically set aside for the Bel-Red corridor and Amazon housing equity funds structured as a grant and a below market loan product.
- The project takes advantage of surplus public property provided at no cost by Sound Transit and the City and helps deliver additional City goals for development of retail and office.

Proposed Conditions (will supersede conditions from previous award):

Standard Conditions: Refer to list of standard conditions found at end of this memo.

Special Conditions:

1. The funding commitment shall continue for **twelve (12) months** from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the applicant will provide a status report on progress to date and expected schedule for start of construction and project completion. ARCH staff will consider a 12-month extension only based on documented, meaningful progress in bringing the project to readiness or completion. At a minimum, the applicant must demonstrate that all capital funding has been secured or is likely to be secured within a reasonable timeframe.
2. Funds shall be used by the Agency towards **soft costs and construction**. Funds may not be used for any other purpose unless ARCH staff has been given written authorization for the alternate use. Spending of construction contingency must be approved in advance by ARCH. If after the completion of the project there are budget line items with unexpended balances, ARCH and other public funders shall approve adjustments to the project capital sources, including potential reductions in public fund loan balances. ARCH funds not expended prior to permanent loan conversion will be de-obligated.
3. Funds will be in the form of a **deferred, contingent loan**. Loan terms will account for various factors, including loan terms from other fund sources and available cash flow. Agency shall provide final operating proforma and cashflow waterfall for ARCH staff review. Final loan terms shall be determined prior to release of funds and must be approved by ARCH Staff. It is anticipated that loan payments will be based on a set repayment schedule and begin after repayment of the Amazon loan on or before year 20 and deferred developer fee with 1% interest. The terms will also include a provision for the Agency to defer payment if certain conditions are met (e.g., low cash flow due to unexpected costs). Any requested deferment of loan payment is subject to approval by ARCH staff, and any deferred payment would be repaid from future cash flow or at the end of the amortization period.
4. The net developer fee shall be established at the time of finalizing the Contract Budget and will follow the ARCH Net Developer Fee Schedule. Net developer fee is defined as that portion of the developer fee paid out of capital funding sources and does not include the deferred portion which is paid out of cash flow from operations after being placed in service.
5. A covenant is recorded ensuring affordability for at least 55 years, with size and affordability distribution per the following table, and approximately 40 units reserved for persons with

disabilities. Changes may be considered based on reasonable justification as approved by ARCH staff (such as changes to accommodate income averaging across the project or adjusting the number of and unit type for manager units).

Affordability	Studio	1 BR	2 BR	3 BR	Total Units
30%	2	4	1	1	8
50%	24	19	7	14	64
60%	60	52	16	32	160
Total Low-Income Units	86	75	24	47	232
CAUs / Managers	-	-	1	1	2
Total Units	86	75	25	48	234

6. Agency must submit for ARCH staff approval a management and services plan which includes coordination of services with outside providers for special populations and a statement of resident transportation options.
7. Agency shall submit applications to other potential sources of funding, at a minimum including to the State Housing Trust Fund for any available I/DD or other State funding that the project is eligible for.
8. On a monthly basis, Agency shall provide ARCH with updates on the following:
 - a. Status of management and services plan including service partnerships and development on formal MOUs and operating agreements.
 - b. Status update on negotiations with development partners.
 - c. Status update on other financing and financing partnerships negotiations.
 - d. Status update on entitlement and permitting progress.
9. Agency shall complete and submit the following deliverables by the dates indicated. Agency may request an extension of individual deadlines, and such extensions shall be considered based on reasonable justification and Agency's continuing efforts to make substantial progress toward each milestone.:
 - a. January 31, 2024 – Revised term sheet for property acquisition and development approved by Sound Transit
 - b. January 31, 2024 – Draft Management and Services Plan
 - c. May 31, 2024 – Final operating or other agreement with services provider(s)
 - d. June 30, 2024 – Final Purchase and Sale Agreement .
 - e. Prior to closing- Provide a draft Affirmative Marketing Plan
 - f. 6 months prior to anticipate C of O- Provide a final Affirmative Marketing Plan

2. TWG and Imagine Housing – Larus Senior Housing

Funding Request: \$3,900,000 (Contingent Loan)
175 Affordable Units (including 1 manager unit)

Executive Board Recommendation: \$250,000 (Contingent Loan)

Project Summary:

The proposed Larus Senior Apartments is a transit-oriented senior housing development to be developed by TWG Housing in partnership with Imagine Housing. The development team elected to proceed with the same model for Larus as their previous partnership, Ardea at Totem Lake, by serving seniors and inviting Imagine Housing to be the non-profit development partner and service provider.

The project will consist of 175 units of affordable housing with a mix of studios and 1-bedroom units with affordability levels at 40% AMI, 50% AMI, and 60% AMI. Located within ¼ mile from the Kenmore Park & Ride and future Sound Transit BRT station, the project will aim to take advantage of future transportation options for its residents. In addition to its close proximity to the Kenmore transit hub, Larus Senior Apartments benefits from local groceries, shopping, and services within ¼ mile walking distance.

Funding Rationale:

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

- The project is strategically located near a future transit facility and close to amenities and services.
- The project advances the City's affordable housing priorities by providing much needed low-income housing for seniors in the area.
- This project leverages significant investments from public and private funding sources, including King County TOD funds and Amazon Housing Equity funds.
- The project is taking advantage of the Washington State Housing Finance Commission's Land Acquisition Program, which is a long-term, patient capital program. As such the project will be able to take the time needed to assembling full financing for the development.

Proposed Conditions:

Standard Conditions: Refer to list of standard conditions found at end of this memo.

Special Conditions:

1. The funding commitment shall continue for **thirty-six (36) months** from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the applicant will provide a status report on progress to date and expected schedule for start of construction and project completion. ARCH staff will consider a 12-month extension only based on documented, meaningful progress in bringing the project to readiness or completion. At a minimum, the applicant must

demonstrate that all capital funding has been secured or is likely to be secured within a reasonable timeframe.

2. Funds shall be used by the Agency towards **acquisition, construction, soft costs, financing, capitalized reserves, and other development costs**. Funds may not be used for any other purpose unless ARCH staff has given written authorization for the alternate use. Spending of construction contingency must be approved in advance by ARCH. If after the completion of the project there are budget line items with unexpended balances, ARCH and other public funders shall approve adjustments to the project capital sources, including potential reductions in public fund loan balances.
3. Funds will be in the form of a **deferred, contingent loan**. Loan terms will account for various factors, including loan terms from other fund sources and available cash flow. Final loan terms shall be determined prior to release of funds and must be approved by ARCH Staff. It is anticipated that loan payments will be based on a set repayment schedule and begin after repayment of deferred developer fee with 1% interest. The terms will also include a provision for the Agency to defer payments if certain conditions are met (e.g., low cash flow due to unexpected costs). Any requested deferment of loan payment is subject to approval by ARCH Staff, and any deferred payment would be repaid from future cash flow or at the end of the amortization period.
4. The net developer fee shall be established at the time of finalizing the Contract Budget and will follow the ARCH Net Developer Fee Schedule. Net developer fee is defined as that portion of the developer fee paid out of capital funding sources and does not include the deferred portion which is paid out of cash flow from operations after being placed in service.
5. A covenant is recorded ensuring affordability for seniors for at least 55 years, with size and affordability distribution per the following table. Changes may be considered based on reasonable justification as approved by ARCH staff (such as changes to accommodate income averaging across the project).

Affordability	Studio	1 BR	Total Units
40%	10	-	10
50%	67	46	113
60%	28	24	52
Total	105	70	175

6. The final loan amount shall be up to \$250,000, subject to approval by ARCH staff based on a documented funding gap. ARCH reserves the right to reduce its total loan amount based on changes to the project sources and uses, and unit mix.
7. Agency shall provide ARCH with quarterly updates on status of MOUs with partners and other funding sources.

- 8. Agency shall provide a sustainability plan which details eco-friendly materials, transportation options and partnerships which would benefit the project's eco-sustainability, such as EV stations.**

3. LIHI – The Aventine

Funding Request: \$1,500,00 (Contingent Loan)
66 Affordable Units

Executive Board Recommendation: \$600,000 (Contingent Loan)

Project Summary:

The Aventine is an existing 5-story, 68-unit apartment community with 69 underground parking spaces located in downtown Bellevue. Currently over half the residents are low-income (below 80% AMI). LIHI is proposing to purchase the Aventine to preserve and make all the housing units affordable for households at 30%, 50% and 80% of area median income. The project intends to house low wage workers, disabled households, and households exiting homelessness. A total of 10 units will be set aside for households with members that have physical disabilities. The building is ADA accessible and additional units will be made accessible if needed. LIHI is proposing 22 of the 66 units be for households exiting homelessness (33% of the total units in the property), including families and veterans exiting homelessness.

The current owners, who previously obtained funding through Microsoft's affordable housing initiative and maintained a set-aside of units at 80% AMI, put the property on the market for sale in 2023 and five for-profit developers submitted bids to convert it to market rate housing, losing the existing affordable units. Fortunately, LIHI was selected as the buyer and has signed a PSA with the seller. Funding from the City of Bellevue and ARCH will allow for the long-term preservation of affordable housing in downtown Bellevue and avoid the displacement of the existing residents.

LIHI's planned acquisition and rehabilitation includes the conversion of two rental units into a case manager's offices to provide on-site service to residents leaving 66 affordable rental units. Additionally, minor refreshing of the building interiors will be completed.

Funding Rationale:

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

- The application proposes housing that meets the City of Bellevue's priorities for its Housing Stability Program Funding; providing housing for households earning below 30% of median income, addressing and prevent homelessness and housing instability, and focusing on underserved, vulnerable residents in Bellevue (e.g., homeless families with children and other eligible populations).
- The property provides 22 units for households exiting homelessness, including both two-bedroom units for families. Further, the proposed project will have 10 units set-aside for veterans and an additional 10 for people with physical disabilities.

- Funding an acquisition brings affordable units online and into the Bellevue portfolio much more quickly than funding new construction. Conservatively, the Aventine will bring affordable units online 18-24 months sooner than a similar new construction.
- The acquisition of the property will mitigate displacement of existing renters who are living in units previously advertised as affordable, workforce units.

Proposed Conditions:

Standard Conditions: Refer to list of standard conditions found at end of this memo.

Special Conditions:

1. The funding commitment shall continue for **twelve (12) months** from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested from ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the applicant will provide a status report on progress to date and expected schedule for start of construction and project completion. ARCH staff will consider a 12-month extension based on documented, meaningful progress in bringing the project to readiness or completion. At a minimum, the applicant must demonstrate that all capital funding has been secured or is likely to be secured within a reasonable timeframe.

Funds shall be used by the Agency towards **acquisition, construction, soft costs, financing, capitalized reserves and other development costs**. Funds may not be used for any other purpose unless ARCH staff has given written authorization for the alternate use. Spending of furnishings, fixtures, and equipment, rehab, remediation and construction contingency must be approved in advance by ARCH. If after the completion of the project there are budget line items with unexpended balances, ARCH and other public funders shall approve adjustments to the project capital sources, including potential reductions in public fund loan balances. Funds not expended at the end of the construction period will be de-obligated.

2. Funds will be in the form of a **deferred, contingent loan**. Loan terms will account for various factors, including loan terms from other fund sources and available cash flow. Final loan terms shall be determined prior to release of funds and must be approved by ARCH Staff. It is anticipated that loan payments will be based on a set repayment schedule and begin after repayment of deferred developer fee with 1% interest. The terms will also include a provision for the Agency to defer payments if certain conditions are met (e.g., low cash flow due to unexpected costs). Any requested deferment of loan payment is subject to approval by ARCH Staff, and any deferred payment would be repaid from future cash flow or at the end of the amortization period.
3. The net developer fee shall be established at the time of finalizing the Contract Budget and will follow the ARCH Net Developer Fee Schedule. Net developer fee is defined as that portion of the developer fee paid out of capital funding sources and does not include the deferred portion which is paid out of cash flow from operations after being placed in service.

4. A covenant is recorded ensuring affordability for at least 55 years, with size and affordability distribution per the following table, including approximately **22 units for households exiting homelessness**. Changes may be considered based on reasonable justification as approved by ARCH staff (such as changes to accommodate income averaging across the project).

Affordability	Studio	1 BR	2 BR	Total Units
30%	5	5	2	12
50%	10	10	-	20
60%	15	4	-	19
80%	9	6	-	15
Total	39	25	2	66

5. Agency must submit for ARCH staff approval a management, affirmative marketing, and services plans.
6. On a monthly basis, Agency shall provide ARCH with updates on the following:
- Status of management and services plan including service partnerships and development on formal MOUs and operating agreements.
 - Status update on other financing and financing partnerships negotiations.
 - Agency will provide a Capital Needs Assessment (CNA) for staff review and approval.

4. Catholic Housing Services (CHS) – Emma McRedmond Manor

Funding Request:	\$2,150,000 (Contingent Loan) 32 Affordable Units (including 1 manager unit)
Executive Board Recommendation:	\$500,000 (Contingent Loan)
Additional City Investment	
via ARCH Housing Trust Fund:	\$600,000 (Contingent Loan)
Total Award:	\$1,100,000 (Contingent Loan)

Project Summary:

Emma McRedmond Manor is an existing three-story senior housing project with 32 apartments located in downtown Redmond. Built in 1988, the building is nearly 35 years old and has yet to be substantially rehabilitated, other than re-cladding and window replacement performed in 2010. CHS is proposing a substantial renovation to improve the building's energy efficiency and extend the remaining useful life of the structure by approximately 20 years. The scope of work consists of upgrades to the building exterior, building systems (plumbing and mechanical), common areas, units, and landscaping/site work. In addition, the project will convert one manager's unit to an affordable unit, resulting in 32 1BR units affordable at 50% AMI, of which 31 will receive Section 8 Project-Based Rental Assistance through July 2032. The proposal includes financing under the HUD 221 program (Mortgage Insurance for Rental or

Cooperative Housing). The program provides insurance on mortgages that support new construction or substantial rehabilitation of multifamily rental or cooperative housing for moderate-income families, elderly households, and disabled households.

Funding Rationale:

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

- The project preserves much-needed housing for low-income seniors and persons with disabilities in a very desirable, amenity-rich area of East King County.
- The project preserves valuable ongoing HUD support in the form of grant funding for the Resident Services Coordinator and Section 8 Project-Based Rental Assistance.
- The project is permit ready and has a HUD Section 221(d)(4) loan already committed, with additional funds leveraged from King County.
- The City of Redmond has indicated its willingness to allocate \$600,000 in funding that will help close the project's funding gap.

Proposed Conditions:

Standard Conditions: Refer to list of standard conditions found at end of this memo.

Special Conditions:

1. The funding commitment shall continue for **twelve (12) months** from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested from ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the applicant will provide a status report on progress to date and expected schedule for start of construction and project completion. ARCH staff will consider a 12-month extension based on documented, meaningful progress in bringing the project to readiness or completion. At a minimum, the applicant must demonstrate that all capital funding has been secured or is likely to be secured within a reasonable timeframe.
2. Funds will be in the form of a **deferred, contingent loan**. Loan terms will account for various factors, including loan terms from other fund sources and available cash flow. Final loan terms shall be determined prior to release of funds and must be approved by ARCH Staff. It is anticipated that loan payments will be based on a set repayment schedule and begin after repayment of deferred developer fee with 1% interest. The terms will also include a provision for the Agency to defer payments if certain conditions are met (e.g., low cash flow due to unexpected costs). Any requested deferment of loan payment is subject to approval by ARCH Staff, and any deferred payment would be repaid from future cash flow or at the end of the amortization period.
3. Funds shall be used by the Agency towards **acquisition, construction, soft costs, financing, capitalized reserves, and other development costs**. Funds may not be used for any other purpose unless ARCH staff provides written authorization for the alternate use. Spending of furnishings, fixtures, and equipment, rehab, remediation, and construction contingency must be approved in advance by ARCH. If - after the completion of the project - there are budget line

items with unexpended balances, ARCH and other public funders shall approve adjustments to the project capital sources, including potential reductions in public fund loan balances. Funds not expended at the end of the construction period will be de-obligated.

4. The net developer fee shall be established at the time of finalizing the Contract Budget and will follow the ARCH Net Developer Fee Schedule. Net developer fee is defined as that portion of the developer fee paid out of capital funding sources and does not include the deferred portion which is paid out of cash flow from operations after being placed in service.
5. A covenant is recorded ensuring affordability for seniors for at least 55 years, with size and affordability distribution per the following table. Changes may be considered based on reasonable justification as approved by ARCH staff

Affordability	1BR	Total
50%	32	32
Total	32	32

6. **Agency must submit for ARCH staff approval of management, affirmative marketing, and services plans.**
7. **Agency shall submit updates to ARCH regarding other potential funders, including HUD and King County.**
8. **Agency shall provide an updated Project Architectural and Cost Analysis Report and updated development budget, both of which are HUD approved, prior to commencement of construction.**

5. Bellwether Housing – Overlake TOD

Funding Request:	\$3,500,000 (Contingent Loan) 333 Affordable Units (including 3 manager units)
Executive Board Recommendation:	\$2,000,000 (Contingent Loan)
Additional City Investment	
via ARCH Housing Trust Fund:	\$1,500,000 (Contingent Loan)
Total Award:	\$3,500,000 (Contingent Loan)

Project Summary:

Bellwether Overlake Apartments is located in the Overlake Village neighborhood of Redmond directly across from the future Overlake Village light rail station. The project will provide 333 homes for low- to moderate-income households (30-80% AMI), including set-asides and services specific to people living with physical, intellectual and developmental disabilities (IDD), and much-needed two- and three-

*ARCH Trust Fund Exec Board Memo**December 2023*

Page | 13

bedroom family-sized units, achieving an average of 50% AMI across the site. The project is located on Sound Transit surplus property.

In collaboration with a coalition of nonprofit partners and the City of Redmond, the ground floor commercial spaces will incorporate small business incubation, non-profit organizational support, culturally informed community services, and services provided by the City of Redmond. An adjacent open space parcel will complement the ground floor uses and potentially consist of a food truck corral, food garden, cultural night markets. Programming of the adjacent open space will be provided by the community partners in the project for the benefit of the community.

Services for the project residents will be provided primarily by Hopelink, a service provider who has served homeless and low-income families, children, seniors, and people with disabilities on the Eastside since 1971. In addition, SAILS Washington, a DDA-contracted service provider, will provide supported living services for the project's ten IDD residents.

The project will be financed with a combination of public and private financing sources, including but not limited to 4% Low Income Housing Tax Credits, Amazon Housing Equity Fund, Evergreen Impact Housing Fund, senior private lender loan, ARCH funds, King County TOD fund, and the State Housing Trust Fund.

Funding Rationale:

The Executive Board recommends funding this application for the following reasons:

- Funding this year's request for additional capital demonstrates continued commitment from ARCH to this priority project and will allow the project to secure other sources of leverage.
- The project advances key objectives in the City of Redmond Affordable Housing Strategy, providing a large amount of low and moderate-income affordable housing units in a strategic location close to jobs and transportation.
- This project leverages significant investments from public and private funding sources, including King County TOD funds which are specifically set aside for the Overlake TOD and Amazon housing equity funds structured as a grant and a below market loan product.
- The project takes advantage of surplus public property provided at no cost by Sound Transit and the City and helps deliver additional City goals for development of retail and office.
- The project will provide a significant number of units affordable to very low-, low- and moderate-income households, as well as IDD units, within a high-opportunity area near good jobs, various transportation options, and other public and private amenities.
- The project is a priority for the City of Redmond, which has indicated a willingness to invest additional funding to move the project forward.

Proposed Conditions:

Standard Conditions: Refer to list of standard conditions found at end of this memo.

Special Conditions:

1. The funding commitment shall continue for **twenty-four (24) months** from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be

requested from ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the applicant will provide a status report on progress to date and expected schedule for start of construction and project completion. ARCH staff will consider a 12-month extension based on documented, meaningful progress in bringing the project to readiness or completion. At a minimum, the applicant must demonstrate that all capital funding has been secured or is likely to be secured within a reasonable timeframe.

2. Funds shall be used by the Agency towards **construction, soft costs, financing, capitalized reserves, and other development costs**. Funds may not be used for any other purpose unless ARCH staff has given written authorization for the alternate use. Spending of furnishings, fixtures, and equipment, rehab, remediation, and construction contingency must be approved in advance by ARCH. If after the completion of the project there are budget line items with unexpended balances, ARCH and other public funders shall approve adjustments to the project capital sources, including potential reductions in public fund loan balances. If funds are not expended at the end of the construction period, will be de-obligated.
3. Funds will be in the form of a **deferred, contingent loan**. Loan terms will account for various factors, including loan terms from other fund sources and available cash flow. Final loan terms shall be determined prior to release of funds and must be approved by ARCH Staff. It is anticipated that loan payments will be based on a set repayment schedule and begin after repayment of deferred developer fee with 1% interest. The terms will also include a provision for the Agency to defer a payment if certain conditions are met (e.g., low cash flow due to unexpected costs). Any requested deferment of loan payment is subject to approval by ARCH Staff, and any deferred payment would be repaid from future cash flow or at the end of the amortization period.
4. The net developer fee shall be established at the time of finalizing the Contract Budget and will follow the ARCH Net Developer Fee Schedule. Net developer fee is defined as that portion of the developer fee paid out of capital funding sources and does not include the deferred portion which is paid out of cash flow from operations after being placed in service.
7. A covenant is recorded ensuring affordability for at least 55 years, with size and affordability distribution per the following table, including approximately **ten units set-aside for people with disabilities**. Changes may be considered based on reasonable justification as approved by ARCH staff (such as changes to accommodate income averaging across the project).

Affordability	Studio	1 BR	2 BR	3 BR	Total
30%	25	15	10	5	55
50%	30	130	48	33	241
80%	5	8	11	13	37
Total	60	153	69	51	333

5. Agency must submit for ARCH staff approval a management, affirmative marketing, and services plan.

6. On a monthly basis, Agency shall provide ARCH with updates on the following:
- Status of management and services plan including service partnerships and development on formal MOUs and operating agreements.
 - Status update on other financing and financing partnerships negotiations.
 - Updates on commercial leases and partnerships with commercial tenants including operating budgets and development budgets including tenant's prorate share of costs and expenses within the overall budget.

6. Attain Housing – Totem Six Plex

Funding Request: \$750,000 (Secured Grant)
6 Affordable Units

Executive Board Recommendation: \$0

Project Summary:

The proposed project is the new construction of a three-story structure with six two-bedroom units of transitional housing for homeless families earning up to 30% of area median income (AMI). The property currently contains an existing four-plex building owned and managed by Attain Housing. Attain also manages the four plex on the lot next to the proposed construction site. The proposed new building will sit on what is currently a lawn between the two four plex buildings. The project represents an expansion of existing programs operated by Attain, with overall capacity growing from 8 to 14 units across the three buildings.

Funding Rationale:

The Executive Board supports the concept of the Attain Housing proposal but does not recommend funding at this time. The Executive Board would welcome an application in a future round so that Attain Housing can address the issues identified below:

- ARCH awarded funds for technical assistance in the previous funding round to assist with a variety of tasks. These funds have not yet been utilized and the application submitted in 2023 was unchanged from the previous year. Prior to a new application, Attain is encouraged to address the following:
 - Secure project management capacity, including recommended engagement of a development consultant who will assist with the financing and project management of the project through construction completion.
 - Further develop building design, permitting, siting and parking in conformance with zoning requirements.
 - Pursue and obtain funding commitments of other public funding sources and make progress on the needed capital campaign.
 - Further development of development budgets and operating budgets based on current construction market and industry conditions.

- Development of a project schedule consistent with the proposed funding and local permitting requirements.
- Further evaluate the long-term strategy for funding supportive services for transitional housing.

7. Inclusion Housing – Scattered Sites

Funding Request: \$400,000 (Secured Grant)
7 Affordable Beds

Executive Board Recommendation: \$0

Project Summary:

The proposed project will serve individuals with Intellectual and Developmental Disabilities (IDD) in King County where there is a large demand for Supported Living services and affordable, stable housing. The acquisition includes the purchase of a total of six homes. ARCH's funding, (in conjunction with State and other local sources) will only be used for the Alpha SLS South Branch and the Children's IHS Homes, described below. Inclusion is proposing the purchase of the other four homes utilizing other local and State sources of funding.

The Alpha SLS South Branch is proposed to be a 3-bedroom home located in around the Kirkland/Redmond area that will serve three adults with developmental disabilities receiving Supported Living services from Alpha. The Children's IHS Home is proposed to be a 4-bedroom home located around the Bothell/Kenmore/Woodinville area that will serve children with developmental disabilities between the age of 11 and 20. Alpha will provide residential services through the DDA Intensive Habilitation Services program. The fourth bedroom must be used as an agency office to provide the required in-home oversight.

Funding Rationale:

The Executive Board supports the intent of the Inclusion Housing proposal but does not recommend funding at this time for the reasons described below:

- In 2023, the ARCH Trust Fund is significantly oversubscribed and CAB was not able to meet the needs of all the requests. It is anticipated that the State will be able to provide additional funding to this project to help fill its funding gap and proceed without ARCH funding.

Standard Conditions: (will apply to all projects)

1. Agency shall provide revised development and operating budgets based upon actual funding commitments, which must be approved by ARCH staff. If the Agency is unable to adhere to the budgets, ARCH must be immediately notified and (a) new budget(s) shall be submitted by the Agency for ARCH's approval. ARCH shall not unreasonably withhold its approval to (a) revised budget(s), so long as such new budget(s) does not materially adversely change the Project. This shall be a continuing obligation of the Agency. Failure to adhere to the budgets, either original or as amended may result in withdrawal of ARCH's commitment of funds.
2. Agency shall submit evidence of funding commitments from all proposed sources. In the event commitment of funds identified in the application cannot be secured in the timeframe identified in the application, the Agency shall immediately notify ARCH, and describe the actions it will undertake to secure alternative funding and the timing of those actions subject to ARCH review and approval.
3. In the event federal funds are used, and to the extent applicable, federal guidelines must be met, including but not limited to the following: contractor solicitation, bidding, and selection; wage rates; and Endangered Species Act (ESA) requirements. CDBG funds may not be used to refinance acquisition costs.
4. Agency shall maintain documentation of any necessary land use approvals and permits required by the city in which the project is located.
5. Agency shall submit quarterly monitoring reports through completion of the project, and annually thereafter, and shall submit a final budget upon project completion. If applicable, Agency shall submit initial tenant information as required by ARCH.
6. Agency shall maintain the project in good and habitable condition for the duration of the period of affordability. Changes to the unit and affordability mix can are subject to change with Staff approval.
7. ARCH, through its Administrative Agency, may negotiate, approve, execute, and record amendments or releases of any ARCH loan documents as may be needed for the project; provided the project still provides the anticipated affordable housing and there is sufficient collateral to secure the members' financial investment, all as determined by ARCH staff.

Attachment 1: Proposed Funding Sources

PROJECTS RECOMMENDED FOR 2023 FUNDING

	Spring District			Emma McRedmond		2023 Recommended
	TOD	Larus	Aventine	Manor	Overlake TOD	Funds
Bellevue	224,100	86,200	206,900	172,300	689,700	1,379,200
Bothell	23,700	9,100	21,900	18,200	72,900	145,800
Clyde Hill	3,500	1,400	3,300	2,700	10,900	21,800
Hunts Point	1,500	600	1,300	1,100	4,500	9,000
Issaquah	80,800	31,100	74,500	62,100	248,500	497,000
Kenmore	3,600	1,400	3,400	2,800	11,200	22,400
Kirkland	97,900	37,600	90,300	75,300	301,100	602,200
Medina	4,100	1,600	3,800	3,200	12,600	25,300
Mercer Island	7,900	3,000	7,300	6,100	24,300	48,600
Newcastle	3,100	1,200	2,900	2,400	9,600	19,200
Redmond	155,200	59,700	143,300	119,400	477,600	955,200
Sammamish	21,800	8,400	20,100	16,800	67,100	134,200
Woodinville	21,400	8,200	19,700	16,500	65,800	131,600
Yarrow Point	1,400	500	1,300	1,100	4,200	8,500
Local Funds	650,000	250,000	600,000	500,000	2,000,000	4,000,000
Redmond Add'l				600,000	1,500,000	2,100,000
2023 ARCH Awards	650,000	250,000	600,000	1,100,000	3,500,000	6,100,000
Prior 2022 Award	350,000					350,000
Award Totals	1,000,000	250,000	600,000	1,100,000	3,500,000	6,450,000

Attachment 2: Project Economic Summaries

Applicant: BRIDGE Housing
Project Name: Spring District TOD
Location: 1601 120th Avenue NE, Bellevue, WA
Project Description: New construction of Buildings 2 and 6, which consist of 235 permanently affordable units at 30%-60% AMI.

Project Sources	Amount	Status
Low Income Housing Tax Credits (4%)	\$62,318,118	Proposed
Amazon Housing Equity Fund - Loan	\$22,100,000	Committed
Amazon Housing Equity Fund - Grant	\$3,750,000	Committed
City of Bellevue	\$6,500,000	Proposed
ARCH	\$1,000,000	Proposed
King County TOD	\$10,000,000	Proposed
State Dept. of Commerce HTF	\$8,000,000	Proposed
BRIDGE General Partner Equity	\$6,792,535	Committed
Deferred Developer Fee	\$1,750,000	Committed
Perm Loan	\$16,215,207	Proposed
Total Sources	\$138,425,860	

Project Uses	Amount	Per Unit	Per SF
Acquisition Costs	\$70,000	\$298	\$0.31
Construction	\$97,012,064	\$412,817	\$432.68
Soft Costs	\$18,806,285	\$80,027	\$83.88
Pre-Development / Bridge Financing	\$26,958	\$115	\$0.12
Construction Financing	\$11,223,605	\$47,760	\$50.06
Permanent Financing	\$805,615	\$3,428	\$3.59
Capitalized Reserves	\$1,053,598	\$4,483	\$4.70
Other Development Costs	\$9,267,735	\$39,437	\$41.34
Bond Related Costs	\$160,000	\$681	\$0.71
Total Uses	\$138,425,860	\$589,046	\$617.39

Applicant: TWG and Imagine Housing
Project Name: Larus Senior Housing
Location: 7520 NE Bothell Way, Kenmore, WA
Project Description: 175 units of affordable housing for seniors (62+) at 40%, 50% and 60% AMI

Project Sources	Amount	Status
ARCH	\$3,900,000	Proposed
King County TOD	\$4,980,000	Proposed
Amazon Housing Equity Fund	\$15,200,000	Proposed
Deferred Developer Fee	\$3,829,635	Proposed
Federal Energy Equity	\$153,000	Proposed
Low Income Housing Tax Credits (4%)	\$21,872,953	Proposed
Perm Loan	\$16,350,000	Proposed
City/CHIP	550,000	Proposed
Total Sources	\$66,835,588	

Project Uses	Amount	Per Unit	Per SF
Acquisition Costs:	\$4,506,827	\$25,753	\$35.47
Construction:	\$46,583,103	\$266,189	\$366.60
Soft Costs:	\$8,980,017	\$51,314	\$70.67
Pre-Development / Bridge Financing	\$539,128	\$3,081	\$4.24
Construction Financing	\$3,335,814	\$19,062	\$26.25
Permanent Financing	\$375,379	\$2,145	\$2.95
Capitalized Reserves	\$765,750	\$4,376	\$6.03
Other Development Costs	\$1,366,444	\$7,808	\$10.75
Bond Related Costs	\$383,126	\$2,189	\$3.02
Total Uses	\$66,835,588	\$381,918	\$525.98

Applicant: Low Income Housing Institute (LIHI)
Project Name: The Aventine
Location: 211 112th Ave NE, Bellevue WA
Project Description: Renovation and acquisition of an existing 5-story, 68-unit apartment community for the preservation of housing for households at 30%, 50% and 80% AMI

Project Sources	Amount	Status
City of Bellevue	\$8,500,000	Proposed
ARCH	\$1,500,000	Proposed
State HTF	\$5,000,000	Proposed
King County	\$5,000,000	Proposed
WSHFC 501(C)3	\$13,000,000	Proposed
Total Sources	\$33,000,000	

Project Uses	Amount	Per Bed	Per SF
Acquisition Costs	\$29,300,000	\$430,882	\$751.09
Construction	\$1,220,400	\$17,947	\$31.28
Soft Costs	\$915,800	\$13,468	\$23.48
Pre-Development / Bridge Financing	\$750,000	\$11,029	\$19.23
Permanent Financing	\$150,000	\$2,206	\$3.85
Capitalized Reserves	\$273,800	\$4,026	\$7.02
Other Development Costs	\$390,000	\$5,735	\$10.00
Total Uses	\$33,000,000	\$485,294	\$845.94

Applicant: Catholic Housing Services of Western Washington (CHS)
Project Name: Emma McRedmond Manor
Location: 7960 169th Ave NE, Redmond, WA 98052
Project Description: Rehabilitation of an existing three-story senior housing project with 32 apartments for seniors up to 50% AMI.

Project Sources	Amount	Status
HUD	\$6,288,200	Proposed
ARCH HTF	\$1,100,000	Proposed
Sponsor (existing reserves)	\$306,738	Proposed
King County	\$1,150,000	Proposed
Deferred Developer Fee	\$250,000	Committed
Total Sources	\$9,094,938	

Project Uses	Amount	Per Home	Per SF
Acquisition Costs	\$667,507	\$20,860	\$16.28
Construction	\$7,146,312	\$223,322	\$174.29
Soft Costs	\$441,850	\$13,808	\$10.78
Construction Financing	\$272,489	\$8,515	\$6.65
Permanent Financing	\$253,644	\$7,926	\$6.19
Capitalized Reserves	\$64,000	\$2,000	\$1.56
Other Development Costs	\$249,136	\$7,786	\$3.41
Total Uses	\$9,094,938	\$284,217	\$219.26

Applicant: Bellwether
Project Name: Overlake TOD
Location: 15218 NE Shen Street, Redmond, WA
Project Description: New construction of 333 homes for low- to moderate-income households (30-80% AMI), including set-asides and services specific to people living with physical, intellectual and developmental disabilities (IDD).

Residential Project Sources	Amount Total	Amount per Unit
4% LIHTC Equity	\$ 67,588,520	\$2,048,137
Senior Private Lender Loan	\$ 21,000,000	\$636,364
Amazon Housing Equity Fund	\$ 36,630,000	\$1,110,000
Evergreen Impact Housing Fund	\$ 13,458,054	\$407,820
Developer Fee Note	\$ 2,500,000	\$75,758
King County TOD Fund	\$ 5,000,000	\$151,515
WA State HTF	\$ 5,000,000	\$151,515
ARCH HTF	\$ 3,500,000	\$106,061
IDD HTF	\$ 2,900,000	\$87,879
Bellwether Sponsor Note	\$ 3,968,062	\$120,244
Total Sources	\$ 161,544,636	\$4,895,292

Commercial Project Sources	Amount Total	Amount per SF
Senior Private Lender Loan (taxable)	\$ 4,015,146	\$101
Microsoft Grant	\$ 1,000,000	\$25
The City of Redmond	\$ 509,597	\$13
Bellwether Sponsor Note	\$ 31,938	\$1
Total Sources	\$ 5,556,681	\$139

Project Uses	Amount	Per Unit	Per SF
Acquisition Costs	\$340,000	\$1,021	\$1.00
Construction	\$128,667,759	\$386,390	\$379.81
Soft Costs	\$ 14,768,733	\$44,351	\$43.60
Pre-Development / Bridge Financing	\$300,000	\$901	\$0.89
Financing and Bond Related Costs	\$18,204,709	\$54,669	\$53.74
Other Development Costs	\$4,820,116	\$14,475	\$14.23
Total Development Costs	\$167,101,317	\$501,806	\$493.26



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6436
March 19, 2024
Consent Agenda

AGENDA BILL INFORMATION

TITLE:	AB 6436: Interlocal Agreement with Eastside Fire & Rescue for Mobile Integrated Health (MIH) Services	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Authorize the City Manager to execute the interlocal agreement with Eastside Fire & Rescue to provide Mobile Integrated Health (MIH) Services on Mercer Island.	

DEPARTMENT:	Youth and Family Services
STAFF:	Ali Spietz, Chief of Administration
COUNCIL LIAISON:	n/a
EXHIBITS:	1. Interlocal Agreement between the City of Mercer Island and Eastside Fire & Rescue for Mobile Integrated Health (MIH) Services
CITY COUNCIL PRIORITY:	4. Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community.

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

EXECUTIVE SUMMARY

The purpose of this agenda bill is to review and authorize the City Manager to sign an interlocal agreement with Eastside Fire & Rescue to provide Mobile Integrated Health (MIH) services on Mercer Island.

- Mobile Integrated Health programs connect low-acuity and vulnerable emergency medical services (EMS) clients to the appropriate resources to address their complex needs through alternative response and referral strategies.
- The City's MIH program began in early 2023 and the services are currently funded by the King County through the EMS levy.
- The City of Mercer Island and Eastside Fire & Rescue entered into an interlocal agreement for fire protection, fire suppression, emergency medical, and related administrative services effective January 1, 2024.
- The City recognizes the benefits of transferring the responsibility for MIH services to EFR.
- Eastside Fire & Rescue has an established MIH program, CORE Connect, which can enhance MIH services on Mercer Island.

BACKGROUND

The regional Medic One/EMS system is primarily funded by a countywide, voter-approved EMS levy. In 2019, King County voters elected to renew this levy for a six-year period and the expansion of Mobile Integrated Health services was identified as a top priority for the 2020-2025 levy funds. The total allocation to regional MIH efforts is \$4 million each year, and the City has access to approximately \$110,000/year in reimbursements to fund personnel, equipment and other costs directly related to Mobile Integrated Health services. These funds roll over through the lifespan of the levy.

An MIH Intervention Specialist was hired in fall 2022 to provide the primary direct service support to the program. Since then, clients have been referred by MIFD personnel (now EFR personnel) during calls. The MIH Intervention Specialist conducts home visits with a firefighter to better understand the client's situation, needs, and concerns, and creates a plan to connect the individual with the right resources.

ISSUE/DISCUSSION

Eastside Fire & Rescue has an established MIH program, C.O.R.E. Connect, that is operated by a mobile, multidisciplinary team of firefighters and care coordinators. Each member brings unique skillsets and specialized training to best meet the needs of the individual. They deliver quality care by coordinating resources, developing care plans, and navigating individuals to the right level of care.

Staff are proposing transferring the responsibility of MIH services to Eastside Fire & Rescue through an interlocal agreement to enhance cooperative advantages and opportunities for more efficient delivery of services within the City of Mercer Island (see Exhibit 1).

In order to do this, the City's MIH levy funding would be available to EFR to provide MIH services on Mercer Island. EFR agrees to maintain the current service level within the City and adhere to the King County EMS participation guidelines and requirements. Exhibit A to the interlocal agreement details EFR's responsibilities under the transfer.

A few potential programming enhancements with this transfer are:

- Streamlined referrals – one less step to get clients connected with services than now.
- A larger pool of staff is available for client follow-up services. There will always be a team of two (Firefighter and Care Coordinator) ready to assist.
- Oversight is by a licensed independent clinical social worker, who provides clinical oversight, training, and daily case management consultations.
- Metrics for client utilization, case management activities, and outcome measures are tracked. After a period, data and community trends can be analyzed to develop reports.

Prior to the transition with EFR, the MIH Intervention Specialist only had access to two MIFD firefighters to conduct home visits. Due to shift work and where the firefighters resided, it was difficult to schedule visits, and as such from July 2023 through December 2023, the Specialist was only able to go on one home visit accompanied by a firefighter. All other home visits were done alone, with a different City of Mercer Island employee, or via the phone. At the time of the transition to EFR, there was a waitlist of approximately 20 clients that had been contacted but who had not been seen in person yet. Since the first of the year, the support from EFR's C.O.R.E. Connect support and access to EFR Firefighters has allowed the Specialist to go out on six home visits with firefighter accompaniment and everyone on the waitlist has been visited.

The City's MIH Intervention Specialist will be hired as a Care Coordinator for EFR. In the event that there is a reduction or cessation of King County EMS levy funding, the City will conduct an assessment of the City's requirement for MIH services. If there is a reduction or cessation of King County EMS levy funding, the Care Coordinator position at EFR may need to be discontinued. If this is the case, the City and EFR agree to equally share the financial impacts resulting from impact bargaining with the union representing the Care Coordinator.

In addition, EFR will deliver an annual report to the City regarding MIH services on Mercer Island and Public Health – Seattle & King County, Emergency Medical Services Division (the division that oversees mobile integrated health levy funds) is aware of this potential transition.

The proposal to contract with EFR for MIH services is a strategic move to enhance the quality and efficiency of healthcare services. By leveraging EFR's expertise and resources, the City aims to further its commitment to the well-being of its community members.

NEXT STEPS

Following the City Council's approval and the execution of the interlocal agreement, City staff will coordinate with EFR staff for a smooth transition for the impacted employee and current clients. City staff will update the website and MIH materials and notify pertinent agencies about the transition.

RECOMMENDED ACTION

Authorize the City Manager to execute the interlocal agreement with Eastside Fire & Rescue to provide Mobile Integrated Health (MIH) Services on Mercer Island.

**INTERLOCAL AGREEMENT
BETWEEN THE CITY OF MERCER ISLAND AND EASTSIDE FIRE & RESCUE
FOR MOBILE INTEGRATED HEALTHCARE SERVICES**

THIS INTERLOCAL AGREEMENT ("Agreement") is entered into by and between the City of Mercer Island ("City"), a municipal corporation of the State of Washington and Eastside Fire & Rescue, a non-profit corporation organized under chapter 24.03 RCW ("EFR") pursuant to and as authorized by the Interlocal Cooperation Act (Chapter 39.34 RCW).

RECITALS

- A. The City of Mercer Island and Eastside Fire & Rescue entered into an interlocal agreement for fire protection, fire suppression, emergency medical, and related administrative services effective January 1, 2024.
- B. The City currently provides Mobile Integrated Healthcare (MIH) services within its jurisdiction connecting low-acuity and vulnerable EMS clients to the appropriate resources to address their complex needs through alternative response and referral strategies.
- C. The City's MIH services are currently funded by the King County through the EMS levy.
- D. The City recognizes the benefits of transferring the responsibility for MIH services to EFR.
- E. EFR has the capacity and expertise to efficiently and effectively provide MIH services.
- F. Both the City and EFR believe this Agreement will enhance cooperative advantages and opportunities for more efficient delivery of services within the City of Mercer Island.

TERMS OF AGREEMENT

- 1. **Transfer of Responsibility.** The City agrees to transfer the responsibility for MIH services to EFR as outlined in Exhibit A incorporated by this reference as if fully set forth herein.
- 2. **Levy Funding.** The City shall transfer all levy funding ("MIH Levy Funds") it receives from King County for MIH services to EFR.
- 3. **Contractual Obligations.**
 - a. EFR agrees to utilize MIH Levy Funds exclusively for the provision of MIH services. EFR agrees to maintain the current service level within the City under the EFR's CORE program deployment model. EFR commits to adhering to the King County EMS participation guidelines and requirements.
 - b. At the conclusion of the MIH Intervention Specialist's employment with the City, following the parties' approval of this Agreement, EFR will hire the MIH Intervention Specialist as EFR's Care Coordinator.

- c. In the event that there is a reduction or cessation of MIH levy funding from King County, the City shall conduct an assessment of the City's desire for continued MIH services. Final decisions regarding any MIH service modifications shall rest with the City.
 - d. Should the MIH Care Coordinator position be discontinued due to the City's reduction or cessation of MIH services as described above in subsection (c), the City and EFR agree to equally share the financial impacts resulting from impact bargaining with the union representing the MIH Care Coordinator.
4. **Term of Agreement.** This Agreement shall commence on [Effective Date] and shall continue until terminated by either party with 90 days' written notice.
 5. **Reporting.** EFR will deliver an annual report to the City regarding MIH services on Mercer Island provided by EFR.
 6. **Supervisor/Administrator.** The Chief of Administration shall serve as the supervisor/administrator of the Agreement for the City for EFR to contact with issues, concerns, or updates.
 7. **Joint Property.** There will be no joint property of any kind acquired through this Agreement.
 8. **Amendments.** This Agreement may be amended only in writing and signed by both parties.
 9. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.
 10. **No Third-Party Beneficiary.** There are no third-party beneficiaries to this Agreement, and it is not the intent of the parties to grant or promise any right or privilege to any person or entity that is not a party hereto.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the [Effective Date] first above written.

CITY OF MERCER ISLAND:

EASTSIDE FIRE & RESCUE:

Jessi Bon, City Manager

Ben Lane, Fire Chief

Date: _____

Date: _____

APPROVED AS TO FORM:

EASTSIDE FIRE & RESCUE:

Bio Park, City Attorney

Lisa Marshall, Attorney for EFR

Date: _____

Date: _____

EXHIBIT A SCOPE OF SERVICES

EFR will provide the following services to the City for the purposes of Mobile Integrated Healthcare (“MIH”) services.

1. Respond to and provide care coordination services for individuals with mental health, behavioral health, substance use, housing, and other social service needs.
2. Connect and build relationships with a broad range of community members, including underserved populations.
3. Provide staffing resources to conduct follow-up services for referrals.
 - a. Follow-up services may include in-person visits, phone calls, or emails.
 - b. In-person visit duties may include meeting with and interviewing individuals, families, and other care providers to assess needs and eligibility of services. Advocating for the needs of individuals within and outside the system; liaise between individuals, caregivers, and service providers. Provide client-level troubleshooting and advocacy.
 - c. Provide short-term intensive case management for individuals in need of such assistance.
 - d. Facilitate access to services for high-need individuals across all involved systems of care.
4. Provide client follow-up as necessary. Follow-up may include additional in-person visits, phone calls, or follow-up emails.
5. Document all client contact, including in-person visits, phone calls and emails in a HIPPA compliant case management database.
6. Track metrics for client system utilization, case management activities, and outcome measures. Collaborate with the City to analyze data and community trends and to develop as needed.
7. Build and maintain relationships and partnerships with organizations that provide services that are helpful to clients.
8. Oversee management and training of staff to carry out objectives.



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6435
March 19, 2024
Regular Business

AGENDA BILL INFORMATION

TITLE:	AB 6435: 2025-2026 City Council Priorities	<input type="checkbox"/> Discussion Only
RECOMMENDED ACTION:	Approve the 2025-2026 City Council Priorities.	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

DEPARTMENT:	City Manager		
STAFF:	Jessi Bon, City Manager Ali Spietz, Chief of Administration		
COUNCIL LIAISON:	n/a	n/a	n/a
EXHIBITS:	n/a		
CITY COUNCIL PRIORITY:	n/a		

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

EXECUTIVE SUMMARY

This agenda bill to set the 2025-2026 City Council Priorities which will guide budget planning and decision-making for the next biennium.

BACKGROUND

On Friday, March 1, 2024, the City Council held its annual Planning Session and discussed the priorities for the 2025-2026 biennium ([AB 6418](#)). Councilmembers were encouraged to submit suggestions for 2025-2026 priorities in advance of the Planning Session and the suggestions were compiled as Exhibit 1 to AB 6418.

ISSUE/DISCUSSION

At the Planning Session, Councilmembers discussed the proposed priorities and reviewed the current priorities. Per City Council direction the following priorities are presented for the City Council's review:

2025-2026 City Council Priorities

The City of Mercer Island provides outstanding municipal services that enhance and protect the environment, the quality of life, and our community's health, safety, and welfare. We engage with the community on issues of importance to listen, instill trust, and promote sound decision-making.

We strive to create and maintain an environmentally sustainable and inclusive community that is safe and supportive for current and future generations.

In the 2025-2026 biennium, we will continue to ~~restore~~ provide city services with fiscal sustainability while focusing on the government's effectiveness and efficiency, and the following priorities:

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

At Tuesday's meeting, staff are seeking the Council's approval of the draft 2025-2026 City Council Priorities.

Included in the priorities above is the preamble from the 2023-2024 priorities with one word change. Staff are seeking City Council feedback regarding whether to include the preamble in the 2025-2026 priorities and seeking the Council's approval of the draft 2025-2026 City Council Priorities.

NEXT STEPS

Once the 2025-2026 City Council Priorities have been adopted, they will be incorporated into the 2025-2026 budget as the guiding principles for planning and decision-making for the next biennium.

RECOMMENDED ACTION

Adopt the 2025-2026 City Council Priorities.



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6432
March 19, 2024
Regular Business

AGENDA BILL INFORMATION

TITLE:	AB 6432: City Council Rules of Procedure Amendments (Resolution No. 1658)	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Approve Resolution No. 1658 amending the City Council Rules of Procedure as set forth in Exhibit A.	

DEPARTMENT:	City Council
STAFF:	Ali Spietz, Chief of Administration Andrea Larson, City Clerk
COUNCIL LIAISON:	n/a
EXHIBITS:	1. Resolution No. 1658 and Exhibit A (City Council Rules of Procedure)
CITY COUNCIL PRIORITY:	n/a

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

EXECUTIVE SUMMARY

The purpose of this agenda bill is to approve the City Council Rules of Procedure amendments that were discussed at the March 1 City Council Planning Session ([AB 6416](#)).

BACKGROUND

In 2004 (see [AB 3855](#)), the City Council adopted Rules of Procedure ("Rules") in accordance with MICC 2.06.050(A), which reads, in part: "The council shall determine its own rules, bylaws and order of business, and may establish rules for the conduct of council meetings and the maintenance of order." The Rules were most recently amended on February 21, 2023 (see [AB 6230](#)).

ISSUE/DISCUSSION

At the March 1 Planning Session, the City Council reviewed amendments proposed by Councilmembers and staff and advanced amendments for approval. Council was presented with two matrices: one with amendments to be adopted in one motion, the other with amendments that each need further discussion. During the process of splitting the matrix (Exhibit 1 to AB 6416), three proposed amendments were inadvertently missed.

Below are the three amendments that were omitted. These amendments are supported by staff and would have been included in the matrix to adopt in one motion. They have been included in the proposed amendments in Exhibit A of Exhibit 1 to this agenda bill.

Section 3.2

- A. **Regular Meetings.** The City Council's regular meetings will be held the first and third Tuesdays of each month in the Slater Room City Council Chambers (8236 SE 24th Street, Mercer Island) when permissible, or other location for which required written notice has been published.
- ...
- B. **Emergency Meetings.** ... An emergency meeting may only be called as a result of an emergency involving injury or damage to persons or property or the likelihood of such injury or damage or when time requirements of a 24-hour notice would make notice impracticable-impractical and increase the likelihood of such injury or damage.
- ...
- D. **Executive Sessions.** ... If a Councilmember unintentionally discloses executive session material to any person(s) not a party to the executive session-with another party, that Councilmember shall promptly inform the City Manager and/or the City Council of the disclosure.

The Council also adopted a motion to next review the City Council Rules of Procedure at its Planning Session in 2027 and every odd year after that, unless warranted by a necessary change. This has been added as Section 10.3.

RECOMMENDED ACTION

Approve Resolution No. 1658 amending the City Council Rules of Procedure as set forth in Exhibit A.

**CITY OF MERCER ISLAND
RESOLUTION NO. 1658**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MERCER ISLAND,
WASHINGTON, AMENDING THE MERCER ISLAND CITY COUNCIL RULES OF
PROCEDURE**

WHEREAS, the City Council has adopted, pursuant to the authority in MICC 2.06.050, its rules of procedure, which are set forth in the “Mercer Island City Council Rules of Procedure,” originally adopted on April 19, 2004 and most recently amended on February 21, 2023, and

WHEREAS, the City Council reviewed proposed amendments to its rules of procedure at the City Council Planning Session on March 1, 2024; and

WHEREAS, the City Council finds and determines that approval of certain amendments to its rules of procedure will benefit the conduct of City Council meetings, proceedings, and business.

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

Section 1. Amending City Council Rules of Procedure. The “Mercer Island City Council Rules of Procedure” are hereby amended and approved as set forth in Exhibit A to this resolution.

PASSED BY THE CITY COUNCIL OF THE CITY OF MERCER ISLAND, WASHINGTON AT ITS MEETING ON THE 19TH DAY OF MARCH 2024.

CITY OF MERCER ISLAND

Salim Nice, Mayor

ATTEST:

Andrea Larson, City Clerk

MERCER ISLAND CITY COUNCIL RULES OF PROCEDURE



ADOPTED

April 19, 2004

AMENDED

August 2, 2004

February 21, 2006

June 19, 2006

June 19, 2017

February 20, 2018

March 5, 2019

February 4, 2020, Resolution No. 1578

February 18, 2020, Resolution No. 1579

May 18, 2021, Resolution No. 1597

April 5, 2022, Resolution No. 1625

February 21, 2023, Resolution No. 1642

March 19, 2024, Resolution No. 1658

TABLE OF CONTENTS

<u>SECTION NO.</u>	<u>TITLE</u>	<u>PAGE NO.</u>
1	<u>Governance and Authority</u>	3
2	<u>City Council Organization</u>	4
3	<u>City Council Meetings</u>	6
4	<u>Agenda Preparation</u>	14
5	<u>City Council Protocols</u>	15
6	<u>City Documents</u>	18
7	<u>City Council & Staff Communication Guidelines</u>	19
8	<u>City Advisory Boards and Commissions</u>	20
9	<u>City Council Committees</u>	24
10	<u>Suspension and Amendment of Rules</u>	25
11	<u>Sanctions for Rule Violations</u>	26
Appendix A	<u>Parliamentary Rules and Motions</u>	27
Appendix B	<u>City Council Meetings Code of Conduct</u>	29
Appendix C	<u>Process to Fill a Mercer Island City Council Vacancy</u>	30
Appendix D	<u>City Council-Staff Communication Guidelines</u>	32
Appendix E	<u>How Does the City use NextDoor?</u>	35

SECTION 1. GOVERNANCE AND AUTHORITY

1.1 Council-Manager Plan of Government

The City of Mercer Island is a Council-Manager plan of government. As described in the municipal code and chapter [35A.13](#) of the Revised Code of Washington (“RCW”), certain responsibilities are vested in the City Council and the City Manager. This plan of government prescribes that a City Council’s role is that of a legislative policy-making body which determines not only the local laws that regulate community life, but also determines what public policy is and gives direction to the City Manager to administer the affairs of the city government in a businesslike and prudent manner.

1.2 Rules of Procedure

The Mercer Island City Council hereby establishes the following Rules of Procedure (“Rules”) pursuant to the authority set forth in Mercer Island City Code (“MICC”) [2.06.050\(A\)](#), for the conduct of City Council meetings, proceedings and business. These Rules shall be in effect upon adoption by the City Council and until such time as they are amended, or new rules are adopted in the manner provided by these Rules.

1.3 Orientation of New Councilmembers

The City Manager will host an orientation program for newly-elected or appointed Councilmembers, including guidance on the [Open Government Trainings Act](#), which requires [training](#) in the fundamentals of the Open Public Meetings Act (OPMA), [Public Records Act](#) (PRA), and records retention requirements. The orientation will also include a presentation on the Code of Ethics

1.4 Mentoring of New Councilmembers

Current Councilmembers shall seek out opportunities to mentor newly elected or appointed Councilmember(s) to help them gain an understanding of their role(s) as Councilmember.

1.5 Code of Ethics

All City Councilmembers shall sign a statement acknowledging they have received, read, and agree to be bound by the City’s ~~e~~Code of ~~e~~Ethics MICC Chapter 2.60 and RCW Chapter 42.23. The City shall provide new Councilmembers ~~training a presentation~~ on the Code of Ethics, to be repeated no less than once every 4 years.

SECTION 2. CITY COUNCIL ORGANIZATION

2.1 Swearing-In. Councilmembers shall be sworn in by the City Clerk.

2.2 Election of Mayor and Deputy Mayor. The City Council shall elect a Mayor and Deputy Mayor for a term of two years from among themselves at the first City Council meeting, or as soon as possible thereafter, of each even-numbered year or upon vacancy or resignation of the Councilmember filling the Mayor or Deputy Mayor position. The City Clerk shall conduct the elections for Mayor as follows:

- A. Any Councilmember may nominate a candidate for Mayor; no second is needed.
- B. Nominees may accept or decline the nomination.
- C. If only one (1) nomination is made, it is appropriate to make a motion and obtain a second to instruct the City Clerk to cast a unanimous ballot for that nomination for Mayor. Approval is by majority vote of Councilmembers present.
- D. If more than one (1) nomination is made, an open election is conducted by roll call vote.
- E. To be elected, the nominee needs a majority vote of the City Council.
- F. Elections will continue until a Mayor is elected by a majority vote of the City Council.
- G. The City Clerk shall declare the nominee receiving the majority vote as the new Mayor. The City Clerk shall swear the individual into office.

This process is repeated for the election of the Deputy Mayor.

2.3 Duties of Officers.

- A. **Mayor.** The Mayor serves as the Presiding Officer and acts as chair at all meetings of the City Council. The Mayor may participate in all deliberations of the City Council in the same manner as any other member and may vote in all proceedings unless a conflict of interest exists. The Mayor does not possess any power of veto. The Mayor is assigned as the ceremonial representative at public events and functions. The Mayor is vested with the authority to initiate and execute proclamations. With direction from the majority of the Council, the Mayor is assigned the responsibility to impose Councilmember sanctions for violation of these Rules consistent with Section 11 of these Rules. If the Mayor is the Councilmember who is the subject of sanctions, then sanctions shall be imposed by the Deputy Mayor.

In consultation with the Deputy Mayor, the Mayor shall appoint Councilmembers to serve as liaisons to advisory boards and commissions and to serve on standing City Council committees, ad hoc committees, local committees, and certain regional committees. ~~_(Sound Cities Association makes appointments to King County and other regional committees; only one Mercer Island Councilmember can apply for each of these committees)_.~~

B. Deputy Mayor. The Deputy Mayor serves as the Presiding Officer in the absence of the Mayor and assumes ceremonial representative responsibilities when needed. If both the Mayor and Deputy Mayor are absent, the Mayor will appoint another Councilmember to serve as acting Mayor. If the Mayor fails to appoint an acting Mayor, the Councilmembers present shall elect one of its members to serve as Presiding Officer until the return of the Mayor or Deputy Mayor.

C. Presiding Officer. The Presiding Officer shall:

1. Preserve order and decorum during City Council meetings;
2. Observe and enforce these Rules;
3. Call the meeting to order;
4. Keep the meeting to its order of business; and,
5. Recognize Councilmembers in the order in which they request the floor.

The Presiding Officer, as a Councilmember, shall have only those rights, and shall be governed in all matters and issues by the same rules and restrictions as other Councilmembers.

D. City Council Leadership. Together, the Mayor and Deputy Mayor comprise the “City Council Leadership” team and provide support to the City Manager in the leadership of the City. In addition to the duties described previously, the “City Council Leadership” may also provide the following:

1. Meet with the City Manager and staff to prepare for the City Council meetings. A third City Councilmember is invited to participate in these meetings and the schedule rotates throughout the year.
2. Meet with the City Manager at other times of the year to discuss issues and strategies and to serve as a sounding board.
3. Serve as the City Council representatives during the State Legislative Session, providing testimony in alignment with the City’s adopted Legislative Priorities. Other City Councilmembers are also invited to participate in legislative matters on behalf of the City in coordination with City Council Leadership and the City Manager.

2.4 Filling a City Council Vacancy. If a vacancy occurs in the office of Councilmember, the City Council will follow the procedures outlined in [RCW 42.12.070](#) and Appendix C to these Rules (The Process to Fill a Mercer Island City Council Vacancy). In order to fill the vacancy until an election is held, the City Council will widely distribute and publish a notice of the vacancy, the procedure by which the vacancy will be filled, and an application form.

SECTION 3. CITY COUNCIL MEETINGS

3.1 General Meeting Guidelines.

- A. **Open Public Meeting Act.** All City Council meetings shall comply with the requirements of the Open Meetings Act (chapter [42.30 RCW](#)). All regular meetings and special meetings of the City Council shall be open to the public.
- B. **Meetings.** All meetings as described in Section 3.2 may be held in-person, remotely, or as a hybrid to the extent permitted by law.
- C. **Meeting Cancellation.** Any City Council meeting may be canceled by a majority vote of the City Council. The Mayor or City Manager may cancel a City Council meeting for lack of agenda items, adverse weather conditions, or due to an emergency.
- D. **Quorum.** Four members of the City Council shall constitute a quorum and are necessary for the transaction of City business. In the absence of a quorum, the members present may adjourn that meeting to a later date.
- E. **Councilmember Seating.** At the dais, the Mayor shall sit in Chair #4, the center seat at the dais, the Deputy Mayor shall sit to the Mayor's right or left, in Chair #3 or #5. The Mayor will determine the seats of the remaining Councilmembers.
- F. **City Clerk and Minutes.** The City Clerk (or authorized designee) shall attend all regular and special City Council meetings and keep an account of all proceedings of the City Council (minutes) in accordance with the statutory requirements RCW [42.30.035](#). The minutes from previous meetings will be posted on the City website in draft format prior to City Council meetings as part of the City Council packet. Councilmembers are encouraged to inform the City Clerk and City Manager of any errors or proposed changes in advance of the meeting. If a Councilmember wishes to make any corrections (except scrivener) to the minutes, they must request to have the set of minutes pulled from the Consent Agenda and make a motion to revise the minutes. Any corrections to the minutes will be so noted and the draft minutes will be revised with the corrections. Once the City Council has approved the minutes (as presented or revised), the final version of the minutes will be posted to the City's website and archived as the City's official record.
- G. **City Council Meetings Code of Conduct.** The City Council Meetings Code of Conduct is attached as Appendix B to these Rules, which outlines acceptable City Council Meeting ~~acceptable~~ behavior ~~while in a City Council Meeting~~.

H. Attendance. Councilmembers may attend meetings in person or remotely using the City's preferred videoconferencing platform (not by telephone) subject to the following:

1. A Councilmember shall contact the Mayor, the City Manager, and the City Clerk at least one day prior to the meeting if attending remotely or as soon as possible due to an emergency.
2. A Councilmember's camera should be turned on generally throughout the duration of the meeting.
3. A Councilmember attending remotely must be able to hear public comment or testimony and staff's presentation in real time.
4. A Councilmember may attend an executive session or closed session remotely if the conditions in this subsection are met.

~~Remote Attendance.~~ ~~Remote attendance by a Councilmember who is not able to physically be present, whether for all or part of a meeting, is allowed as needed subject to the following:~~

1. ~~**Notice:** A Councilmember shall contact the Mayor and the City Manager at least one day prior to the meeting for which they will attend remotely or as soon as possible due to an emergency. After the City Clerk has called the roll at a meeting, the Mayor shall indicate any Councilmember attending remotely, which will be noted in the minutes. If joining after roll call, the City Clerk shall note the time the Councilmember joined and, if before adjournment, when the Councilmember left in the minutes.~~
2. ~~**Remote Attendance Requirements:**~~
 - a. ~~Remote attendance by a Councilmember shall be through the City's preferred teleconferencing platform.~~
 - b. ~~A Councilmember's camera should be turned on when participating in the meeting.~~
 - c. ~~A Councilmember attending remotely will be marked present, counting towards a quorum and can vote during the meeting as if they were physically present.~~
 - d. ~~A Councilmember attending remotely must be able to hear public comment or testimony and staff's presentation in real time.~~
 - e. ~~A Councilmember may attend an executive session or closed session remotely if the conditions in this subsection are met.~~

I. Roll Call Voting. All City Council voting will be done by roll call. Once a motion has been made and seconded, the Mayor will ask the City Clerk to call the roll. The City Clerk calls the roll, and each Councilmember, as their name is called, answers "aye" or "nay," or "abstain," if they do not wish to vote, and the Clerk shall record each vote. ~~notes the answers.~~ Councilmembers shall refrain from additional comments about the motion or their vote when voting. If the vote count is not clear, the City Clerk reads the names of those who voted ~~answered~~ in the affirmative, and afterwards those who voted in the negative, and then those who voted ~~answered~~ "abstain," and the Mayor announces the result.

3.2 Types of Meetings.

- A. Regular Meetings.** The City Council's regular meetings will be held the first and third Tuesdays of each month in the City Hall Slater Room City Council Chambers (~~9611 SE 36~~8236 SE 24th Street, Mercer Island) when permissible or other location for which required written notice has been published. Certain circumstances (weather, emergencies, etc.) may require that City Council meetings be held remotely using a videoconferencing platform. Regular meetings will begin at 5:00 p.m. or as set by MICC 2.06.010. If any Tuesday on which a meeting is scheduled falls on a legal holiday, the meeting shall be held at 5:00 p.m., or as set by MICC 2.06.010, on the first business day following the holiday, or on another day designated by a majority vote of the City Council.
- B. Special Meetings.** A special meeting is any City Council meeting other than a regular City Council meeting. Notice shall be given at least 24 hours in advance specifying the date, time, and place of the meeting and the business to be transacted. A special City Council meeting may be scheduled by the Mayor, City Manager or at the request of a majority of the City Council and pursuant to RCW 42.30.080.
- C. Emergency Meetings.** An emergency meeting is a special City Council meeting called without 24-hour notice. An emergency meeting may only be called as a result of an emergency involving injury or damage to persons or property or the likelihood of such injury or damage or when time requirements of a 24-hour notice would make notice impracticable~~le~~ and increase the likelihood of such injury or damage. Emergency meetings may be called by the City Manager or the Mayor. The minutes will indicate the reason for the emergency.
- D. Executive Sessions.** An executive session is a portion of a City Council meeting that is closed except to the City Council, City Manager, City Attorney, and staff members and/or consultants authorized by the City Manager. The public is restricted from attendance. Executive sessions may be held during regular or special City Council meetings and will be announced by the Mayor or the Chair. Executive sessions may be held for limited purposes consistent with RCW 42.30.110(1) and RCW 42.30.140(4)(a). Permissible topics include considering real property acquisition and sale, public bid contract performance, complaints against public officers and employees, review of collective bargaining agreements, public employment applications and evaluations, and certain attorney-client discussions. Before convening an executive session, the Mayor or Chair shall announce the purpose of the meeting. Pursuant to RCW 42.23.070(4), Councilmembers must maintain the confidentiality of all written materials and verbal information provided during executive sessions to ensure that the City's position is not compromised. Confidentiality also includes information provided

to Councilmembers outside of executive sessions when the information is considered exempt from production under the [Public Records Act](#), chapter 42.56 RCW. If a Councilmember unintentionally discloses executive session material to any person(s) not a party to the executive session~~with another party~~, that Councilmember shall promptly inform the City Manager and/or the City Council of the disclosure.

- E. **Planning Sessions.** Each year the City Council shall hold an annual planning session during the first quarter of the year, or as soon as practicable thereafter. Potential topics for the Planning Session include City Council Goals, Priorities, and the Work Plan for the next two years. The City Council may hold additional planning sessions during the year.

3.3 Order of Regular City Council Meeting Agenda

- A. **Call Meeting to Order & Roll Call.** The Mayor calls the meeting to order. The City Clerk will take roll call and record names of those present (noting if attending in-person or remote) and those absent in the minutes. If a Councilmember joins after roll call, the City Clerk shall note the time the Councilmember joined and, if before adjournment, when the Councilmember left in the minutes.
- B. **Pledge of Allegiance.** The Mayor or a designated Councilmember will lead the Pledge of Allegiance at the beginning of the meeting.
- C. **Agenda Approval/Amendment.** Agenda items may be added to a regular City Council meeting agenda after the meeting notice is published if a Councilmember or City Manager explains the necessity and receives a majority vote of the City Council. The Mayor may, with the concurrence of the majority of the Council, take agenda items out of order.
- D. **Executive Sessions.** Executive sessions may be held before, during or after the open session portion of either a regular or special meeting. See Section 3.2(D).
- E. **Study Sessions.** Study sessions ~~may~~will be held, when needed, before a regular meeting. They may be called by the Mayor, City Manager or by a majority of Councilmembers. Study sessions ~~are~~will be informal meetings for the purpose of reviewing forthcoming programs and projects, receiving progress reports on current programs or projects, or receiving other similar information. No final decisions ~~shall~~can be made at a study session. Decisions on those issues ~~may~~will be scheduled for a regular or special City Council meeting.
- F. **Special Business.** Special Business items may include the presentation of a proclamation, the key to the City, community member of the year, or other

presentation to elected officials, staff, or the public by the City or presentations to the City or any official made by someone else.

1. **Proclamations.** Proclamations are generally broad statements expressing local government support for particular issues. Requests to proclaim certain events or causes will be considered when such proclamations:
 - a. Pertain to a Mercer Island event, person, organization, or cause with local implications,
 - b. Are timely,
 - c. Have potential relevance to the City Council's Goals, Legislative Priorities, or Mercer Island's community values, and
 - d. Either forward positive messages or call upon the support of the community.

The Mayor, Deputy Mayor, City Manager, and/or a staff designee shall determine approval of proclamation requests. Proclamations are placed on the Consent Agenda and may be publicly read at a City Council meeting and presented to a representative of the event during the City Council meeting.

2. **Key to the City.** The Key to the City is the City's most prestigious award and will only be used to recognize distinguished persons and honored guests of the City of Mercer Island. The "Key to the City" is intended to honor:
 - a. A Mercer Island resident with significant accomplishments in military service, or public service;
 - b. A Mercer Island resident reaching the age of 100 years;
 - c. A person who performed an act of heroism while in the City limits; or
 - d. A dignitary or celebrity visiting the City.

The City Council shall determine approval of Key to the City requests. Keys shall be presented by the Mayor or designee to the recipient at a City Council meeting or at an event sponsored by or affiliated with the recipient.

3. **Community Member of the Year.** The Community Member of the Year is an annual tradition of recognizing an individual or group ("honoree") who is otherwise unrecognized for his/her/their contributions to making the Mercer Island community a great place to live and work. The honoree shall be selected based on the following criteria:
 - a. Significant service accomplishments within the past year;
 - b. The quality, scale, and duration of the benefits to the community resulting from the accomplishments;

- c. The amount of time and energy devoted to the community beyond the scope of normal responsibilities;
- d. The nature of the challenges faced and overcome by the honoree; and
- e. The extent of previous recognition received by the honoree (e.g., the nominee is an “unsung hero”).

Councilmembers ~~may~~**will** make nominations and select an honoree at the annual City Council Planning Session or a Regular Meeting.

Councilmembers or candidates for councilmember, are not eligible for ~~this honor nomination~~. The honoree(s) will be recognized at a City Council Meeting and a photo of the honoree will be posted on the website ~~framed photo of the honoree is hung in the City Council Chambers lobby~~ to commemorate this distinction.

4. **Other Presentations.** From time to time, the City Manager may add to the agenda presentations to Council from other officials or agencies on matters of importance to the City. In order to be added to the agenda, presentation materials must be submitted to the City Clerk by 2:00 p.m. on the Wednesday prior to the City Council meeting for inclusion in the agenda packet.

F. City Manager Report. To keep the City Council and the public informed of City business, the City Manager may provide an oral report, make comments, extend compliments, express concerns, or make announcements concerning any topic during this time.

G. Appearances (Public Comment). During the Appearances section of the regular meeting agenda, members of the audience are invited to address the City Council regarding any matter, except items before the City Council requiring a public hearing, any quasi-judicial matters, or campaign-related matters. Each person wishing to address the City Council should register with the City Clerk by 4 p.m. on the day of the City Council meeting. When the speaker’s name is called, the speaker will give their name and city of residence for the record and shall limit their comments to three (3) minutes. No speaker may convey or donate time for speaking to another speaker. The Mayor may grant additional time for comments. The Mayor may allow speakers to comment on individual agenda items at times during any regularly scheduled City Council meeting other than the regularly scheduled Appearances period.

All remarks ~~shall~~**will** be addressed to the City Council as a whole, and not to individual Councilmembers or staff members. Any person making personal, impertinent, or slanderous remarks, or who becomes boisterous, threatening, or personally abusive while addressing the City Council, may be requested by the

Mayor to leave the meeting. The City Council cannot accept comments on any campaign-related matters (elections for individual offices or ballot propositions) except under specific circumstances where consideration of a ballot measure is on the City Council agenda pursuant to [RCW 42.17A.555](#).

The City Clerk will summarize all public comments in the minutes. Traditionally, the City Council does not respond to comments made at a meeting; however, the City Manager may direct staff to follow up with the speaker as appropriate.

Written testimony is also accepted and should be sent to the City Council at council@mercerisland.gov or cityclerk@mercerisland.gov. Written testimony received after 2:00 p.m. on the day of the City Council meeting will not be sent to the City Council until the next business day.

- C. Consent Agenda.** Consent agenda items have either been previously considered by the City Council or are routine and non-controversial and are approved by one motion. Items on the consent agenda may include, without limitation, payables, payroll, minutes, proclamations, resolutions, ordinances discussed at a previous City Council meeting, bid awards, and previously authorized agreements.

A Councilmember may remove an item from the consent agenda for separate discussion and action. If removed, that item will become the first item of regular business of the same meeting.

- D. Public Hearings.** There are two types of public hearings: legislative and quasi-judicial. The Mayor will state the public hearing procedures before each public hearing. Comments are limited to the subject of the public hearing.

- 1. Legislative Public Hearings.** The purpose of a legislative public hearing is to obtain public input on legislative or policy decisions, including without limitation, review by the City Council of its comprehensive plan or biennial budget.
- 2. Quasi-Judicial Public Hearings.** The purpose of a quasi-judicial public hearing is to decide issues involving the rights of specific parties including, without limitation, certain land use matters such as site-specific rezones.

The City Council's decision on a quasi-judicial matter must be based upon and supported by the "record" in the matter. The "record" consists of all testimony or comment presented at the hearing and all documents and exhibits that have been submitted.

In quasi-judicial hearings, Councilmembers shall comply with all applicable laws including without limitation the appearance of fairness doctrine (chapter [42.36 RCW](#)). The appearance of fairness doctrine prohibits, without limitation, ex parte (outside the hearing) communications with limited exceptions requiring disclosure on the record; prohibits a Councilmember from deciding on the matter in advance of the hearing; requires the hearing to be fair and impartial; and prohibits the participation of any Councilmember who has a conflict of interest or financial interest in the outcome of the hearing.

A Councilmember shall consult with the City Attorney to determine whether the Councilmember should recuse themselves from the quasi-judicial hearing discussion and decision.

- J. **Regular Business.** Regular Business items are all other regular City Council business, including without limitation ~~s~~₂ resolutions, ordinances, staff presentations, board and/or commission appointments, and regional board and committee reports requiring City Council action.
- K. **Other Business.** The City Council will note upcoming Councilmember absences and make a motion to excuse or not excuse a Councilmember's absence. They will also discuss the Planning Schedule. During Councilmember reports, Councilmembers may report on significant activities since the last meeting; provided, however, that Councilmembers may not enter into debate or discussion on any item raised during a City Council report.
- L. **Adjournment.** With no further business to come before the City Council, the Mayor adjourns the meeting.

SECTION 4. AGENDA PREPARATION

- 4.1** The City Manager, in consultation with the Mayor and Deputy Mayor, will prepare an agenda for each City Council meeting. The City Clerk will prepare an agenda packet for each City Council meeting specifying the date, time, and place of the meeting. Each item shall be titled to describe the item to be considered by the City Council and supporting materials for each agenda item shall be included in the packet.
- 4.2** An item may be placed on a City Council meeting agenda by any of the following methods:
- A.** Majority vote of the City Council.
 - B.** By the City Manager.
 - C.** By the Mayor or Deputy Mayor (when acting in the absence of the Mayor).
 - D.** By any two Councilmembers, in writing or with phone confirmation, no later than 12:00 p.m. seven (7) days prior to the meeting. The proposed item will be added to the agenda (without an agenda bill) for the whole City Council to determine if the item should be brought back for discussion and/or action. If the City Council agrees to add the item to a future agenda, staff will prepare an agenda bill based on the City Council's direction.
- 4.3** Staff reports (agenda bills) shall be in a standard format approved by the City Manager.
- 4.4** Agenda materials will be posted to the City's website and a link to the online packet will be emailed to an established mailing list (including City Council and staff) by 5:00 p.m. on the Wednesday before the meeting. If the deadline cannot be met, the City Council and the established mailing list will be notified of when it will be posted. Hard copies of agenda materials will be available for pick up at the Mercer Island Community & Event Center Front Desk~~in the HAM radio room in the Police Department lobby~~ upon Councilmember request.
- 4.5** The City Manager will prepare and keep current the Planning Schedule, which is the long-term calendar of agenda items for all City Council regular and special meetings.

SECTION 5. CITY COUNCIL PROTOCOLS

- 5.1 Roberts Rules/City Council Rules.** All City Council discussion shall be governed by *Roberts Rules of Order, Newly Revised* or by these Rules. Examples of parliamentary rules and motions are as shown in Appendix A to these Rules. In the event of a conflict, these Rules shall control. The City Clerk or City Attorney shall answer questions of a parliamentary nature that may arise during a City Council meeting. The City Attorney shall decide all questions of interpretations of these Rules.
- 5.2 Appearances (Public Comment).** The City Council agrees to adhere to the following protocols during Appearances:
- A. The City Council shall listen attentively to the speaker's comments.
 - B. The City Council shall avoid discourteous behavior such as lengthy or inappropriate sidebar discussions or nonverbal, disparaging actions.
 - C. The City Council shall not engage in debate or discussion with any individual but may be recognized by the Mayor to ask the speaker clarifying questions.
- 5.3 Discussion Protocols.** The City Council agrees to adhere to the following protocols for City Council discussion and debate:
- A. Be courteous and professional at all times;~~;~~
 - B. Avoid discourteous behavior such as lengthy or inappropriate sidebar discussions or nonverbal disparaging actions when colleagues or staff are speaking;~~;~~
 - C. Be recognized by the Mayor before speaking;~~;~~
 - D. Be respectful of the City Manager, ~~and staff,~~ and other Councilmembers;
 - E. Speak in turn after being recognized;~~;~~
 - F. Do not personally criticize other members who vote against or disagree with you;~~;~~
 - G. Do not be repetitive in your arguments or discussion;~~;~~ and
 - H. Respect each other's differences, honor disagreements, vote and move on.
- 5.4 City Council Decisions.** Councilmembers recognize that they are part of a legislative or ~~corporal~~ corporate body. As such, when the City Council has voted to approve or pass an agenda item, the members agree not to contact staff to encourage actions inconsistent with such City Council action or take other action (s) adversely impacting staff resources. Councilmembers, who voted on the prevailing side, may bring any approved action up for reconsideration, on the same day that the vote was taken, following City Council review and approval of such agenda item. The City Council's goal is to make final decisions and not to revisit or reconsider such decisions. (See Appendix A for more details).
- 5.5 No Surprise Rule.** Councilmembers should use best efforts to contact the City Manager to advise of emerging issues. Generally, Councilmembers agree not to propose substantial amendments and/or revisions to any agenda item unless they provide each

other and City staff at least ~~48~~36-hours advance notice to review any written proposal. To provide staff the necessary preparation time, Councilmembers will use best efforts to provide staff advance notice of any questions or concerns they may have regarding an agenda item prior to a public meeting.

- 5.6 Possible Quorum.** Any member of the City Council can attend any City board, commission, ad hoc, or standing committee meeting; however, if a quorum of the City Council (4 or more Councilmembers) is present at any of these meetings, Councilmembers shall “self-police” by not sitting together and not discussing City business. For community or regional meetings where there may be four (4) or more Councilmembers in attendance, the City Clerk may notice the meetings for possible quorum.
- 5.7 Councilmember In-Person Representation.** If a Councilmember appears on behalf of the City before another governmental agency or a community organization for the purpose of commenting on an issue, the Councilmember must state the majority position of the City Council, if known, on such issue. Personal opinions and comments which differ from the City Council majority may be expressed if the Councilmember clarifies that these statements do not represent the City Council's position but rather those of the individual Councilmember. Councilmembers must obtain another Councilmember's concurrence before representing another Councilmember's views or positions with another governmental agency or community organization.
- 5.8 Issuance of Statements.** From time to time, the Mayor and Deputy Mayor may wish to issue a statement on recent events or issues. For timely issuance, the Mayor and Deputy Mayor may sign a statement on behalf of the City Council Leadership when there is not sufficient time to bring the statement to the next Regular City Council meeting. The statement will be brought to the City Council for ratification at the next Regular City Council meeting.
- 5.9 Use of City Letterhead.** Use of City letterhead by the City Council shall be confined to conduct of official City business or communicating messages of the City. City letterhead of any kind shall only be used by the City Council at the direction of the Mayor or his or her designee. Individual Councilmembers shall not use City letterhead to communicate individual or personal messages or opinions.
- 5.910 Mail.** Mail addressed to Councilmembers will be placed in their respective mailboxes at the Mercer Island Community & Event Center~~City Hall~~ (located in the City Council lunchroom outside of the Slater Room Council Chambers~~outside the City Manager's office~~) and is available for pickup during regular business hours. Accumulated mail will be included with hard copy agenda packets, placed on the dais before City Council meetings, or mailed to a Councilmember's residence.

5.1011 Social Media. Social media accounts operated by Councilmembers should not be used as mechanisms for conducting official City business, other than to informally communicate with the public. When Councilmembers use social media accounts to discuss City business, Councilmembers should clarify that the views expressed are solely their own. In addition, direct communication between a majority of the City Council on social media may constitute a "meeting" under the OPMA and should be avoided. In addition, any content or post related to City business may be subject to disclosure under the Public Records Act, regardless of whether it occurs on a personal account or page. Councilmembers are responsible for capturing and retaining any City business-related posts on social media or private email accounts for public records preservation purposes.

The NextDoor.com ("NextDoor") social media platform does not function in the same manner as the City's other social media outlets (i.e., Facebook, X (formerly Twitter), Instagram). NextDoor does NOT allow access by automated archiving services. Instead, the City must execute a complicated manual export process that can be refined only by date range (not topic, or subject line, etc.). This lack of archiving access to NextDoor also makes it difficult and potentially risky for Councilmembers to post about City business and/or to reply to other posts, as they are unable to be captured in a manner that is suitable for responding to public records requests or in a manner that it can be deleted after meeting the required retention period. See [Appendix E](#) for further details.

SECTION 6. CITY DOCUMENTS

- 6.1 Review.** All ordinances, resolutions, contracts, motions, amendments, and other City documents shall be reviewed by the City Attorney. An individual Councilmember may contact the City Attorney to request the preparation of motions for a City Council meeting. No ordinance, resolution or contract shall be prepared for presentation to the City Council, unless requested by a majority of the City Council or by the City Manager.
- 6.2 Signing.** The Mayor and City Clerk sign all ordinances and/or resolutions approved by the City Council, immediately following the meeting. In addition, the City Attorney signs all ordinances as to form. If the Mayor is unavailable, the Deputy Mayor signs the ordinances and/or resolutions.
- 6.3 Ordinances.** The following shall apply to the introduction, adoption and/or amendment of all ordinances:
- A. First Reading of Ordinances.** An ordinance shall be scheduled for first reading at any regular or special City Council meeting. A majority of the City Council may direct the City Manager to prepare any amendments to the ordinance for consideration during second reading and adoption.
 - B. Second Reading/Adoption of Ordinances.** An ordinance that has previously been introduced for first reading may be scheduled for second reading and adoption at any regular or special City Council meeting as either regular business or as a part of the consent agenda.
- Any amendments that a majority of the City Council has directed the City Manager to prepare will be included as proposed amendments in the City Council packet for the City Council's consideration. If further amendments (other than clerical, punctuation, or other non-substantive amendments) are requested at second reading, the ordinance may be continued to the next regular City Council meeting for adoption.
- C. Exceptions.** Sections A and B above shall not apply to:
 1. Any housekeeping ordinances that the City Manager recommends be adopted at first reading;
 2. Any budget ordinances; or
 3. Any ordinances that the City Council determines require an effective date precluding a second reading.

This Rule shall not apply to public emergency ordinances, necessary for the protection of public health, public safety, public property, or public peace consistent with [RCW 35A.11.090](#).

SECTION 7. CITY COUNCIL & STAFF COMMUNICATION GUIDELINES

Governance of a City relies on the cooperative efforts of elected officials, who provide oversight and set goals, policy, and priorities, and City staff, which analyzes problems and issues, makes recommendations, and implements and administers the City Council's policies and priorities consistent with the City Council goals.

The following are general guidelines to help facilitate effective communications between the City Council and City staff:

- A. ~~Channel~~Communications through the appropriate ~~City staff~~ department director with a copy to the City Manager.
- B. All Councilmembers should have the same information with which to make decisions.
- C. Depend upon the staff to respond to community concerns and complaints as fully and as expeditiously as practical.
- D. The City Council sets the direction and policy – City staff is responsible for administrative functions and City operations.
- E. To provide the City Council with timely information, whenever possible, Councilmembers should submit questions on agenda items to the City Manager and Director in advance of the City Council meeting.
- F. Respect the will of the “full” City Council.
- G. Depend upon the staff to make independent and objective recommendations.
- H. The City Manager and staff are supporters and advocates for the adopted City Council policy.
- I. Refrain from publicly criticizing an individual employee. Criticism is differentiated from questioning facts or the opinion of staff.
- J. Seeking political support from staff is not permitted~~appropriate~~.
- K. Support life-family-work balance.

Appendix D to these Rules contains the standalone City Council-Staff Communications Guidelines document and provides greater detail about each guideline listed above.

SECTION 8. CITY ADVISORY BOARDS AND COMMISSIONS

- 8.1** Mercer Island's advisory boards and commissions provide an invaluable service to the City. Their advice on a wide variety of subjects aids the City Council in the decision-making process. Effective resident participation is an invaluable tool for representative~~local~~ government.
- 8.2** These advisory bodies originate from different sources. Some are established by [Title 3](#) of the Mercer Island City Code while others are established by motion or ordinance of the City Council. It is at the discretion of the City Council as to whether any advisory body should be established by ordinance. The following advisory boards and commissions are established:
- A. Design Commission
 - B. Planning Commission
 - C. Utility Board
 - D. Mercer Island Arts Council
 - E. Open Space Conservancy Trust Board
 - F. Parks & Recreation Commission
- 8.3** Each board and commission shall adopt rules of procedure (or bylaws) to guide governance of ~~its~~~~their~~ board or commission, including the number of meetings unless set forth in a resolution or ordinance or unless the number of meetings adversely impacts City staff resources, as determined by the City Manager.
- 8.4** The City Council may dissolve any advisory body that, in ~~its~~~~their~~ opinion, has completed its working function or for any other reason.
- 8.5** Lengths of terms vary from one advisory body to another, but in all cases overlapping terms are intended.
- 8.6** All meetings of advisory bodies are open to the public in accordance with Chapter 42.30 RCW, [Open Public Meetings Act](#), and require a minimum 24-hour advance written notice.
- 8.7** Members may be removed~~7~~ from any advisory board or commission~~7~~ prior to the expiration of their term~~s~~ of office, in accordance with the provisions of the ordinance or resolution establishing such advisory board or commission.
- 8.8** All members of advisory boards and commissions shall sign a statement acknowledging they have received, read, and agree to be bound by the City's ~~code~~~~Code~~ of ~~ethics~~~~Ethics~~, MICC Chapter 2.60 and RCW Chapter 42.23. The City shall provide new members a presentation~~training~~ on the Code of Ethics. If the required Code of Ethics presentation

has not been completed within 45 days of appointment, the member will be referred to City Council Leadership for potential removal.

- 8.9** The City Council transmits referrals for information or action through the City Manager and the City Council liaison to the advisory boards and commissions. Staff ~~Liaisons~~liaisons, on behalf of advisory boards and commissions transmit findings, recommendations, reports, etc., to the full City Council as part of the City Council Agenda Packet.
- 8.10** The City Manager shall appoint City staff to assist advisory boards and commissions. City staff are not employees of ~~such bodies~~that body and take direction only from the Department Director or the City Manager. Boards and commissions shall not direct City staff to perform research, gather information, or otherwise engage in activities involving projects or matters that are not listed on the work plan unless approved by the City Council or City Manager.
- 8.11** As part of the biennial budget process, the City Council shall adopt a citywide work plan. Staff liaisons shall present the work plan to the boards and commissions and set the appropriate meeting schedule to achieve the deliverables in the work plan. Annually, staff for the Parks and Recreation Commission, Planning Commission, and Open Space Conservancy Trust Board shall develop a draft work plan and present the work plan to the City Council for review, possible amendments, and approval.
- 8.12 Appointment Process.** Annually, the City Clerk will advertise for applicants to fill expiring positions on the boards and commissions as follows, unless otherwise provided by law:
- A. Available positions are advertised.
 - B. Once the application deadline has passed, all applications received by the deadline will be forwarded to the City Council for review.
 - C. The City Clerk will include the appointment process on the agenda for the next regularly scheduled City Council meeting.
 - D. The City Clerk will prepare a ballot for each board or commission, listing applicants alphabetically by last name.
 - E. The voting process for appointment to each board and commission shall be as follows:
 1. Each City Councilmember completes a written ballot, casting a vote for the identified open seat on the board or commission. If there is more than one open seat on a board or commission, then each position will be voted on separately. If there are multiple positions open for a given ~~B~~board or ~~C~~ommission, the position(s) with the longest term shall be voted on first.
 2. The City Clerk will collect the ballots, tally the votes, and read aloud the votes and outcome of the voting process.

3. The applicant that receives the most votes, provided they have received a minimum of four votes, will be appointed to the open seat on the board or commission. In the event of a tie or if no applicant receives four votes, the procedures in Section 8.12(E)(4) and (5) shall be followed.
 4. If no applicant receives a minimum of four votes, a second round of voting will take place utilizing the following process:
 - a. Applicants receiving one or no votes in the first round will be dropped from the ballot and Councilmembers will re-vote on the remaining applicants. If more than one candidate has only one vote, the Mayor will recommend an appropriate procedure for breaking the tie, subject to approval by the Council.
 - b. Voting will continue until an applicant receives the four-vote minimum.
 5. If a tie exists after the first vote or in a subsequent round of voting, and a tiebreaker is necessary to make an appointment, a tiebreaker vote will be conducted utilizing the following process:
 - a. Councilmembers will vote on the applicants that are tied and all other applicants will be eliminated from the voting process.
 - b. If after three successive votes a tie still exists, the names of all the applicants that are tied will be put into a hat and the City Clerk will draw out one of the names. The name that is drawn will be appointed to the open seat.
 6. The Mayor may call for a recess at any time during the voting process to allow Councilmembers to caucus. Caution should be exercised during a caucus to avoid “serial meetings” as these types of discussions are not allowed under the Open Public Meetings Act.
 7. The names of the applicant(s) selected will be added to a Resolution, with final approval required by a vote of the City Council.
- F.** Letters will be sent to all applicants informing them of their appointment or thanking them for applying. Staff liaisons will contact new appointees in advance of the first board or commission meeting.

8.13 Vacancies.

- A.** When vacancies occur, they are filled for the unexpired terms in the same manner as described in Section 8.12. If there is more than one vacancy to fill on a board or commission, the position with the longest term will be voted on first. The City Council will be notified of vacancies so they may encourage residents to apply.
- B.** In the event a vacancy occurs mid-term, the City Council shall appoint a person to fill the unexpired term within 60 days, or as soon as reasonably practicable.
- C.** If the mid-term vacancy occurs for a position with six months or less remaining in the term, the City Council may elect to fill the unexpired term and the next four-year term concurrently.

8.14 Open Government Training Requirement. Within ~~90~~45 days of the appointment to a board or commission, all new members must complete the Open Government Trainings Act requirements, which includes training on the Open Public Meetings Act, the Public Records Act, and public records retention. ~~training required by the Open Government Trainings Act and Members will~~ provide proof of completion of ~~such these~~ trainings to the City Clerk. If the required Open Government Trainings have not been completed within 45 days of appointment, the member will be referred to City Council Leadership for potential removal.

8.15 City Council Liaison Roles & Duties. The Mayor (in consultation with the Deputy Mayor) may appoint a City Council liaison for certain boards or commissions. The City Council liaison shall report objectively on the activities of both the City Council and the advisory group. The specific duties of a City Council liaison are as follows:

- A. Attend meetings of the board or commission and report back to the City Council on the business that is being discussed~~on a regular basis and sit at the table or dais, as applicable.~~
- B. May Pparticipate in the discussion ~~and debate~~ of the board or commission to represent the position of the majority of the City Council (if known), but and will be cognizant not to unduly influence the discussion of the board or commission. Liaisons will not vote on any matter (except for the Open Space Conservancy Trust as the City Council Liaison is a voting member).
- C. Represent the majority City Council position, if known.
- D. Participate in a manner that will not intimidate, unduly influence, or inhibit the members, meetings ~~and or the~~ operations of the board or commission. Make comments in a positive manner to promote positive interaction between the City Council and the board or commission.
- E. ~~Be prepared to give the City Council~~Provide regular and timely reports to the City Council at regular City Council meetings. Take the lead on discussion items before the City Council which pertain to the assigned board or commission.
- F. Provide input to the City Council regarding potential candidates for appointment to the board or commission.

SECTION 9. CITY COUNCIL COMMITTEES

- 9.1** City Council committees, which are created by the City Council, operate as policy review and discussion arms of the City Council. The committees enable City staff to obtain early feedback from representative members of the City Council on issues affecting public policy prior to their presentation to the full City Council. City Council Committees are expected to anticipate the full range of considerations and concerns related to various policy questions.
- 9.2** Committees do not replace the City Council as final decision makers on behalf of the full City Council. City Council Committees give no staff direction on administrative matters, specific assignments, or work tasks. Any discussion or feedback expressed or received at a Committee meeting should not be construed or understood to be a decision by or for the full City Council.
- 9.3** There are two forms of City Council Committees:
- A.** Standing Committees: these are permanent and meet regularly on policy matters pertaining to the designated subject.
 - B.** Ad Hoc Committees: these are short-term in nature and advise on a specific policy matter or concern. Ad hoc committees will be dissolved upon completion of the intended purpose and objectives.
- 9.4** Committees will be established by a charter containing the purpose, objectives, responsibilities, duration, membership, and meeting schedule.
- 9.5** Committee appointments (chairs and members) shall be made by the Mayor (in consultation with the Deputy Mayor). The Mayor will consider the interests, experience, and requests of individual Councilmembers in making committee assignments. No more than three (3) Councilmembers shall serve on any committee.
- 9.6** Committees will have staff support assigned by the City Manager. Staff will work with the committee chairs to set agendas, provide support materials, and prepare reports.
- 9.7** In January of even years, the Mayor, in consultation with the Deputy Mayor, will review committees for relevancy and make appointments or reassignments, as necessary. The City Clerk will maintain the list of appointments (City Council Liaison Appointments) to established committees.

SECTION 10. SUSPENSION AND AMENDMENT OF RULES

- 10.1** Any provision of these ~~rules~~ Rules not governed by state law or ordinance may be temporarily suspended by a two-thirds (2/3) majority vote of the City Council.
- 10.2** These ~~rules~~ Rules may be amended, or new rules adopted, by a majority vote of the City Council.
- 10.3** These Rules will be reviewed for amending at the City Council's Planning Session every odd year (except 2025) unless warranted by a necessary change.

SECTION 11. SANCTIONS FOR RULE VIOLATIONS

11.1 Councilmembers may be sanctioned for violation of these Rules in any of the following ways:

- A. Executive Session.** Two (2) or more Councilmembers may call an executive session under RCW 42.30.110(f) to discuss complaints brought against a public officer.
- B. Public Censure.** If a majority of the City Council supports public censure, the Mayor shall, during a regular City Council meeting, state in detail the Rule(s) violated and the Councilmember's conduct resulting in violation of the Rule. The Councilmember who is the subject of the sanction shall have the opportunity to rebut. If the Mayor is the Councilmember who is subject of the sanction, then the Deputy Mayor shall preside over the public censure.
- C. Other.** Any other appropriate action decided by a majority of the City Council.

APPENDIX A - PARLIAMENTARY RULES AND MOTIONS

- (1) Following the presentation of the item and questions of staff, a motion should be made before Council begins discussion to frame and guide the discussion.
- (2) If a motion does not receive a second, it dies and will not be included in the minutes. Motions that do not need a second include nominations, withdrawal of motion, agenda order, request for a roll call vote, and point of order.
- (3) When making motions, be clear and concise and do not include arguments for the motion within the motion.
- (4) No comments may be made or heard until there is a second on the motion.
- (5) After a motion and second, the Mayor will indicate the names of the Councilmembers making the motion and second.
- (6) When the City Council concurs or agrees to an item that does not require a formal motion, the Mayor will summarize the agreement at the conclusion of the discussion. Councilmembers may object to such summary if any feel the summary does not reflect the City Council consensus.
- (7) If the maker of a motion wishes to withdraw their motion, the Mayor shall ask the City Council if there is any objection to the maker withdrawing their motion. If none, the motion is withdrawn. If there is objection, the City Council will vote whether the motion ~~may~~ be withdrawn. The text of the withdrawn motion and the fact of its withdrawal will not be included in the minutes.
- (8) A **motion to table** is undebatable and shall preclude all amendments or debates of the issue under consideration. If the motion to table prevails, the matter may be "taken from the table" only by adding it to the agenda of a future regular or special meeting at which time discussion will continue; and if an item is tabled, it cannot be reconsidered at the same meeting.
- (9) A **motion to postpone to a certain time** is debatable as to the reason for the postponement but not to the subject matter of the motion, is amendable, and may be reconsidered at the same meeting. The question being postponed must be considered at a later time at the same meeting, or to a time certain at a future regular or special City Council meeting.
- (10) A **motion to postpone indefinitely** is debatable as to the reason for the postponement as well as to the subject matter of the motion; is not amendable and may be reconsidered at the same meeting only if it ~~received~~receives an affirmative vote.

- (11) A **motion to call for the question** shall close debate on the main motion and is undebatable. This motion must receive a second and fails without a two-thirds' (2/3) vote; debate is reopened if the motion fails.
- (12) A **motion to amend** is defined as amending a motion that is on the floor and has been seconded, by inserting or adding, striking out, striking out and inserting, or substituting.
- (13) Motions that cannot be amended, include motion to adjourn, agenda order, point of order, reconsideration and take from the table. A motion to amend an amendment is not in order.
- (14) Amendments are voted on first, then the main motion as amended (if the amendment received an affirmative vote).
- (15) The motion maker, Mayor, or City Clerk should repeat the motion prior to voting.
- (16) All votes of the City Council will be conducted by roll call voting.
- (17) When voting Councilmembers will reply with "aye," "nay," or "abstain" and shall refrain from additional comments about the motion or their vote.
- (18) At the conclusion of any vote, the Mayor will announce the results of the vote.
- (19) A motion that receives a tie vote is deemed to have failed.
- (20) When a question has been decided, any Councilmember who voted in the majority may move for reconsideration.
- (21) A **motion for reconsideration** can only be made by someone who voted on the prevailing side, and it must be made on the same day that the vote to be reconsidered was taken. All action that might come out of the original motion is stopped at the time that reconsider is made and seconded.

APPENDIX B - CITY COUNCIL MEETING CODE OF CONDUCT

The Mercer Island City Council welcomes the public to the City Council meetings and dedicates time at ~~its~~these meetings to hear from the public on agenda items and other issues of concern.

It is important for all community members to feel welcome and safe during City Council meetings. Audience members will be expected to treat all attendees with respect and civility.

1. Appearances Ground Rules:

Appearances is the time set aside for individuals to speak to the City Council about any issue during a City Council meeting. The ground rules are:

- A. Each person wishing to address the City Council should register with the City Clerk by 4:00 p.m. on the day of the City Council meeting~~;~~
- B. Please (1) speak audibly, (2) state your name and city of residence for the record, and (3) limit your comments to three minutes~~;~~
- C. Traditionally, the City Council does not respond to comments made at the meeting, but will follow up, or have staff follow up, with the speaker if needed~~;~~
- D. Comments should be addressed to the entire City Council, not to individual Councilmembers, staff members, or the audience~~;~~
- E. Audience members should refrain from applause, video comments, or disapproval of individuals' comments~~;~~
- F. Any person who makes personal, impertinent, or slanderous remarks, or who becomes boisterous, threatening, or personally abusive while addressing the City Council, may be requested to leave the meeting~~;~~ and
- G. The City Council cannot accept comments on any campaign-related matters (elections for individual offices or ballot propositions) except under specific circumstances where consideration of a ballot measure is on the City Council agenda. [RCW 42.17A.555](#).

2. General Rules:

- A. ~~Please silence All~~ cell phones, computers, tablets, and cameras shall be silenced while in the City Council meetings, unless the device is necessary for participation in the meeting.
- B. Please limit conversations in the audience seating area. You may be asked to step into the lobby to continue a conversation.

APPENDIX C - PROCESS TO FILL A MERCER ISLAND CITY COUNCIL VACANCY

PURPOSE

To provide guidance to the City Council when a Mercer Island Councilmember position becomes vacant before the expiration of the official's elected term of office.

APPOINTMENT PROCESS

A City Council position shall be officially declared vacant upon the occurrence of any of the causes of vacancy set forth in RCW 42.12.010. Under authority of RCW 42.12.070, the remaining members of the City Council are vested with the responsibility for appointing a qualified person to fill the vacant position. Accordingly, the process should include all the remaining Councilmembers in the City Council interviews, deliberations, and votes to appoint someone to fill the vacant position.

The City Council should direct the City Manager to begin the Councilmember appointment process and establish an interview and appointment schedule, so that the position is filled at the earliest opportunity. After the schedule is established, staff will notify applicants of the location, date, and time of the interviews.

Applications received by the deadline date and time will be copied and circulated to Councilmembers.

NOTIFICATIONS AND SCHEDULING

The notice of vacancy shall be posted on the City's website and published at least two times in the Mercer Island Reporter.

The City Council shall determine a regular meeting or set a special meeting for interviewing candidates and possibly appointing someone to the vacant position.

Interviews and the appointment process may be continued to another day if any Councilmember is not able to attend or if the selection process is not concluded.

INTERVIEWS

~~Each~~ Applicants shall each be given ~~three to~~ five minutes to introduce themselves and present their credentials and reasons for seeking appointment to the City Council. They shall also address the answers to these questions during their allotted time:

1. Why do you want to serve on the City Council?
2. What experiences, talents or skills do you bring to the City Council and community that you would like to highlight?

3. Are there any regional issues or forums in which you have a particular interest or expertise? (e.g., transportation, water supply, human services, water quality, fiscal management, solid waste, parks & open space, etc.)
4. Do you want to serve on the City Council because of a particular local issue on which you want to work or are your interests more broadly distributed?

The City Council reserves the right to ask additional questions of candidates during the interview.

At the close of City Council questions, applicants will be afforded an opportunity to comment on any additional issues relevant to their candidacy.

The applicants' order of appearance will be determined by a random lot drawing.

DELIBERATIONS AND VOTING

Upon completion of the interviews, and as provided in the Open Public Meetings Act at RCW 42.30.110(1)(h), Councilmembers may convene in ~~to~~ executive session to evaluate the qualifications of the applicants. However, all interviews and final action appointing a person to fill the vacancy shall be in a meeting open to the public.

In open session, the Mayor shall ask for nominations from the Councilmembers. No second to the motion is needed. Nominations are closed by a motion, a second and a majority vote of the City Council.

The Mayor may poll the City Council to ascertain that Councilmembers are prepared to vote. If so, t~~The~~ City Clerk shall proceed with a roll-call vote.

Nominations and voting will continue until a nominee receives a majority vote of the remaining Councilmembers.

At any time during the election process, the City Council may postpone elections until another open meeting if a majority vote has not been received, or if one of the remaining Councilmembers is not able to participate in a particular meeting.

The Mayor shall declare the nominee receiving the majority vote of all the remaining Councilmembers as the new Councilmember who shall be sworn into office at the earliest opportunity, or no later than the next regularly scheduled City Council meeting.

Under RCW 42.12.070(4), if the City Council fails to appoint a qualified person to fill the vacancy within 90 days of the occurrence of the vacancy, the authority of the City Council to fill the vacancy ends and the King County Council is given the authority to fill the vacancy.

APPENDIX D - CITY COUNCIL-STAFF COMMUNICATIONS GUIDELINES

Governance of a City relies on the cooperative efforts of elected officials, who provide oversight and set goals, policy, and priorities, and City staff, which analyze problems and issues, make recommendations, and implement and administer the City Council's policies and priorities consistent with the City Council goals. The following are general guidelines to help facilitate effective communications between the City Council and City staff.

A. ~~Channel communication~~ through the appropriate department director with a copy to the City Manager ~~City staff~~.

While any staff member is available to answer Councilmember questions and requests for information, the City Manager is the primary information liaison between the City Council and City staff as outlined in [RCW 35A.13](#). Questions of City staff should be directed to the City Manager and Department Directors. When a Councilmember makes a request to a particular staff member, ~~it is important to the City Manager shall be simultaneously~~ inform ~~ed~~/copied on the request ~~y the City Manager~~. In addition, staff will inform/copy the City Manager so that the City Manager is aware of the Councilmember's requests and needs.

B. All Councilmembers should have the same information with which to make decisions.

When one Councilmember has an information request, the response will be shared with all members of the City Council so that each member may be equally informed.

C. Depend upon the staff to respond to concerns and complaints as fully and as expeditiously as practical.

A key value in the City's organizational culture is providing quality customer service. Rely on staff to solve customer problems and concerns.

D. Operational/Maintenance Complaints.

The Public Works Team handles a variety of complaints including, water leaks, missing manhole covers, potholes, tree or street/stop sign down, etc. During business hours call (206) 275-7608 or file an online report with MI-Connect (<https://www.mercerisland.gov/publicworks/page/submit-service-request>). In the evening or on weekends, a member of the City's 24-hour Customer Response Team (CRT) can be dispatched by calling (425) 577-5656 (NORCOM Dispatch). Staff will follow-up with the Councilmember as to the outcome of the problem or concern.

E. Code Compliance Complaints.

The Community Planning & Development Code Compliance team answers questions and investigates complaints on a wide variety of issues, including zoning, building, and nuisance violations. To file a complaint, complete a Code Compliance Request Form or email codecompliance@mercergov.org. If you have questions about a potential Code Compliance issue or need assistance filing a complaint, contact the Customer Service Team at

~~customerservice@mercerisland.gov or 206-275-7600. If you have a complaint, please complete a Code Compliance Request Form, and fill it out as completely as possible. [Go to <https://www.mercerisland.gov/cpd/webform/code-compliance-request-form> to complete an online form or download or print the form and attach it to an email to codecompliance@mercergov.org.] You may also come to City Hall to drop off or complete a paper copy. Using this form will give staff the information needed to review and process the complaint.~~

F. Complaints/Concerns Directed to City Council.

Often City Council will receive customer letters or emails directly. Due to limited staff resources to handle the amount of correspondence, these are disseminated to the appropriate department to prepare a formal response on behalf of the City Council. On occasion, a letter or email is directed specifically to a Councilmember. The Councilmember may choose to work directly with the City Manager or designee to provide a response. All responsive staff correspondence is copied to all members of the City Council, regardless of to whom it was addressed. ~~to~~.

G. The City Council sets the direction and policy – City staff is responsible for administrative functions and City operations.

The role of the City Council is as the legislative body. The City Council is responsible for approving the budget, setting the vision and goals, and adopting policy and strategic plans. The primary functions of staff are to execute the City Council policy and actions taken by the City Council and to keep the City Council informed. Staff is obligated to take guidance and direction only from the City Manager or Department Director.

Individual Councilmembers should not knowingly or willfully interfere with the administration of City business including, but not limited to, coercing, or influencing staff in the selection of personnel or consultants, the awarding of contracts, the processing of development applications, licenses, permits, or public records requests, and the interpretation and implementation of the City Council policy.

H. To provide the City Council with timely information, Councilmembers should submit questions on agenda items to the City Manager and Director in advance of the City Council meeting.

Councilmembers are encouraged to submit their questions on agenda items to the City Manager as far in advance of the meeting as possible so that staff can be prepared to respond before or at the City Council meeting. Having a practice of “no surprises” between the City Council and City staff and vice versa fosters a productive working relationship.

I. Respect the will of the “full” City Council.

City staff will make every effort to respond in a timely and professional manner to all requests for information or assistance made by individual Councilmembers. However, if a request reaches a certain degree either in terms of workload or policy, it will need to come before the “full” City Council. The City Manager takes direction from the full City Council

and not from individual Councilmembers. If this should occur, the City Manager will prepare a memorandum or email to the City Council informing them of the request. The City Manager will consult with the Mayor, Deputy Mayor, and Councilmember with the request to determine when it is appropriate to bring it before the full City Council for discussion and direction.

J. Depend upon the staff to make independent and objective recommendations.

Staff is expected to provide its best professional recommendations on issues, providing information about alternatives to staff recommendations, as appropriate, as well as pros and cons for recommendations and alternatives. Sometimes staff may make recommendations that may be unpopular with the public and Councilmembers. When this occurs, please refrain from attacking the messenger. Staff respects the role of the City Council as policy makers for the City and understands that the City Council must consider a variety of opinions and community values in their decision-making in addition to staff recommendations.

K. The City Manager and staff are supporters and advocates for adopted City Council policy.

Regardless of whether it was staff's preferred recommendation or not, staff will strongly support the adopted City Council policy and direction, even if this may cause concern by the City Council minority on controversial issues.

L. Refrain from publicly criticizing an individual employee. Criticism is differentiated from questioning facts or the opinion of staff.

All critical comments about staff performance should be made only to the City Manager through private correspondence or conversation.

M. Seeking political support from staff is not appropriate.

The City is a non-partisan local government. Neither the City Manager nor any other person in the employ of the City shall take part in securing or contributing any money toward the nomination or election of any candidate for a municipal office. In addition, some professionals (e.g., City Manager, the Chief of Administration, Chief of Operations, and the City Clerk) have professional codes of ethics, which preclude politically partisan activities or activities that give the appearance of political partisanship.

N. Support life-family-work balance.

In a 24-hour, mobile accessible world, expectations for staff to always be available can emerge. However, this expectation is unsustainable. Staff will respond to nonemergency emails or phone messages during business hours only.

~~(April 2021)~~

APPENDIX E - HOW DOES THE CITY USE NEXTDOOR.COM?

NextDoor is a nationwide platform designed to encourage civil neighbor-to-neighbor interaction and discourse online, focused on highly local topics. The City joined NextDoor in October 2014 and uses its account to make general announcements, advertise meetings, solicit public engagement, provide crime and storm updates, highlight achievements, and more. The platform does not function in the same manner as the City's other social media outlets (i.e., Facebook, X (formerly Twitter), Instagram). NextDoor is not a City-controlled page, but rather a private membership network that functions more like an online community bulletin board. The City merely has an official presence on the platform via its "Agency Account," but by design, NextDoor tightly limits Agency Accounts in important ways.

Most notably, the City can only see its own posts and replies to them, while ALL other neighbor-to-neighbor content is hidden. This is intended to prevent eavesdropping by the City on local discussions. The last name of anyone replying to a City post is just replaced with an initial and is not spelled out.

In addition, because the City is required to maintain public records of social media to comply with the Public Records Act, the City uses ArchiveSocial to backup Facebook, Instagram, X (formerly Twitter), YouTube, and other accounts to retrieve records if requested.

Unfortunately, NextDoor does NOT allow access by automated archiving services. Instead, the City must execute a complicated manual export process that can be refined only by date range (not topic, or subject line, etc.). This lack of archiving access to NextDoor makes it extremely difficult and potentially risky for Councilmembers and staff to post about City business or to reply to other posts, as they are unable to be captured in a manner that is suitable for responding to public records requests or in a manner that it can be deleted after meeting the required retention period.

If Councilmembers post on NextDoor about official City business, they must capture the text of the original post and all comments. If they comment on a post, they must capture the original post, all comments before AND after their comment. The City Clerk can provide additional guidance regarding public records retention requirements for NextDoor posts/comments.

(July 2019)



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6434
March 19, 2024
Regular Business

AGENDA BILL INFORMATION

TITLE:	AB 6434: Sustainability Work Plan Update	<input checked="" type="checkbox"/> Discussion Only <input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Receive report. No action necessary.	

DEPARTMENT:	Public Works		
STAFF:	Jason Kintner, Chief of Operations Alaine Sommargren, Deputy Public Works Director Alanna DeRogatis, Sustainability Program Analyst		
COUNCIL LIAISON:	Jake Jacobson	Craig Reynolds	Ted Weinberg
EXHIBITS:	1. Sustainability Workplan 2. 2022 GHG Report Executive Summary		
CITY COUNCIL PRIORITY:	4. Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community.		

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

EXECUTIVE SUMMARY

The purpose of this agenda bill is to provide an update on the status of the Sustainability Program Work Plan, highlighting key actions that are being implemented this biennium and planned work plan items for the 2025-2026 biennium.

- The Mercer Island Climate Action Plan was adopted by City Council in April 2023 ([AB 6246](#)).
- Over the last seven months, staff have implemented programs which support the plan's six Focus Areas and serve to move municipal operations and the community toward reaching CAP targets.
- The City continues to participate in partnerships and programs that enhance and supplement its sustainability efforts.
- Community and municipal operations greenhouse gas emissions must decrease significantly in order to achieve 2030 reduction goals.
- Sustainability work in the 2025-2026 biennium will focus on programs that are likely to have significant impacts on emissions reductions, in addition to ongoing projects.

BACKGROUND

In 2007, the City adopted greenhouse gas (GHG) reduction targets of 25% by 2020, 50% by 2030, and 80% by 2050 (compared to a 2007 baseline). In 2011, Mercer Island became a founding member of the King County-Cities Climate Collaboration (K4C). In June 2021, King County's Growth Management Planning Council (GMPC) updated the County 2050 emissions target to a 95% reduction, which the Mercer Island City Council ratified in [Resolution No. 1620](#) in March 2022.

This work toward establishing City sustainability goals and actions culminated in April 2023 with the adoption of the City's Climate Action Plan (CAP), which outlines a roadmap for the City to meet its GHG reduction commitments and other climate resiliency goals. The CAP identifies 59 actions, grouped into six Focus Areas, for the City to implement as it works toward achieving emissions reduction targets. Fifteen of these actions were already being enacted prior to the adoption of the CAP, and 26 were identified as "near term" actions to be started as soon as possible. Of these "near term" actions, five were identified as "early actions" in May 2023 at the City Council's mid-year planning session.

The Sustainability Program Analyst role, established as part of the 2021-2022 Budget, supports the implementation of the CAP, as well as the implementation of municipal sustainability programs, including improving energy efficiency and reducing the City's own carbon footprint and waste generation. This work includes 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 K4C. The Sustainability Program Analyst also provides the City Council with an annual report and recommended work plan.

ISSUE/DISCUSSION

In August 2023, the City hired a new Sustainability Program Analyst, who immediately began the implementation of CAP priorities, starting with items identified as early- and near-term actions. In addition, work has continued on programs established prior to the adoption of the CAP and other sustainability initiatives that align with CAP-identified goals. Key actions taken over the last seven months have been described below, and a full list of accomplishments and work items underway are available in Exhibit 1. Those specifically identified in the CAP are denoted with their Action ID.

FOCUS AREA: CROSS-CUTTING & MUNICIPAL

The goal for the Cross-Cutting and Municipal Focus Area is to reduce overall community and municipal GHG emissions, integrate climate considerations into City reporting and decision-making, and encourage community members to participate in local climate action. There are a total of 12 actions identified for this focus area. Some of the current work is directly tied to identified actions, while some directly supports the broader Focus Area goals.

2022 GHG Emissions Analysis & Interactive GHG Dashboard

In late 2023, staff worked with Cascadia Consulting Group to complete reporting on 2022 GHG emissions and recently published an interactive dashboard on the [City website](#) (CC3.1). Cascadia's work is part of a joint contract with the other cities in the [Eastside Climate Partnership](#), which allows the cities to pool resources and align reporting methodology across the region. A 2023 inventory and an update to the dashboard will be completed in 2024.

Puget Sound Energy Strategic Energy Management (SEM) Program

Last fall, the City joined PSE's Strategic Energy Management (SEM) Program, which provides cities with incentives for making low- and no-cost changes to reduce energy use in municipal buildings. These changes primarily include operations, maintenance, and behavior changes rather than large-scale retrofits. Participation in this 3-year program aligns with the CAP goal of achieving carbon-neutral municipal operations by 2030. The City's baseline year for usage was set at 2023 levels, to represent the "new-normal" of usage, post-COVID. The City's Performance Target is a 3% reduction in electricity and gas usage for each calendar year. The Sustainability Program Analyst will work with staff to standardize energy conservation behaviors, such as limiting unnecessary plug-load in City buildings, turning off lights, and adjusting temperature setpoints.

2025-2026 Capital Improvement Program Planning

As budget development for the 2025-2026 gets underway, the Sustainability Program Analyst is participating in planning for 2025-2026 capital projects to apply a sustainability-lens. Action CC3.2 specifically calls for the City to "apply a climate lens to City decision-making around major activities, capital projects, and initiatives." To incorporate a sustainability-lens to upcoming CIP projects, the Sustainability Program Analyst has been involved in early project development, offering suggestions for more sustainable project elements.

FOCUS AREA: BUILDINGS & ENERGY

The Buildings and Energy Focus Area includes actions aimed at reducing GHG emissions from buildings, reducing energy use, electrifying buildings, and transitioning to clean and reliable renewable energy sources.

Heat Pump Programs

Action BE1.1 calls for the City to form regional partnerships to expand local heat pump adoption in residential and commercial properties. One of the existing programs of the Eastside Climate Partnership is the [Energy Smart Eastside campaign](#). This program launched in 2022, with a pilot program to help support low- and moderate-income qualified households to transition from natural gas furnaces to heat pumps ([AB 6060](#)). Through this program, the City has fully funded the installation of heat pumps for two income-qualified households and is also offering a \$1,500 "Fuel Switch Incentive" for moderate-income households. This incentive is funded through grants received through the Energy Smart Eastside program. In addition to these incentives, all participants in the Energy Smart Eastside program are also eligible for an additional \$500 discount offered by our equipment distribution partner, which has additionally benefited 4 Mercer Islanders. The program is also working on general outreach and promotion to educate all Eastside residents on available rebates and tax incentives.

FOCUS AREA: TRANSPORTATION

The primary goal of the Transportation Focus Area is to reduce GHG emissions associated with transportation through actions such as transitioning to electric vehicles (EVs), expanding transportation options, improving cycling and pedestrian networks on Mercer Island, and decarbonizing off-road equipment.

Electric Lawn Equipment

Action TR1.6 encourages the use of electric gardening equipment and ultimately seeks to implement a ban on gas-powered leaf blowers. At Council's direction, the City's Park Maintenance team utilized ARPA funds to purchase three backpacks and three handheld electric leaf blowers to evaluate their performance and the feasibility of a ban on gas powered equipment. This pilot program is ongoing. Staff are planning to host an

open house in November 2024 to provide an opportunity for elected officials to try the equipment and provide feedback.

Electric Vehicle Charging Stations

To accelerate the installation of EV charging infrastructure on the Island, staff applied for two grants at the end of 2023: The Charge Where You Are grant from the WA Department of Ecology, as well as the Washington Electric Vehicle Charging Program through the WA Department of Commerce. Both applications aimed to fund the installation of EV chargers at the forthcoming commuter parking lot at the former Tully's site. Unfortunately, the City was not awarded funding through either application. Staff will continue to monitor funding opportunities for the expansion of charging infrastructure.

FOCUS AREA: CONSUMPTION & DISPOSAL

The Consumption and Disposal Focus Area seeks to reduce overall community waste, as well as the GHG emissions associated with the consumption and disposal of goods and materials. Although there are only six Actions identified with this Focus Area, it also contains several ambitious Targets, including an 11% reduction in tons of landfilled waste. The following projects highlighted support the goal and targets set out in this Focus Area:

On-Island Battery Recycling

Spurred by a local student's suggestion to City Council, the Sustainability Program Analyst collaborated with the Mercer Island Thrift Shop to host a battery recycling box, to both recycle batteries and bring in more shoppers. Through this program, the City has made it easier for Islanders to recycle household batteries and limit the risks posed by batteries in the standard waste stream. Originally deployed in September 2023, the battery recycling boxes have collected over 1,200 lbs. of batteries from residents and diverted them from the landfill (CD2.2). This program will continue for the foreseeable future to provide an on-Island solution for battery recycling.

King County Re+ Pledge

In September 2023, the City Council adopted [Resolution No. 1648](#) to express support for the King County Re+ Program. The pledge is a non-binding agreement from the King County Solid Waste Division that acknowledges the challenges and opportunities associated with reducing regional GHG and extending the life of the Cedar Hills Landfill, which serves as the county's only active landfill. This program aligns with the waste diversion goals in the CAP, and the Re+ Pledge is a mechanism that allows cities to signal commitment to the goals of the Re+ Strategic Plan and gives the City access to funding opportunities for zero-waste sustainability initiatives.

Municipal Waste Audit

According to the 2022 GHG report, solid waste accounts for nearly 16% of municipal emissions. To identify areas to reduce landfilled waste and better track municipal waste generation, the Sustainability Program Analyst completed a waste audit for all City buildings and parks in February and March 2024. Several opportunities to improve operations were identified through this effort, including the purchase of an electric composter for the Public Works Building. These audits will continue through 2024 to monitor progress and ensure an accurate account of annual waste generation for future GHG emissions reports.

I-90 Ramp Litter Clean-Up Grant

To address the ongoing accumulation of litter on highway ramps on and off Mercer Island, staff applied for a grant through the Ramp Litter Cleanup Program from the WA Department of Ecology. This grant will enable the City to hire a contractor to supplement WSDOT's ramp cleanup efforts through June 2025. The City will require the contractor to sort all collected waste so that recyclable materials and hazardous materials are kept separate and disposed of appropriately.

FOCUS AREA: NATURAL SYSTEMS

The goal of the Natural Systems Focus Area is to foster climate resilient natural landscapes by protecting vital habitats and ecosystems and conserving water resources.

Open Space Restoration Monitoring

Action NS2.5 calls for the assessment of all City Open Space areas to establish a baseline for future monitoring and maintenance goals. The CAP sets a target of transitioning 10% of public open space from active restoration to a monitoring and maintenance phase by 2030. Natural Resources staff have hired a consultant who will perform an assessment this summer and conclude their work by the end of 2024.

NEXT STEPS

The City's 2022 GHG report found that community emissions have increased 9% since 2020, which is primarily due to an increase in transportation emissions. Though Community emissions are still below 2019 levels, this is a concerning trend that puts the City off-target for a 50% emissions reduction. Community Emissions in 2022 totaled 325,983 metric tons of carbon dioxide equivalent (MTCO_{2e}), which represents only a 2% decrease from 2007 emissions (332,035 MTCO_{2e}).

Conversely, municipal operations emissions have decreased 8% since 2020. While this trend is promising, the City must continue to pursue additional reduction efforts to achieve the CAP goal of carbon neutral municipal operations by 2030. As noted in the CAP, existing and future federal, state, and regional climate policies are expected to significantly help reduce emissions, but strong local action will be vital in achieving the City's goals.

While pursuing a diversity of CAP actions is vital for reaching the plan's established targets, much of the work in the coming biennium will focus on reducing emissions in both the community and municipal operations. Staff will continue the ongoing actions outlined above and pursue the following actions in an effort to achieve the City's 2030 goals:

COMMUNITY EMISSIONS REDUCTION EFFORTS

Annual GHG Emissions Analysis & GHG Dashboard

The City has committed to maintaining a publicly available [online dashboard](#) that provides annual updates on GHG reduction progress (CC3.1). Staff intends to continue work with Cascadia Consulting to report on 2023 emissions, as well as backfilling 2021 emissions data that has not yet been analyzed.

Residential Energy-Efficiency Programs

Residential energy use currently accounts for 27% of the Island's GHG total emissions and 69% of the Island's total energy emissions. According to data from [Rewiring America](#), Mercer Island would need to install

approximately 270 more heat pumps to hit 2050 emissions goals. Though many Islanders are likely making the switch outside of the Energy Smart Eastside program, achieving this goal will require significant outreach and education, and likely substantial financial support for Island households unable to make this investment on their own. Increasing participation in the Energy Smart Eastside program will help bring the City closer to hitting this goal.

Community Solar Energy

Solar panel expansion and storage is related to multiple actions in the CAP (BE1.2, BE1.5), and not only serve an important role in emissions reductions, but would also support Mercer Island's energy grid resiliency. Staff will seek opportunities for installation incentives and help promote existing funding options for residents and community organizations to install solar panels and battery storage.

EV Charging Infrastructure Plan

The expansion of Mercer Island's EV charging capacity is necessary to accelerate EV adoption by residents, and to support further electrification of the City's vehicle fleet. Staff will select a consultant to support the development of a plan that guides this expansion of charging infrastructure (TR1.1). The CAP established a 20% target that all registered passenger vehicles on Mercer Island be electric by 2030, and it will be crucial to provide sufficient charging infrastructure to support this transition.

Waste Diversion Options

As of December 2023, 57% of waste produced by Mercer Island is diverted away from the landfill. The CAP outlines a goal of 70% waste diversion, in addition to a goal of no edible food waste entering the landfill. Community education on best recycling and composting practices is central to achieving these goals, as well as providing alternative residential recycling options including expanded curbside and drop-off services. Increasing commercial diversion through outreach and education is a top priority, as the commercial diversion rate is around 36%. Implementation of the WA Organics Legislation (CD1.2) will also be a high priority action.

Tree Planting Program

Staff are currently researching the feasibility of hosting a tree giveaway program to incentivize tree planting on private land (NS1.1). The CAP goals call for a 5% increase in tree canopy cover on privately held land. This target is driven by findings from the [2018 Tree Canopy Assessment](#) that found that 85% of remaining plantable space on Mercer Island is located in Single-Family Residential areas.

MUNICIPAL EMISSIONS REDUCTION EFFORTS

Grant Funding for Municipal Operations Improvements

A variety of state and federal funds are available to help support climate-related projects, which staff monitor closely as they are announced. Replacing end-of-life building systems with energy-efficient, electric alternatives will help reduce emissions associated with natural gas, which currently accounts for 14% of municipal emissions. Expanding municipal solar energy generation and storage is crucial to the City achieving carbon neutrality (CC2.7). The City's vehicle fleet, which is the largest contributor to municipal emissions (27%), makes fleet electrification a top priority in the coming years (CC2.4).

Operational Change Efforts

In addition to efforts that require significant financial investments, efforts that require no funding are a priority to maintain. Continued participation in PSE's SEM program will supplement select City equipment retrofits. Improvements to staff recycling and compost practices, as well as the promotion of alternative commute options (CC2.1), will help maintain and drive future reductions in municipal emissions.

Carbon Sequestration of Public Lands

Action NS2.9 calls for an assessment of the carbon sequestration of existing public land on Mercer Island. To assess opportunities to increase carbon sequestration to help offset Island emissions, the City must understand how the public lands are currently performing. Staff will research current assessment methodology and regional efforts in preparation for this work. Increasing the carbon sequestration of City land will help the City offset emissions related to municipal operations.

Staff will continue to report to the City Council annually on the Sustainability Work Plan, including the status of Climate Action Plan. In addition, staff will provide Council with the City's progress toward reaching/approaching Climate Action Plan targets.

RECOMMENDED ACTION

Receive report. No action necessary.

Action ID	Early Action Item	Short Name	Action	2023 Tasks - Completed	2024 Tasks	Planned 2025-2026 Tasks
CC3.1	Yes	GHG tracking & reporting	Continue to maintain a publicly available online dashboard that tracks and reports on CAP and GHG reduction progress on an annual basis. Report to City Council and the community on progress annually.	<ul style="list-style-type: none">• Provided 2022 data to Cascadia Consulting for reporting and dashboard	<ul style="list-style-type: none">• Delivery of PowerBI dashboard from Cascadia Consulting; integrate into City website• Organize 2023 data for reporting and determine long-term strategy for reporting maintenance	<ul style="list-style-type: none">• Update dashboard with 2024 & 2025 data
BE1.7	Yes	Green Power Program	Host education programs and conduct outreach events to encourage businesses and residents to enroll in the PSE Green Power Program. Partner with other neighboring communities served by the utility to advocate directly with PSE to expand renewable energy production that is local to Mercer Island.		<ul style="list-style-type: none">• Promote as part of Leap for Green• Meet with PSE to determine other promotional options• Develop plan with Eastside cities to work with PSE on growing infrastructure, such as community solar	<ul style="list-style-type: none">• Community solar campaign and green power for City facilities.
TR1.6	Yes	Electric lawn & construction equipment	Encourage the use of electric gardening equipment through educational campaigns, rebates, and incentives. Implement a ban on gas-powered leaf blowers.	<ul style="list-style-type: none">• Utilized allocated funding to purchase 3 backpack and 3 handheld electric leaf blowers and batteries• Attended electric leaf blower demonstration in Kirkland with Parks Manager	<ul style="list-style-type: none">• Document feedback from Parks staff on purchased blowers• Evaluate how blowers function in winter conditions• Collaborate with other cities working on this issue; evaluate other pilots	<ul style="list-style-type: none">• Consider options for incentives for switching to electric (based on our own pilots) and continue to track new/improved options
CD1.2	Yes	Mandatory composting/ recycling	Phase in new state mandates for residential and commercial recycling and composting, and enforce waste sorting by an identified year, especially for multi-family buildings and commercial properties where contamination is high.	<ul style="list-style-type: none">• Returned compost containers to City facilities.	<ul style="list-style-type: none">• Build an outreach plan with Recology based on contamination data• Work with Recology on ensuring businesses and schools are ready to meet Organics Management Law requirements• Work on outreach with multi-family buildings to encourage composting• Set goals on contamination and overall diversion and start to track and work to make progress• Work with KCGS/MISD Green Teams on waste audits	<ul style="list-style-type: none">• Enhanced food waste and recycling options inside City and within the community.• Manage the Recology contract and pursue joint community outreach and efficiency measures. This work is ongoing• WA Organics Legislation Implementation: All commercial facilities (including schools) generating over 4yds/week of trash will need to have compost service by 2026
NS2.5	Yes	Monitoring and maintenance baseline for all City open spaces	Complete an assessment of all City open spaces to establish a baseline for monitoring and maintenance phase.	<ul style="list-style-type: none">• Released RFQ for assessment	<ul style="list-style-type: none">• Consultant has been selected. Work to be completed this year.	
N/A	Yes	Expand Curbside/Doorstep Recycling Options	The City would contract with a local recycler to offer a minimum of two focused recycling events per year (one event in 2023) wherein “difficult-to-recycle” materials are collected directly from a resident’s doorstep (both house and apartments/condos). Collectable items would be those which are not easily recycled by other means.	<ul style="list-style-type: none">• Discussed 'difficult to recycle' recycling options with Ridwell; considering a needs-based membership subsidy; not able to offer event pickups.	<ul style="list-style-type: none">• Met with Ridwell again; may be able to support pickups at the end of Q2.• Met with Terracycle to discuss their offering. They are not quite ready to offer what we are looking for at this time, but might be an option in the future.	

2023-2024 SUSTAINABILITY WORK PLAN

Action ID	Early Action Item	Short Name	Action	2023 Tasks - Completed	2024 Tasks	Planned 2025-2026 Tasks
CC1.1	No	Low Carbon Schools	Support local schools in integrating climate and sustainability education into curriculum and adopting low carbon solutions in their building operations. This may include working with the schools on energy efficiency and electrification, waste reduction and recycling, and sustainable purchasing, and behavior change (such as encouraging carpools to school).	<ul style="list-style-type: none">• Connected with new King County Green Schools Program Manager• Began to integrate MISD/Green Teams with MI Climate Challenge	<ul style="list-style-type: none">• Continue to integrate MISD/Green Teams with MI Climate Challenge• Met with MISD Facilities. They currently participate in PSE CSEM program for energy efficiency wins and compost at all schools. Checked in on readiness for CBPS - they're submitting for early compliance!• Talk with MISD about applying to achieve District Status in KCGS• Begin discussions on EV plans• Discuss building energy efficiency opportunities/solar+storage opportunities	<ul style="list-style-type: none">• Continue to work with MISD on EV planning• CBPS reporting deadlines begin• All schools will be required to have compost service by 2026 (they already have compost in place)
CC1.2	No	Climate advocacy and partnerships	Advocate for legislation that supports local climate mitigation and adaptation efforts. Continue to partner with neighboring cities and other regional groups to advance regional initiatives to reduce greenhouse gas emissions and increase adaptive capacity.	<ul style="list-style-type: none">• This work is ongoing and overlaps with many other items, including participation in K4C & Eastside Climate Partnership.		
CC1.3	No	Climate outreach/ education	Develop a climate outreach and education campaign or program to support ongoing community engagement in climate actions. Initiatives may include: <ul style="list-style-type: none">• Climate challenges, competitions, and climate pledges aimed at inspiring friendly competition among residents and businesses.• Educational campaigns focused on addressing common misinformation related to home energy use and other everyday activities (e.g., the benefits of using cold v. hot water for laundry).• Resource sharing campaigns, such as "renewable energy" or "energy efficiency" home tours in which neighbors learn from each other on how to implement renewable energy or energy efficient upgrades in their homes.• Educational campaigns aimed at helping residents understand the relative impact of various sources of GHG emissions and the potential benefits of existing and proposed policies.	<ul style="list-style-type: none">• Continued to participate in the MI Climate Challenge and promoted in MI Weekly	<ul style="list-style-type: none">• Continue to promote MI Climate Challenge with other Eastside Cities.• Focus efforts on educational campaigns related to heat pumps, and waste diversion.• Schedule a MRF tour with Recology• Research options for partnership with PSE• Work on building a volunteer education program within Energy Smart Eastside	
CC2.1	No	CTR participation & incentives	Encourage Mercer Island employers to offer work from home and flexible work schedules for employees.		<ul style="list-style-type: none">• Work with City Manager's office to update City CTR code• Work with Riot Games on CTR pre-light rail	<ul style="list-style-type: none">• Ensure last mile options are piloting and ready for light rail opening• Work with Riot Games on encouraging employee light rail usage
CC2.2	No	Alternative commuting incentives	Reduce the drive alone rate for City employees through incentives and by improving commute options by site location. Preserve flexible scheduling and remote work options for staff.	<ul style="list-style-type: none">• Conducted first employee commute survey in over 10 years	<ul style="list-style-type: none">• Ensure that new City facilities are factoring in employee transit considerations• Work with HR on options or incentives for non-SOV work transportation	<ul style="list-style-type: none">• Ensure last mile options are piloting and ready for light rail opening• Research and implement mobility initiatives that help commuters access regional transit at Town Center without single occupant vehicle usage.• Encourage CMI employees to use light rail

2023-2024 SUSTAINABILITY WORK PLAN

Action ID	Early Action Item	Short Name	Action	2023 Tasks - Completed	2024 Tasks	Planned 2025-2026 Tasks
CC2.3	No	City green building guidelines	Develop green building guidelines to inform future municipal building designs.		<ul style="list-style-type: none">• Research programs developed by other cities• Factor green building decisions into City facility design development• Begin to develop guidelines	
CC2.4	No	Municipal fleet electrification	Electrify the municipal vehicle fleet.		<ul style="list-style-type: none">• Identify funding opportunities and determine options based on current replacement needs	<ul style="list-style-type: none">• Develop and enact EV infrastructure plan - continue purchasing and charging infrastructure implementation
CC2.5	No	Municipal energy retrofits	Complete energy efficiency retrofits on existing municipal equipment and buildings.	<ul style="list-style-type: none">• Scoped Building Automation System (BAS) upgrade at MICEC	<ul style="list-style-type: none">• Implement BAS upgrade for MICEC• Begin developing a plan for future building improvement options/retrofits	<ul style="list-style-type: none">• Continue work on energy efficiency retrofits within City facilities
CC2.6	No	Environmentally Preferable Purchasing Policy	Develop and implement a municipal Environmental Preferable Purchasing Policy that prioritizes products with the lowest environmental impact. The policy will guide purchasing decisions within each department, including vehicle and fuel purchases, and construction materials.	<ul style="list-style-type: none">• Began a review of King County, Seattle, Issaquah, and Redmond's policies	<ul style="list-style-type: none">• Begin planning for MI policy drafting• Draft a sustainable purchasing policy	<ul style="list-style-type: none">• Full implementation of a sustainable purchasing policy in the biennium
CC2.7	No	Municipal renewable energy storage	Expand solar installation and build renewable energy storage systems on City property.			<ul style="list-style-type: none">• Factor in renewable energy for design considerations for new City buildings• Begin planning for solar installations at existing facilities and plan for installs in future City buildings
CC3.2	No	Climate-informed City decision-making	Apply a climate lens to City decision-making around major activities, capital projects, and initiatives.		<ul style="list-style-type: none">• Identify opportunities for incorporating sustainability into various City decision-making processes.• Participate in CIP project planning for improvement in waste sorting in operations.• Begin to develop staff training options and educational resources• Begin formalizing process for incorporating sustainability into projects and planning	<ul style="list-style-type: none">• Develop and launch formal process for "applying a climate lens" to projects• Work with the Parks Natural Resources and Stormwater teams to improve coordination of maintenance and capital project work, and adhere to stormwater best practices. Promote clean water and stormwater management initiatives in the community.• Hold regular staff sustainability trainings
BE1.1	No	Heat pump rebates & education	Partner with PSE and other regional partners to expand regional electric heat pump pilot programs and campaigns to replace natural gas-powered furnaces and increase energy efficiency in existing commercial and residential properties.	<ul style="list-style-type: none">• Continued growth of the Energy Smart Eastside program. Had 2 applicants to the Boost heat pump program. 1 was installed in Dec 2023 and other was scheduled for early 2024.	<ul style="list-style-type: none">• Plan for expansion of Energy Smart Eastside. Scale down MI participation in Boost program (no current applicants on our wait list). Focus on promoting Fuel Switch Incentive and overall campaign awareness.• Plan for future of MI in the ESE program• Build plan for encouraging fuel switching for all; promote PSE incentives and other rebate options.	
BE1.2	No	Solar energy storage & grid resiliency	Accelerate improvements to the energy grid and storage to facilitate the transition to renewable energy sources. Improvements may include subsidy and grant programs to reduce the cost of battery storage in existing buildings and electric vehicle charging/storage system installations.		<ul style="list-style-type: none">• Work with PSE and research grant options for further residential and commercial solar+storage adoption• Promote IRA opportunities	<ul style="list-style-type: none">• Launch a new community-wide solar campaign

2023-2024 SUSTAINABILITY WORK PLAN

Action ID	Early Action Item	Short Name	Action	2023 Tasks - Completed	2024 Tasks	Planned 2025-2026 Tasks
BE1.3	No	Contractor incentive & training program	Work with regional jurisdictions and agencies to expand upstream and midstream incentives for building electrification retrofits to local distributors and contractors. Create or promote a contractor training and/or certification program focused on efficient, electric heat pump installation.	• This work is part of Energy Smart Eastside	• Research if there are other opportunities to promote contractor training for building electrification	
BE1.4	No	Building code updates	Implement new building codes as required by the Washington State Building Code Council to transition from natural gas to electricity in new construction.		• Meet with CPD to discuss building code updates	
BE1.5	No	Furnace and water heater replacement “burn-out” program	Research the development of a “burn-out” program to incentivize the replacement of fossil fuel furnaces or water heaters with available high efficiency electric alternatives. Consider future policies to require high efficiency electric replacements at time of upgrade		• Talk with ESE about expanding program to include water heaters	
BE1.6	No	Solar panel expansion	Partner with PSE and other regional partners to promote state and federal renewable energy incentives to fund onsite residential and commercial solar power projects.			• Evaluate update to City land use code allowing more than 20% roof coverage for non-residential buildings outside Town Center. • Continue to apply for Department of Commerce solar grants. • Explore community-scale solar projects by identifying potential sites and funding opportunities. • Explore subsidies to fund solar panels. • Ensure equitable access through incentives and other financial support for low-income residents. • Expand community solar campaign and green power for City facilities.
BE1.8	No	Electric panel upgrades	Promote electric panel upgrades upon sale and/or rental turnover for residential and commercial properties to facilitate an easier transition to clean electricity buildings and vehicles.		• Research best practices from other areas	• Develop and launch informational campaign
BE2.1	No	Energy efficiency incentives and programs	Partner with PSE and other local jurisdictions and organizations to provide and promote energy efficiency incentives and rebate programs for residents and businesses. Partner to offer free home energy audits and upgrade programs for income-eligible residents.		• Energy Smart Eastside is discussing partnering with PSE on programs/incentives • Talk with PSE about residential energy efficiency incentive options/restarting Home Energy Assessments • Look at funding opprotunities for grants to launch a program	
BE2.2	No	Green building campaigns	Develop a program to promote green building for residential and commercial properties, including educational outreach.			• Focus on campaigns and education encouraging residential and commercial property owners to consider alternatives when they rebuild or remodel. Include in newsletter.

2023-2024 SUSTAINABILITY WORK PLAN

Action ID	Early Action Item	Short Name	Action	2023 Tasks - Completed	2024 Tasks	Planned 2025-2026 Tasks
BE2.3	No	Washington Clean Buildings Act promotion	Build awareness of the Washington Clean Buildings Act that requires all new and existing commercial buildings over 50,000 s.f. to reduce their Energy Use Intensity 15% compared to the 2009-2018 average. ²¹ Connect commercial building owners with state resources to learn more about the requirements of the Act.	• Promoted Clean Buildings Symposium to MI businesses	• Working on benchmarking City facilities • Requested a list of impacted building owners from Commerce to prep for outreach • Work with MI Chamber of Commerce to gauge how prepared local building owners are feeling	• Continue to work with the Chamber of Commerce and WA Commerce on making sure CMI buidlings are ready to comply. First deadline is June 2026 • Complete Energy Management Plan and Operations & Maintenance Plan for the City to implement by June 2026
BE2.4	No	Point-of-sale green building requirements	Consider local or regional policies related to point-of-sale green building disclosures. Policy considerations may include disclosure of energy use, energy retrofits, or other considerations at point of sale.			• Research if similar programs have been successfully implemented elsewhere • Potential policy proposal
TR1.1	No	EV Charging Infrastructure Plan	Develop and implement an EV Charging Infrastructure Plan, in collaboration with PSE, that guides expansion of EV charging capacity throughout the city. The plan will include analysis and recommendations on the facilities and infrastructure required for the City and the Mercer Island School District to meet 2030 and 2050 fleet electrification goals. The plan will also include a readiness and capacity study to evaluate increasing EV charging at commercial and residential properties citywide. The Plan will identify an implementation strategy including partnerships, funding, and future policy recommendations.	• Worked with the CM Office to include a funding request in Legislative priorities to hire a consultant.	• Research other funding avenues.	• Hire consultant to develop a plan
TR1.2	No	Electric school buses	Engage the Mercer Island School District on the development of the EV Charging Infrastructure Plan to ensure site readiness for bus and fleet electrification.		• Connect with MISD re: joint infrastructure plan.	
TR1.4	No	EV charging incentives & rebates	Explore and develop incentives in partnership with the State and other partners to expand EV charging capacity at commercial and residential properties.		• Discuss options with PSE and/or K4C	
TR1.5	No	EV education & outreach	Provide education and outreach programs and materials to educate residents on the benefits of EVs, available EV incentives and rebates to purchase vehicles, EV charger locations, and other information to facilitate EV adoption.		• Develop a webpage on the City website to capture and house this information	
TR2.1	No	Pedestrian and Bicycle Plan update	Update the Pedestrian and Bicycle Plan, as identified in the Transportation Improvement Plan for completion in the 2026-2027 biennium. Updates to the Plan will incorporate the results of the ADA Transition Plan, evaluate the use of urban street design guidelines such as NACTO, and identify/ evaluate projects to provide a preliminary scope of work, and timeline for future improvements.		• Implement bicycle wayfinding map and final Town Center/Mountains to Sound Greenway Trail signage.	• Incorporate updates into Transportation Improvement Plan (TIP)

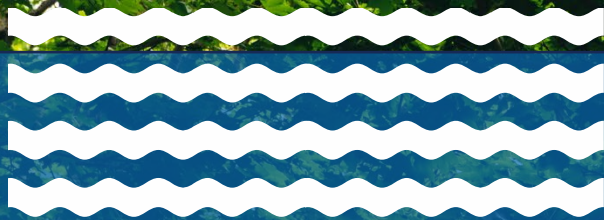
2023-2024 SUSTAINABILITY WORK PLAN

Action ID	Early Action Item	Short Name	Action	2023 Tasks - Completed	2024 Tasks	Planned 2025-2026 Tasks
TR2.2	No	Last-mile light rail connection	Support programs that provide multi-modal last-mile connections to the light rail station, such as through walking, biking, transit, and electric vehicle. Programs could include reintroduction of bike/scooter share programs.	• Researched the feasibility of purchasing bike lockers for future commuter parking sites	• Coordinate bike/pedestrian projects with TIP and Parking Study • Look at adding additional bike storage/lockers to Park and Ride stations • Research and implement mobility initiatives that help commuters access regional transit at Town Center without single occupant vehicle usage.	• Pilot last-mile options with Light Rail opening
TR2.3	No	Town Center Parking Study implementation	Encourage the use of alternative transportation by expanding time limited parking in Town Center and implementing other recommendations identified in the Town Center Parking Study.		• Upon implementation of Town Parking Center Study, promote alternative transportation in newsletter	
TR3.1	No	Air travel alternatives	Provide education materials around alternatives to air travel for conferences and business travel; educate residents on the carbon footprint of air travel and benefits of regional tourism.		• Include information about alternatives to airline travel in newsletter and dedicate a webpage/section of a webpage for information on this • Highlight alternative transportation methods for regional tourism	
TR3.3	No	Regional aviation coordination	Support regional and industrial efforts to reduce regional aviation emissions by promoting the use of sustainable aviation fuel and adoption of aviation fuel efficiency measures.	As a regional effort, we're likely just going to be mostly following the lead of others here. Very dependent on what these future efforts might look like.		
CD1.1	No	Recycling space/access requirements	Evaluate new construction requirements and consider policy requirements to ensure adequate space for recycling and compost collection.		• Research how other cities have addressed this	
CD2.1	No	Community gardens	Encourage the development of community gardens at churches, community facilities, multi-family properties, and in other areas.		• Connect with KCGS Leaders to encourage gardens at the schools • Promote rain barrels in the CMI newsletter	• Research what it would look like to subsidize rain barrels outside of OER events • Work with community groups to promote development of gardens
CD2.2	No	Local retail options	Collaborate with the Chamber of Commerce to promote local retail shopping, including programs, marketing, and other seasonal campaigns. Explore potential collaboration with Mercer Island Thrift Shop.	• Collaborated with Thrift Shop to host battery recycling box in an effort to both recycle batteries and bring in more shoppers	• Connect with Chamber of Commerce to find businesses to highlight • Review Port of Seattle Economic Development grant criteria	
CD2.3	No	Repair/reuse programs	Support community reuse programs (e.g., tool libraries, Buy Nothing groups, repair cafés) to promote a circular economy.		• Continue to discuss hosting a Repair Event with King County in Q2 2025.	• Highlight programs in newsletters and on City sustainability webpage

2023-2024 SUSTAINABILITY WORK PLAN

Action ID	Early Action Item	Short Name	Action	2023 Tasks - Completed	2024 Tasks	Planned 2025-2026 Tasks
CD2.4	No	Low carbon building materials	Partner with contractors and architects to promote carbonsequestering and low carbon building materials in new construction and renovations. Support State requirements for disclosing and/or limiting embodied carbon emissions of buildings and policies focused on reducing the use of specific materials.		<ul style="list-style-type: none">Stay up-to-date on regional efforts	<ul style="list-style-type: none">Explore potential incentives (prioritized permits?) for buildings constructed with low carbon materials (CLT, recycled materials from demolition, etc.)
NS1.1	No	Tree planting incentive program	Develop programs to support and encourage residents and large property owners to plant the right tree in the right place and sustain existing trees with reduced cost or free trees. Offer tree-awareness campaigns and classes to educate the community and develop tree planting demonstration programs.		<ul style="list-style-type: none">Develop tree giveaway program, with significant education component; expected to launch in fall 2024.	
NS1.2	No	City-led tree planting	Enhance City-led street tree planting in the right-of-way and assess long-term stewardship needs; promote street frontage plantings by businesses.		<ul style="list-style-type: none">Consultant report on Town Center Urban Forest due Summer 2024	<ul style="list-style-type: none">Consider changes to the development code to promote plantings by businesses
NS2.1	No	Water-efficient landscape standards	Utilize educational campaigns to encourage droughtresistant and/or native landscaping and design. Work with landscape companies to educate and incentivize drip irrigation and smart management technology. Develop demonstration programs.		<ul style="list-style-type: none">Include information in MI Weekly	<ul style="list-style-type: none">Evaluate requirements for drip irrigation for new tree plantings
NS2.2	No	Water conservation incentives	Partner with regional water conservation groups, such as the Saving Water Partnership, to develop and advertise incentives and installation programs to retrofit inefficient water fixtures.		<ul style="list-style-type: none">Promote conservation campaigns going into the summer, particularly highlight due to droughtRenew focus at regional level	
NS2.3	No	Green stormwater infrastructure	Promote green stormwater infrastructure and low impact development (LID) through education and demonstration programs. Provide technical assistance, advice, and assistance to residents.		<ul style="list-style-type: none">New SWMP (stormwater management plan) for 2024 submitted in March	<ul style="list-style-type: none">New NPDES permit (5 year cycles) with new requirements around public outreach and more
NS2.4	No	Greywater reuse education	Develop campaigns to educate residents and businesses on the financial and environmental benefits of reusing rainwater and greywater. Provide technical assistance, advice, and assistance to residents.			<ul style="list-style-type: none">Explore of greywater reuse opportunities.Borrow from regional educational materials.Work with the Parks Natural Resources and Stormwater teams to improve coordination of maintenance and capital project work and adhere to stormwater best practices. Promote clean water and stormwater management initiatives in the community.
NS2.6	No	Open space restoration	Using the baseline data from NS2.5, expand acreage of forested open space undergoing intensive restoration in order to reach a more stable monitoring and maintenance phase of management. Expand contiguous areas of open space in the monitoring and maintenance phase to improve habitat connectivity and limit boundary effects.	<ul style="list-style-type: none">Levy-funded work in Pioneer Park began in 2023.		

Action ID	Early Action Item	Short Name	Action	2023 Tasks - Completed	2024 Tasks	Planned 2025-2026 Tasks
NS2.7	No	Private forest restoration	Engage private landowners (businesses, schools, churches, and residential properties) to participate in forest restoration programs. Develop programs and incentives to increase canopy cover, improve diversity of native species and forest structure, reduce invasive species, and add resilient, climate-adapted landscaping.		<ul style="list-style-type: none">Urban Forest Project Manager working on contracted ivy removal from trees along W/E Mercer Ways. Will send mailer to adjacent properties to encourage private residences to have ivy removed as well	
NS2.8	No	10-Year Citywide Tree Canopy Assessment	Continue to perform an assessment of the citywide tree canopy every ten years. Use data and findings to modify strategies and actions related to increasing forest canopy and improving forest health.		<ul style="list-style-type: none">Arborist applied for funding to complete a new Canopy Assessment	
NS2.9	No	Carbon sequestration	Assess the carbon sequestration (the rate of carbon stored in plants, soil, and habitats) of existing public land in Mercer Island and explore ways to increase sequestration levels through changes to land management practices.			<ul style="list-style-type: none">Engage consultants to perform baseline assessment and provide recommendations.Balance current forest management goals with carbon sequestration actions.
CR1.1	No	Personal preparedness for wildfires	Partner with Puget Sound Clean Air Agency and other regional organizations to conduct outreach and education to prepare residents for wildfire emergencies. Opportunities include HVAC filter upgrades, DIY filter fans, use of masks, pet care, and other planning and safety tips.		<ul style="list-style-type: none">Emphasize simple and low-cost actions in newsletter	
CR1.3	No	Urban flood management	Assess areas most at risk for local flooding and ensure emergency systems are prepared to address flooding emergencies.	<ul style="list-style-type: none">Review Deeqa's 2024 Stormwater Plan Updates	<ul style="list-style-type: none">Include anti-litter campaigns in newsletter and educate the public about the stormwater system on the Island	<ul style="list-style-type: none">2025 Stormwater Plan Updates prepNew NPDES permit in Feb
CR2.1	No	Hazard Mitigation Plan update	Partner with King County on the next update to the Countywide Hazard Mitigation Plan (timeline estimated in 2025) to ensure climate impacts are included in plan update.		<ul style="list-style-type: none">Engage early in next Hazard Mitigation Plan (2025) update.Follow engagement opportunitites presented by K4C	



Eastside Climate Partnership Greenhouse Gas Emissions Analysis

**City of Mercer Island 2022 Annual
Report**

Prepared by Cascadia Consulting Group, Inc.

INTRODUCTION

The City of Mercer Island has committed to reducing greenhouse gas (GHG) emissions from community sources and municipal operations as part of its climate action strategy. To track its progress in this effort, Mercer Island has completed an analysis of 2022 GHG emissions related to communitywide activities and government operations.

This summary report presents an overview of findings from this GHG analysis.

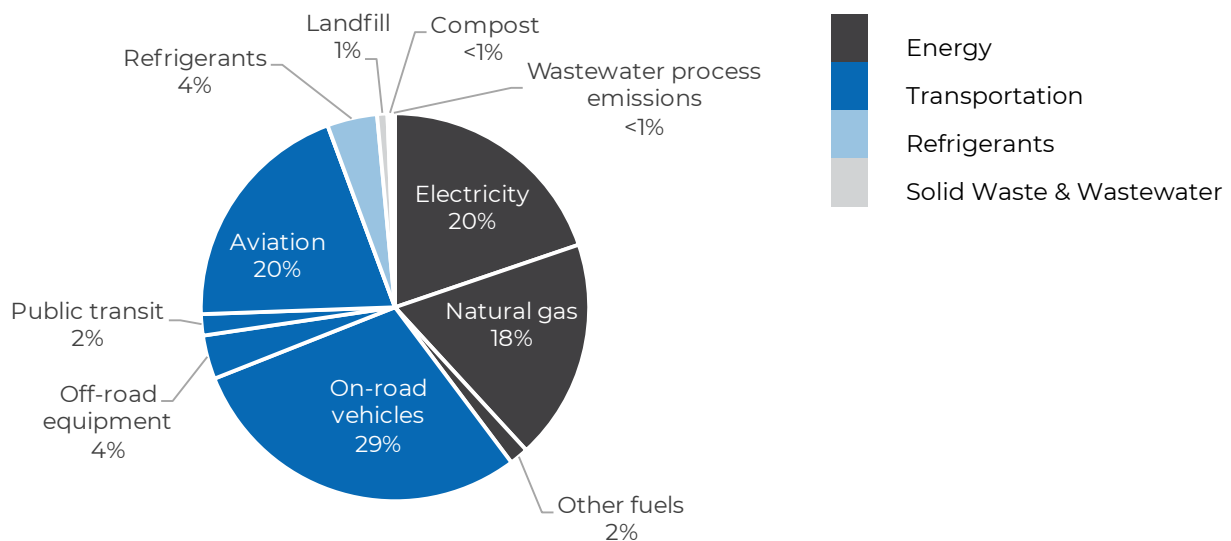
EMISSIONS OVERVIEW

Communitywide Emissions

The Mercer Island community emitted an estimated **325,983** metric tons of carbon dioxide equivalent (MTCO₂e) in 2022—equivalent to **12.6** MTCO₂e per capita. Primary sources of community greenhouse gas emissions include (Figure 1):

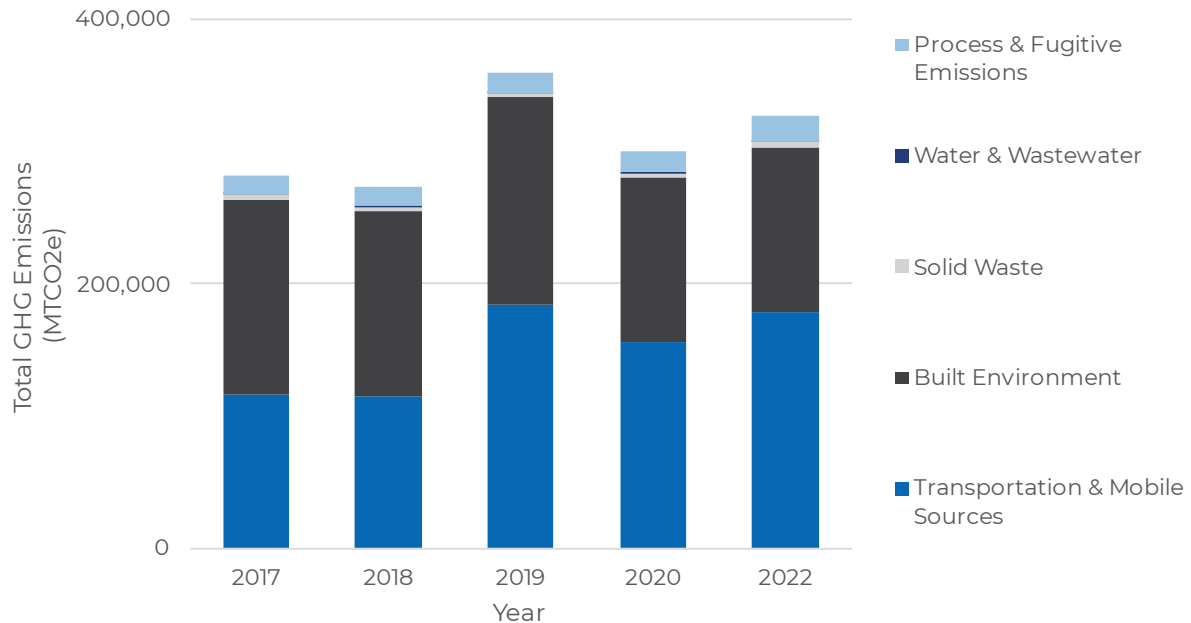
- On-road vehicles including passenger cars and heavy-duty trucks (**29%**) and air travel (**20%**).
- Electricity (**20%**) and natural gas (**18%**) to heat, cool, and power residential, commercial, and industrial buildings.

Figure 1. Mercer Island's community GHG emissions, by sector.



Mercer Island's 2022 communitywide emissions represent a **9% increase** compared to the last GHG inventory in 2020, primarily driven by a 14% increase in transportation emissions compared to 2020 as travel resumed as COVID quarantines decreased (Figure 2).

Figure 2. Communitywide GHG emissions trends over time, by sector.¹



Government Operations Emissions

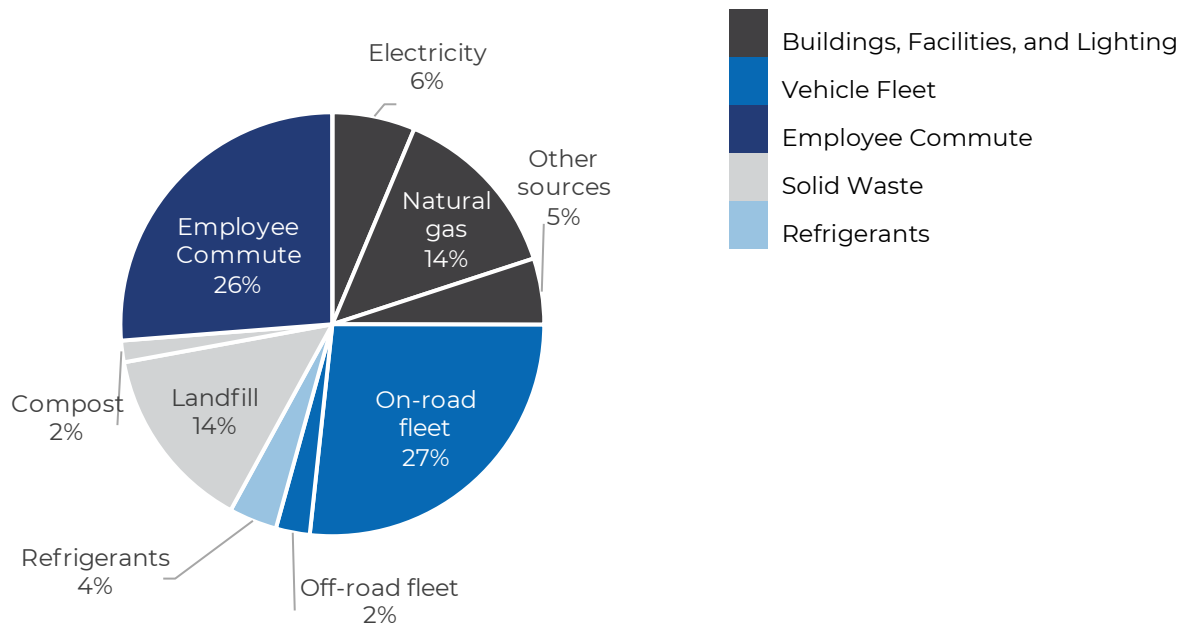
Mercer Island's government operations accounted for approximately **1,582** MTCO₂e of emissions in 2022, equivalent to **7.2** MTCO₂e per FTE (full-time employee)—representing **0.5%** of total communitywide emissions. Primary sources of government operations emissions include (Figure 3):

- City's vehicle fleet and equipment (**29%**).
- Employee commute (**26%**)

¹ Refrigerants, as shown in the first pie chart, are a subset of the "Process and Fugitive" emissions shown in the bar graph. "Process and Fugitive Emissions" here to refer to emissions from both refrigerants **and** fugitive natural gas. However, while those are both "fugitive", they are separated in the pie chart and fugitive natural gas emissions are included in the natural gas category in order to show more granular data.

- Disposal of solid waste generated at City facilities (**16%**)
- Natural gas (**14%**) to heat, cool, and power government buildings and facilities.

Figure 3. Mercer Island's government operations 2022 GHG emissions, by sector.

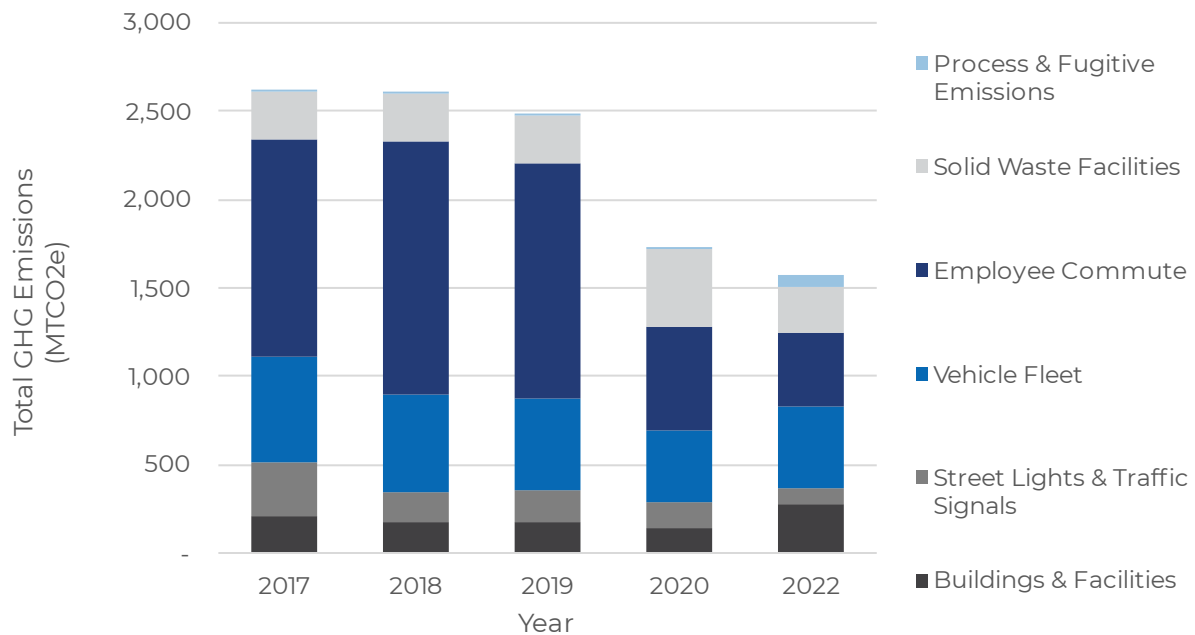


Mercer Island's 2022 government operations emissions represent an **8% decrease** compared to the last GHG inventory in 2020, primarily driven by decreases in solid waste generation, employee commuting², and a reduction in emissions from electricity powering streetlights and traffic signals due to a methodology change³ (Figure 4).

² Previously, emissions from employee commuting were estimated based on a 2011 employee commute survey, and scaled to the inventory year. New methodology was used in 2022 to estimate employee commuting patterns, which may account for some of the decrease in commuting emissions.

³ Note: In previous years, Mercer Island included public lighting within the "Streetlights and Traffic Signals" emission category. In 2022, the City updated this methodology to only include City owned lighting infrastructure, which resulted in the reduction in emissions from lighting. Additionally, in 2022, incorrect data was recorded by Puget Sound Energy for one of the City's lighting accounts which also contributed to reduced emissions in this sector.

Figure 4. Government operations GHG emissions trends over time, by sector.⁷



This trend of decreasing municipal emissions has continued in 2022 in spite of methodology changes in 2022, such as the inclusion of municipal refrigerant usage, for which data was unavailable in previous inventory years.

NEXT STEPS

The 9% increase in communitywide emissions puts Mercer Island off target from achieving the Climate Action Plan goal of a 50% reduction in Community emissions by 2030. The 8% reduction in emissions from municipal operations continues the trend the City needs to see in order to achieve carbon neutrality by 2030.

Findings from this inventory will be used to help prioritize CAP actions and budget requests for the upcoming cycle. The City will complete a 2023 inventory in order to continue to monitor the emission trends, with further annual updates moving forward.



Sustainability Workplan Update

March 19, 2024
AB6434



Agenda

- Sustainability Program Background
- Overview of Climate Action Plan
- 2023-2024 Implementation Progress
- 2025-2026 Priority Workplan Items
- Questions

Sustainability on Mercer Island

- **2007** – City adopted GHG reduction targets of 25% by 2020, 50% by 2030, and 80% by 2050 (compared to a 2007 baseline)
- **2011** – MI became a founding member for the King County-Cities Climate Collaboration (K4C)
- **2021** – MI 2050 target is updated to a 95% reduction, in accordance with a change from the King County Growth Management Planning Council
- **2023** – City adopted its first Climate Action Plan (CAP)

Overview of Climate Action Plan

- 6 Focus Areas:
 - Cross-Cutting & Municipal (CC)
 - Buildings & Energy (BE)
 - Transportation (TR)
 - Consumption & Disposal (CD)
 - Natural Systems (NS)
 - Community Resilience (CR)
- 59 Actions





Climate Action Plan 2023-2024 Implementation Progress





Cross-Cutting & Municipal (CC)

- Joined PSE's Strategic Energy Management program's City cohort to earn incentives for reducing energy usage in municipal buildings
- Sustainability Program Analyst participating in Capital Improvement Project budget planning for 2025-2026 to apply a sustainability-lens to upcoming projects (CC3.2)

GOALS

Reduce overall community and municipal GHG emissions, integrate climate considerations into City reporting and decision-making, and encourage community members to participate in local climate action.

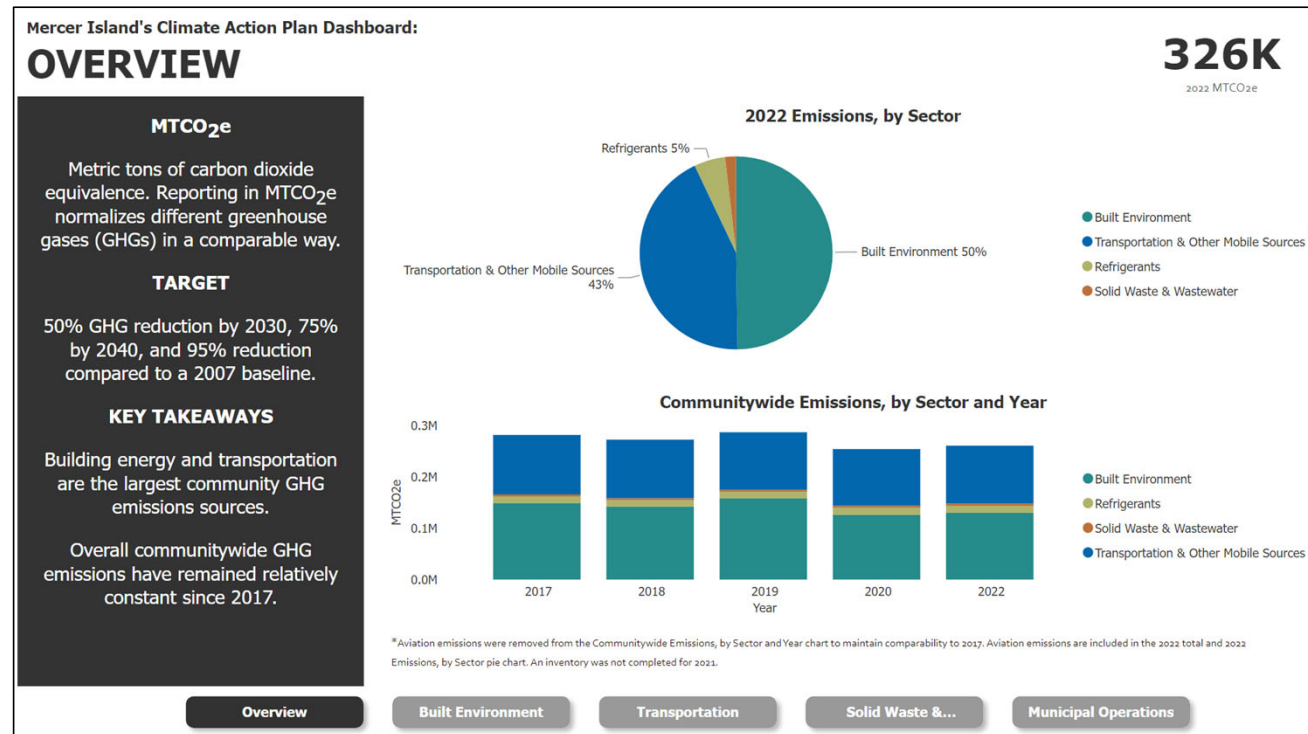
2030 TARGETS

- *50% reduction in community-wide greenhouse gas emissions*
- *100% reduction in municipal operations emissions (i.e. carbon-neutral)*



Cross-Cutting & Municipal (CC)

- Completed reporting on 2022 Greenhouse Gas emissions (CC3.1)
- Published an interactive dashboard on the [City website](#) (CC3.1)





Buildings & Energy (BE)

- Installed 2 heat pumps for income-qualified Mercer Island residents as a part of the Energy Smart Eastside program (BE1.1)
- Helped 4 Islanders switch to heat pumps through the Energy Smart Eastside \$500 Mitsubishi discount (BE1.1)



GOALS

Reduce GHG emissions from buildings by reducing energy use, electrifying buildings, and transitioning to clean and reliable renewable energy sources.

2030 TARGETS

- *78% reduction in building GHG emissions*
- *22% reduction in community-wide energy use*
- *35% reduction in building natural gas, propane, and fuel oil consumption*



Transportation (TR)

- Submitted applications for 2 grant opportunities for installing electric vehicle charging stations
- Purchased 3 backpack and 3 handheld electric leaf blowers for a pilot with the City's Parks Operations crews (TR1.6)

GOALS

Reduce GHG emissions from transportation by transitioning to electric vehicles (EVs), expanding multimodal transportation options, and improving cycling and pedestrian networks; decarbonize off-road equipment.

2030 TARGETS

- 65% of new vehicles are EVs
- 20% of registered passenger vehicles are EVs
- 20% reduction in overall VMT
- 56% reduction in on-road emissions
- 5% reduction in regional air travel fuel use



Consumption & Disposal (CD)

- Established an on-Island battery recycling box at the Mercer Island Thrift Shop that has collected over 1,200 lbs of batteries from residents and diverted them from the landfill (CD2.2)
- Signed the King County Re+ Pledge
- Conducted an audit of municipal waste generation across City buildings and parks to identify areas for improvement
- Applied for and received a grant for I-90 ramp litter clean up

GOALS

Reduce community waste and the GHG emissions associated with the consumption and disposal of goods and materials.

2030 TARGETS

- 70% diversion rate
- Zero waste of edible food
- 11% reduction in tons of landfilled waste
- 85% diversion of construction & demolition (C&D) waste and other recyclables



Natural Systems (NS)

- Consultant hired to complete an assessment of all City open spaces to establish a baseline for monitoring and maintenance restoration phase (NS2.5)

GOALS

Foster climate resilient natural landscape by protecting vital habitats, ecosystems, and conserving water resources.

2030 TARGETS

- *Tree replacement ratio for public lands is 5:1*
- *5% increase in tree canopy cover on private land*
- *10% of public open space transitions from active restoration to monitoring & maintenance*

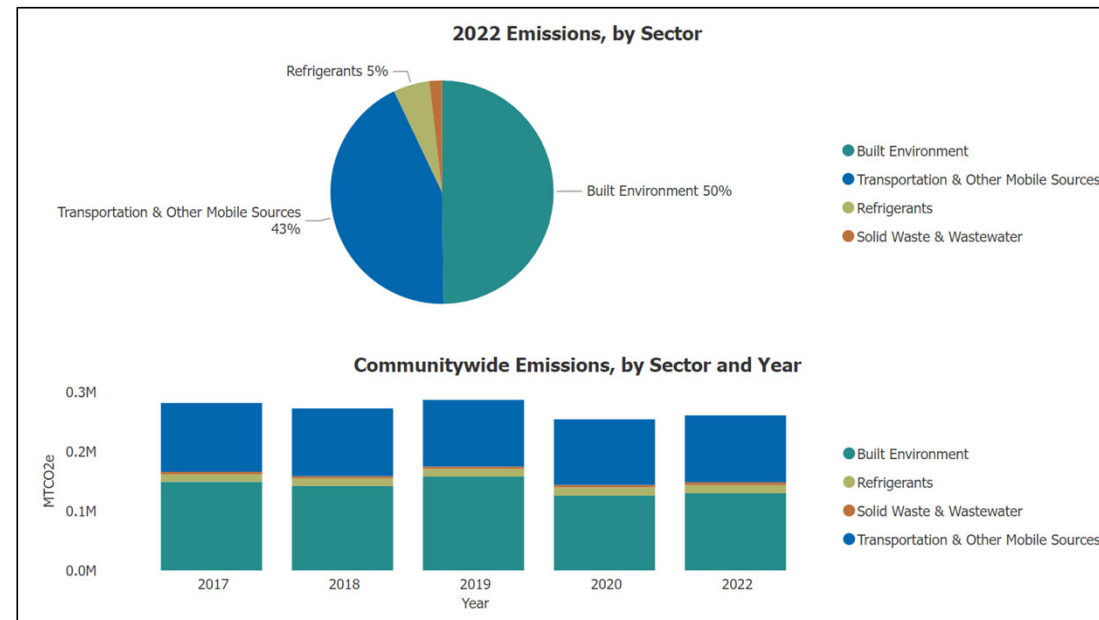


2025-2026 Priority Workplan Items



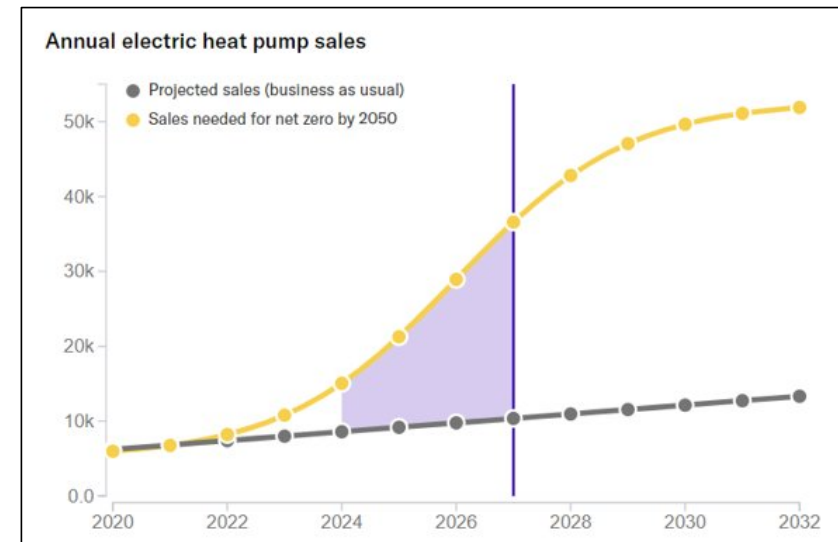
Findings from 2022 GHG Report

- Community emissions have **increased 9%** since 2020, primarily due to an increase in transportation emissions
 - Down 2% from 2007 emissions
 - Goal: 50% decrease by 2030
- Municipal operations emissions have **decreased 8%** since 2020
 - Municipal operations account for 0.5% of Community emissions
 - Goal: carbon-neutral by 2030



2025-2026 Workplan: Community Emissions Reductions

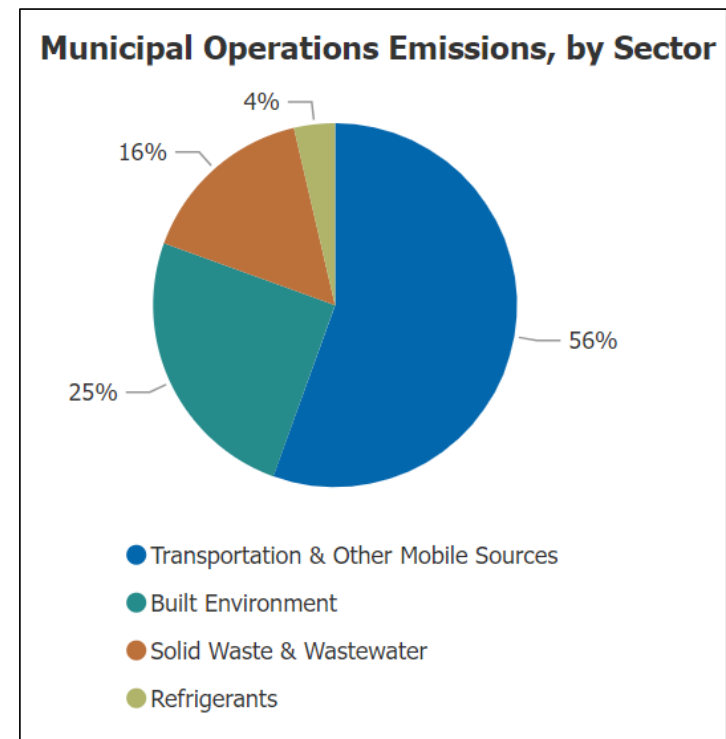
- Continue annual tracking and reporting on GHG emissions and maintain a **public dashboard** (CC3.1)
- Continue to participate in partnerships that promote **residential energy-efficient electrification** (BE1.1)
- Support growth of community **solar energy** generation and storage (BE1.2)
- **EV Charging** Infrastructure Plan development (TR1.1)
- Continue to increase the Island-wide rate of diversion of waste from landfill (CD1.2)
- Implement a **tree planting** incentive program (NS1.1)



King County data shown in graph. Mercer Island must supplement projected sales levels with an additional 270 heat pumps to be on track to hit 2050 targets (From [Rewiring America](#))

2025-2026 Workplan: Municipal Emissions Reductions

- Apply for grants:
 - Energy-efficiency retrofits (CC2.5)
 - Renewable energy generation and storage (CC2.7)
 - Fleet electrification (CC2.4)
- Continued focus on low-cost municipal operations changes
 - Building energy efficiency
 - Minimizing waste to landfill
 - Improving commute options for staff (CC2.2)
- Develop a plan to assess current carbon sequestration of existing public land (NS2.9)





Questions?





BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6433
March 19, 2024
Regular Business

AGENDA BILL INFORMATION

TITLE:	AB 6433: 2024 City Council Committee and Liaison Assignments	<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:	Transition the City Council Sustainability Committee to an Ad Hoc Sustainability Committee to provide support for future policy related work items as needed.	

DEPARTMENT:	City Council
STAFF:	Salim Nice, Mayor David Rosenbaum, Deputy Mayor Andrea Larson, City Clerk
COUNCIL LIAISON:	n/a
EXHIBITS:	1. 2024 City Council Liaison Assignments
CITY COUNCIL PRIORITY:	n/a

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

EXECUTIVE SUMMARY

The purpose of this agenda bill is to appoint City Councilmembers as liaisons to advisory boards and commissions, local committees, and certain regional committees for 2024.

ISSUE/DISCUSSION

It has been the City Council's customary practice to assign City Councilmembers as liaisons each year. In accordance with [City Council Rules of Procedure Section 2.3\(C\)\(6\)](#), Mayor Nice in consultation with Deputy Mayor Rosenbaum, assign Councilmembers to serve as liaisons to advisory boards and commissions and to serve on standing City Council committees, local committees, and certain regional committees. See Exhibit 1 for the 2024 City Council liaison appointments.

Sustainability Committee

The City Manager is recommending that the Sustainability Committee be transitioned from a Standing Committee to an Ad-Hoc Committee. Currently, priority sustainability efforts are focused on operations-related tasks, rather than legislative priorities or policy development.

A few of the 2024 Sustainability Work Plan items may need additional oversight and feedback from a policy perspective include:

- **Electric Lawn & Construction Equipment:** Assistance may be needed with the electric leaf blower demonstration to provide feedback and evaluate a potential gas-powered leaf blower ban.
- **Expanded Curbside/Doorstep Recycling Options:** Conversations with providers for curbside recycling options are ongoing and feedback may be needed for possible program expansion.
- **Heat Pump Rebates & Education:** With the need to accelerate heat pump installations on the Island, guidance may be needed to discuss growing the City's participation in the Energy Smart Eastside Program.

An Ad Hoc Sustainability Committee would lend support to staff while developing these workplan items as needed.

RECOMMENDED ACTION

Transition the City Council Sustainability Committee to an Ad Hoc Sustainability Committee to provide support for future policy related work items as needed.

2024 City Council Liaison Assignments

	Anderl	Jacobson	Nice	Reynolds	Rosenbaum	Weiker	Weinberg
City Boards and Commissions							
Arts Council (1)3rd Wed Quarterly* 6:30 pm City Hall							
Disability Board (2)2nd Thu Quarterly 4:00 pm Police Library							
Open Space Conservancy Trust (1)3rd Thu of Jan & Jul** 5:00 pm City Hall							
Parks & Recreation Commission (1)1st Thu 5:30 pm City Hall							
Utility Board (1)2nd Tue (as needed) 5:00 pm City Hall							
Local Assignments							
MISD PTA Council							
MISD Superintendent's Community Advisory Council (1)Quarterly Meetings							
MISD Superintendent's Equity Advisory Council (SEAC) (1)Quarterly Meetings							
Mercer Island PTA Advocacy Committee (1)							
Healthy Youth Initiative Community Coalition (1)3rd Wed 3:30-4:30 pm							
Chamber of Commerce Board (1)							
King County Solid Waste Municipal Advisory Committee							
Regional Assignments (appointed by Mayor & Deputy Mayor)							
Eastside Transportation Partnership (2)2nd Fri 7:30-9 am Bellevue							
King County-Cities Climate Collaboration (K4C) (3)Varies							
Renton Airport Advisory Committee (RAAC)Varies							
SCA Public Issues Committee (PIC) (2)2nd Wed 7-9 pm Renton City Hall							Alt
WRIA 8 Salmon Recovery Council3rd Thu of EO Month 2-4:15 pm Bellevue							
Safe Energy Leadership Alliance(Unknown)							
Regional Assignments (appointed by SCA – changes annually)							
King County Growth Management Planning Council (GMPC)							
Puget Sound Regional Council Transportation Policy Board (TPB)							
Sound Cities Association Board							
King County LEOFF 1 Disability Retirement Board							
State Assignments (elected by AWC members)							
Association of Washington Cities Board of Directors							District 7

2024 City Council Liaison Assignments

Item 12.

	Anderl	Jacobson	Nice	Reynolds	Rosenbaum	Weiker	Weinberg
Ad Hoc Committees							
Housing Workgroup							
Economic Development Workgroup							
Finance Ad Hoc Committee							
Sustainability Ad Hoc Committee (pending City Council Approval)							



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6421
March 19, 2024
Regular Business

AGENDA BILL INFORMATION

TITLE:	AB 6421: Island Crest Way Corridor Improvements Project Update	<input checked="" type="checkbox"/> Discussion Only <input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Receive project update. No action necessary.	

DEPARTMENT:	Public Works
STAFF:	Jason Kintner, Chief of Operations Patrick Yamashita, Deputy PW Director/City Engineer Clint Morris, Capital Division Manager
COUNCIL LIAISON:	n/a
EXHIBITS:	1. Draft Shared Use Path Conceptual Design Summary Memo
CITY COUNCIL PRIORITY:	3. Make once-in-a-generation investments to update and modernize aging infrastructure, capital facilities, and parks.

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

EXECUTIVE SUMMARY

The purpose of this agenda bill is to present information and provide an update on the Island Crest Way Corridor Improvement Project, focusing on the preliminary draft of shared use path alternatives. Staff is not seeking a decision from the City Council on a preferred shared use path alternative but looking for City Council feedback on the options presented. There are three main shared use path alternatives:

- Path on west side of ICW
- Path on east side of ICW
- Separated bike lanes

The Shared Use Path Conceptual Design Summary Memo provided in Exhibit 1 discusses each alternative including likely impacts and design considerations. Each alternative results in differing levels of impacts on impervious surface, utilities, trees, privacy hedges, construction impacts to the public, and cost.

BACKGROUND

The [Island Crest Way Safety Analysis](#) was performed in 2021-2022 to identify and evaluate safety issues along the Island Crest Way (ICW) corridor near Island Park Elementary School. This effort included community engagement through a [Let's Talk](#) page and an online community survey to solicit feedback on their experience

and identify safety concerns along the corridor. The most frequent concerns expressed in the [survey summary](#) include pedestrian and bicycle safety and the need for improved lighting. The analysis concluded with a presentation to the City Council on March 15, 2022 ([AB 6037](#)). This led to the City Council approving the inclusion of the ICW Corridor Improvement project (Project) in the 2023-2028 Transportation Improvement Program (TIP) and the [2023-2024 Capital Improvement Program \(CIP\)](#) budget. Public Works Right-of-Way crews have implemented many of the short-term recommendations such as vegetation trimming, improving signage, adding reflective sleeves on crosswalk warning signposts, refreshing pavement marking, and repairing streetlights.

The Project is one mile long from 90th Avenue SE, south to SE 68th Street. It includes implementing the Safety Analysis recommended short-term improvement of three crosswalks planned for construction this summer. It also starts the process of implementing recommended long-term improvements of intersections at SE 53rd Place and SE 68th Street, and a shared use path through the corridor beginning with feasibility/preliminary design. The formal design and construction for these long-term projects will be proposed in future TIPs following the conclusion of the preliminary design efforts. The City Council requested that evaluation of design alternatives be considered for the shared use path between these intersections prior to construction of the intersection improvements. The presentation on Tuesday night will be an initial look at the design alternatives.

ISSUE/DISCUSSION

Following the March 15, 2022 presentation, the City Council adopted the following ICW Corridor Improvements into the 2023-2028 Six-Year Transportation Improvement Program on June 7, 2022 ([AB6099](#)) for 2023-2024 and included it in the [2023-2024 Capital Improvement Program \(CIP\)](#) budget.

The primary goals of the project as stated on [Let's Talk](#) are to:

1. Improve safety along the corridor by designing more dedicated marked crossings and enhanced lighting throughout the corridor.
2. Develop a multi-modal corridor that provides safe and efficient movement for pedestrians, bikers, and vehicles.
3. Provide connections to existing trail systems and safe crossings to trails.
4. Encourage community members to help the City clearly identify the existing issues and explore opportunities to meet project goals.
5. Improve access to transit along the corridor.
6. Preserve the urban forest and existing tree canopy while balancing safety and available right of way space to achieve project goals.

The Project elements included in the 2023-2024 CIP include:

1. Crosswalk Improvements Project (design & construction)
2. Shared Use Path
 - a. Pre-Design (conceptual design alternatives)
 - b. Illumination Study
 - c. Corridor-Wide Tree Condition Assessment
3. Intersection Design Feasibility Study (right turn lane on SE 53rd Place, roundabout at SE 68th Street)

The overall project goal to develop a multi-modal corridor is complex, requiring tradeoffs, balancing the benefits of improving safety in the corridor while minimizing impacts to the urban forest and built environment and doing so at an affordable cost.

Project Elements

Crosswalk Improvements

The purpose of the crosswalk improvements is to improve safety for pedestrians and bicyclists crossing at three key locations in the corridor. The design of these crosswalks is complete, and the project will be advertised for bids this month with the majority of construction planned for this summer. These pedestrian safety improvements include upgrading the existing Rapid Rectangular Flashing Beacon (RRFB) with a pedestrian signal at the crosswalk near the parking lot exit from Island Park Elementary School and new RRFB crosswalks at SE 62nd Street and SE 63rd Street. These crosswalks will supplement the existing RRFB crosswalk located north of SE 58th Street serving Island Crest Park. The signal poles and controllers are long lead time items due to production and supply chain issues. While they are in procurement, the rest of the construction will occur this summer when school is out. These improvements are being constructed ahead of the other project improvements to improve safety for those crossing Island Crest Way.

Shared Use Path Pre-Design

This work is well underway and has been the primary focus of the design team. The conceptual path alignments take into consideration information provided in the draft Illumination Study and draft Tree Condition Assessment. The concept level designs work to avoid significant trees where possible. Nevertheless, many trees will need to be removed to accommodate any shared use path alternative since the ICW corridor is heavily treed where construction will need to occur. Replacement trees will be planted to restore the urban forest and tree canopy over time. The consultant team has developed three main draft conceptual design alternative alignments with an option on one alternative. Each alternative has tradeoffs, benefits, and impacts with the goal of improving pedestrian and bicyclist safety. Additional information regarding the shared use path alternatives is provided in the Shared Use Path Alternatives Analysis below and in the Shared Use Path Conceptual Design Summary memo in Exhibit 1.

Draft Illumination Study

The draft Illumination Study analyzed lighting levels along the corridor roadway segments and at intersections. All existing streetlights in the corridor were updated to LED as a follow up to the Safety Analysis. The study revealed that some intersections meet illumination target values, but others do not. Continuous roadway and pedestrian scale lighting is not a requirement but is recommended due to collision history and pedestrian use during non-daylight hours. The study includes the following prioritized list of improvements and their status:

High Priority

- Ensure all high-pressure sodium vapor luminaires have been replaced with LED luminaires – This work has been completed.
- Ensure all existing luminaires are functioning properly – This work has been completed.
- Install proposed lighting improvements at SE 62nd Street and SE 63rd Street – This project is included in the Crosswalk Improvement Design.

Medium Priority

- Install continuous lighting along the corridor or construct a separated shared-use path with continuous pedestrian scale lighting – This work is included in the Shared Path Design.
- Install enhanced intersection lighting at five intersections needing enhancement – This work is included in the Shared Use Path Design.

Low Priority

- Install enhanced intersection lighting at SE 53rd and SE 61st Streets – This work is included in the Shared Use Path Design.

Draft Tree Condition Assessment

The trees along the corridor are part of a broad network of trees and ecosystems spanning the island. Along Island Crest Way, Sycamores and Oaks were planted over 50 years ago making them historically significant. The trees provide a consistent canopy in various locations and many residents have noted that driving south through the tree-lined corridor provides a sense of “coming home.” The draft Tree Condition Assessment summarizes the tree health assessments conducted on trees located along ICW, between 90th Avenue SE and SE 68th Street along with the potential impacts of proposed project improvements. The assessments were performed by an International Society of Arboriculture (ISA) certified arborist using ISA tree assessment rating criteria.

Approximately 550 small, large, and exceptional trees were assessed. Most assessed trees are located within the public right of way and include American Sycamore, London Plane, English Oak, and native species such as Western Red Cedar, Douglas Fir, and Bigleaf Maple. In general, the health of most of the trees fall in the “good” and “good/low” categories based on ISA rating criteria with no significant issues. The health ratings consider the corridor’s ecosystem resilience, owing to its adaptive capacity, a hardy historic canopy, good biodiversity with native species dominance, and connectivity. The “good” category is based on a canopy density of 60-90%, small branch failure, and minor pests while “good/low” is based on 60-70% canopy density, larger branch failure, and minor pests. Trees in the good or good/low category are expected to survive for several more decades.

The high voltage powerline along the east side of ICW has affected the health of the historic canopy trees due to powerline clearance pruning, which has caused the trees to lean toward ICW and produce compensation sprouts (suckers). The infill trees growing along the corridor are native and have grown naturally in their current location. Their health ranges from declining to good. The east side includes several Western Red Cedars behind the existing path and pockets of native trees near Dragon Park and Island Crest Park on the west side. Trees near these parks and Pioneer Park have greater biodiversity and include trees such as Bigleaf Maple, Douglas Fir, and Madrona ranging in age from 10 years to over 60 years. The presence of the urban environment and roadway has adversely affected several native infill trees. Over the past 20 to 30 years, some younger canopy trees have been planted in certain locations. However, like other trees in the corridor, the young canopy exhibits various health conditions.

Determining which improvement has the most significant impact is complicated. The Separated Bike Lanes alternative may remove trees on both sides of the corridor, leaving little significant canopy. The East Side alternative removes much of the historic canopy, but it lies below the powerlines and has been severely impacted by constant pruning over the years. The West Side alternative removes trees with a larger diameter but are often near the end of their lifespan or in low health. Trees on both sides of ICW provide benefits to the community. All three alternatives will significantly alter the feel of ICW until a new canopy can grow in place.

Intersection Design Feasibility Study

The Design Feasibility Study is underway and will be complete by Q4 2024. It will provide a conceptual design for a westbound right turn lane at the SE 53rd Place intersection and a roundabout at the SE 68th Street intersection. The study will establish the groundwork for future formal design efforts. These projects are intended to improve safety and traffic flow.

Shared Use Path Alternatives Analysis

Exhibit 1 provides an analysis of the three shared use path alternatives – path on east side, path on west side, separated bike lane in roadway. It includes graphical representations of the three alternatives providing cross-sectional views, a high-level view of the alternatives, and a zoomed-in view showing the path alignments overlayed onto an aerial image of the ICW corridor so residents and interested parties can see the likely impacts along ICW including adjacent to the edges of right of way where there are several large hedges and fences. Trees that will likely require removal to accommodate construction are also noted. The east side path alternative includes an “Option A” which shifts part of the path alignment away from ICW. This improves pedestrian safety and retains 10 to 15 large trees but requires removing large laurel hedges along the east edge of right of way from Island Park Elementary School to SE 59th Street. Hedges could be replaced with screening for the abutting property owners.

Additional lighting is included in all alternatives to improve the use of the trail during times of darkness, especially during the winter for school-age kids, their parents, and other trail users.

For the sake of comparing impacts between alternatives, several metrics are provided including new impervious surface, level of utility impacts, number trees to be removed, percentage of tree canopy removed, storm drainage modifications, pedestrian/vehicle impacts during construction, and cost. This comparison is shown in the table below.

Alternative	New Impervious Surface	Utility Impacts	Trees Removed	Tree Canopy Removed	Drainage Mods	Vehicle Impacts (const. stage)	Ped Impacts (const. stage)	Const. Cost (order of magnitude)
Separated Bike Lane	~70,000sf	med	110 to 120	~40%	high	high	med	high
East Side Path	~15,000sf	high	85 to 99	~34%	med	low	high	med
East Side Path (Option A)	~15,000sf	high	70 to 85	~30% to ~32%	med	low	high	med
West Side Path	~24,000sf	low	75 to 94	~28%	low	low	low	med

Planning level estimated costs for the separated bike lane alternative is \$12M-\$14M, east side shared use path is \$3.5M-\$6M, and west side shared use path is \$3M-\$5.5M based on the consultant’s experience and recent comparable projects. These estimated costs do not include right of way acquisition if needed. Should the City secure federal funding to support the work, the project cost could increase by up to 20% to cover the additional administrative reporting and construction requirements tied to the grant. Staff and the consultant will provide additional information regarding the alternatives on Tuesday night.

Community Engagement

The [Let’s Talk](#) community engagement page for the project went live in October 2023. This is the primary source of project information and updates for the community. The virtual open house scheduled for January 2024 was paused to first provide Tuesday’s project update to the City Council focusing on an initial discussion of the shared use path alternatives. This agenda bill will be posted on Let’s Talk once it’s published and available to the community in advance of the City Council meeting, so the public has an opportunity to read the information and watch the City Council meeting. Updates will be provided to keep the public informed as the project progresses.

City Council Direction

The overarching purpose of the safety analysis and Island Crest Way Corridor Improvements is to provide incremental improvements to safety. The corridor improvements are safety-specific improvements

recommended in the safety analysis. The crosswalk improvements target crossings of ICW at key locations. The shared use path provides an improved place to walk and ride. The intersection improvements enhance traffic flow while improving pedestrian and vehicle safety. As the City contemplates developing a shared use path along the corridor, staff seeks feedback from the City Council on the draft shared use path alternatives. These questions were developed to guide the City Council's discussion:

- What additional information would be helpful for the City Council to help support the selection of a set of preferred alternatives to present to the public for feedback?
- What questions does the City Council have?
- Should staff pursue further development of East Side Path Option A?

The public has not had an opportunity to provide formal feedback yet, so staff is not seeking any decisions from the City Council on the shared use path alternatives.

NEXT STEPS

City staff will take the input received from the City Council, continue with refinements, and return to the City Council with additional information and responses to questions on the draft shared use path alternatives. The community engagement process will proceed once the City Council identifies the set of preferred alternatives to present to the community for feedback. Staff will share the feedback received with the City Council to guide the selection of a preferred path alternative.

As planning continues for the overall corridor improvements, staff will develop a project phasing plan for implementation of the project elements along the corridor (shared use path, lighting, right turn lane at SE 53rd Place, and roundabout at SE 68th Street). This plan will likely span a six-to-ten-year timeframe and will take into consideration potential grant funding opportunities.

RECOMMENDED ACTION

Receive project update and provide feedback to staff.

Draft Shared Use Path Conceptual Design Summary (March 2024)

History and Status

This conceptual design summary provides context, preliminary design considerations, and planning level costs to support a Shared Use Path (or similar) facility from SE 68th St to 90th Ave SE, approximately one mile, along Island Crest Way (ICW).

The project goals are to improve safety along ICW, develop ICW into a functional multimodal corridor that improves accessibility and function for pedestrians, bicyclists of all ages and abilities, and drivers, while balancing safety improvements with preservation of the urban forest.

In 2021 and 2022 City staff, with their project partner DKS Associates, developed the Island Crest Way Safety Recommendations to inform City staff and City Council on a programmatic approach to enhance safety along the Island Crest Way corridor. The City has implemented several of the “low cost” solutions identified in the report, including selective tree trimming, adding reflective sheeting to sign posts, updating all regulatory and warning signage to high visibility, double signing crosswalks, relocating/removing several fixed objects, and enhancing sign reflectivity recommended several projects and activities. Five are included in the ICW Corridor Improvements Project:

1. ICW Shared Use Path Improvement Project (*Discussed herein*)
 - Feasibility Study & Preliminary Design
2. Tree Condition Assessment (*Draft Complete*)
3. Illumination Study (*Draft Complete*)
4. Crosswalk Improvements (*Design Complete*)
 - Design and Construct ICW crossing improvements at three locations (summer 2024)
5. Intersection Feasibility Study & Concept Design (*in progress*)
 - SE 53rd Place
 - SE 68th Street intersections

In 2023 the City contracted with KPG Psomas, in partnership with DKS, to develop the projects listed above. The project team anticipates several of these items being completed by fall 2024. This report focuses on the preliminary results of the Shared Use Path Evaluation.

Shared Use Path Evaluation

Figures 1-3 present photo simulations of the three alternatives the project team evaluated to address the multimodal needs in the corridor and support the project goals:

- Separated bike lanes with new sidewalks
- East Side Shared use Path
- West Side Shared use Path



Figure 1: Separated Bike Lane

The separated bike lane alternative proposes new separated bike lanes with 2' wide marked buffer, curb and gutter, corridor illumination, vegetated buffers, signage, crossings at side street intersections, and cement concrete sidewalk for the length of the project. Other improvements include utility modifications, stormwater treatment facilities, and private property restoration. This alternative provides a delineated bike facility and improves the safety and pedestrian/bicyclist experience along the corridor.



Figure 2: East Side Shared use Path

The east side shared use path alternative proposes a new separated 10' wide shared use pathway, replacing the existing paved walkway, along the east side of the corridor. The new path is within five feet of ICW to avoid removing the large laurel hedges along the edge of right of way, providing screening for adjacent private properties.

A modification to this alternative called "Option A" shifts the path alignment further away from ICW, between Island Crest Elementary and SE 59th St, see Figure 3. It removes the hedges and replaces them with screening. This provides greater separation between path users and vehicles and saves approximately 10% of the large Occidental (London) Plane trees, between ICW and the path.



Figure 3: East Side Shared use Path Option A

Additional improvements consist of new illumination, vegetated buffer, signage and crossings at side street intersections, utility modifications, stormwater treatment facilities, and private property restoration. This alternative provides a widened shared use path for bicycles and pedestrians with a physical separation/buffer from the roadway for safety.



Figure 4: West Side Shared use Path

The west side shared use path proposes a new separated 10' wide shared use path, replacing or supplementing the existing gravel path, along the west side of the corridor. Additional improvements consist of a new vegetated buffer, signage, and illumination utility modifications, stormwater treatment facilities, and private property restoration. This alternative provides a widened shared use path for bicycles and pedestrians with physical separation/buffer from the roadway for safety.

Figure 4, at the end of the report, summarizes the criteria and considerations used to compare the alternatives discussed. Refer to Attachment 1 (Shared Use Path Alternatives Graphics) to see an overhead view of each alternative, the trees expected to be removed, potential impacts to hedges, and the alignment of the path. Typical cross-sections depict the improvements across the right of way and the relative impacts are noted.

The following describes the considerations and preliminary evaluation of the three alternatives.

1. Tree and Urban Forest Considerations

The draft tree condition assessment memo evaluated 560 trees within and adjacent to the ICW right of way (ROW) corridor. Overall, trees in the corridor display good resilience to the urban developed environment showing its ability to adapt changes with a hardy historic canopy, good biodiversity and native species dominance along the corridor. The composition of the planted trees is predominantly American Sycamore and English Oak, likely 40 to 70 years old. Both species are long-lived (200 years potentially) and tolerant of various environmental conditions. There are several Western Red Cedar along the east side of Island Crest Way and pockets of native trees exist along the west side of the roadway near Dragon Park, Island Crest Park, and along both sides of the roadway at Pioneer Park. Many of these native trees are impacted by the urban environment, showing die-back and poor long-term viability.

The conceptual design alternatives were developed with the intent to preserve as many healthy and exceptional trees as possible through small shifts in path alignment, separation from the roadway, and selective removal of smaller trees to preserve large healthy trees. Based on the canopy analysis in the draft memo and the preliminary layouts of the three alternatives, the separated bike lanes remove the largest portion of the tree canopy within the ROW, while the west side shared use path removes the least because creating 5' bike lanes with 2' buffers (14' total), widen the roadway prism and impact many of the existing trees located adjacent to the existing edge of roadway. The west side shared use path has more space to navigate around trees.

2. Impacts to adjacent parcels and ROW

There are fences, large hedges, utilities, and other improvements near the outer edges of the ICW right of way. The conceptual designs take these into consideration when evaluating path/sidewalk widths and alignments. The east side path alternative works its way in between hedges in or adjacent to the right of way on the east side of the path and trees on the west side, requiring a careful balance between tree removal (loss of canopy) in some places and significant hedge trimming or removal (loss of privacy screening) in other locations. East Side Option A shifts a portion of the path to the east to avoid several large trees but requires removal of several large hedges. These details will be refined during the formal design process. Easements or ROW acquisitions may be necessary at intersection corners, and along the Island Crest Park frontage. Specific easement and ROW needs will be assessed during final design.

3. Improved accessibility and function for pedestrians and bicyclists of all ages and abilities

The design guidance for the alternatives and considerations are as follows:

- FHWA Bikeway Selection Guidelines (2019)
https://safety.fhwa.dot.gov/ped_bike/tools_solve/docs/fhwasal8077.pdf
- WSDOT Design Manual Chapter 1515 Shared Use Path
<https://wsdot.wa.gov/publications/manuals/fulltext/M22-01/1515.pdf>
- WSDOT Design Manual Chapter 1520 Roadway Bike Facilities
<https://wsdot.wa.gov/publications/manuals/fulltext/M22-01/1520.pdf>

The guidelines encourage providing a separation between the roadway and pedestrian/bicycle facilities through either a horizontal buffer such as a planter strip, vertical curb or other appropriate means due to the vehicle volumes (15,000 – 16,000 vehicles/day) and posted speed limit (35mph).

4. Illumination considerations

The community survey results from the ICW Safety Study reflected the importance of illumination and visibility

for residents and users along ICW. The project team prepared a corridor illumination study to guide various opportunities to improve illumination and visibility in the corridor. Each illumination alternative presents different possibilities. The Separated Bike Lane alternative would require a completely new illumination system consistent with standard urban arterial roadway corridor illumination (e.g. SE 40th St, 84th Ave NE in Clyde Hill, Bellevue arterial streets, etc.). The East Side Shared Use Path presents an option to increase roadway illumination with roadway luminaires and install pedestrian scale luminaires on the back side of the pole for the pathway. The West Side Shared use Path could provide the same treatment as the east side; or it could install a separated pathway illumination system since the path is further separated from the roadway. West Side Shared use Path would need to supplement the existing illumination of the roadway to meet lighting level standards. Any of these alternatives could either be installed as part of shared use path construction or independently. Lighting levels are established by the WSDOT Design Manual Chapter 1040.

The Illumination study assessed the existing corridor, but it does not provide lighting analysis or levels for the shared use path options. According to the draft study, some intersections meet these requirements, but others do not. Intersection lighting will be improved as part of the crosswalk improvements at Island Crest Elementary, SE 62nd St, and SE 63rd St. Other intersections can be addressed as part of subsequent projects, or as standalone evaluations and installations.

Due to the lack of continuous lighting along the corridor, light level standards are not met for roadway segment lighting and pedestrian lighting throughout the entire corridor. Continuous roadway lighting and pedestrian lighting is recommended due to collision history and pedestrian utilization during non-daylight hours. Pedestrian safety can be further improved by providing a separated shared-use path with appropriate pedestrian scale lighting.

5. Stormwater Management

Stormwater management will need to be incorporated into the project to comply with stormwater regulations. The existing ICW corridor presents an opportunity to capture and treat pollution generating runoff from the roadway. Removing pollutants from stormwater runoff has been proven to enhance local and downstream natural environments. Low Impact Development options may include open channels, rain gardens, or bioretention swales to remove pollutants onsite prior to infiltrating into the ground or entering the piped conveyance system. Downstream of ICW, the runoff travels through various piped or open conveyance systems and discharges into Lake Washington.

6. Utility Impacts

Underground and above-ground utilities exist within the ICW corridor including water, sewer, stormwater, power, cable tv, fiber optic, and phone. Utility coordination, relocations, and adjustments will be required in all three alternatives. Due to the nature of the separated bike lane alternative and the required widening of the roadway prism, drainage systems, communication systems, power, and water will all be impacted and require relocations. The east side shared use path has less impacts, likely limited to power, communication, and drainage modifications. The west side shared use path has the least utility impacts, due to its greater separation from the roadway, but will still require drainage, water, and power modifications.

7. Implementation

The project team considered how each alternative could be implemented and identified potential impacts to existing uses along the corridor. The Separated Bike Lane alternative requires extensive corridor reconstruction for the widened roadway prism and new pedestrian facilities. This will cause significant disruption to vehicle movement and pedestrian movement throughout the corridor. The East and West Side Shared use Path

alternatives allow function of the roadway and opposite side pedestrian facilities to remain in use during construction. The East Side alternative does present more challenges as it replaces the existing paved walkway within the corridor.

8. Funding opportunities and Total Project Costs

Several outside funding opportunities are viable sources to supplement the City's investment in enhancing this corridor. The team has identified the sources below as primary candidates:

- Transportation Improvement Board (TIB) Urban Arterial Program and Active Transportation Program
- WSDOT Pedestrian and Bicycle Grant and Safe Routes to School Grant
- Department of Ecology Water Quality Grants

The team performed preliminary project funding evaluations using 2024 dollars inclusive of construction, preliminary and final design, construction management, administration, construction inspection, and City administration for each alternative. Right of Way acquisition is not included in this cost evaluation. The preliminary total project cost estimate for the Separated Bike Lane Alternative has a range of \$12M - \$14M. The preliminary project cost estimate for the East Side Shared use Path has a range of \$3.5M - \$6M. The preliminary project cost estimate for the West Side Shared use Path has a range of \$3M - \$5.5M. Should the City secure federal funding for the desired alternative the project could increase by up to 20% to cover the additional administrative rigor required of the City, consultant and contractor to comply with grant requirements.

In summary, each alternative presents opportunities, and challenges. Challenges include tree preservation, pedestrian and vehicle impacts during construction, private property screening impacts, utility relocations, and construction costs. Opportunities include improving safety throughout the corridor, stormwater management, improved pedestrian and bicycle accessibility and function, improved lighting and traffic calming. This is a complex project that requires tradeoffs, balancing the need to improve safety in the corridor while retaining the beloved urban forest, minimizing other impacts, and doing so at an affordable cost. Table 1 and Figure 5 depict the three alternatives and their relative impacts on each other on key factors to be considered.

Table 1: Alternatives Summary Table

Alternative	New Impervious Surface	Utility Impacts	Trees Removed	Tree Canopy Removed	Drainage Mods	Vehicle Impacts (const. stage)	Ped Impacts (const. stage)	Const. Cost (order of magnitude)
Separated Bike Lane	~70,000sf	med	110 to 120	~40%	high	high	med	high
East Side Path	~15,000sf	high	85 to 99	~34%	med	low	high	med
East Side Path (Option A)	~15,000sf	high	70 to 85	~30% to ~32%	med	low	high	med
West Side Path	~24,000sf	low	75 to 94	~28%	low	low	low	med

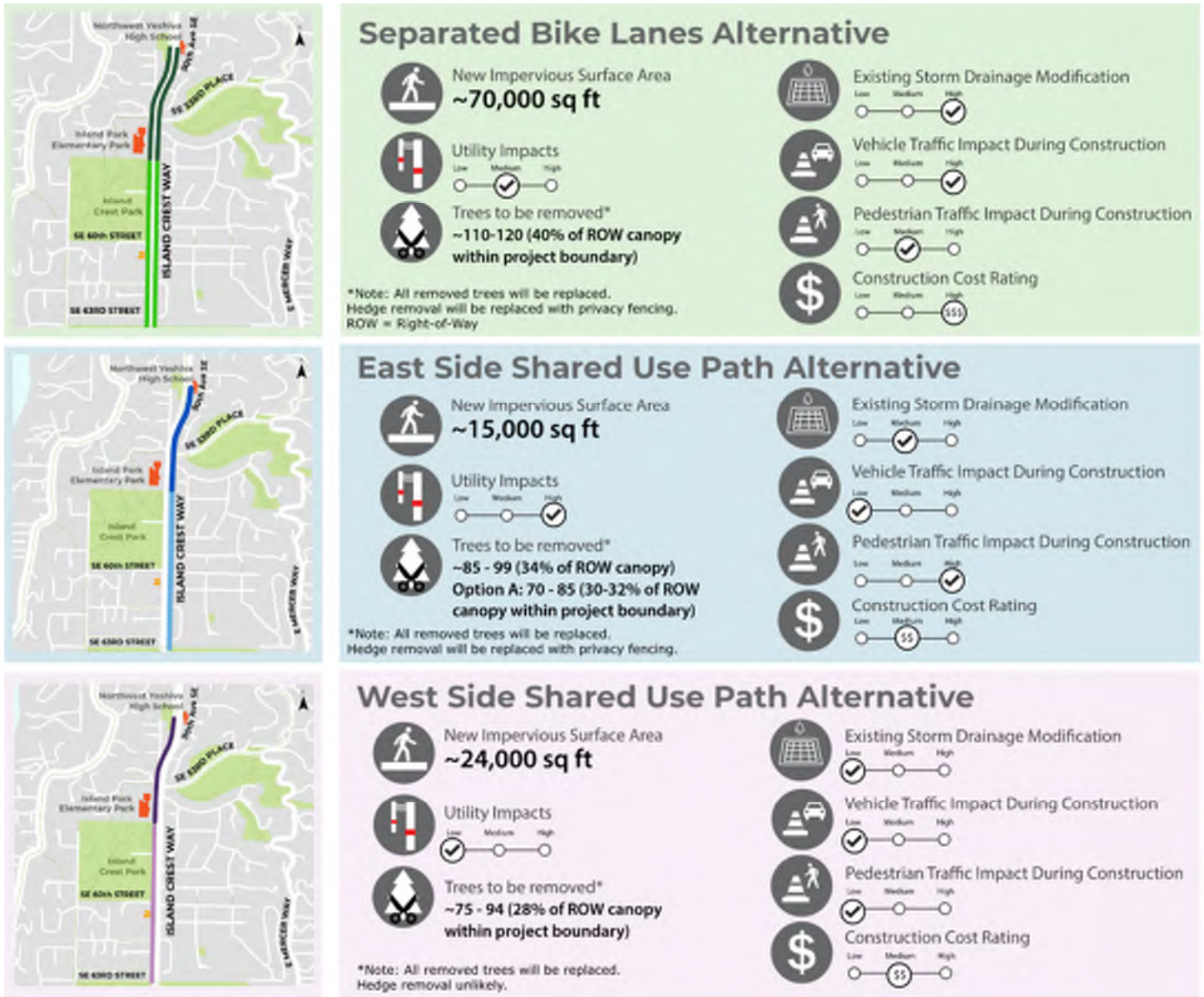


Figure 5: Alternative Summary Table

ATTACHMENT #1 SHARED USE PATH CONCEPTUAL DESIGN REPORT SUPPORTING GRAPHICS

PHOTO SIMULATIONS

SEPARATED BIKE LANE PHOTO SIMULATION



EAST SIDE SHARED USE PATH PHOTO SIMULATION

Item 13.



OPTION A - SE 59TH ST TO ISLAND CREST ELEM



WEST SIDE SHARED USE PATH PHOTO SIMULATION



CROSS SECTIONS

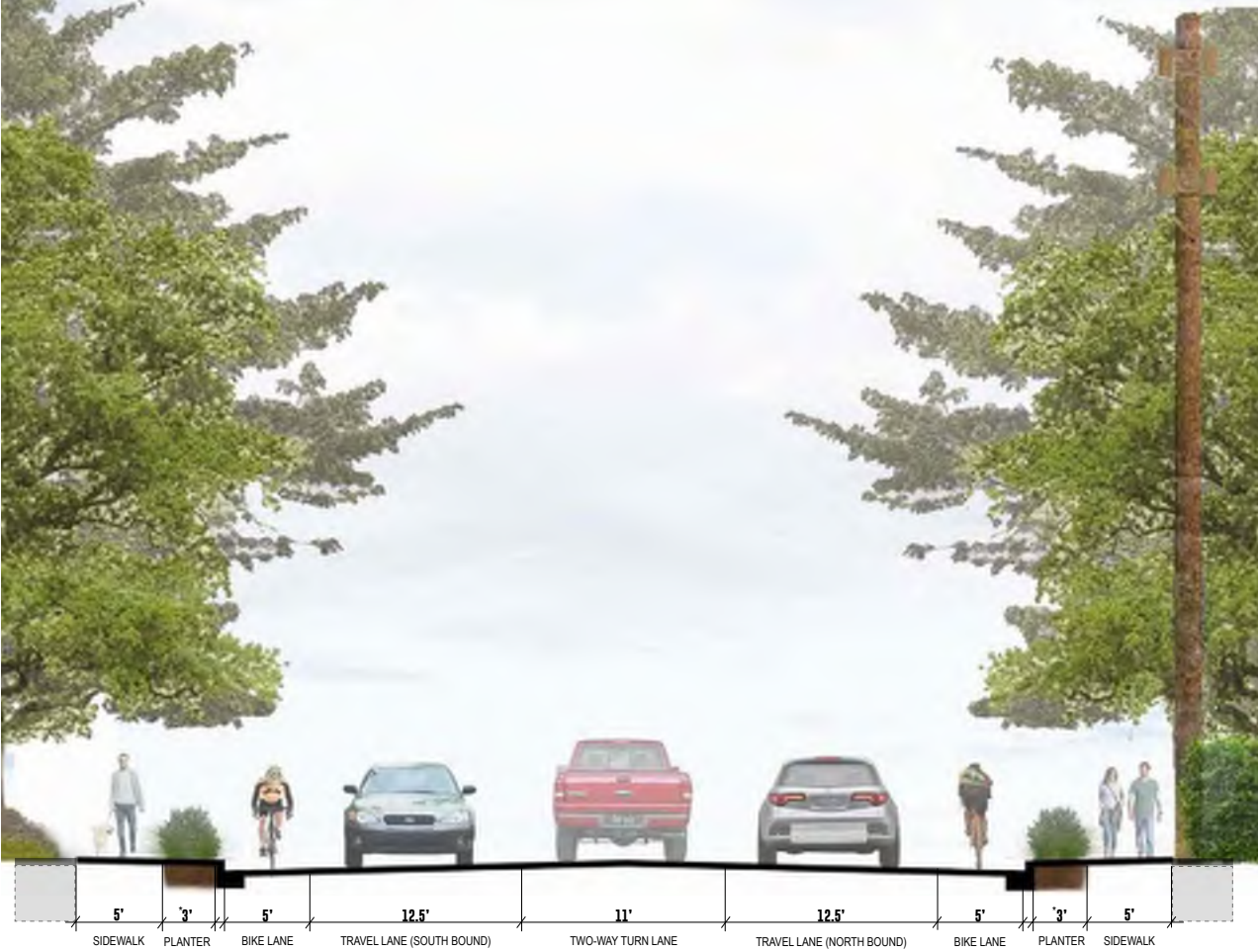
ISLAND CREST WAY CORRIDOR ANALYSIS | TYPICAL SECTIONS

Separated Bike Lane Layout - Two Lane Section
Looking North

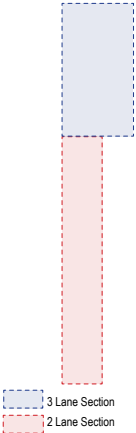


ISLAND CREST WAY CORRIDOR ANALYSIS | TYPICAL SECTIONS

Bike Lane Layout - Three Lane Section
Looking North



Context Map



* width varies



ISLAND CREST WAY CORRIDOR ANALYSIS | TYPICAL SECTIONS

East Side Shared-Used Path Layout - Two Lane Section
Looking North



* width varies

OPTION A - SE 59TH ST TO ISLAND CREST ELEM



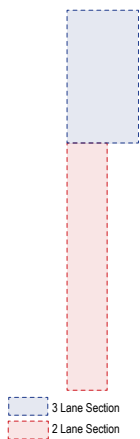
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ISLAND CREST WAY CORRIDOR ANALYSIS | TYPICAL SECTIONS

East Side Shared-Used Path Layout - Three Lane Section
Looking North



Context Map



3 Lane Section
2 Lane Section

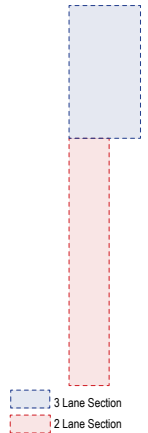
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ISLAND CREST WAY CORRIDOR ANALYSIS | TYPICAL SECTIONS

West Side Shared-Used Path Layout - Two Lane Section
Looking North



Context Map

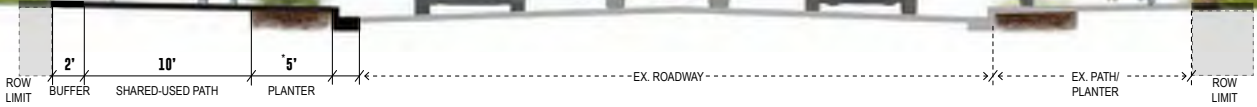
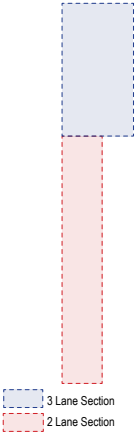


ISLAND CREST WAY CORRIDOR ANALYSIS | TYPICAL SECTIONS

West Side Shared-Used Path Layout - Three Lane Section
Looking North

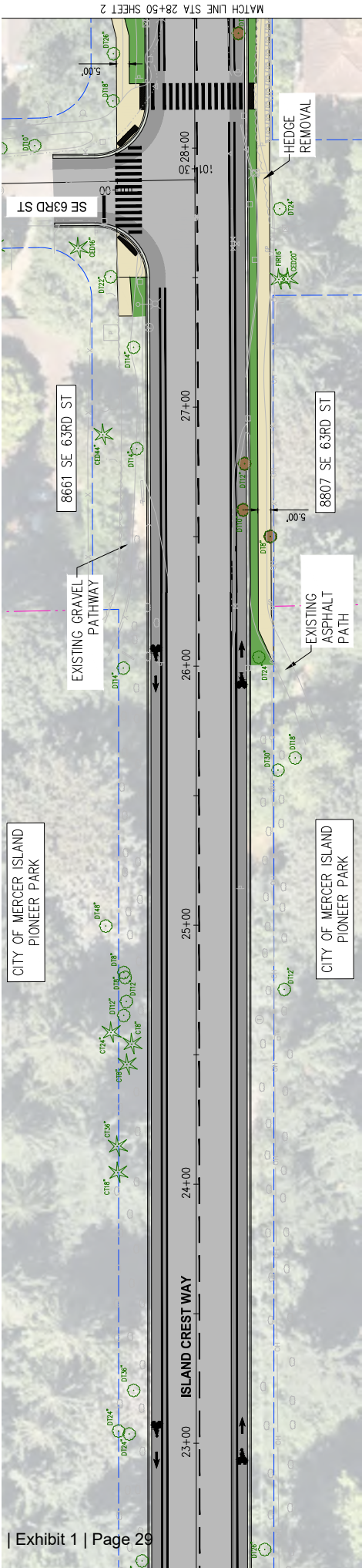
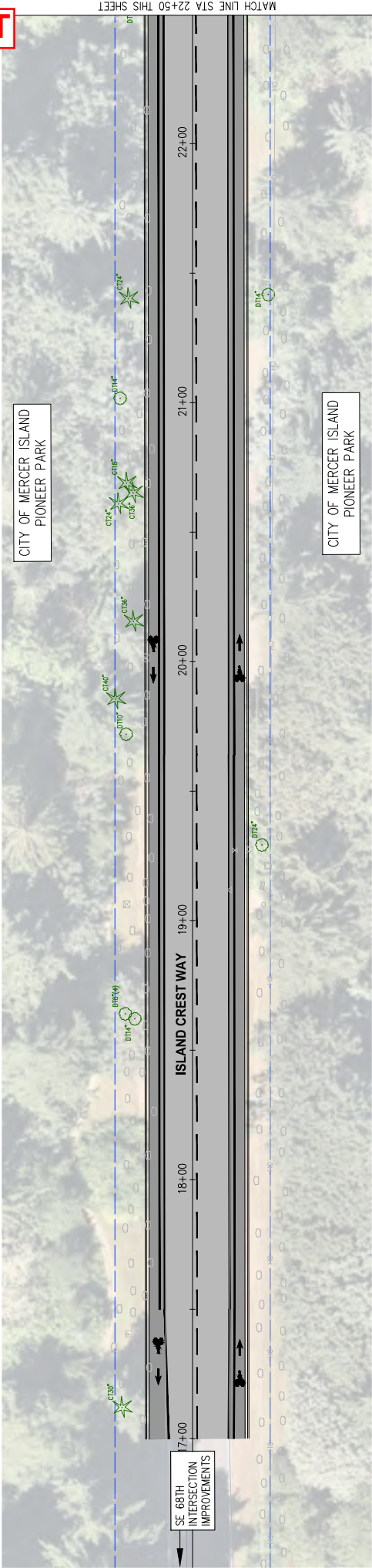


Context Map

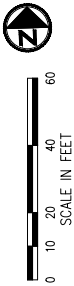


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CONCEPTUAL PLAN LAYOUT
SEPARATED BIKE LANE



- LEGEND**
- CONCRETE SIDEWALK
 - CONCRETE DRIVEWAY
 - PLANTER AREA
 - NEW ASPHALT PAVEMENT
 - ASPHALT OVERLAY
 - DETECTABLE WARNING SURFACE
 - ANTICIPATED TREE REMOVAL
 - RIGHT OF WAY BOUNDARY
 - PROPERTY BOUNDARY

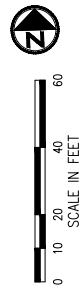
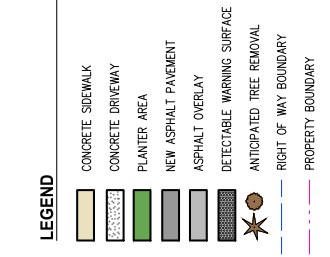
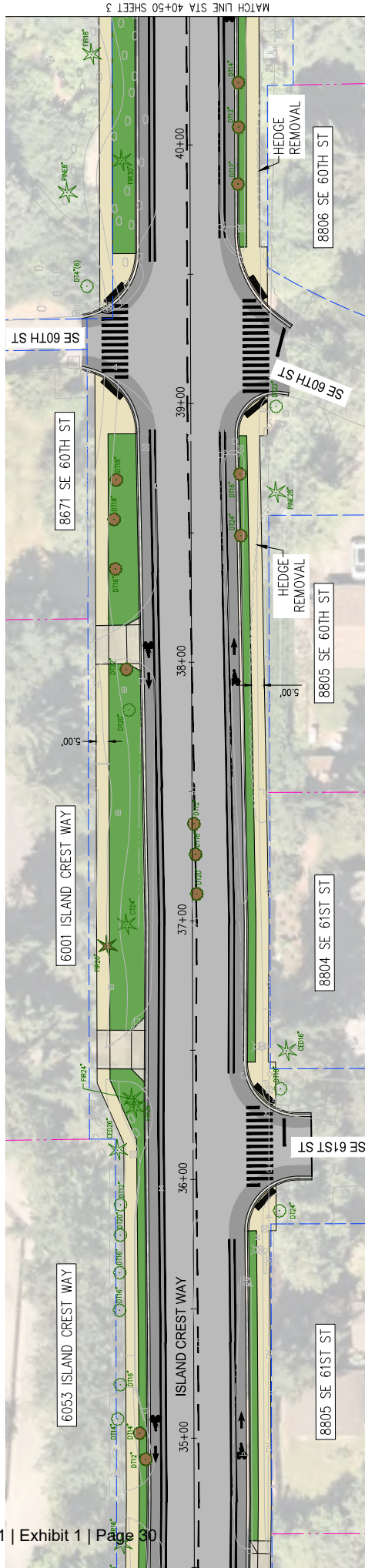
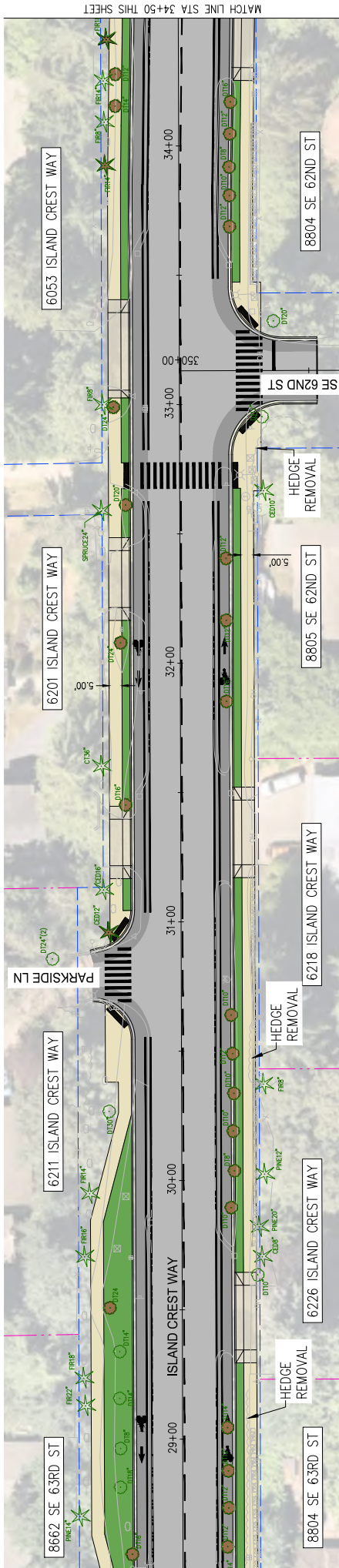


**DRAFT CONCEPTUAL BIKE LANE
ALTERNATIVE**

SHEET 1 OF 5

NOTES:
-ALL TREES ANTICIPATED FOR REMOVAL SHALL BE REVIEWED AND EVALUATED THROUGH FINAL DESIGN
-INDIVIDUAL PROPERTY IMPACT GRAPHICS MAY BE SUPPLIED UPON WRITTEN REQUEST TO CITY PROJECT MANAGER





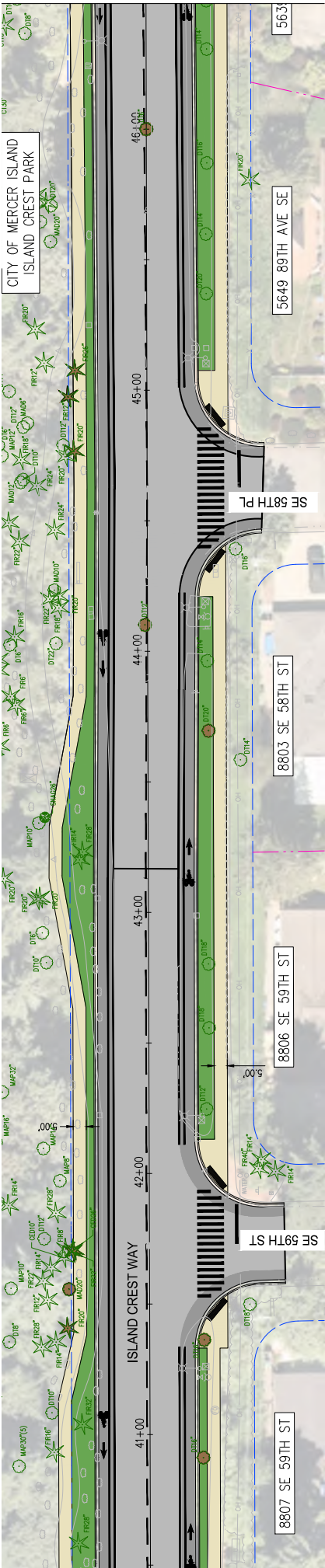
DRAFT CONCEPTUAL BIKE LANE
ALTERNATIVE

SHEET 2 OF 5

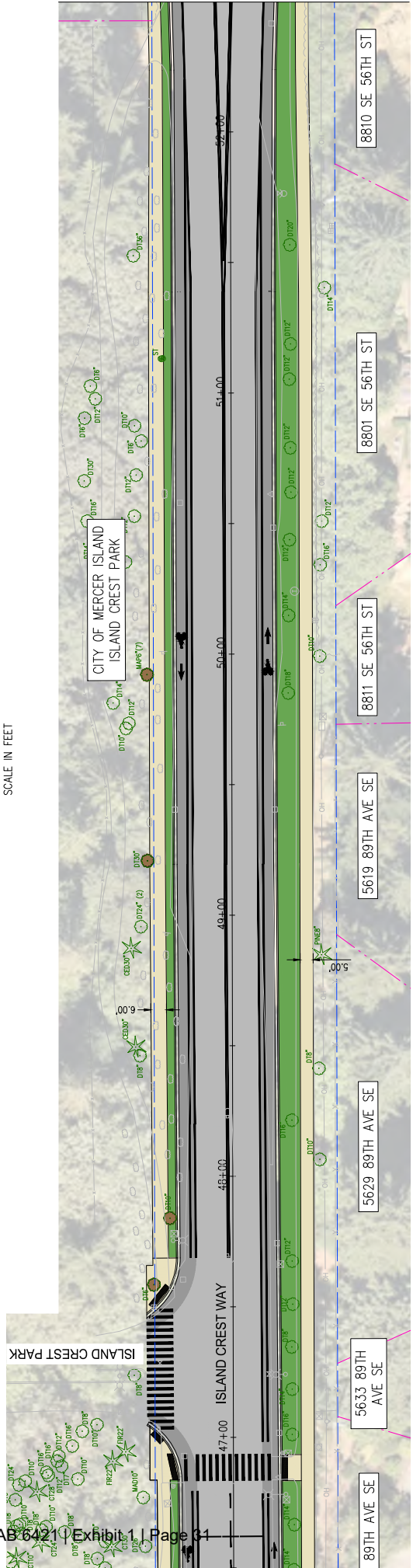
NOTES:

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MATCH LINE STA 40+50 SHEET 2



MATCH LINE STA 46+50 THIS SHEET



LEGEND

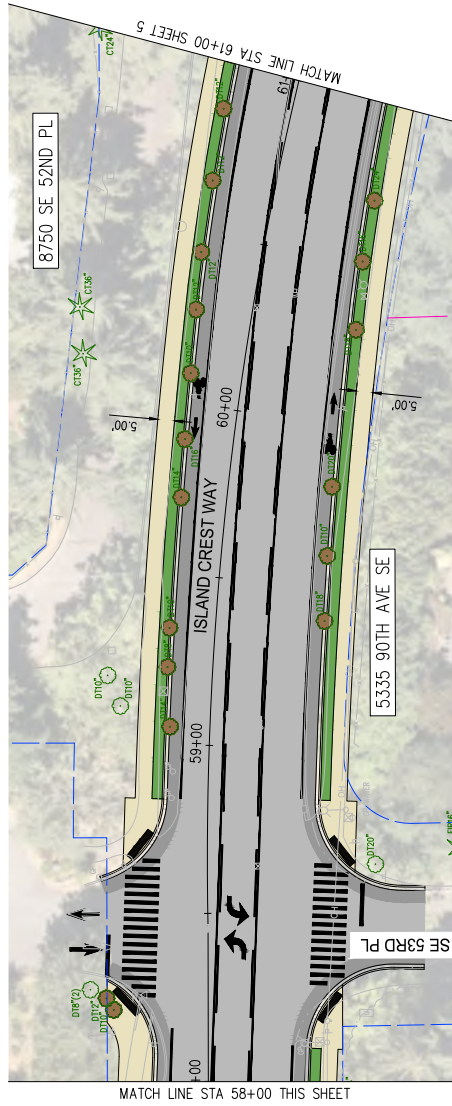
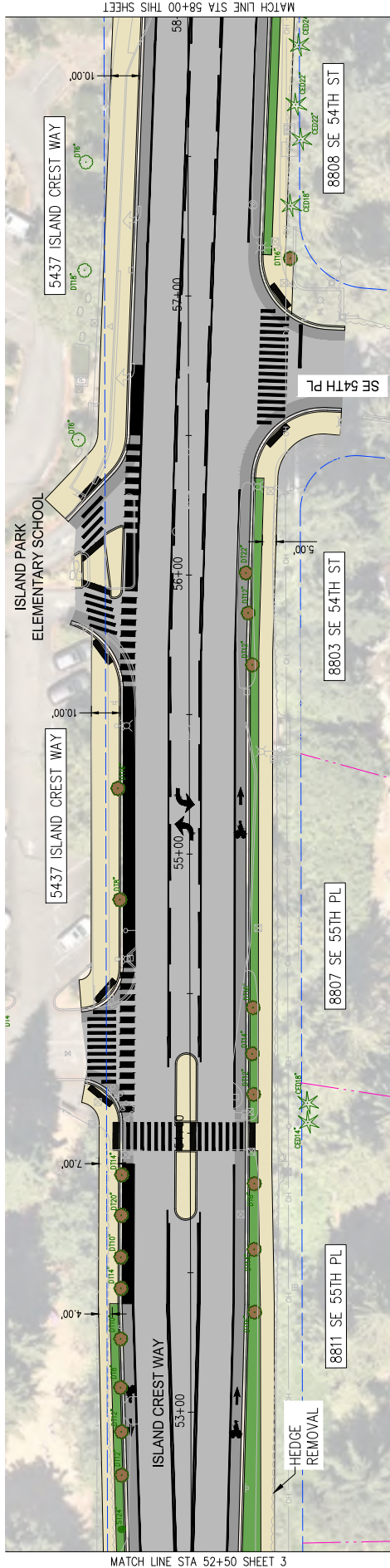
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- CONCRETE DRIVEWAY
- PLANTER AREA
- NEW ASPHALT PAVEMENT
- ASPHALT OVERLAY
- DETECTABLE WARNING SURFACE
- ANTICIPATED TREE REMOVAL
- RIGHT OF WAY BOUNDARY
- PROPERTY BOUNDARY

DRAFT CONCEPTUAL BIKE LANE
ALTERNATIVE

SHEET 3 OF 5



NOTES:
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LEGEND

	CONCRETE SIDEWALK
	CONCRETE DRIVEWAY
	PLANTER AREA
	NEW ASPHALT PAVEMENT
	ASPHALT OVERLAY
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	PROPERTY BOUNDARY

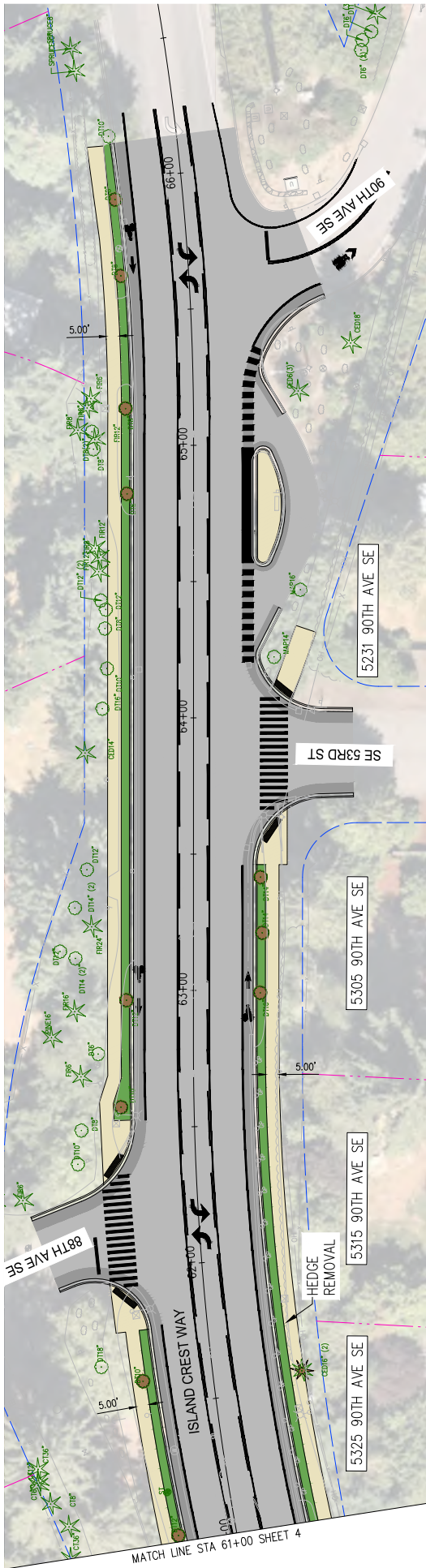
**DRAFT CONCEPTUAL BIKE LANE
ALTERNATIVE**

SHEET 4 OF 5

NOTES:

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LEGEND	
	CONCRETE SIDEWALK
	CONCRETE DRIVEWAY
	PLANTER AREA
	NEW ASPHALT PAVEMENT
	ASPHALT OVERLAY
	DETECTABLE WARNING SURFACE
	ANTICIPATED TREE REMOVAL
	RIGHT OF WAY BOUNDARY
	PROPERTY BOUNDARY

DRAFT CONCEPTUAL BIKE LANE
ALTERNATIVE

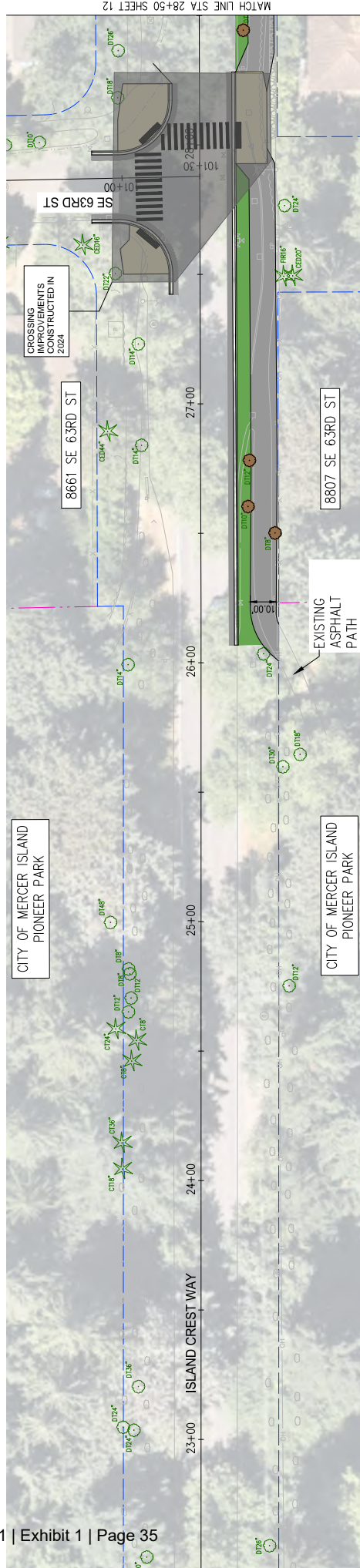
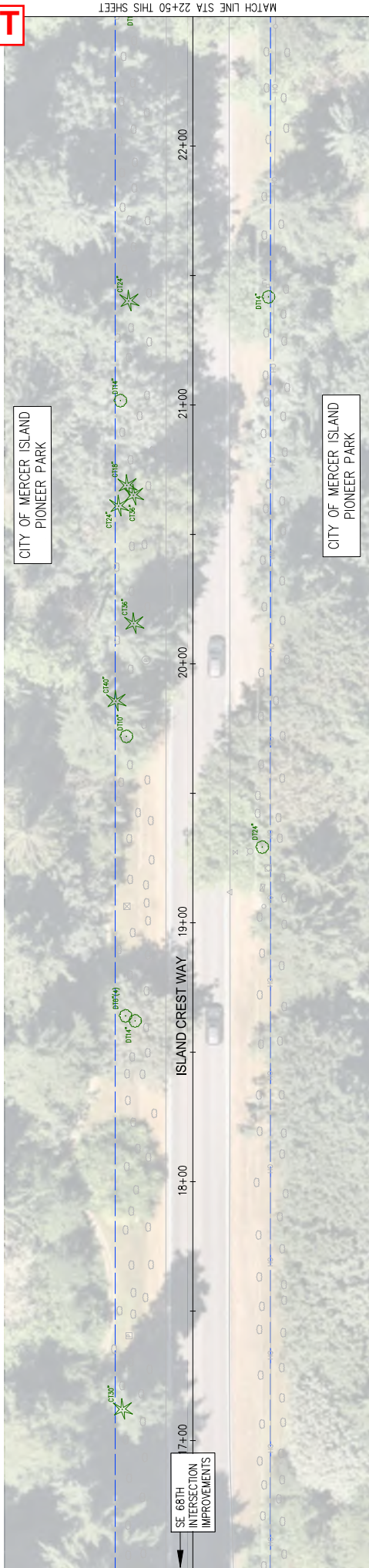
SHEET 5 OF 5

NOTES:

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CONCEPTUAL PLAN LAYOUT EAST SIDE SHARED USE PATH



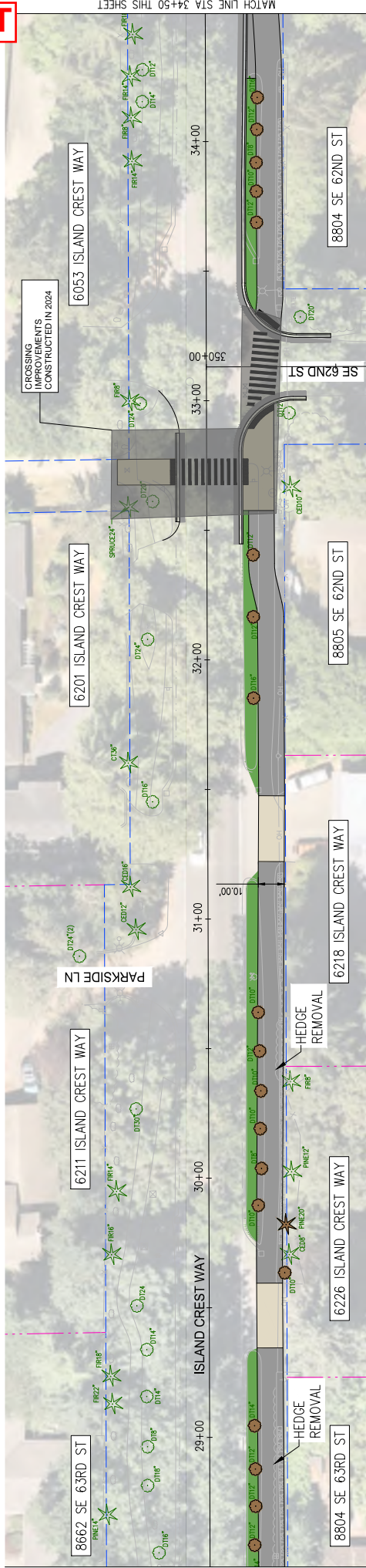
- LEGEND**
- CONCRETE SIDEWALK
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**DRAFT CONCEPTUAL EAST-SIDE SHARED USE PATH
ALTERNATIVE**

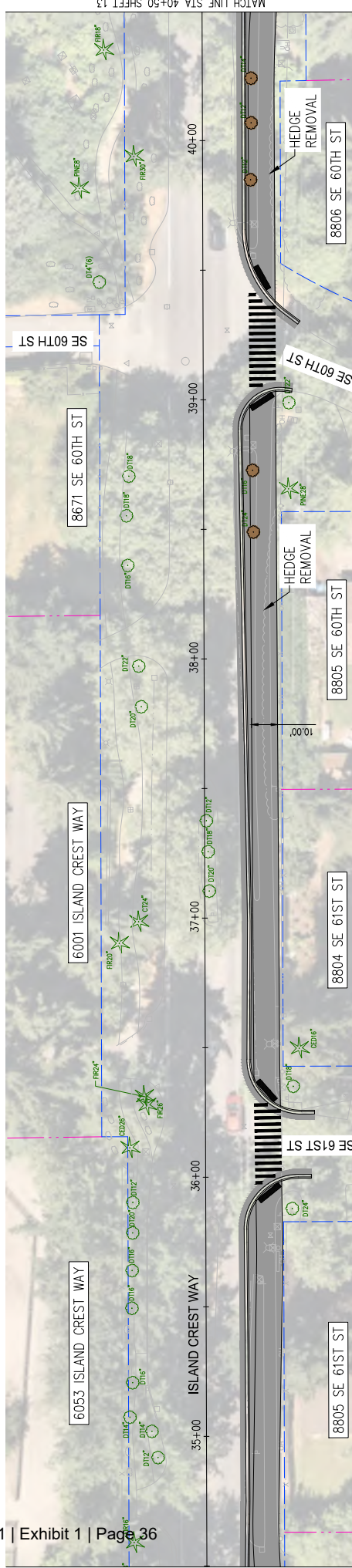
SHEET 1 OF 5

NOTES:
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-INDIVIDUAL PROPERTY IMPACT GRAPHICS MAY BE SUPPLIED UPON WRITTEN REQUEST TO CITY PROJECT MANAGER





MATCH LINE STA 28+50 SHEET 11



MATCH LINE STA 40+50 SHEET 13



LEGEND

- CONCRETE SIDEWALK
- CONCRETE DRIVEWAY
- PLANTER AREA
- NEW ASPHALT PAVEMENT
- ASPHALT OVERLAY
- DETECTABLE WARNING SURFACE
- ANTICIPATED TREE REMOVAL
- RIGHT OF WAY BOUNDARY
- PROPERTY BOUNDARY

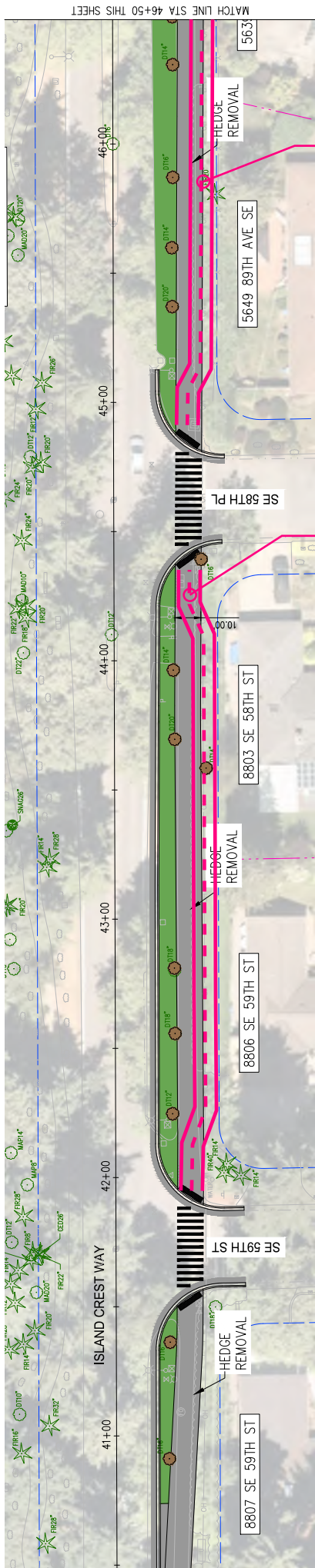
DRAFT CONCEPTUAL EAST-SIDE SHARED USE PATH
ALTERNATIVE

SHEET 2 OF 5

NOTES

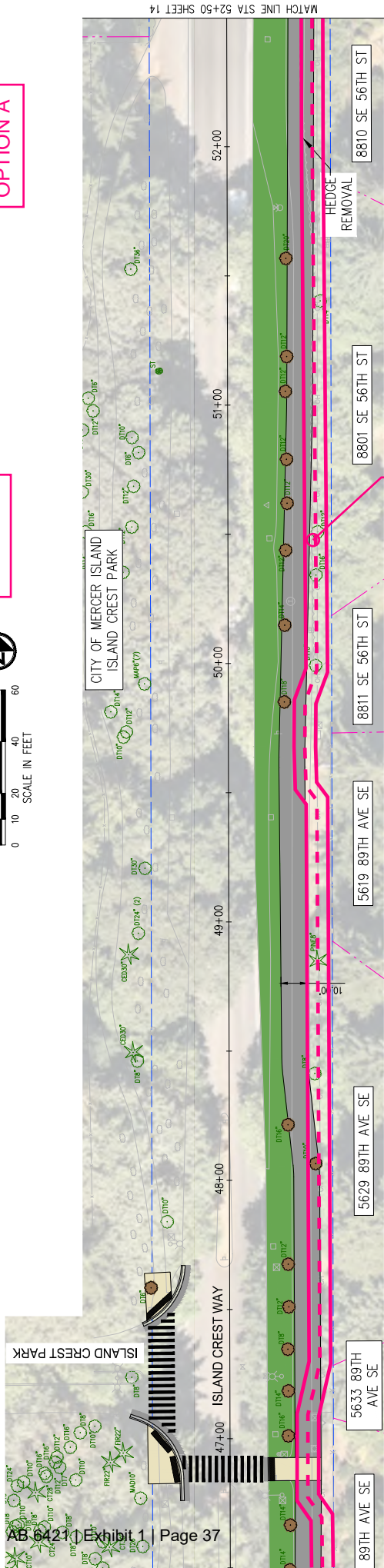
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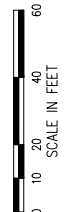


OPTION A

OPTION A



OPTION A



LEGEND

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- CONCRETE DRIVEWAY
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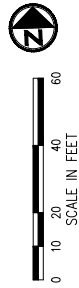
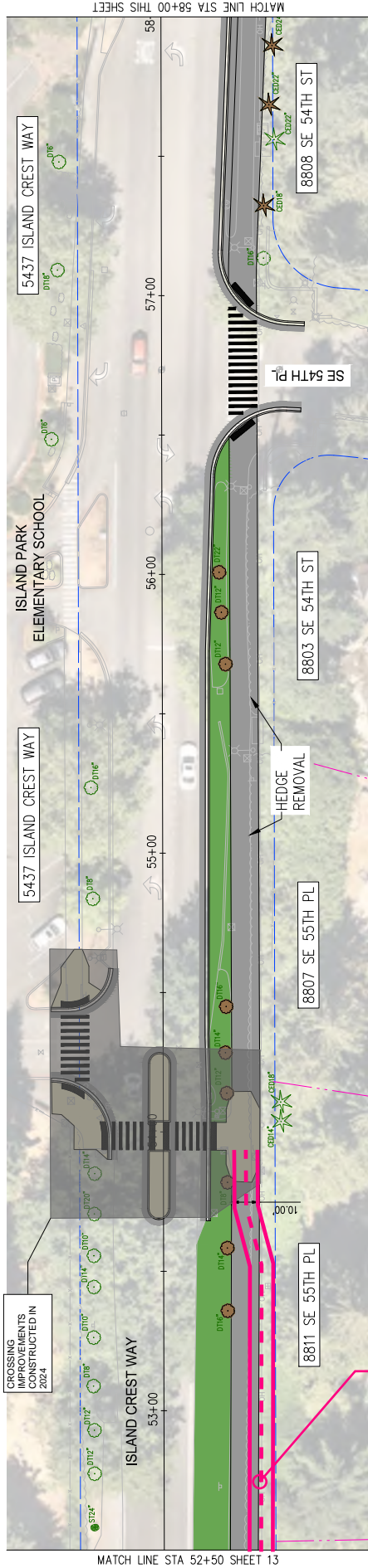
DRAFT CONCEPTUAL EAST-SIDE SHARED USE PATH
ALTERNATIVE

SHEET 3 OF 5

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- LEGEND**
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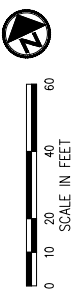
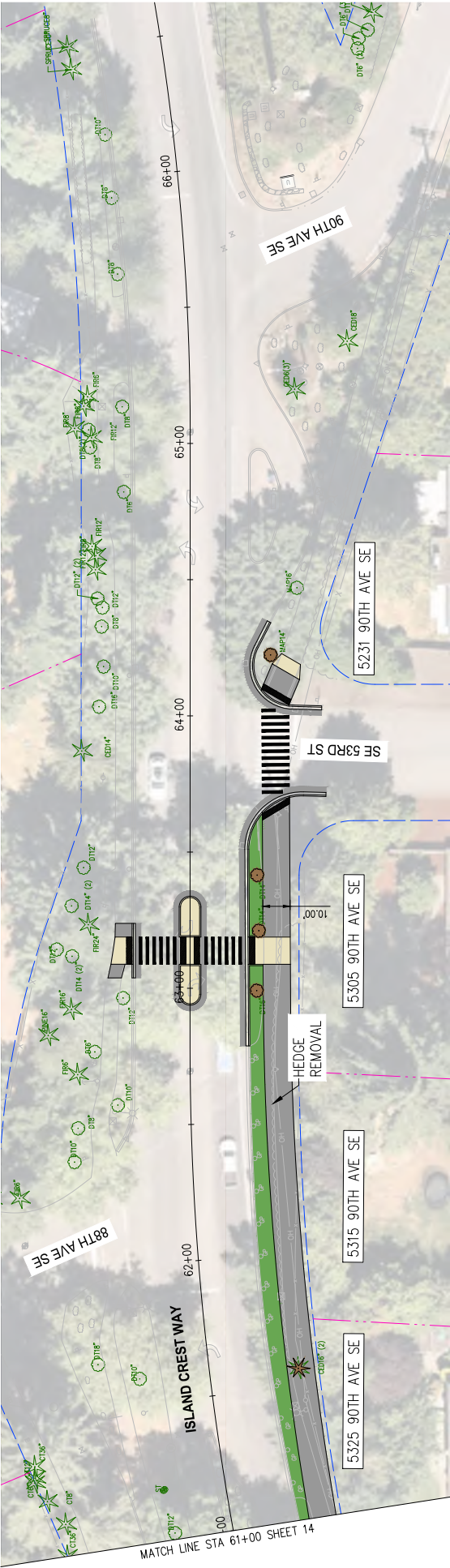
**DRAFT CONCEPTUAL EAST-SIDE SHARED USE PATH
ALTERNATIVE**

SHEET 4 OF 5

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LEGEND

	CONCRETE SIDEWALK
	CONCRETE DRIVEWAY
	PLANTER AREA
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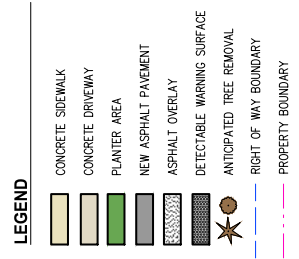
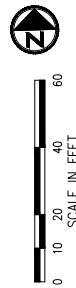
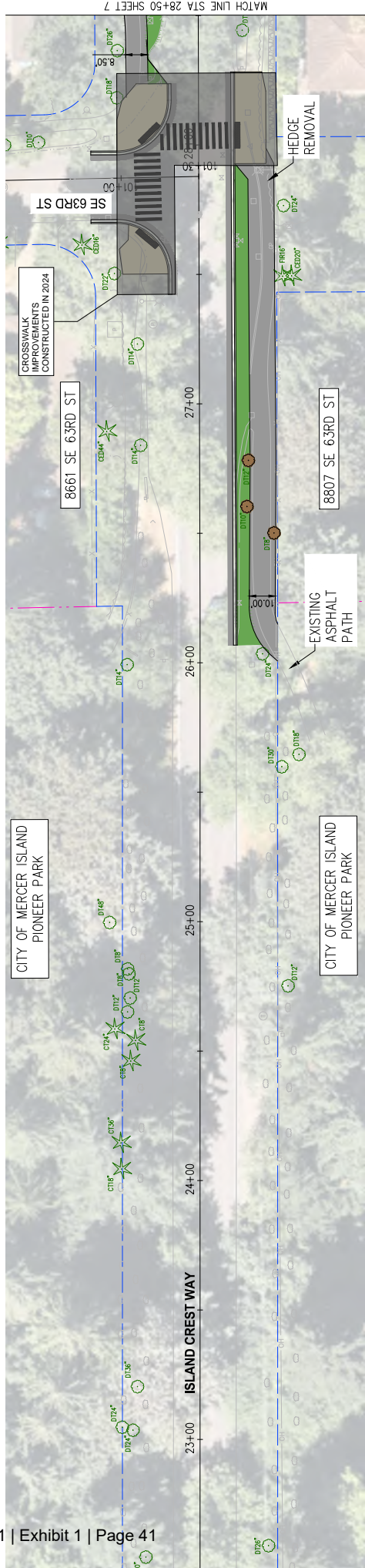
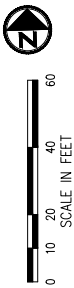
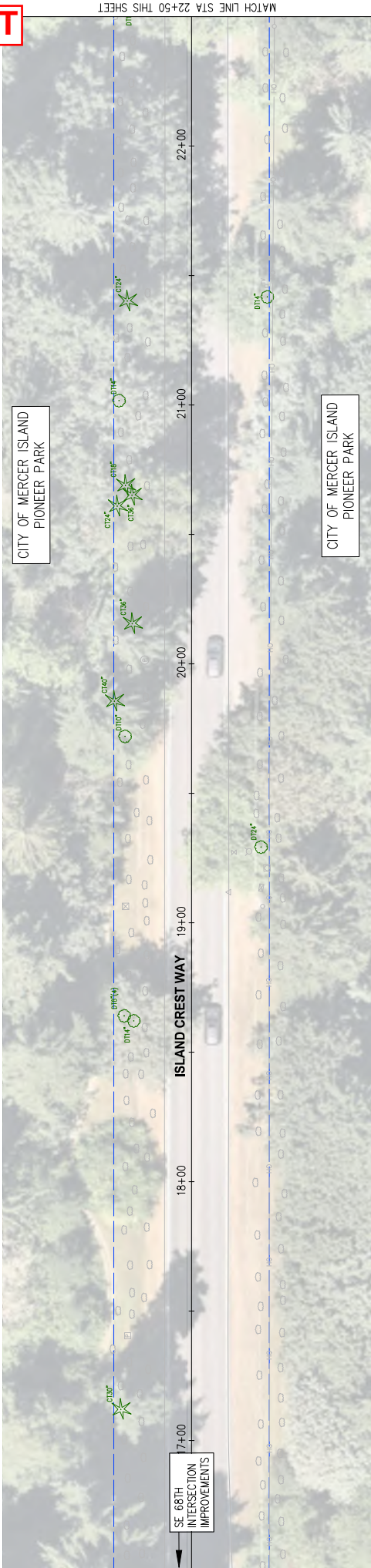
**DRAFT CONCEPTUAL EAST-SIDE SHARED USE PATH
ALTERNATIVE**

SHEET 5 OF 5

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CONCEPTUAL PLAN LAYOUT WEST SIDE SHARED USE PATH



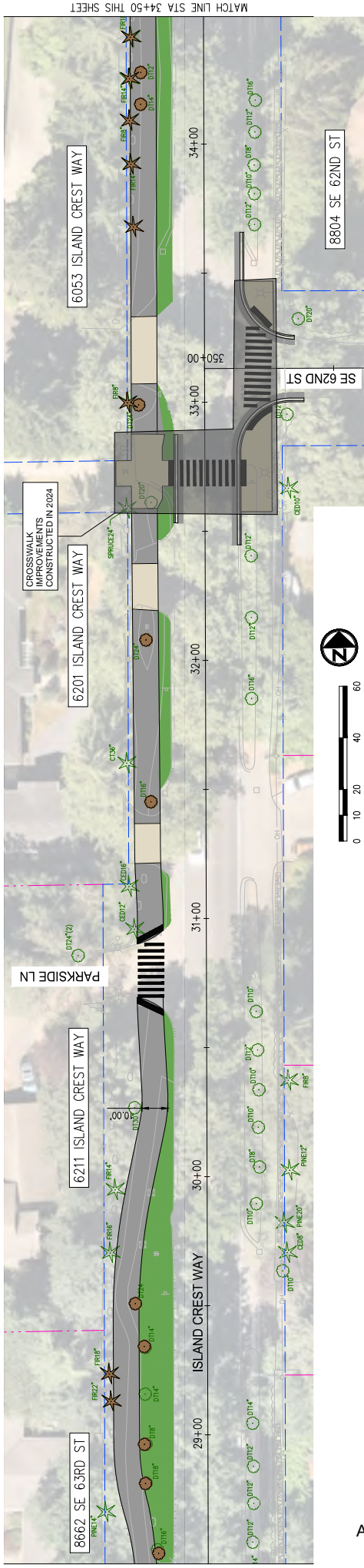
DRAFT CONCEPTUAL WEST-SIDE SHARED USE PATH
ALTERNATIVE

SHEET 1 OF 5

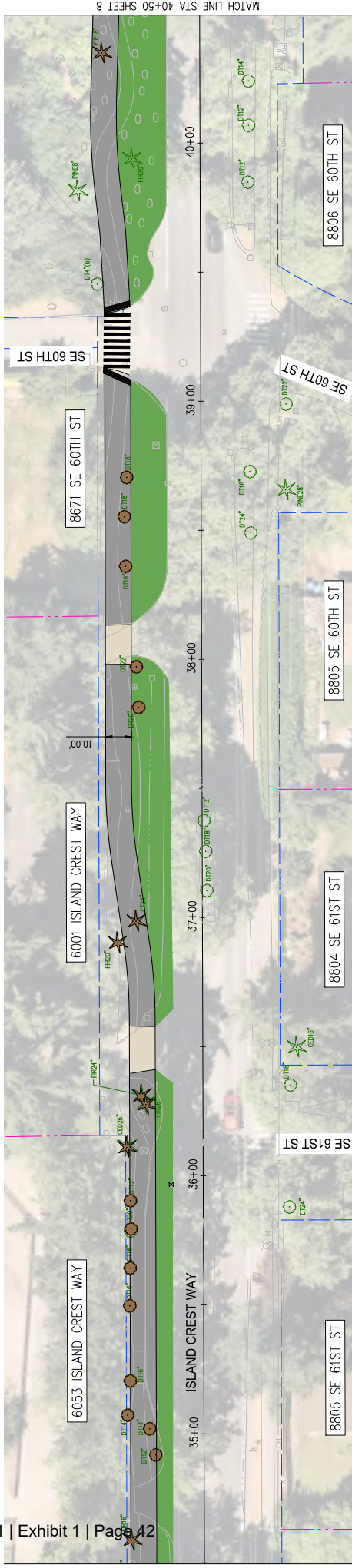
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MATCH LINE STA 28+50 SHEET 6



MATCH LINE STA 34+50 THIS SHEET



**DRAFT CONCEPTUAL WEST-SIDE SHARED USE PATH
ALTERNATIVE**

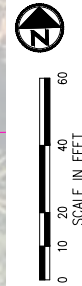
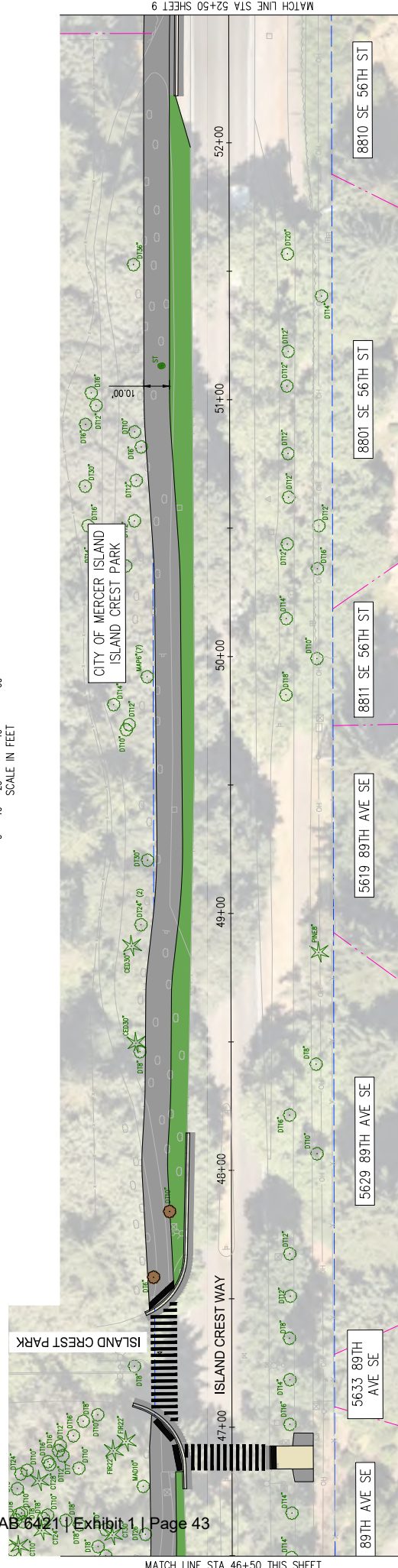
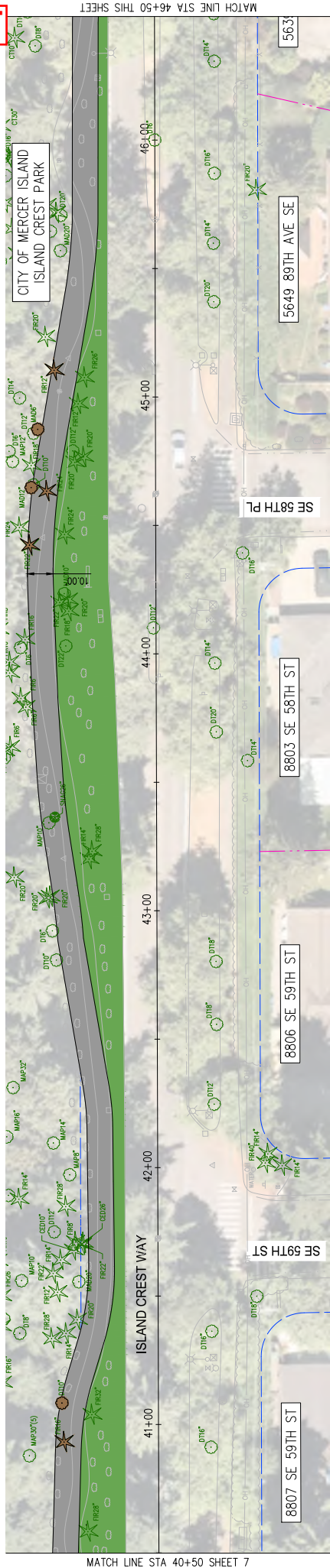
SHEET 2 OF 5

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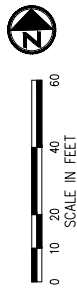
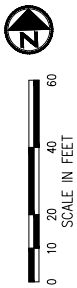
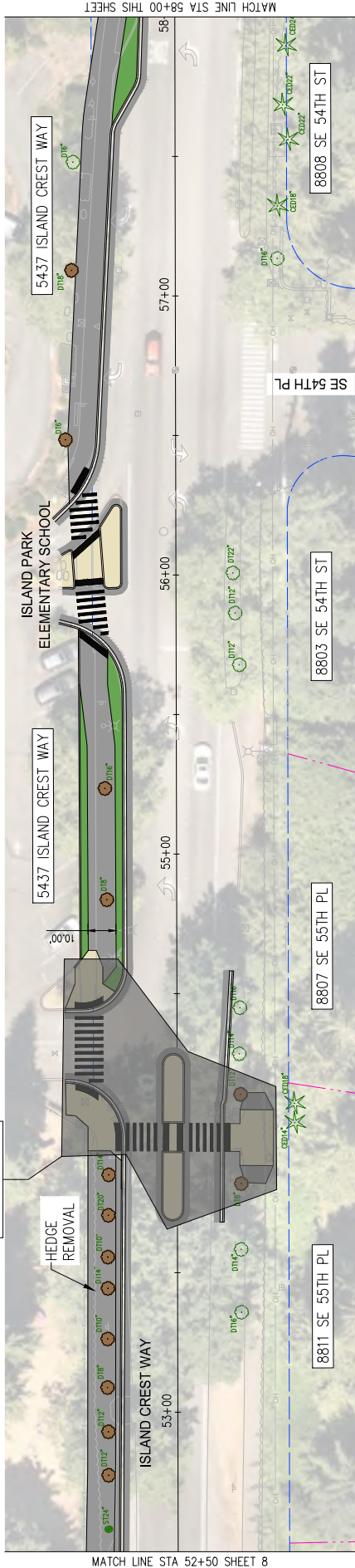
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ALTERNATIVE**

SHEET 3 OF 5

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**DRAFT CONCEPTUAL WEST-SIDE SHARED USE PATH
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SHEET 4 OF 5

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ALTERNATIVE SUMMARY INFORMATION



Separated Bike Lanes Alternative



New Impervious Surface Area
~70,000 sq ft



Utility Impacts
Low Medium High



Trees to be removed*
~110-120 (40% of ROW canopy)**

*Note: All removed trees will be replaced.
Hedge removal will be replaced with privacy fencing

**within project boundary



Existing Storm Drainage Modification

Low Medium High



Vehicle Traffic Impact During Construction

Low Medium High



Pedestrian Traffic Impact During Construction

Low Medium High



Construction Cost Rating

Low Medium High



East Side Shared use Path Alternative



New Impervious Surface Area
~15,000 sq ft



Utility Impacts
Low Medium High



Trees to be removed*
~85 - 99 (34% of ROW canopy)**
Option A: 70-85 (30-32% of ROW canopy)**

*Note: All removed trees will be replaced.
Hedge removal will be replaced with privacy fencing

**within project boundary



Existing Storm Drainage Modification

Low Medium High



Vehicle Traffic Impact During Construction

Low Medium High



Pedestrian Traffic Impact During Construction

Low Medium High



Construction Cost Rating

Low Medium High



West Side Shared use Path Alternative



New Impervious Surface Area
~24,000 sq ft



Utility Impacts
Low Medium High



Trees to be removed*
~75-94 (28% of ROW canopy)**

*Note: All removed trees will be replaced.
Hedge removal unlikely

**within project boundary



Existing Storm Drainage Modification

Low Medium High



Vehicle Traffic Impact During Construction

Low Medium High



Pedestrian Traffic Impact During Construction

Low Medium High

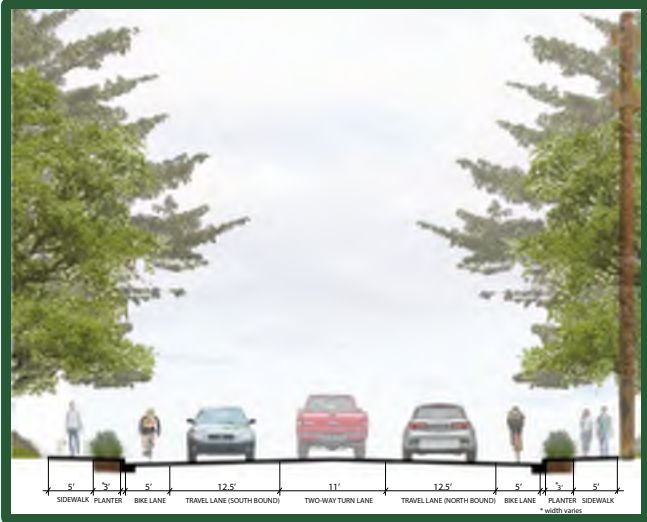


Construction Cost Rating

Low Medium High

SEPARATED BIKE LANE

Item 13.



Legend

- School
- Place of Worship
- Commercial
- Park
- Existing Trail



Separated Bike Lanes Alternative



New Impervious Surface Area
~70,000 sq ft



Utility Impacts
Low Medium High



Trees to be removed*
~110-120 (40% of ROW canopy within project boundary)



Existing Storm Drainage Modification
Low Medium High



Vehicle Traffic Impact During Construction
Low Medium High



Pedestrian Traffic Impact During Construction
Low Medium High

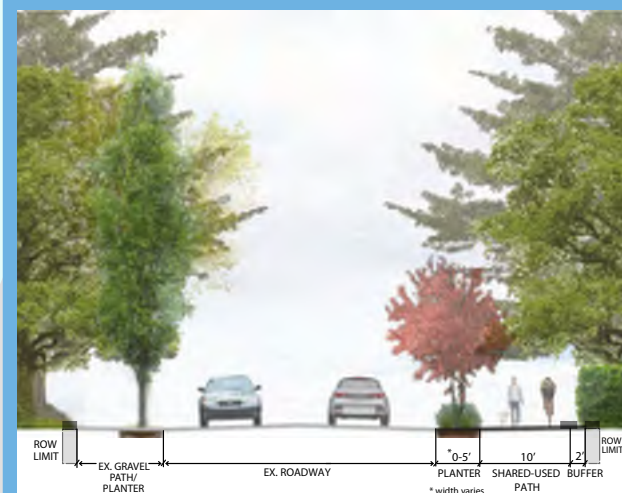
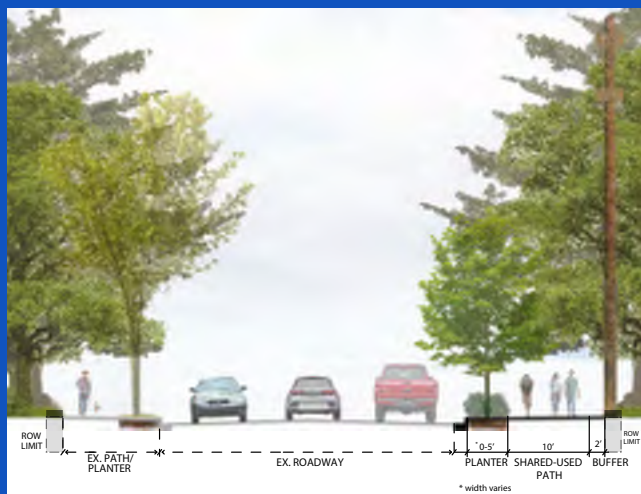


Construction Cost Rating
Low Medium High

*Note: All removed trees will be replaced.
Hedge removal will be replaced with privacy fencing.
ROW = Right-of-Way

SE 47TH STREET

Item 13.



ISLAND CREST WAY

EMERSON WAY

SE 63RD STREET

SE 68TH STREET

Legend

- School
- Place of Worship
- Commercial
- Park
- Existing Trail

East Side Shared Use Path Alternative



New Impervious Surface Area
~15,000 sq ft



Utility Impacts
Low Medium High



Trees to be removed*
~85 - 99 (34% of ROW canopy)
Option A: 70 - 85 (30-32% of ROW canopy within project boundary)



Existing Storm Drainage Modification
Low Medium High



Vehicle Traffic Impact During Construction
Low Medium High



Pedestrian Traffic Impact During Construction
Low Medium High



Construction Cost Rating
Low Medium High

WEST SIDE SHARED USE PATH

Item 13.



West Side Shared Use Path Alternative



New Impervious Surface Area
~24,000 sq ft



Utility Impacts
Low Medium High



Trees to be removed*
~75 - 94 (28% of ROW canopy within project boundary)



Existing Storm Drainage Modification
Low Medium High



Vehicle Traffic Impact During Construction
Low Medium High



Pedestrian Traffic Impact During Construction
Low Medium High



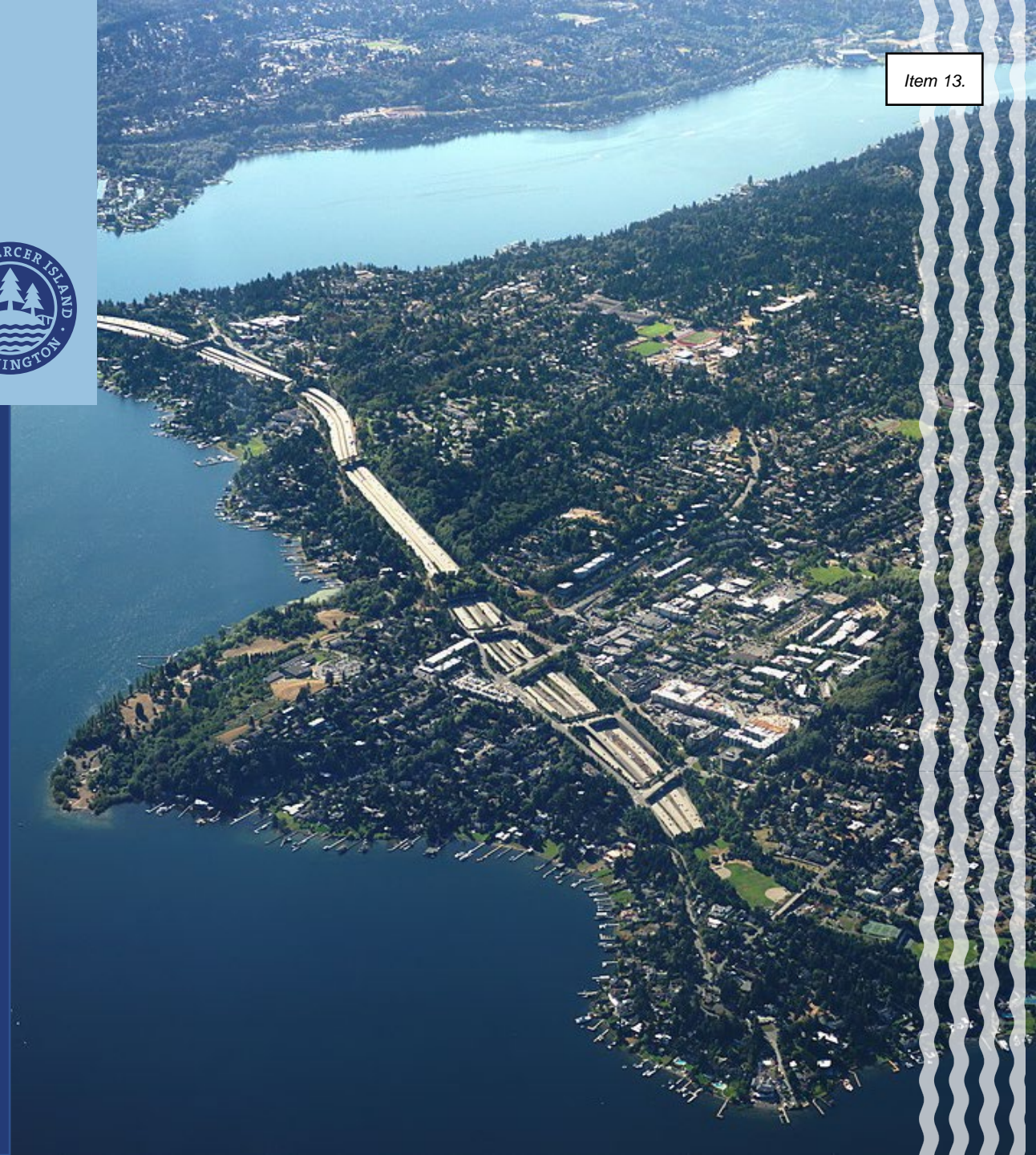
Construction Cost Rating
Low Medium High

*Note: All removed trees will be replaced. Hedge removal unlikely.



Island Crest Way Corridor Improvements Project Update (AB6421)

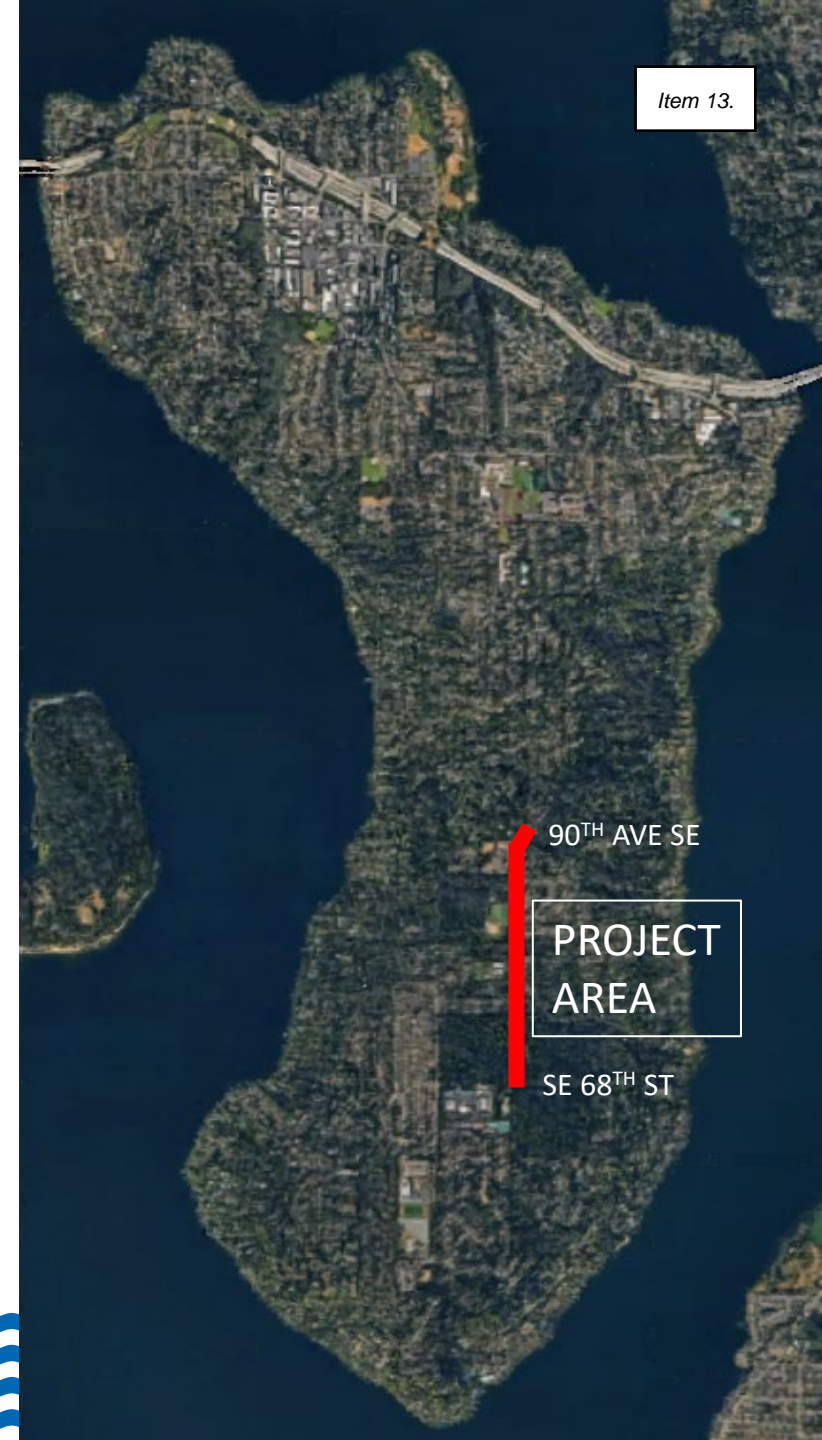
03/19/2024



Overview

GOALS FOR TONIGHT:

- Provide task updates
- Present Draft Shared Use Path Alternatives.
- Share Similar Project Example
- Questions and Discussion



Task Updates:

- **Crosswalk Improvements:**

- STATUS: 100% Design. Construction Summer 2024.

- **Corridor Illumination Study:**

- STATUS: Draft Complete.

- **Corridor Tree Assessment:**

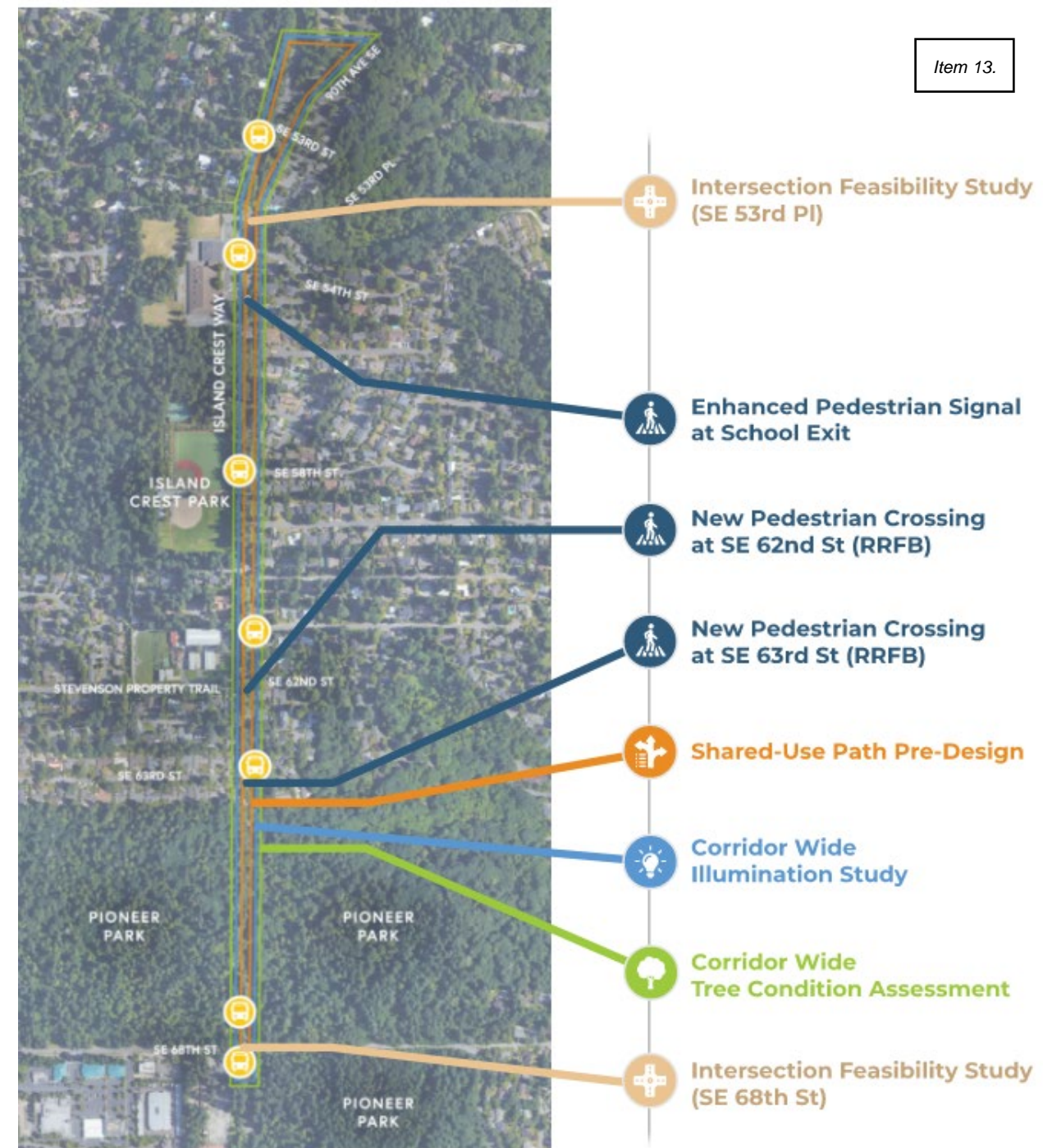
- STATUS: Draft Complete.

- **Intersection Feasibility Study (SE 53rd, SE 68th):**

- STATUS: Draft Study Complete.

- **Shared Use Path Pre-Design Report:**

- STATUS: Draft design alternatives developed.



Shared Use Path Project Context:

- Missing link in north-south bike network
- Need for improved ped facilities
- Several destinations along corridor
- Multiple residential neighborhoods along corridor
- South end shopping area

SAFETY STUDY PUBLIC INPUT

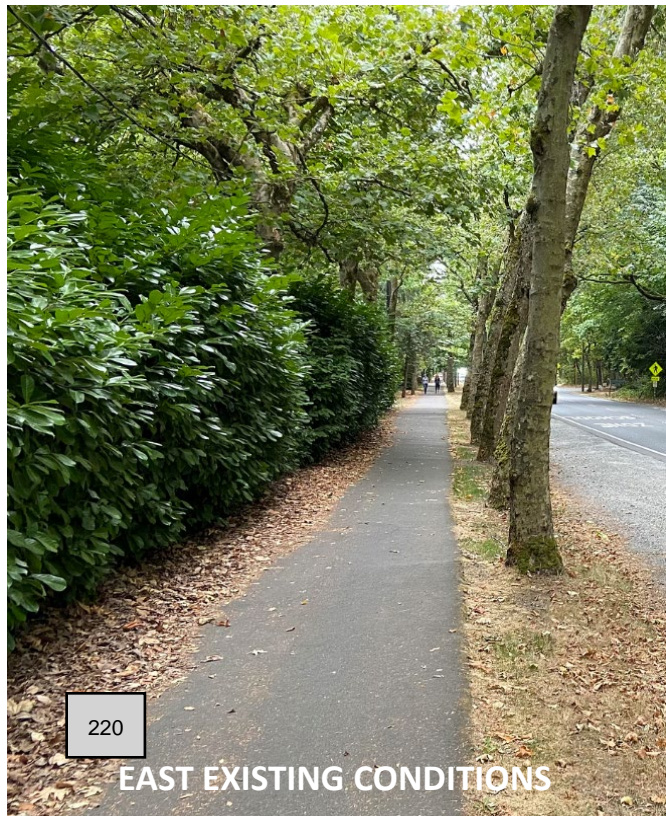


Shared Use Path Pre-Design Report

Item 13.

Alternatives for today's discussion

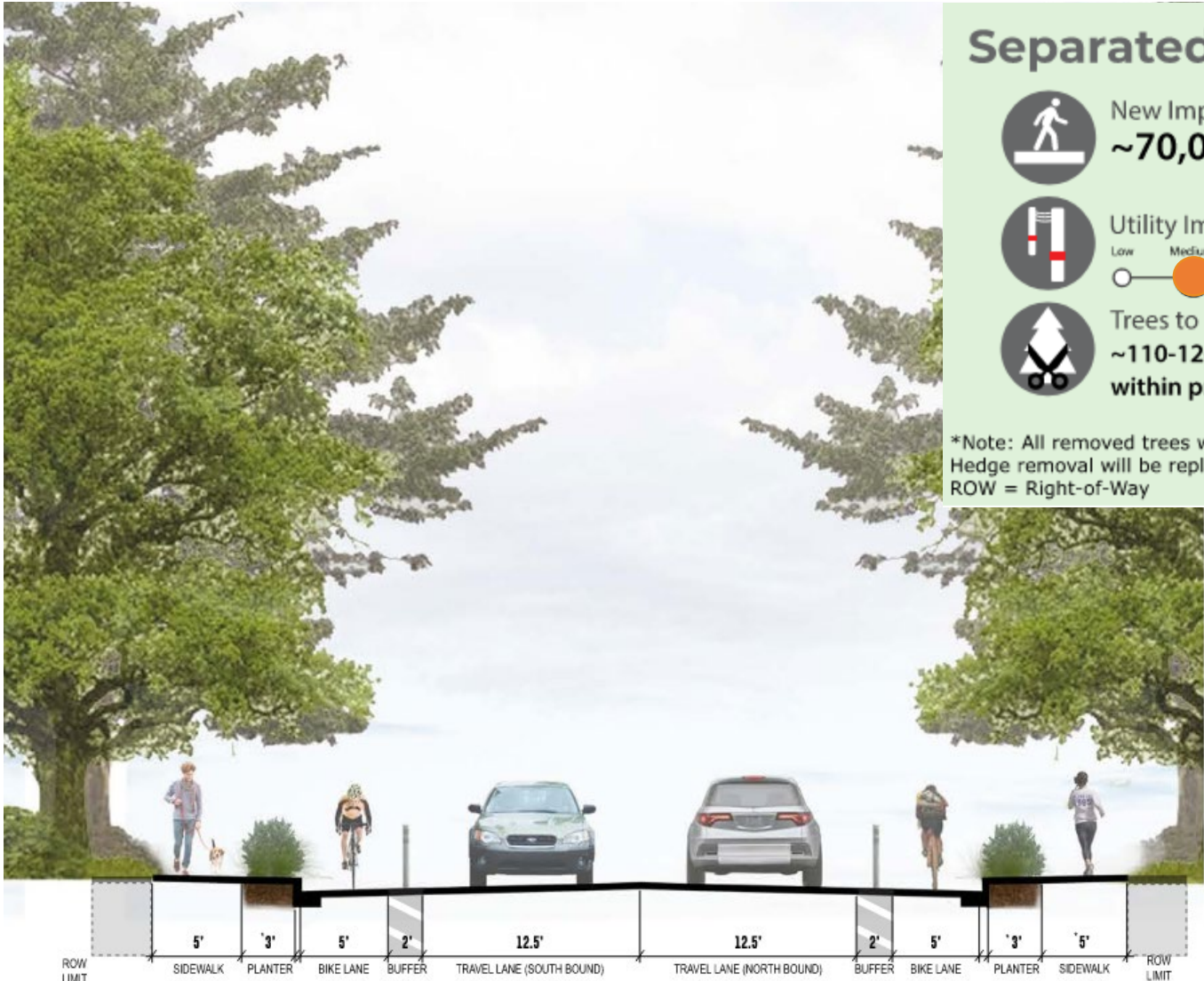
- Separated Bike Lanes
- East Side Shared Use Path
- West Side Shared Use Path





SEPARATED BIKE LANES

SEPARATED BIKE LANE ALTERNATIVE



Separated Bike Lanes Alternative



New Impervious Surface Area
~70,000 sq ft



Utility Impacts
Low Medium High



Trees to be removed*
~110-120 (40% of ROW canopy within project boundary)

*Note: All removed trees will be replaced.
Hedge removal will be replaced with privacy fencing.
ROW = Right-of-Way



Existing Storm Drainage Modification



Vehicle Traffic Impact During Construction



Pedestrian Traffic Impact During Construction



Construction Cost Rating



Total Project Cost (2024): \$12M - \$14M

EAST SIDE SHARED USE PATH



EAST SIDE SHARED USE PATH ALTERNATIVE



East Side Shared Use Path Alternative



New Impervious Surface Area
~15,000 sq ft



Utility Impacts



Trees to be removed*
~85 - 99 (34% of ROW canopy)

within project boundary)

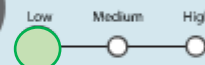
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Existing Storm Drainage Modification



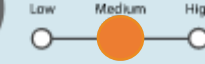
Vehicle Traffic Impact During Construction



Pedestrian Traffic Impact During Construction



Construction Cost Rating



Total Project Cost (2024): \$3.5M - \$6M



EAST SIDE SHARED USE PATH - OPTION A

EAST SIDE SHARED USE PATH ALTERNATIVE – Option A



East Side Shared Use Path Alternative



New Impervious Surface Area
~15,000 sq ft



Utility Impacts



Trees to be removed*

Option A: 70 - 85 (30-32% of ROW canopy within project boundary)

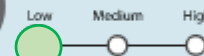
*Note: All removed trees will be replaced.
Hedge removal will be replaced with privacy fencing.



Existing Storm Drainage Modification



Vehicle Traffic Impact During Construction



Pedestrian Traffic Impact During Construction



Construction Cost Rating



Total Project Cost (2024): \$3.5M - \$6M



WEST SIDE SHARED USE PATH

WEST SIDE SHARED USE PATH ALTERNATIVE



West Side Shared Use Path Alternative

New Impervious Surface Area
~24,000 sq ft

Utility Impacts
Low Medium High

Trees to be removed*
~75 - 94 (28% of ROW canopy within project boundary)

Existing Storm Drainage Modification
Low Medium High

Vehicle Traffic Impact During Construction
Low Medium High

Pedestrian Traffic Impact During Construction
Low Medium High

Construction Cost Rating
Low Medium High

*Note: All removed trees will be replaced. Hedge removal unlikely.

Total Project Cost (2024): \$3M - \$5.5M

ALTERNATIVE SUMMARY



229

SEPARATED BIKE LANES

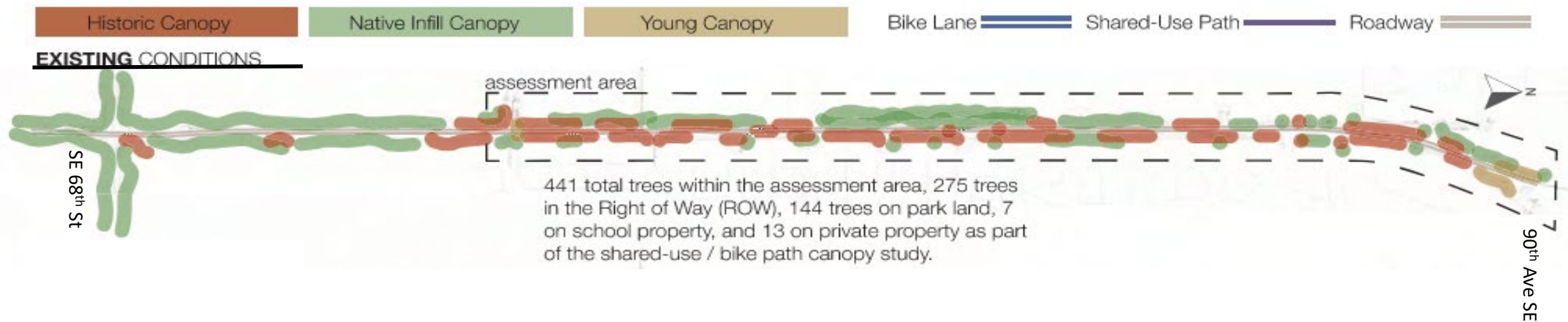


EAST SIDE SHARED USE PATH

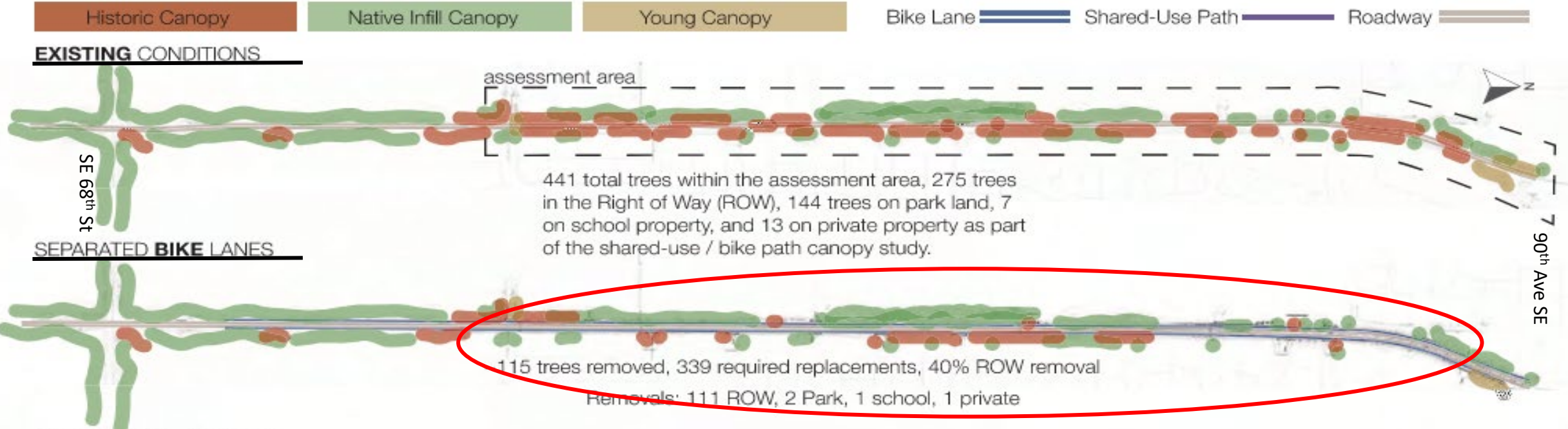


WEST SIDE SHARED USE PATH

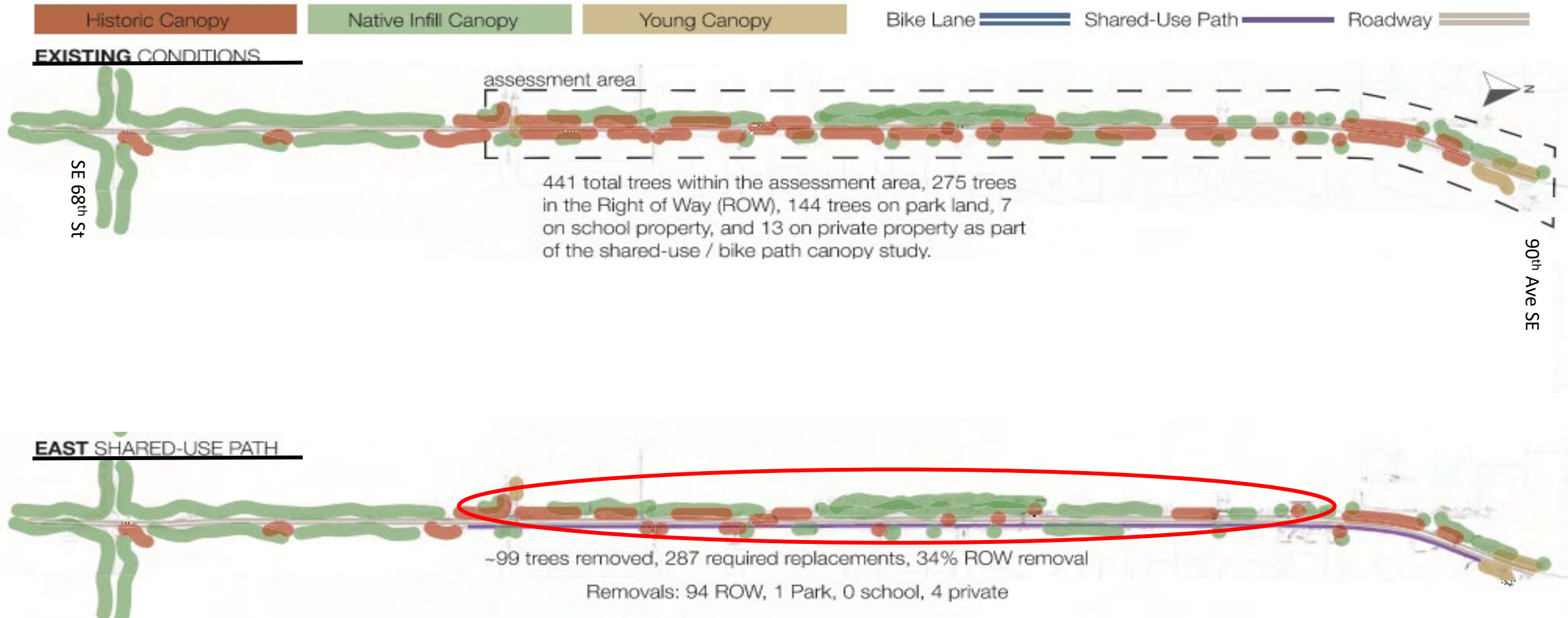
Preliminary Tree Canopy Discussion



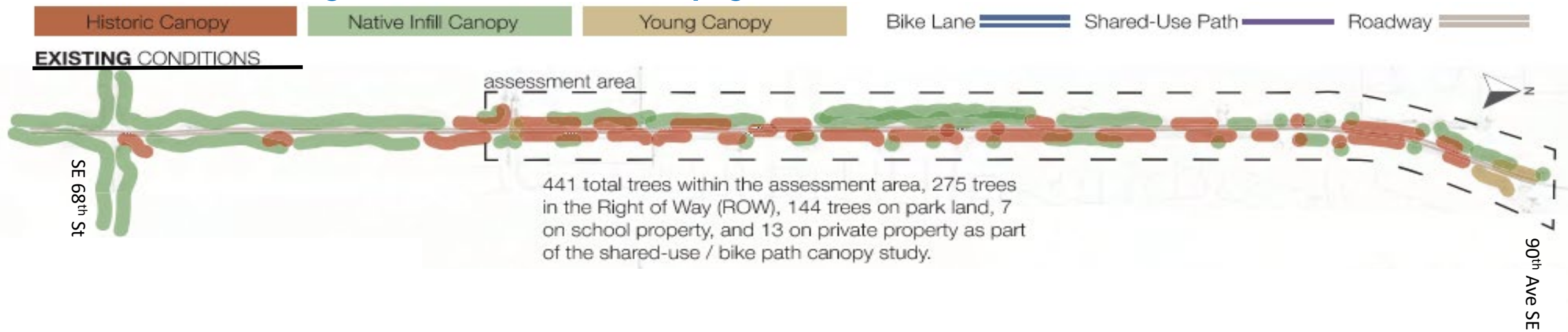
Preliminary Tree Canopy Discussion



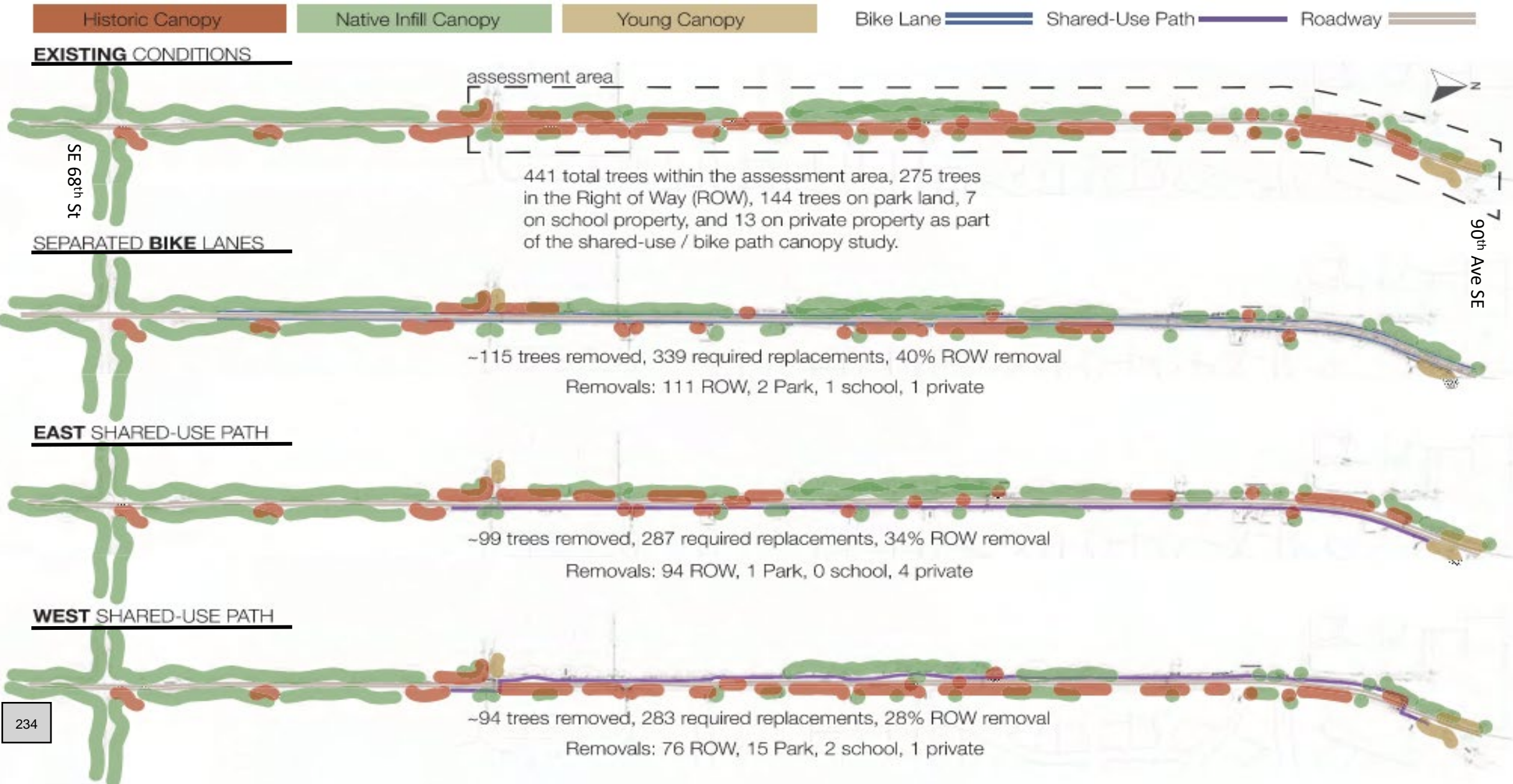
Preliminary Tree Canopy Discussion



Preliminary Tree Canopy Discussion



Preliminary Tree Canopy Discussion - Summary



Alternatives Summary:

Item 13.

- Tradeoffs, benefits, & impacts to improve safety of the bike and pedestrian experience.
- Urban forest impacts and restoration.
- New impervious surface runoff may require stormwater treatment.
- Traffic and pedestrian construction impacts vary.

Alternative	New Impervious Surface	Utility Impacts	Trees Removed*	Tree Canopy Removed*	Drainage Mods	Vehicle Impacts (const. stage)	Ped Impacts (const. stage)	Const. Cost (order of magnitude)
Separated Bike Lane	~70,000sf	med	110 to 120	~40%	high	high	med	\$12M – \$14M
East Side Path	~15,000sf	high	85 to 99	~34%	med	low	high	\$3.5M – \$6M
East Side Path (Option A)	~15,000sf	high	70 to 85	~30% to ~32%	med	low	high	\$3.5M – \$6M
West Side Path	~24,000sf	low	75 to 94	~28%	low	low	low	\$3M – \$5.5M

Funding Notes:

- Each alternative is a strong candidate for funding through the Transportation Improvement Board, WSDOT Active Transportation or the Puget Sound Regional Council.
- This corridor is a strong candidate for DOE Stormwater Funding.
- Inclusion of a project in the TIP creates a stronger application.

SIMILAR PROJECT EXAMPLE

84th Ave NE – Clyde Hill / Medina

- Project constructed shared use paths on east and west side of the corridor.
- 1,200 linear feet
- \$2.5M construction cost (2018)
- Over 100 trees removed.



Summary

- All project elements focus on safety along ICW
 - Crosswalk Improvements project (summer 2024).
 - Tree and Illumination Studies guide implementation.
 - Incremental approach moves us forward.
- Intersection feasibility studies nearly complete.
- Shared use Path
 - Alternatives have varying benefits and impacts.
 - Complex. Requires tradeoffs and minimizing impacts.

Cost Comparison

Project	Approx. Cost
Luther Burbank Waterfront Improvements	\$7.5M
Automated Metering Infrastructure (AMI)	\$7.3M
Reservoir Improvements Project	\$7.1M
SCADA (water & sewer)	\$5.2M
Mercer Way Shoulders since 2003	\$4.8M
2023 Water System Improvements	\$4.7M
Booster Chlorination System	\$3.5M
Basin 40 Sewer Lining	\$3.1M
Sunset Hwy/77th Ave. SE Intersection	\$1.6M

Project	Approx. Cost
Separated Bike Lane Alt.	\$12M-\$14M
West Side Shared Use Path Alt.	\$3M-\$5.5M
East Side Shared Use Path Alt.	\$3.5M-\$6M

Next Steps For Shared Use Path Process After Tonight

- Take the input received tonight and continue refining alts.
- Return to Council with responses to questions and additional information requested.
- When ready, Council to identify one or more preferred alts to present to the community for feedback.
- Seek feedback from community.
- Present results to Council for decision on preferred path alt.
- Propose project in update of 6 Year TIP next year.

Discussion Topics

1. What additional information would be helpful for the City Council?
2. What questions does the City Council have?
3. Should staff pursue public engagement of an alternative or a combination of alternatives?



2024 PLANNING SCHEDULE

Item 14.

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

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

MARCH 21, 2023 (SPECIAL MEETING) 5:00 PM – 6:00 PM	DD	FN	CA	Clerk	CM
ABSENCES:					
JOINT MEETING WITH MERCER ISLAND SCHOOL BOARD IN PERSON @ SCHOOL DISTRICT ADMINISTRATION BUILDING BOARD ROOM					

APRIL 2, 2024		DD	FN	CA	Clerk	CM
ABSENCES:		3/22	3/25	3/25	3/26	3/26
ITEM TYPE TIME TOPIC				STAFF		
STUDY SESSION						
SPECIAL BUSINESS						
CONSENT AGENDA						
--	AB xxxx: March 22, 2024 Payroll Certification			Ali Spietz/Nicole Vannatter		
--	AB xxxx: Autism Acceptance Month, Proclamation No. xxx			Mayor Nice/Andrea Larson		
--	AB xxxx: Sexual Assault Awareness Month, Proclamation No. xxx			Mayor Nice/Andrea Larson		
--	AB xxxx: Johnson & Johnson Opioid Settlement			Jessi Bon/Bio Park		
REGULAR BUSINESS						
	AB xxxx: Discussion on Reconstitution of the Planning Commission			Jessi Bon		
30	AB xxxx: Hiring Incentives for Lateral Police Officers			Ed Holmes		
EXECUTIVE SESSION						

APRIL 16, 2024			DD	FN	CA	Clerk	CM
ABSENCES:			4/5	4/8	4/8	4/9	4/9
ITEM TYPE TIME TOPIC					STAFF		
STUDY SESSION							
30	AB xxxx: Wildland Fire Preparedness				Ben Lane/Amanda Keverkamp		
SPECIAL BUSINESS							
CONSENT AGENDA							
--	AB xxxx: April 5, 2024 Payroll Certification				Ali Spietz/Nicole Vannatter		

--	AB xxxx: Earth Day Proclamation No. xxx	Jason Kintner/Al	Item 14.
	AB xxxx: Pressure Reducing Valve Replacements Phase 1 Bid Award	Jason Kintner/ Clint Morris/ George Fletcher	
30	AB xxxx: 2024 Legislative Session Recap	Jessi Bon/Robbie Cunningham Adams/Merrill Thomas-Schadt	
REGULAR BUSINESS			
30	AB xxxx: FY 2023 Year-End Financial Status Update and Budget Amending Ordinance	Matt Mornick	
EXECUTIVE SESSION			

MAY 7, 2024		DD	FN	CA	Clerk	CM
ABSENCES:		4/26	4/29	4/29	4/30	4/30
ITEM TYPE TIME TOPIC				STAFF		
STUDY SESSION						
SPECIAL BUSINESS						
CONSENT AGENDA						
--	AB xxxx: April 19, 2024 Payroll Certification			Ali Spietz/Nicole Vannatter		
--	AB xxxx: Affordable Housing Week, Proclamation No. xxx			Mayor Nice/Andrea Larson/Alison Van Gorp		
	2024 AC Water Main Replacement Bid Award			Jason Kintner/ Clint Morris/ George Fletcher		
	AB xxxx: 1% for Art in Public Places – Public Art Conservation			Sarah Bluvas		
	Island Crest Way Crosswalk Improvements Bid Award			Jason Kintner/ Clint Morris/ Rebecca O’Sullivan		
REGULAR BUSINESS						
10	AB xxxx: PRSC General Assembly Voting Delegate			Mayor Nice/Andrea Larson		
20	AB xxxx: First Reading of a Bond Ordinance for the Water Utility			Jason Kintner/ Matt Mornick/ Deanna Gregory/ Justin Monwai		
15	AB xxxx: Washington Cities Electrical Code Update			Jeff Thomas/Don Cole		
30	AB xxxx: Clarke and Groveland MP Public Engagement Plan			Jason Kintner/Sarah Bluvas		
EXECUTIVE SESSION						

MAY 21, 2024		DD	FN	CA	Clerk	CM
ABSENCES:		5/10	5/13	5/13	5/14	5/14

ITEM TYPE TIME TOPIC		STAFF
STUDY SESSION		
SPECIAL BUSINESS		
CONSENT AGENDA		
--	AB xxxx: May 3, 2024 Payroll Certification	Ali Spietz/Nicole Vannatter
	80 th Avenue Sidewalk Improvements Bid Award	Jason Kintner/ Clint Morris/ Ian Powell
	AB xxxx: Second Reading of a Bond Ordinance for the Water Utility	Jason Kintner/ Matt Mornick
REGULAR BUSINESS		
15	AB xxxx: Financial Status Update for the First Quarter 2024 and Budget Amending Ordinance	Ben Schumacher/ Matt Mornick
EXECUTIVE SESSION		

JUNE 4, 2024		DD	FN	CA	Clerk	CM
ABSENCES:		5/24	5/24	5/24	5/28	5/28
ITEM TYPE TIME TOPIC				STAFF		
STUDY SESSION						
60	AB xxxx: Draft Water System Reliability Action Plan Discussion			Jason Kintner/Alaine Sommargren		
SPECIAL BUSINESS						
10	AB xxxx: 2023 Community Member of the Year			Mayor Nice/Andrea Larson		
CONSENT AGENDA						
--	AB xxxx: May 17, 2024 Payroll Certification			Ali Spietz/Nicole Vannatter		
--	AB xxxx: Pride Month Proclamation No. xxx			Mayor Nice/Merrill Thomas-Schadt		
--	AB xxxx: Juneteenth Proclamation No. xxx			Mayor Nice/Merrill Thomas-Schadt		
--	AB xxxx: Aubrey Davis Park Trail Safety Improvements Bid Award			Jason Kintner/Clint Morris/Paul West		
	2024 Arterial and Residential Street Overlays Bid Award			Jason Kintner/ Clint Morris/ Ian Powell		
REGULAR BUSINESS						
30	AB xxxx: 2024 Board & Commission Annual Appointments (Res. No. xxxx)			Mayor Nice/Andrea Larson		
10	AB xxxx: AWC Annual Meeting Voting Delegate			Mayor Nice/Andrea Larson		

30	AB xxxx: TIP 2025-2030 Preview and Public Hearing	Jason Kintner/Matt Mornick/Patrick Yamashita/Rebecca O'Sullivan/Ian Powell	Item 14.
EXECUTIVE SESSION			

JUNE 18, 2024		DD	FN	CA	Clerk	CM
ABSENCES:		6/7	6/10	6/10	6/11	6/11
ITEM TYPE TIME TOPIC				STAFF		
STUDY SESSION						
SPECIAL BUSINESS						
10	AB xxxx: 2023 Community Member of the Year			Mayor Nice/Andrea Larson		
CONSENT AGENDA						
	2024 Water System Improvements Bid Award			Jason Kintner/ Clint Morris/ George Fletcher		
REGULAR BUSINESS						
30	AB xxxx TIP 2025-2030 Adoption			Jason Kintner/ Matt Mornick /Patrick Yamashita/Rebecca O’Sullivan		
EXECUTIVE SESSION						

JULY 2, 2024			DD	FN	CA	Clerk	CM
ABSENCES:			6/21	6/24	6/24	6/25	6/25
ITEM TYPE TIME TOPIC					STAFF		
STUDY SESSION							
SPECIAL BUSINESS							
CONSENT AGENDA							

AUGUST 6, 2024 ABSENCES:				DD 7/26	FN 7/29	CA 7/29	Clerk 7/30	CM 7/30
ITEM TYPE TIME TOPIC						STAFF		
STUDY SESSION								

SPECIAL BUSINESS

CONSENT AGENDA

REGULAR BUSINESS

EXECUTIVE SESSION