



CITY OF MERCER ISLAND CITY COUNCIL REGULAR MEETING

Tuesday, February 4, 2020 at 6:00 PM

COUNCIL MEMBERS:

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

LOCATION & CONTACT:

Mercer Island City Hall - Council Chambers
9611 SE 36th Street | Mercer Island, WA 98040
Phone: 206.275.7793 | www.mercergov.org

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

CALL TO ORDER & ROLL CALL, 6:00 PM

AGENDA APPROVAL

STUDY SESSION

1. AB 5660: 2019 Community Needs Assessment
Recommended Action - Receive report.

CITY MANAGER REPORT, 7:00 PM

APPEARANCES

CONSENT CALENDAR

2. Approve **Accounts Payable** Reports:
A. Report for the period ending January 17, 2020 in the amount of \$1,801,091.75
B. Report for the period ending January 24, 2020 in the amount of \$316,699.09
3. Approve **Certification of Payroll** dated January 31, 2020 in the amount of \$841,594.43.
4. Approve **Minutes** of the January 21, 2020 Regular Meeting.

REGULAR BUSINESS

5. AB 5661: Review and Approve the 2020-2021 City Council Priorities and Confirm Additional Work Items
Recommendation - Adopt the 2020-2021 City Council Priorities and Work Plan.
6. AB 5657: City Council Rules of Procedure Amendment
Recommended Action - Approve Resolution No. 1578 amending the City Council Rules of Procedure as set forth in Exhibit A.
7. AB 5659: City Council Regular Meeting Time Code Amendment (1st Reading; Ord. No. 20C-03)
Recommended Action - Adopt Ordinance No. 20C-03 amending section 2.06.010 of the Mercer Island City Code to change the time of Regular Meetings of the City Council.
8. AB 5656: Boards & Commissions Code Amendments (1st Reading, Ordinance No. 20C-02)
Recommended Action - Adopt Ordinance No. 20C-02 amending membership appointment process in Chapters 3.34 Design Commission, 3.46 Planning Commission, 3.52 Utility Board, 3.53 Parks & Recreation Commission, and 3.55 Mercer Island Arts Council.

9. AB 5655: Authorize the use of Revenue from the HB1406 Tax Credit and Appropriate Funding for the ARCH Administrative Budget.

Recommended Action:

PART I: Options for allocating the HB 1406 revenue

Authorize the City Manager to allocate XX% of the revenue received from the HB 1406 tax credit to [selected option(s) here].

PART II: Options for funding the ARCH Administrative Budget

Appropriate an additional \$16,232 in 2020 for the City's contribution to the ARCH administrative budget using [insert option here].

OTHER BUSINESS

10. City Council Liaison Appointments

11. Planning Schedule

12. Councilmember Absences & Reports

EXECUTIVE SESSION

To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price. RCW 42.30.110(1)(b). (90 minutes)

To discuss pending or potential litigation with legal counsel pursuant to RCW 42.30.110(1)(i). (30 Minutes)

To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee pursuant to RCW 42.30.110(1)(g). (30 Minutes)

No action will be taken.

ADJOURNMENT



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 5660
February 4, 2020
Study Session

AGENDA BILL INFORMATION

TITLE:	AB 5660: 2019 Community Needs Assessment	<input checked="" type="checkbox"/> Discussion Only
RECOMMENDED ACTION:	Receive report.	<input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

DEPARTMENT:	Youth and Family Services
STAFF:	Cynthia Goodwin, Director
COUNCIL LIAISON:	n/a
EXHIBITS:	1. Mercer Island Youth and Family Services, Assessment of Community Needs
CITY COUNCIL PRIORITY:	1. Implement a Fiscal Sustainability Plan

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

SUMMARY

This evening's presentation of the 2019 Mercer Island Community Needs Assessment, presented by Kristin Maitt, Senior Associate with Berk Consulting, was re-scheduled from the January 21 Council Study Session.

The intent of this presentation is to provide City Council insight into Youth and Family Services' use of Community Needs Assessments and the data-driven prioritization and evaluation processes used in the development and planning of Department services and programs.

BACKGROUND

Youth and Family Services contracted with Berk Consulting in 2018 to conduct a Community Needs Assessment. A Needs Assessment is a structured process of collecting data, both quantitative and qualitative, to develop a community demographic profile and solid understanding of the health and human services needs of city residents. The purpose of the Needs Assessment is to provide YFS with a baseline understanding of the current conditions across Mercer Island, help YFS prioritize needs and allocate limited resources based on identified needs. The plan will be shared with other community service providers for use in collaborating and planning services and programs.

The draft Community Needs Assessment is being presented to the City Council for the first review and discussion. Data and information from the Needs Assessment will be used to inform future policy decisions

related to YFS program configurations and service priorities. Once finalized, the Needs Assessment will be formally adopted by the City Council.

RECOMMENDATION

Receive report.

MERCER ISLAND YOUTH AND FAMILY SERVICES

Assessment of Community Needs

September 2019



"Helping Communities and Organizations Create Their Best Futures"

Founded in 1988, we are an interdisciplinary strategy and analysis firm providing integrated, creative and analytically rigorous approaches to complex policy and planning decisions. Our team of strategic planners, policy and financial analysts, economists, cartographers, information designers and facilitators work together to bring new ideas, clarity, and robust frameworks to the development of analytically-based and action-oriented plans.

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BERK Consulting

Allegra Calder

Kristin Maidt

Ben Silver

Mercer Island Youth & Family Services Assessment of Community Needs

September 2019

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Purpose and Context

Mercer Island Youth and Family Services (MIYFS) conducted this data-driven Needs Assessment to better understand the health and human service needs of the city's residents. Currently, Mercer Island provides direct services to residents, including: individual and family counseling, school-based mental health services, court diversion and early intervention programs, senior services, emergency assistance programs, and youth development programs. In addition, the MIYFS runs and staffs the Mercer Island Thrift Shop which helps fund service provision.

The purpose of this assessment is to provide MIYFS with a baseline understanding of the current conditions across the Island, help MIYFS prioritize needs and allocate limited resources based on identified needs, and assess its role in addressing health and human service needs.

METHODS AND DATA SOURCES

This Needs Assessment was compiled between February and July of 2019. The approach uses various methods for data collection and analysis to create an understanding of the education, health, nutrition, and social service needs of the residents of Mercer Island.

Secondary Data Sources

This report uses data from the following data sources.

- **Child Care Resources**
- **Public Health Seattle & King County (PHSKC) City Health Profiles**
- **Puget Sound Regional Council (PSRC)**
- **US Census American Community Survey (ACS) 5-year Estimates.** In general, the analysis uses the 2013–2017 five-year estimates to support analysis at the city, place, and school district level.¹ The ACS collects data continuously, sending surveys each month to households and reaching about three million addresses each year. The five-year estimates are published for areas with populations of all sizes and are the most reliable and precise of the estimates (compared to one year) as well as the most comprehensive. However, they are less current than the one-year estimates.
- **US Department of Housing and Urban Development (HUD).** HUD releases housing data annually under the Comprehensive Housing Affordability Strategy program (CHAS). Data is based on ACS 5-year estimates, and provides information on housing affordability, household income, and household composition.

¹ American Community Survey (ACS) 5-year estimates are the most up-to-date and accurate data products released by the US Census when it comes to demographic indicators. Because the full decennial census happens every ten years, the ACS estimates fill in the gap between each decennial census. They also cover a wider breadth of indicators which are infeasible to ask of the entire country during the decennial census but can be asked when implementing a statistically valid survey. They are released as 5-year ranges because the greater sample sizes across 5 years lowers overall error in statistically upscaling the survey responses. For example, data for the range 2013–2017 is presenting the best possible estimate for the year 2017, based on survey responses from the entire 5-year range.

It should be noted since these are estimates based on survey responses, there is always a margin of error within ACS data. When the margin of error is especially high, it is noted in the narrative.

- **Washington Association of Sheriffs and Police Chiefs (WASPC)**
- **Washington Healthy Youth Survey.** The Healthy Youth Survey is a statewide survey sponsored by the Department of Health, the Office of Superintendent of Public Instruction, the Department of Social and Health Services, and the Liquor and Cannabis Board in cooperation with schools throughout the state. Mercer Island has a relatively small number of students reporting on the survey, depending on the grade. This can skew results based on which students participated.
- **Washington State Office of Financial Management (OFM) April 1 population estimates.** OFM develops inter-census estimates of the populations of all cities and towns in the state released annually on April 1. These estimates are considered the official jurisdictional population and are used in state program administration and to allocate revenues.
- **Washington State Office of Superintendent of Public Instruction (OSPI)**

Peer Cities and King County

Where possible, data is included on the following peer cities.

▪ Bainbridge Island	▪ Issaquah	▪ Redmond
▪ Bellevue	▪ Kirkland	▪ Sammamish

These cities were vetted with MIYFS staff and chosen due to their proximity to Mercer Island, assumed similar socio-economic characteristics, geographic similarities (i.e.. being an island), or size. They serve as a point of comparison for Mercer Island.

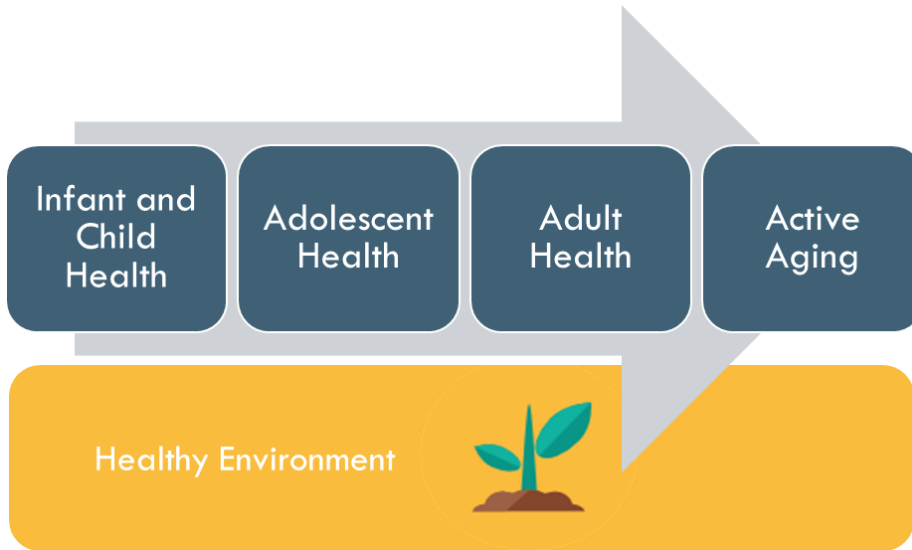
In addition to peer cities, the data compares Mercer Island to King County where possible.

MIYFS Staff Retreat

BERK staff met with providers and staff of MIYFS during their annual retreat to discuss the needs and emerging trends in the populations they serve and the community more broadly. Discussion was organized around the life cycle approach (see Exhibit 1). This approach follows the premise that health and human services build well-being throughout people’s lives.

Data presented in this report are also organized by the life cycle approach.

Exhibit 1. Life Cycle Approach



Source: Frameworks Institute *Talking Human Services*, BERK illustration, 2017.

BERK discussed the questions below for each life cycle stage with MIYFS staff and summarized what we heard in the subsequent pages.

- What health and human service needs do you see in the community?
- How has the community changed? Has that impacted the needs?
- What are the emerging needs?
- What would be helpful to learn about the populations you serve?

Mercer Island Stakeholders

In early July 2019, two focus groups were held with service providers on Mercer Island to understand more about health and human service needs and ways that MIYFS can better partner with these providers. A list of participants is below, and themes raised during the focus groups are included throughout the report.

Mercer Island Pediatrics

- Dr. Elizabeth Evans, Pediatrician and President of Mercer Island High School PTA
- Dr. Danette Glassy, Pediatrician
- Dr. John Schreuder, Pediatrician

Mercer Island Police Department

- Art Munoz, School Resource Officer and Juvenile Detective

Mercer Island Preschool Association

- Emily Ackley, President

Mercer Island School District

- Aimee Batliner-Gillette, Principal, Northwood Elementary School
- Elizabeth Daugherty, Speech language pathologist, Island Park Elementary School
- Fred Rundle, Assistant Superintendent of Learning Services

IDENTIFIED NEEDS AND MIYFS ROLE

Currently, MIYFS serves youth, families, and seniors across the island with a focus on school-based services, youth development and diversion programs, and emergency services for families and seniors. MIYFS also provides cross-community counseling to individuals of all ages. These services are in line with the identified needs.

Secondary data analysis and in-person stakeholder interviews identified several needs across the city that might benefit from continued or increased investment of resources from MIYFS, including:

- School-aged mental health services
- Comprehensive family services
- Multigenerational services

School-aged Mental Health and Comprehensive Family Services

The most pressing need, and one that MIYFS has a significant role in already, is school-aged mental health. Stakeholders indicated that school-based counselors are currently at capacity, triaging kids in crisis, and could be more proactive if they had more time. The most critical need identified is for an additional counselor in the middle school. Other needs noted included, the addition of one to two school counselors to share the load across elementary schools and the addition of a mental health counselor that could provide wraparound family services for families in crisis, dealing with parent mental health and substance abuse issues.

Stakeholders indicated that many parents need support with parenting and that ongoing education could be beneficial. MIYFS is well positioned to provide parent education and support. However, reaching those who most need support is the most challenging.

Other roles that MIYFS could play include working towards changing the norms of child achievement, which influences stress and anxiety in school-aged children. MIYFS saw moderate success with a past campaign focused on changing norms around underage drinking.

Older Adults

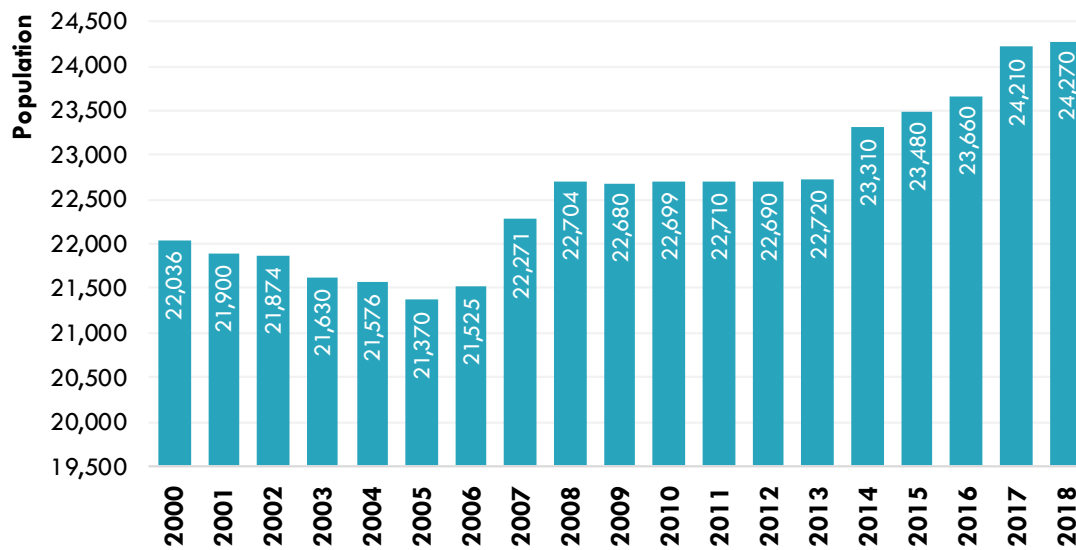
Though the share of older adults is staying relatively steady on Mercer Island, the share of those over 65 living alone is increasing and the share of those over 85 is higher than King County overall. Stakeholders noted that increased multigenerational services and opportunities for seniors to engage with other generations could be beneficial and that MIYFS could play a role in providing these services and connections.

Community Demographics

POPULATION

The 2018 population of Mercer Island is estimated at 24,270 people. Mercer Island's population has increased and decreased between 2000 and 2018. After a period of decline through 2005, there was a short growth period, then the population held steady at roughly 22,700 for six years, 2008-2013. Since 2013, there has been relatively steady growth.

Exhibit 2. Mercer Island Population, 2000–2018

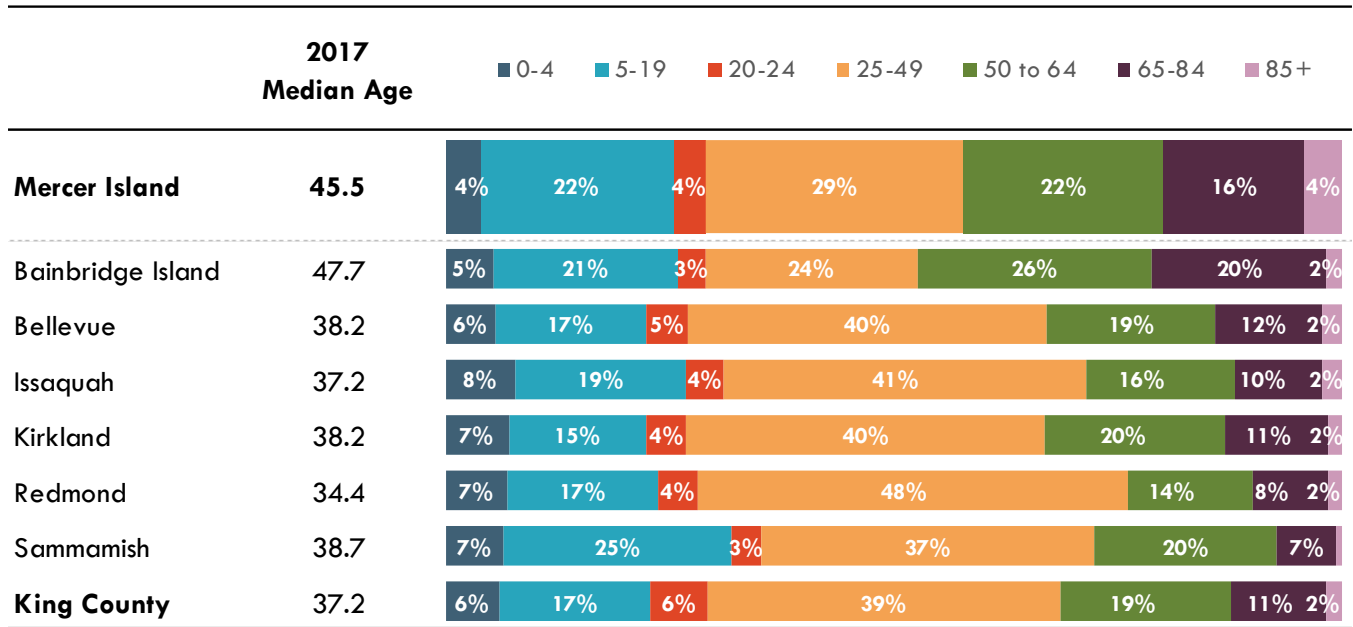


Source: WA OFM, 2018; BERK, 2019.

- Between 2010 and 2018, the average annual growth rate is 0.8%. For comparison, King County grew at a rate of 1.6% annually in that same time period.
- In the last five years, since 2013, the average annual growth rate increased to just above 1.3%.

AGE DISTRIBUTION

Exhibit 3. Age Distribution, 2017

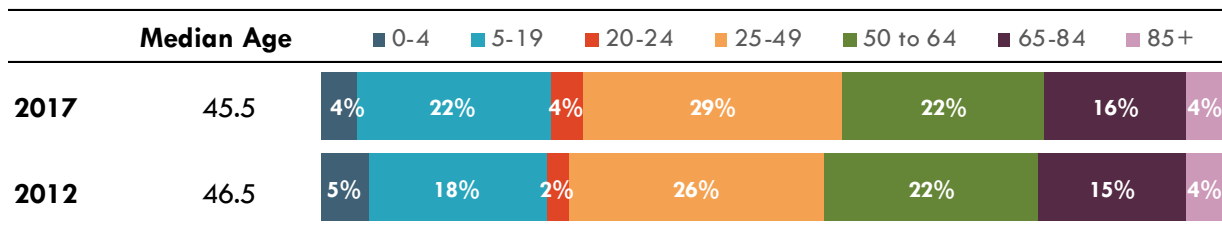


Source: US Census American Community Survey 5-yr Estimates, 2013–2017; BERK, 2019.

- Over 40% of Mercer Island residents are over the age of 50. This is higher than many cities in the area, and roughly 10% higher than King County overall.
- Mercer Island has double the share of residents 85 or older as compared to other areas, and King County overall.

The age distribution is not rapidly changing in Mercer Island, although as shown below in Exhibit 4, some of the age groups saw increases in the past five years.

Exhibit 4. Mercer Island Age Distribution, 2012 vs 2017



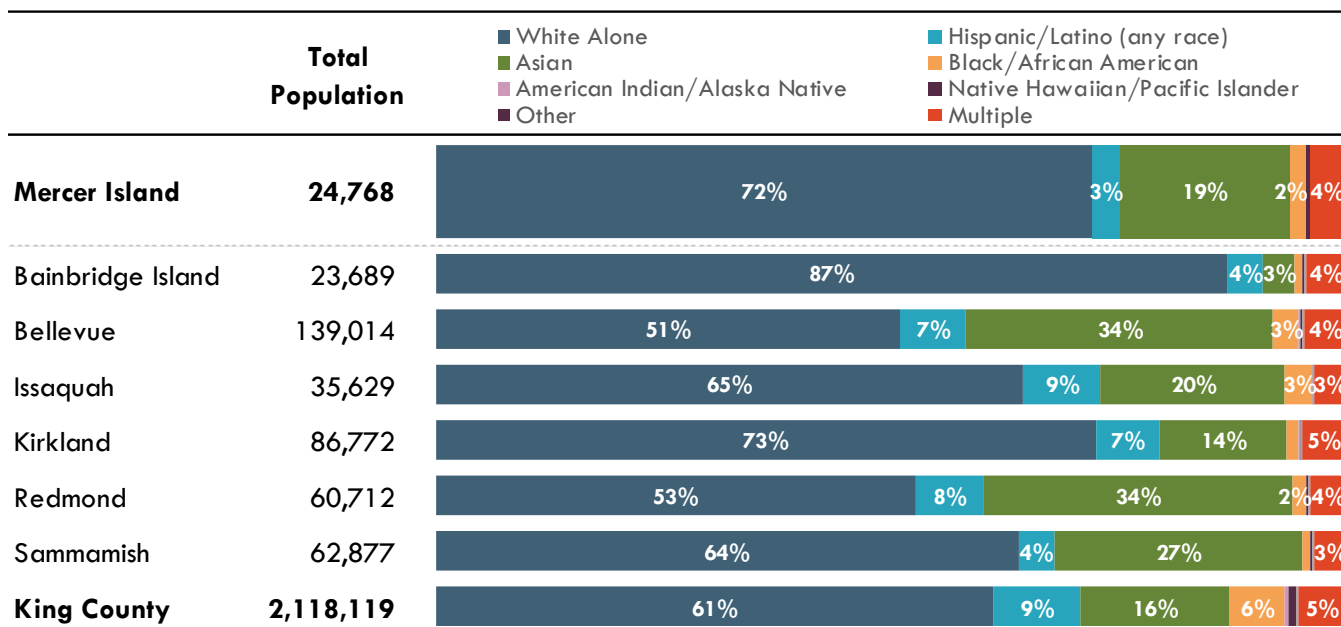
Source: US Census American Community Survey 5-yr Estimates, 2008–2017; BERK, 2019.

- The share of children age 5-19 increased 4% since 2012, the 20-24 age group increased 2%, and the 25-49 age group increased 3%.
- The share of people ages 85 and older is not experiencing significant growth or decline relative to the rest of population.

RACE AND ETHNICITY

Exhibit 5 presents the distribution of people among the federal race categories and Hispanic ethnicity for the jurisdictions of interest. The Hispanic ethnicity percentage represents those of any race, and each race category represents residents reporting they are non-Hispanic. Mercer Island has historically been a predominantly White alone community, though that is changing. Currently, Mercer Island is just below three quarters White alone.

Exhibit 5. Race and Ethnicity, 2017



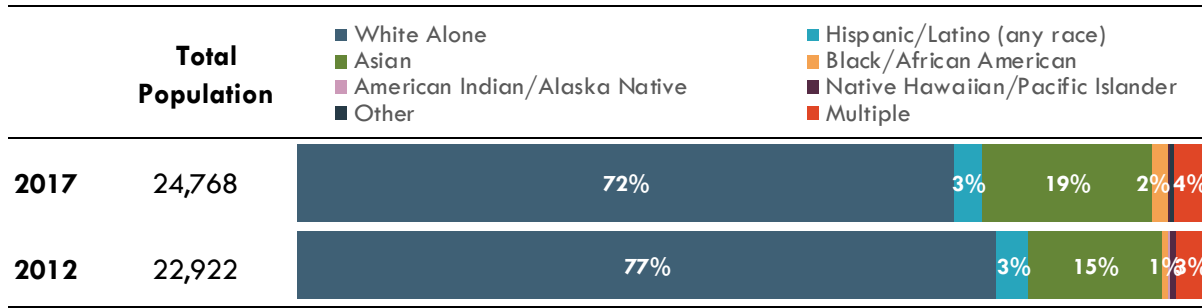
Note: All races above are non-Hispanic – e.g., White alone, Asian, American Indian/Alaska Native etc. Hispanic/Latino may be of any race.

Source: US Census American Community Survey 5-yr Estimates, 2013–2017; BERK, 2019.

- Mercer Island is 72% White alone, followed by 19% Asian alone. This is fairly similar to the breakdown of race and ethnicity in Kirkland, which is 73% White alone and 14% Asian alone.
- Compared to the rest of the region and King County overall, Mercer Island has a relatively small share of Hispanic/Latino residents, at just 3%. King County has 9% Hispanic/Latino residents, as does Issaquah.

While Mercer Island has a large White alone population, the community is becoming more racially and ethnically diverse, as shown in Exhibit 6.

Exhibit 6. Mercer Island Race and Ethnicity, 2012 vs 2017



Note: All races above are non-Hispanic – e.g., White alone, Asian, American Indian/Alaska Native etc. Hispanic/Latino may be of any race.

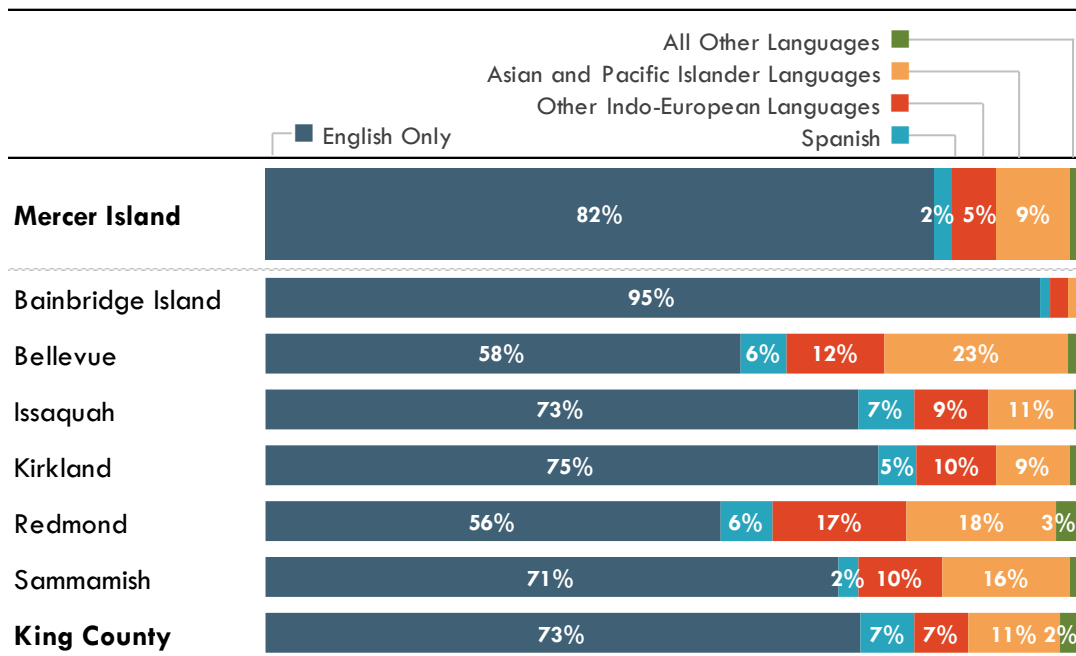
Source: US Census American Community Survey 5-yr Estimates, 2013–2017; BERK, 2019.

- Between 2012 and 2017, the White alone population decreased in share by 5%, while the Asian alone population increased by 4%.
- In this same time period, both the Black/African American alone and Multiple Race populations increased by 1%.

LANGUAGE

Language often reveals more nuance to the racial and ethnic makeup of an area. Compared to other parts of the region, Mercer Island has a high share of residents speaking only English at home, surpassed only by Bainbridge Island.

Exhibit 7. Language Spoken at Home, 2017



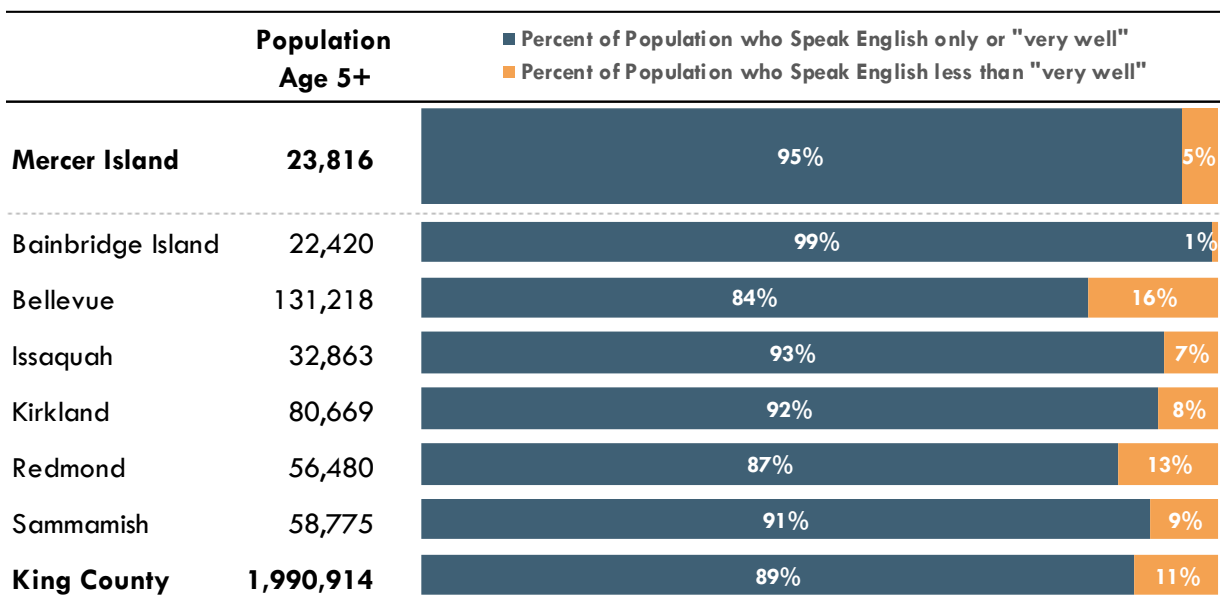
Source: US Census American Community Survey 5-yr Estimates, 2013–2017; BERK, 2019.

- Roughly 18% of the Mercer Island population speaks a language other than English at home, with Asian and Pacific Islander languages comprising 9% of the languages spoken at home on the island, and Other Indo-European languages comprising 5%.
- Compared to other cities in the region, a smaller share of Mercer Island’s population speaks a language other than English at home. In Bellevue and Redmond, over 40% of the population do not speak English at home. In King County overall, nearly 30% of the population do not speak English at home.
- Only 2% of Mercer Island residents speak Spanish at home, affirming the data in Exhibit 5 and Exhibit 6 showing a small share of Hispanic/Latino residents in Mercer Island.

Limited English Proficiency

Individuals with limited proficiency in English often have difficulty finding jobs and staying employed as many jobs require employees communicate with customers, co-workers, or suppliers in English. Lack of English proficiency may also limit interactions with public agencies or staff leading to lack of access to benefits or programs.

Exhibit 8. English Proficiency, 2017



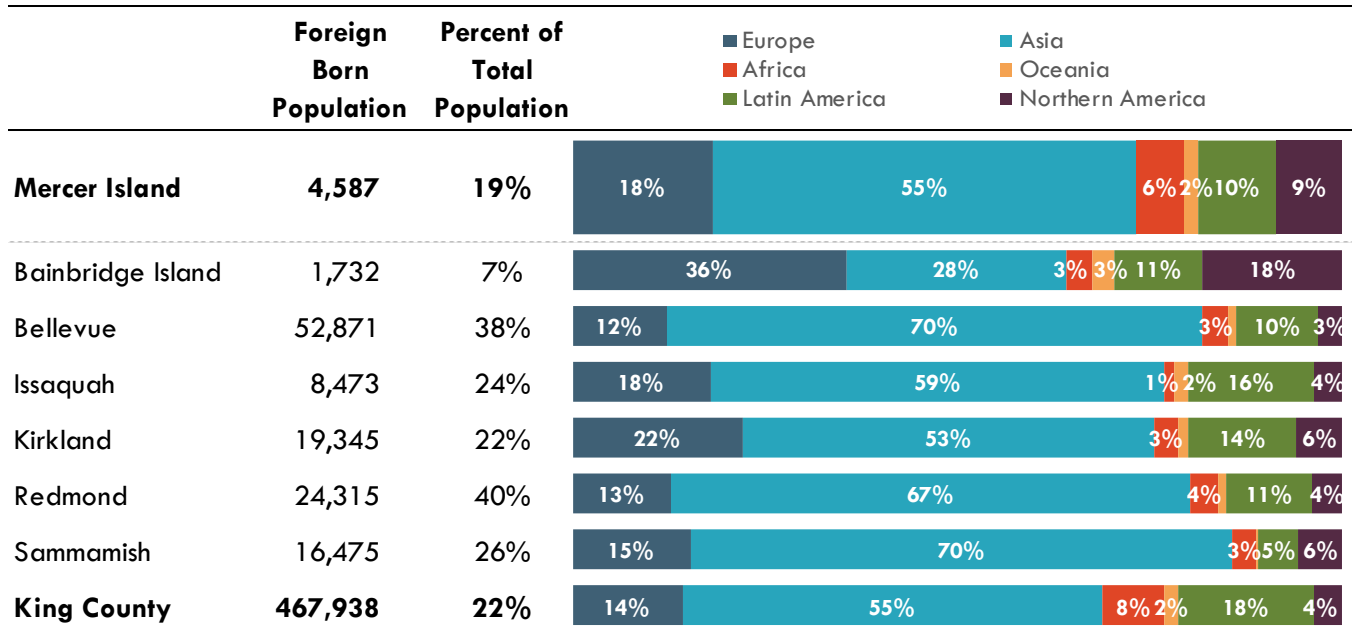
Source: US Census American Community Survey 5-yr Estimates, 2013–2017; BERK, 2019.

- In Mercer Island, approximately 5% of the population over the age of five speak English less than “very well.” This is a low share compared to the region. In Bellevue the share is 16%, in Redmond it is 13%, and in King County overall it is 11%.

Foreign Born Population

The foreign-born population includes naturalized US citizens, lawful permanent residents (immigrants), temporary migrants (such as foreign students), humanitarian migrants (such as refugees and those seeking asylum), as well as unauthorized migrants. Anyone who was not a US citizen at birth is included in the count.

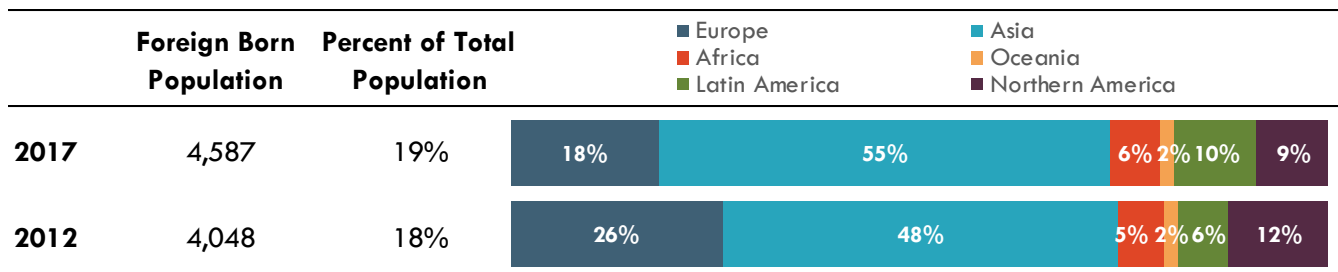
Exhibit 9. Foreign Born Population by Place of Birth, 2017



Source: US Census American Community Survey 5-yr Estimates, 2013–2017; BERK, 2019.

- In Mercer Island nearly 20% of the population is foreign born, compared to 22% in King County overall.
- Of the foreign-born population, over half (55%) are from Asia, followed by 18% from Europe, 10% from Latin America, and 9% Northern America. Other than Sammamish, Mercer Island has the lowest share of foreign-born residents from Latin America of all the comparison geographies.

Exhibit 10. Mercer Island Foreign Born Population by Place of Birth, 2012 vs 2017



Source: US Census American Community Survey 5-yr Estimates, 2008–2017; BERK, 2019.

- The share of foreign-born population from Asia increased 7%, and the foreign-born population from Latin America increased 4% between 2012 and 2017.
- The percent of foreign-born residents from Europe declined 8% between 2012 and 2017.

Transitional Bilingual Instruction Program

Languages spoken by students in Transitional Bilingual Instruction Program (TBIP) can provide more nuance on recently arrived students (and their parents) at a higher geographic specificity than the Census is able to provide.

Students in TBIP meet the following criteria: the primary language of the student is not English, and the students' English skills are sufficiently lacking or absent as to delay learning.

Exhibit 11. Top 10 Languages Spoken by Transitional Bilingual Instructional Program (TBIP) Students, 2016–2017

Mercer Island School District		
Language	Count	Percent
Chinese-Unspecified	60	35.1%
Spanish	20	11.7%
Korean	15	8.8%
French	12	7.0%
Russian	11	6.4%
Japanese	7	4.1%
Chin	4	2.3%
Chinese-Cantonese	4	2.3%
Chinese-Mandarin	4	2.3%
Dutch	4	2.3%
Other	30	17.5%
Total TBIP Students	171	
Total District Enrollment	4,533	
Percent TBIP Students		3.8%

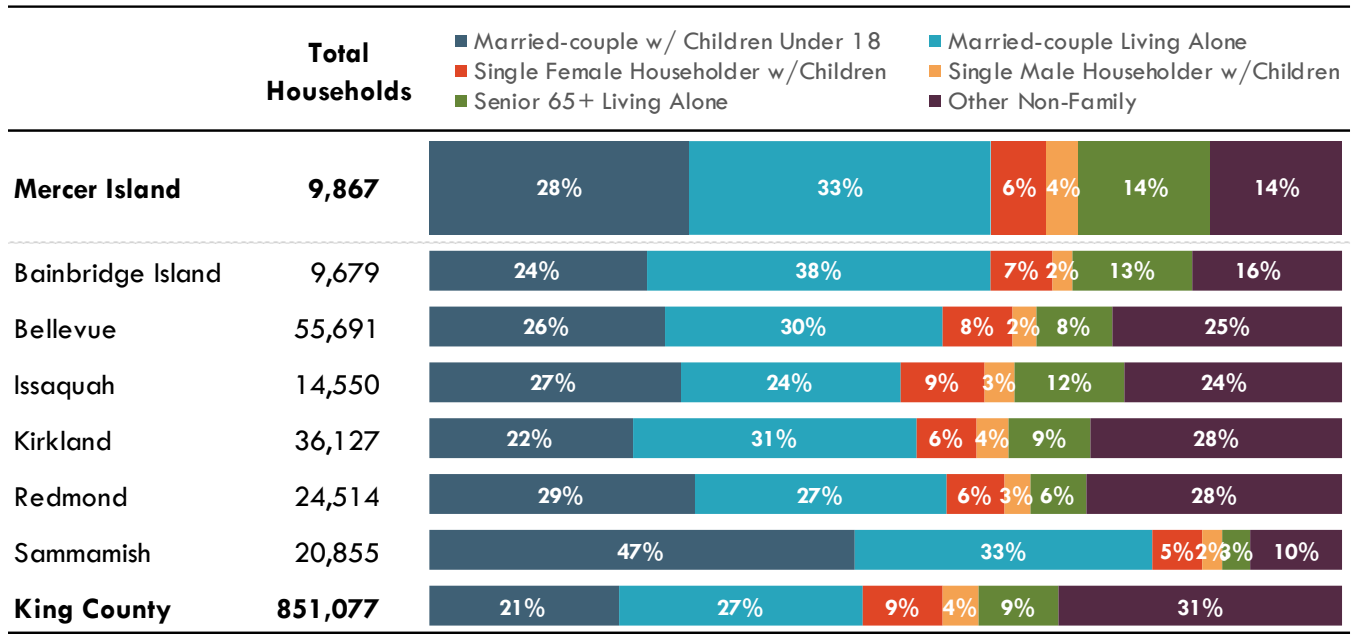
Note: Chin is a language spoken primarily in the Chin state of Myanmar/Burma.
Source: OSPI, 2016–2017; BERK, 2019.

- Chinese language speaking students comprise nearly 40% of the students in the TBIP program in Mercer Island School District.
- Other languages spoken comprise 17.5% of all students in the TBIP program.

HOUSEHOLD TYPE

Over 60% of households in Mercer Island are married-couple families, which include married-couples with no children as well as those with children. Exhibit 12 shows the full breakdown of household types in Mercer Island and neighboring cities.

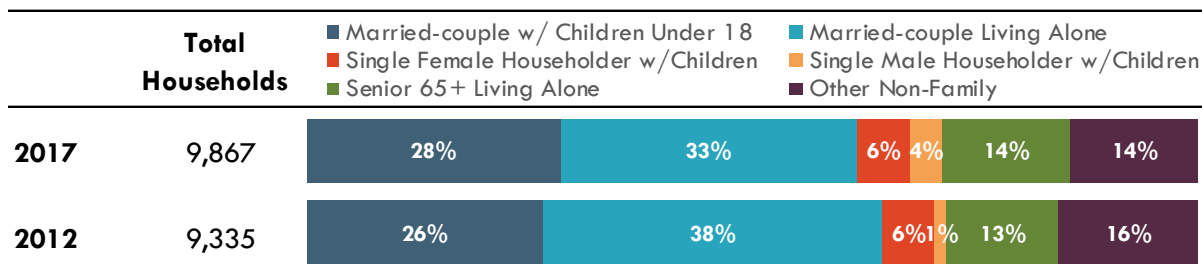
Exhibit 12. Household Type, 2017



Source: US Census American Community Survey 5-yr Estimates, 2013–2017; BERK, 2019.

- Approximately 33% of Mercer Island households are married couples living alone, which consists of married couples who have never had children as well as those with children who have moved out.

Exhibit 13. Mercer Island Household Type, 2012 vs 2017



Source: US Census American Community Survey 5-yr Estimates, 2008–2017; BERK, 2019.

Infants and Children

The Mercer Island School District provides preschool services for children three to five through a high-needs preschool program. In addition, there are an estimated 17 other preschools on the island and about four that provide infant child care.² Both preschool and childcare costs are high and slots available are limited. MIYFS provides scholarships for families to attend preschools with their Preschool Association Scholarship Program, but the scholarships are subsidies that don't cover the full cost of the preschool. Some child care providers for children 0-5 provide their own scholarship programs, but oftentimes applications are complicated, and you must first apply to the state's Working Connections Child Care program.

POPULATION UNDER THREE

Mercer Island is interested in attracting more infant services on the Island, but the number of children 0-2 years of age would have to meet certain minimums. Exhibit 14 estimates the number of children under the age of three living on the island and suggests that the number may be lower than the 1,200 needed to attract services.

Exhibit 14. Estimated Population Under Age 3, 2017

	2017	Estimated Population Under 3		
	Population	#	Percent	
Mercer Island	24,768	502	2.0%	
Bainbridge Island	23,689	660	2.8%	
Bellevue	139,014	4,730	3.4%	
Issaquah	35,629	1,686	4.7%	
Kirkland	86,772	3,797	4.4%	
Redmond	60,712	2,599	4.3%	
Sammamish	62,877	2,173	3.5%	
King County	2,118,119	77,340	3.7%	

Note: These estimates are based on both current ACS 5-yr Estimates as well as the 2010 decennial census. The 2010 1-year counts were applied to the current year ACS estimates in order to get an estimate of population under 3.

Source: US Census American Community Survey 5-yr Estimates, 2013–2017; US Decennial Census, 2010; BERK, 2019.








- There are estimated to be about 500 children under the age of three living on Mercer Island.
- As a percent of total population, this estimate is lower than in peer cities and in King County as a whole, which may suggest there are less young new families on the island than in other areas.

CHILDCARE

Child Care Resources administers a database of child care providers in King County and their capacity. Exhibit 15 shows the capacity by type of child care provider, as well as the total capacity, and number of children under age five. This data is provided for Mercer Island, peer cities, and King County overall to approximate child care needs on the island.

² <https://mipreschoolassociation.org/preschools/>

Exhibit 15. Child Care Capacity, 2018

	Child Care Centers		Family Child Care Homes		Total Capacity	Capacity as % of Pop Under 5	
	Number of Centers	Capacity	Number of FCC Providers	Capacity		Population Under 5	Percent
Mercer Island	7	687	1	9	696	952	73% 
Bellevue	69	5,966	67	675	6,641	7,796	85% 
Issaquah	22	1,947	13	123	2,070	2,766	75% 
Kirkland	21	2,080	50	494	2,574	6,103	42% 
Redmond	24	2,923	31	298	3,221	4,232	76% 
Sammamish	8	1,039	16	133	1,172	4,102	29% 
King County	531	41,290	1,091	10,334	51,624	127,205	41% 
















Note: Data available for King County, hence the omission of Bainbridge Island.
 Source: Child Care Resources, 2018; US Census American Community Survey 5-yr Estimates, 2013–2017; BERK, 2019.

- Mercer Island currently appears to have enough child care capacity to serve 73% of the children under the age of five. Since not all children are served by child care due to one parent staying at home or other child-care arrangements with a family member or nanny, there does not need to be a child care slot for every child under the age of five on the island.
- This capacity is higher than in other peer cities like Kirkland and Sammamish, as well as King County overall, but is less than in peer cities that are also employment centers like Bellevue, Issaquah, and Redmond. Oftentimes, parents will choose child care locations close to their place of work, rather than their home, so the higher capacity in those locations makes sense.

RACE BY AGE

As shown in Exhibit 5, Mercer Island became more diverse between 2012 and 2017. Oftentimes, diversity is more visible in younger generations. Exhibit 16 shows a breakdown of race and ethnicity by age group.

Exhibit 16. Race and Ethnicity by Age Group, 2017

Population by Age Group	White Population		Asian Population		Hispanic/Latino Population		Black/African American Population		Multiple Race Population	
	#	Percent	#	Percent	#	Percent	#	Percent	#	Percent
0-17	5,921	4,160 70% 	1,192	20% 	242	4% 	96	2% 	411	7% 
18-64	13,935	10,460 75% 	2,692	19% 	452	3% 	260	2% 	445	3% 
65+	4,912	3,934 80% 	799	16% 	38	1% 	91	2% 	51	1% 

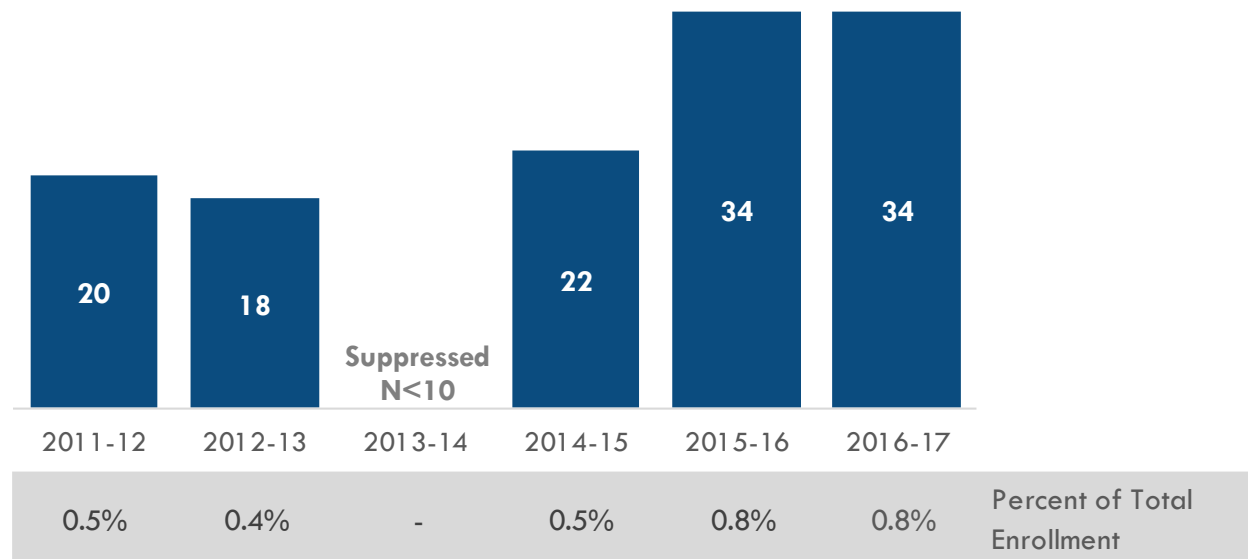
Note: All races above are non-Hispanic – e.g., White alone, Asian, American Indian/Alaska Native etc. Hispanic/Latino may be of any race. Any races not shown above had extremely low populations in Mercer Island.
 Source: US Census American Community Survey 5-yr Estimates, 2013–2017; BERK, 2019.

- The population under 18 is more diverse than the other age groups. This age group has a higher percentage of Asian, Hispanic, and Multiple Race individuals.

HOMELESS STUDENTS

Homelessness has a particularly adverse effect on young children. Children who lack a nighttime residence that is fixed, regular, and adequate are considered homeless under the McKinney-Vento Act. This includes children from families sharing housing with others due to loss of housing, economic hardship, or other similar reasons, and those living in shelters, motels, cars, or other places not designed for sleeping. Exhibit 17 presents the numbers of McKinney-Vento qualified students in the Mercer Island School District.

Exhibit 17. McKinney Vento Homelessness in Schools, Mercer Island School District



Note: Includes Pre-Kindergarten through 12th grade
 Source: OSPI, 2011–2017; BERK, 2019.

- The school district identified a larger number and percent of children as McKinney-Vento eligible in the past few school years.
- In the 2016-2017 school year, the school district identified 0.8% of students as experiencing homelessness as defined under the McKinney Vento Act.

FREE AND REDUCED PRICE LUNCH

One measure of economic hardship is Free and Reduced-price Meal (FARM) enrollment for school-aged children. Eligibility is determined by the US Department of Agriculture’s Food and Nutrition Service, based on federal poverty levels.

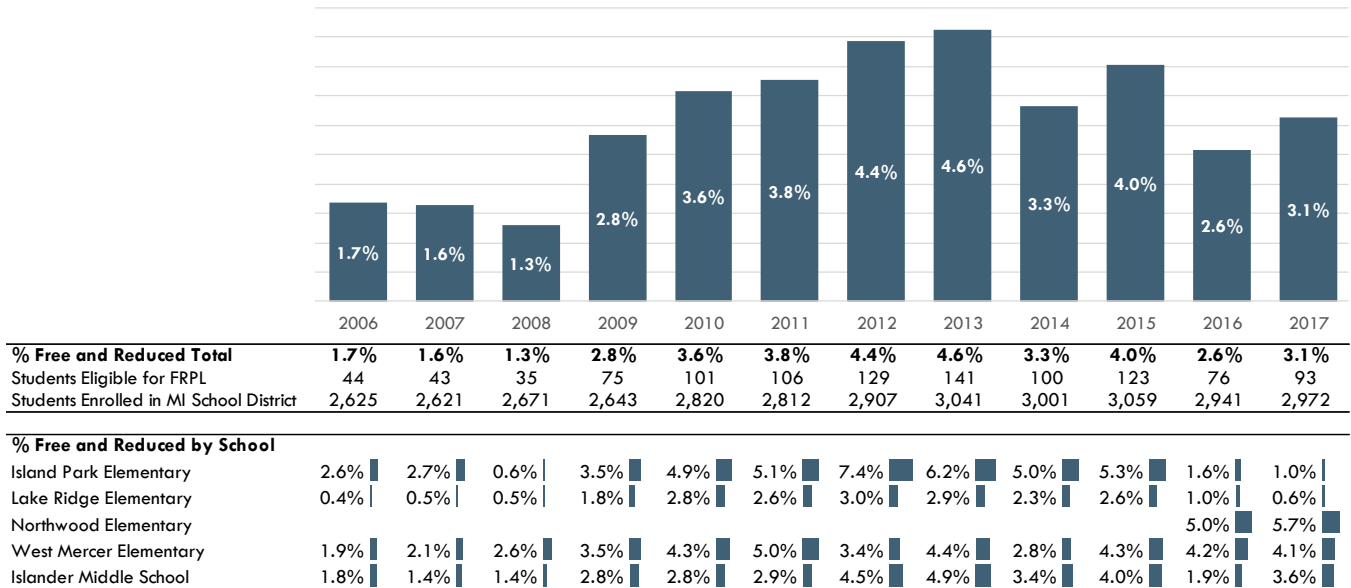
In Washington, the FARM guidelines are used to determine eligibility for free and reduced price lunch (FRLP). Students from families making below 130% of the federal poverty level (FPL) are eligible for free lunch, and those from families making between 130-185% of the FPL are eligible for reduced-price lunch. The FPL is a measure set by the Department of Health and Human Services and is a metric that is the same for the entire country, except Alaska and Hawaii. The income threshold varies by household size. For a family of four in the 2017 school year, an annual household income of less than \$31,980

qualified for free lunch, and an income of less than \$45,510 qualified for reduced price lunch.³

There are several other ways to qualify for FRPL. Children in foster care and those receiving services under the Runaway and Homeless Youth Act are also eligible for free meals. In addition, households receiving assistance under the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) for their children, Food Distribution Program on Indian Reservations (FDPIR), or with children in Head Start Programs are eligible for free meals.

Exhibit 18 shows enrollment in FRLP for the elementary and middle schools in the Mercer Island School District, representing K-8 students.

Exhibit 18. Free and Reduced Price Lunch Participation by School, 2006–2017



Note: Mercer Island High School is not included in the OSPI data.

Source: Office of Superintendent of Public Instruction, Child Nutrition Program Reports, 2006–2017; BERK, 2019.

- The percent of elementary and middle school students eligible for FRPL in the Mercer Island School District increased from a low of 1.3% in 2008 to a high of 4.6% in 2013 and has varied over the last four school years with an average of 3.3%.

WHAT WE HEARD

Food Resources

School district representatives have noticed a more acute need for food availability in the schools and attributed it to a recent increase in income diversity on the Island. In response, the elementary schools have expanded their snack pantries which are available to all students.

³ Child nutrition Programs: Income Eligibility Guidelines 2017 School Year <https://www.govinfo.gov/content/pkg/FR-2017-04-10/pdf/2017-07043.pdf>

Adolescents

Most of the data presented in this section comes from the Healthy Youth Survey (HYS), a statewide survey sponsored by the Department of Health, the Office of Superintendent of Public Instruction, the Department of Social and Health Services, and the State Liquor and Cannabis Board in cooperation with schools throughout the state. The survey is administered to grades 6, 8, 10, and 12. Results are available by school, school district, and statewide.

Mercer Island Public Schools worked with Dr. Suniya Luthar to conduct a high-achieving school survey in the spring of 2019. In the coming years, the district will conduct an annual survey to follow trends in risk behaviors and improvements. Through research starting in 1991, Dr. Luthar found that students from high-achieving schools have higher rates of depression, anxiety, and substance abuse than other students across the country. Dr. Luthar also found that the most important thing for adolescents in high pressure and stressful environments is strong, supportive relationships that help build resilience. Mental health, substance use, and family and community support for students are all explored in this section.

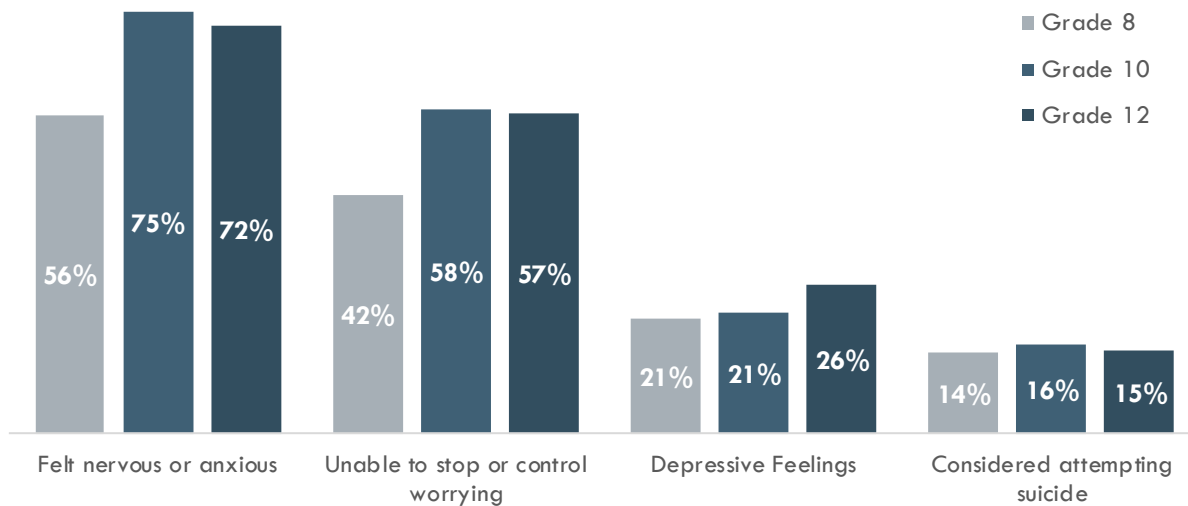
SCHOOL-AGED MENTAL HEALTH AND SUBSTANCE ABUSE

Many factors lead to anxiety, depression, and suicidal thoughts, including pressure to perform well in school, fixation on weight and appearance, and bullying. Untreated anxiety and depression can lead to substance abuse and even suicide. Currently, suicide is the second leading cause of death for Washington teens aged 15 through 19. Professional care for depression and anxiety, treatable mental health conditions, helps most people.

The Healthy Youth Survey asks students in grades 8, 10, and 12 the following questions about anxiety, depressive feelings, and suicide. The results are presented in Exhibit 19.

- In the last two weeks, have you ever been bothered by feeling nervous, anxious, or on edge?
- In the last two weeks, have you ever been not able to stop or control worrying?
- In the last twelve months, were you ever so sad or hopeless that you stopped doing usual activities?
- In the last twelve months, have you seriously considered attempting suicide?

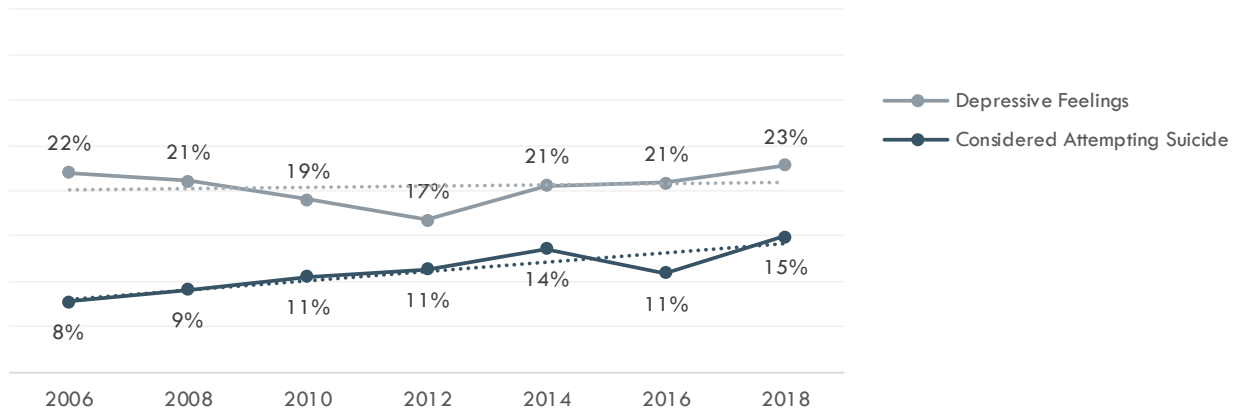
Exhibit 19. Mental Health of Mercer Island Students, 2018



Source: Mercer Island Healthy Youth Survey, 2018; BERK, 2019.

- The number of students experiencing anxiety or feelings of worry increases between middle and high school.
- Almost three-quarters of students in high school (Grades 10 and 12) are experiencing anxiety, while over half are unable to control worrying.
- Over a quarter of students in Grade 12 are likely to experience feelings of depression, more than those in Grade 8 or 10.
- A similar proportion of students are considering suicide in Grades 8, 10, and 12.

Exhibit 20. Average Rates of Depressive Feelings and Suicide Consideration Across Grades 8, 10, and 12 (2006–2018)



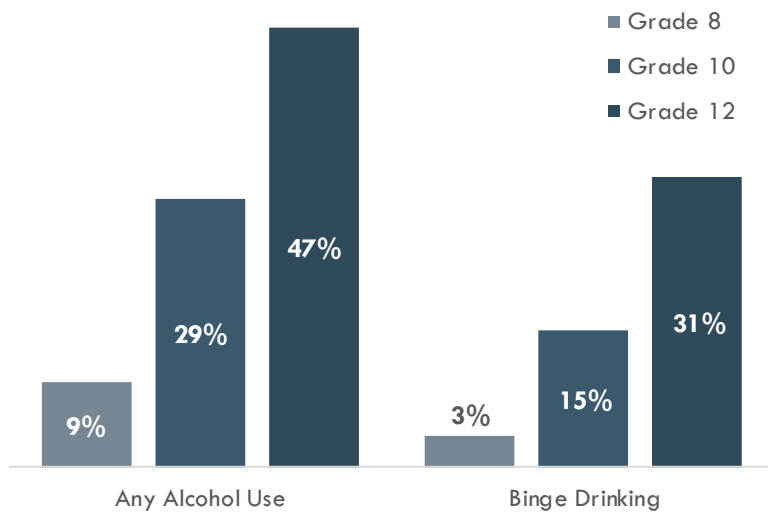
Source: Mercer Island Healthy Youth Survey, 2006–2018; BERK, 2019.

- Although the average rate of depressive feelings across students in Grades 8, 10, and 12 has not changed much over the last twelve years, the average rate of students who have considered suicide has increased.

According to Healthy Youth Survey fact sheets, parents are the primary influence over a student’s decision to use alcohol, tobacco, or other drugs. Many studies have shown that the developing brain of students are more vulnerable to the effects of alcohol and other drugs, like marijuana. Brain development is understood to continue through the mid-20s.

The survey also asks students if they had a glass, can, or bottle of alcohol in the last 30 days, as well as if they had more than five drinks in a row over the last two weeks. The percent of students who used any alcohol over the last 30 days or drank more than five drinks in a row over the last two weeks (binge drinking) are shown by grade in Exhibit 21.

Exhibit 21. Alcohol Use and Binge Drinking by Mercer Island Students, 2018

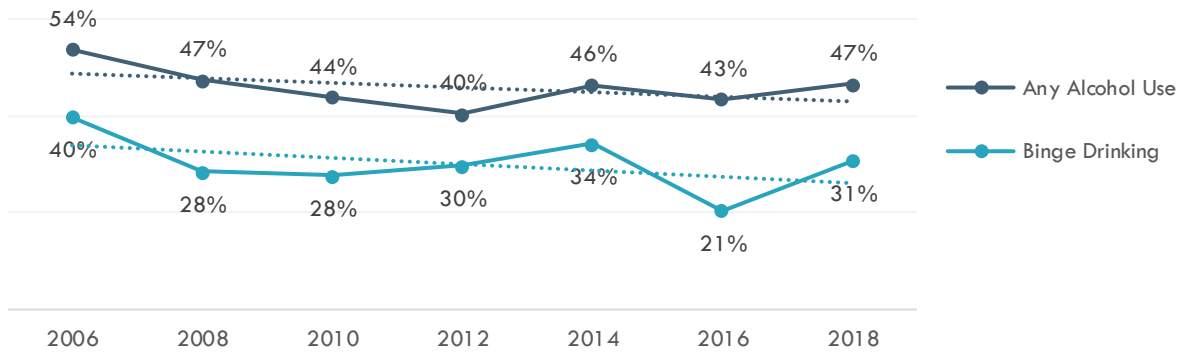


Source: Mercer Island Healthy Youth Survey, 2018; BERK, 2019.

- Alcohol use is more common than e-cigarette, marijuana, or prescription drug use among all grades on Mercer Island (see Exhibit 23).
- Over a quarter of 10th graders have used alcohol in the last thirty days, and nearly a half of students have had alcohol by the time they are in Grade 12.
- Of the students that drink alcohol in Grades 10 and 12, half or more are binge drinking or drinking more than five drinks in a row.

MIYFS established the Mercer Island Communities that Care (CTC) project in 2005 to address underage alcohol and other drug use. The project was initially funded with a prevention grant from Public Health Seattle and King County (PHSKC) for the years 2005–2007 and was later supplemented with a Drug Free Communities grant awarded in 2007 from the Substance Abuse and Mental Health Services Administration and the Office of National Drug Control Policy. Since then, MIYFS has successfully reduced the rate of alcohol use and binge drinking among 12th graders, as shown in the HYS results in Exhibit 22.

Exhibit 22. Alcohol Use and Binge Drinking by Mercer Island 12th Graders, 2006–2018

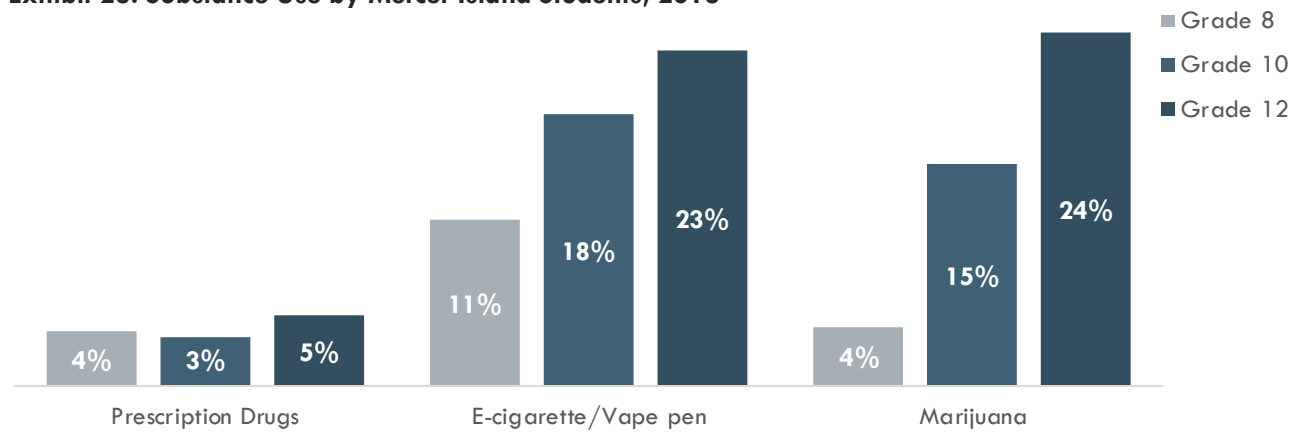


Source: Mercer Island Healthy Youth Survey, 2006–2018; BERK, 2019.

- Grade 12 alcohol use has seen an annual average decline over the last 12 years, despite a couple years of increased alcohol use between 2014 and 2016.
- Grade 12 binge drinking has also seen an annual average decline over the last 12 years after a slight increase between 2010 and 2014.

The HYS asks students if they have used prescription drugs without a prescription, e-cigarettes or vape pens, or marijuana in the last 30 days. The percent of students in each grade reporting use is shown in Exhibit 23.

Exhibit 23. Substance Use by Mercer Island Students, 2018



Source: Mercer Island Healthy Youth Survey, 2018; BERK 2019.

- Prescription drug use without a prescription is low in each grade, with a slight increase in Grade 12.
- E-cigarette and vape pen use is more common in Grade 8 than marijuana use, but in Grades 10 and 12 use of both is similar.
- By Grade 12, almost a quarter of students have used marijuana in the last 30 days.

WHAT WE HEARD

Mental Health in School-aged Children

Interviews with school district representatives, city police, and pediatricians on Mercer Island indicate that mental health is a key issue that has increased in prevalence and incidence both among adolescents and children of younger ages. Anxiety, stress, depression, cutting, and suicidal ideation are frequently seen in middle and elementary school children and in parents.

Interviewees attributed the observed rise in mental health need to anxiety around pressure to succeed, a feeling that children will not be as successful as their parents, and a decrease in stigma around mental health, driving an increase for more mental health services. School representatives also noted that mental health issues are complex, can be comorbid with learning or other disabilities and are often intertwined with family issues – both parental stress and more serious issues requiring police or state intervention through Child Protective Services.

The rise in need is compounded by a lack of providers in the area across the whole mental health continuum – counselors, therapists, psychologists, and psychiatrists.

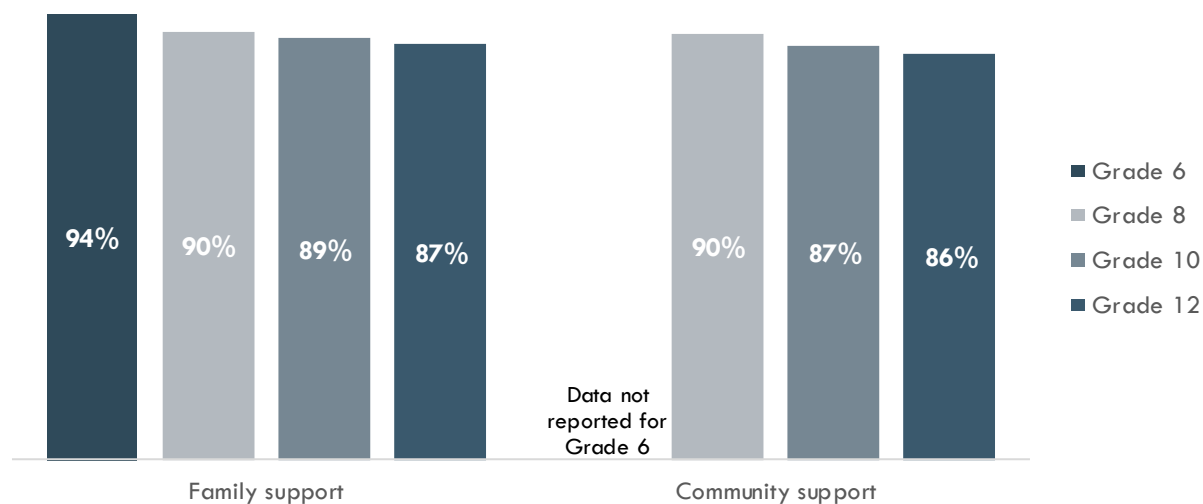
Providers noted that in addition to a need for capacity and additional providers, family counseling, family stabilization services, comprehensive wraparound services, crisis intervention, and parent education could be effective in treating the issues they see.

There was general agreement that Mercer Island Youth and Family Services could be helpful in providing additional school mental health counselors, especially at the middle school, where the number of counselors per capita decreases dramatically (compared to the elementary schools) at a vulnerable time for students. Parental education and awareness was another area where MIYFS could be successful in leveraging resources.

FAMILY AND COMMUNITY SUPPORT

Family and community support can help youth be more resilient to mental health challenges and are likely to prevent substance abuse. Two protective factors are students' comfort with discussing problems with parents and having adults they can talk to about something important. The percent of students that feel comfortable asking a parent for help with a personal problem or identified adults in their neighborhood or community they could talk to about something important are shown in Exhibit 24.

Exhibit 24. Family and Community Support Perceptions of Mercer Island Students, 2018



Source: Mercer Island Healthy Youth Survey, 2018; BERK, 2019.

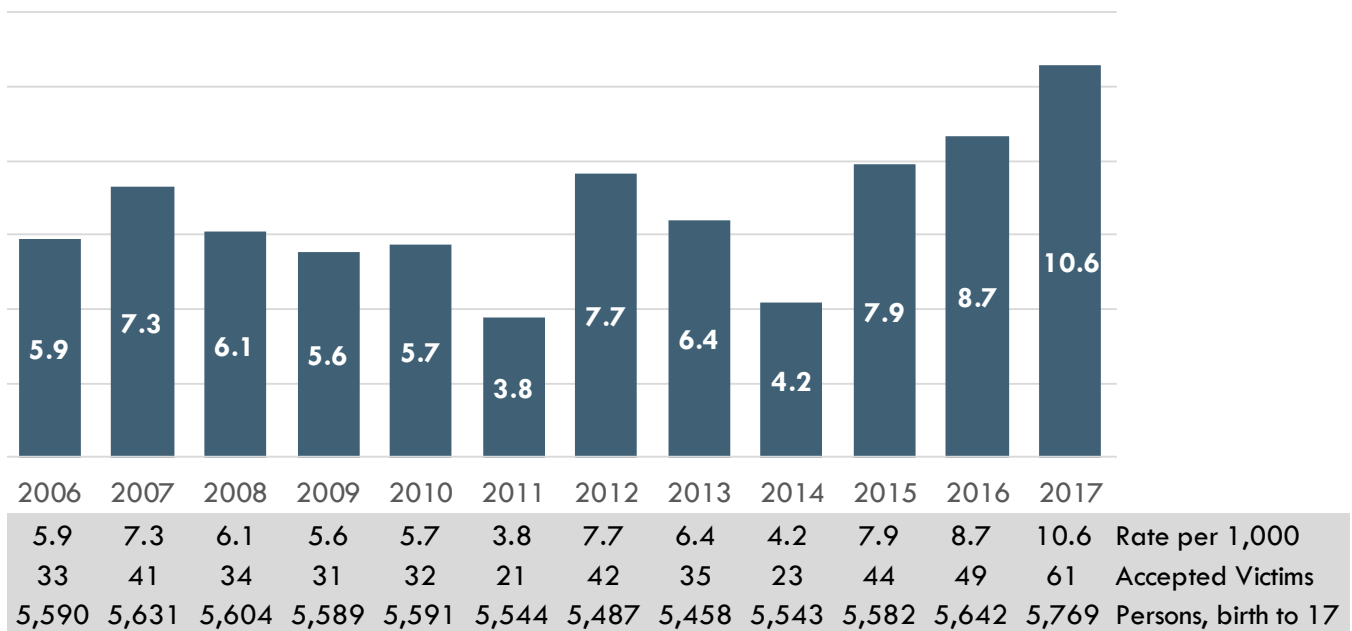
- Students on Mercer Island are less comfortable talking to their parents or adults in their neighborhood about personal problems as they get older. In Grade 8, 90% of students are comfortable doing this, while that share drops to around 86-87% by Grade 12.

VICTIMS OF CHILD ABUSE AND NEGLECT

Child Protective Services (CPS), a division of the Washington State Department of Children, Youth, and Families, investigates reports of child abuse or neglect. Child abuse or neglect can include physical abuse, emotional abuse (including exposure to domestic violence), neglect, or sexual abuse. Doctors, nurses, school teachers, social service counselors, psychologists, day care providers, juvenile probation officers, or state employees are required by law to report suspected child abuse or neglect to CPS. Reports of child abuse or neglect may also come from other individuals who believe in good faith that a child is being abused or neglected.

Exhibit 25 shows the number and rate per 1,000 of children living in Mercer Island, age birth to 17, that were identified as victims in reports to CPS that were accepted for further action.

Exhibit 25. Victims of Child Abuse and Neglect in Accepted Referrals, Rate per 1,000, 2006–2017



Note: Accepted referrals are reports of child abuse or neglect that meet a sufficiency screen and sent for further action. The number of “accepted victims” can include multiple children identified in a single referral or the same child counted more than once if they are reported as a victim more than once during the year. The children are considered to be residents of Mercer Island based on their residence at the time of the referral.

Source: Washington State Department of Social & Health Services, Mercer Island Community Risk Profile, 2017; BERK, 2019.

- Mercer Island saw an increase in the rate of accepted CPS referrals over the last four years, from 4.2 per 1,000 children to 10.6 per 1,000 children. Nominally, this increase was from 23 referrals in 2014 to 61 in 2017.
- Anecdotally, the Mercer Island Police Department estimates there will be an increased number of Child Protective Service calls in 2019 over previous years.

TECHNOLOGY

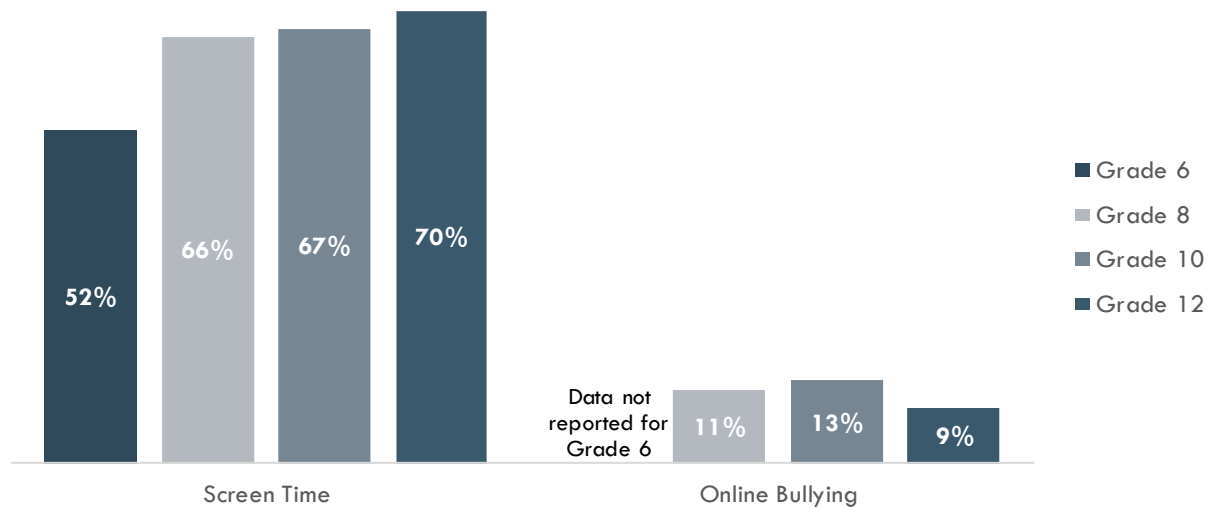
Recent studies explored links between adolescent well-being and technology and/or social media use. These studies found correlation, but not causation, between mental well-being and technology use. Mental well-being of adolescents using technology can be affected by disrupted sleep patterns and negatively affected social interactions, interpersonal empathy, and personal identity. Parents on Mercer Island are increasingly looking to MIYFS for help, citing difficulties controlling social media or technology use by their children and negative effects of its use.

The Healthy Youth Survey asks students the following questions about screen time and online bullying.

- On an average school day, how many hours do you play video or computer games, or use a computer for something that is not school work? (Count time spent on things such as Xbox, PlayStation, tablet or smartphone, social media).
- In the past 30 days, how often have you been bullied by someone using social media, a phone, or video games?

The percent of students that spent more than one hour on screen time or who have experienced any bullying are presented in Exhibit 26.

Exhibit 26. Screen Time (More than 1 Hour) and Online Bullying for Mercer Island Students, 2018



Source: Mercer Island Healthy Youth Survey, 2018; BERK, 2019.

- Screen time increases by grade, with almost half of students reporting they spend more than an hour on non-academic screen time in Grade 8 and almost three quarters of students reporting more than an hour of non-academic screen time by Grade 12.
- Online bullying increases from Grade 8 to Grade 10 but tapers off again by Grade 12.

Young Adults

Most children from affluent communities leave the area after high school to attend college, and either can't afford to move back after college or live with their parents as young adults entering the workforce to save money. Recently several high-profile alumni deaths from suicide and overdose have occurred. Because of this, an increased number of parents are calling MIYFS looking for services for their young adult children.

POPULATION

Exhibit 27. Population Age 20-24, 2017

	2017 Population	Population 20-24	
		#	Percent
Mercer Island	24,768	904	3.6%
Bainbridge Island	23,689	722	3.0%
Bellevue	139,014	6,626	4.8%
Issaquah	35,629	1,433	4.0%
Kirkland	86,772	3,846	4.4%
Redmond	60,712	2,664	4.4%
Sammamish	62,877	2,030	3.2%
King County	2,118,119	132,420	6.3%

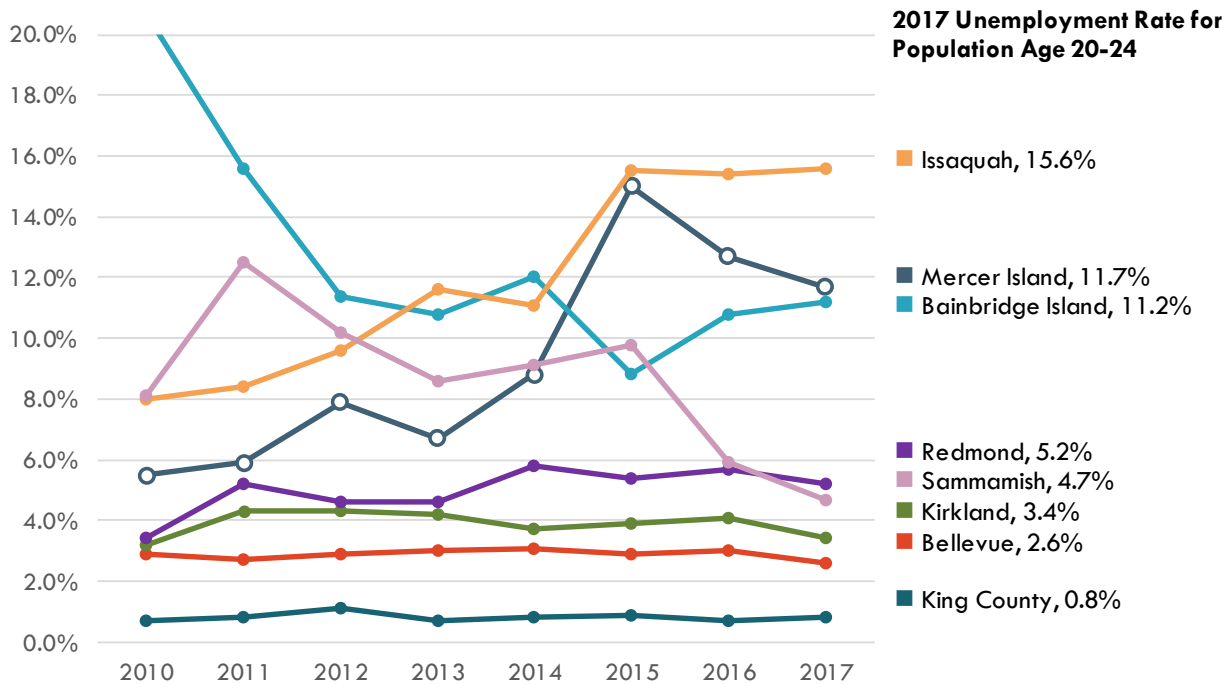
Source: US Census American Community Survey 5-yr Estimates, 2013–2017; BERK, 2019.

- The share of young adults on Mercer Island is slightly lower than most other eastside communities, except Sammamish, making up 3.6% of the population.
- Both Bainbridge Island and Sammamish have fewer young adults, aged 20-24, with 3.0% and 3.2% respectively.

UNEMPLOYMENT

Young adults needing help looking for employment has become a more common request for MIYFS. Exhibit 28 shows the unemployment rate for the population aged 20-24 over the last seven years. One caveat is that the ACS data shows 5-year averages, so many years contain overlapping estimates. For example, the 2017 estimate includes data all the way back to 2013.

Exhibit 28. Unemployment Rates, Population Age 20-24, 2010–2017



Note: As the above are statistically scaled estimates based on survey responses, the smaller the geography, or the higher the granularity of the data, the larger the margin of error. For cities like Mercer Island and Bainbridge Island, there is a high margin of error which should be considered when interpreting this data.
 Source: US Census American Community Survey 5-yr Estimates, 2008–2017; BERK, 2019.

- Comparing 2012 to 2017, unemployment among 20 to 24-year old young adults on Mercer Island has increased from almost 7% to almost 12%.
- Mercer Island’s unemployment rate for 20 to 24-year old young adults is higher than most peer cities, except Issaquah.

SUICIDE

The Centers for Disease Control published a study in the *Journal of Abnormal Psychology* in 2018 based on data from 400,000 young adults aged 18 to 25 from 2008 to 2017. The results show that the percentage of young adults experiencing psychological distress, such as suicidal thoughts or other suicide-related outcomes increased 47% from 2008 to 2017. Young adults reporting symptoms associated with major depression increased 63%. At a national level, there is more data pointing to increased mental health issues among America’s young people.

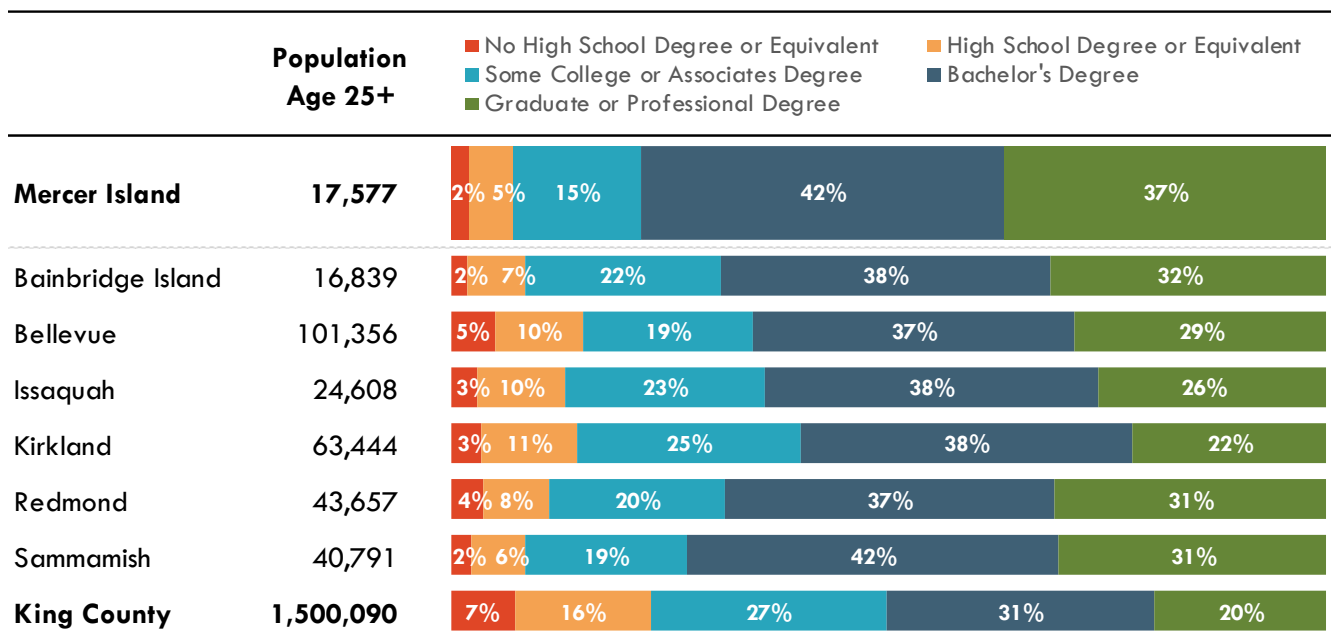
Adult Health

ECONOMIC INDICATORS

Parent educational attainment, particularly the mother's, is positively linked with a child's educational experience, attainment, and achievement. Parents with higher levels of education are more likely to raise children who are prepared to enter school and are more likely to reach higher levels of educational attainment.⁴

Exhibit 29 shows the highest educational attainment for adults aged 25 and older for Mercer Island and the comparison geographies.

Exhibit 29. Adult Educational Attainment, 2017



Source: US Census American Community Survey 5-yr Estimates, 2013–2017; BERK, 2019.

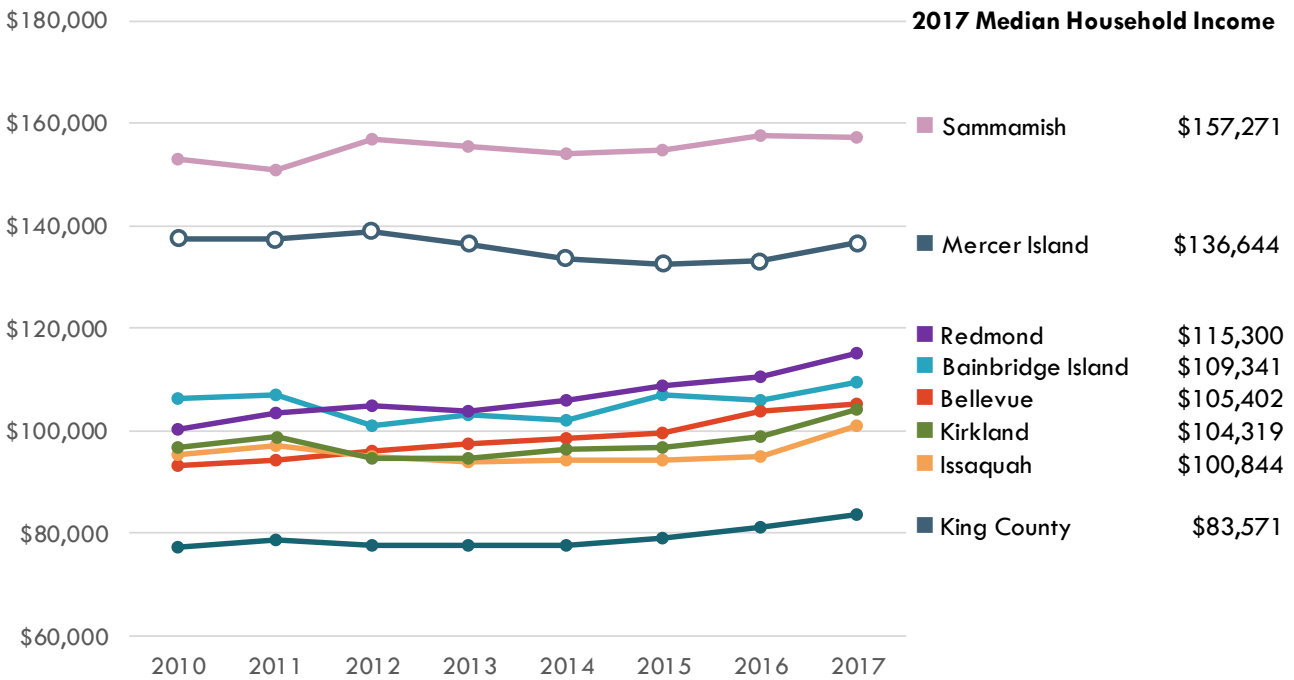
- Of the geographies considered, Mercer Island has the higher percent of adults 25 or older with graduate or professional degrees, at 37%. This is quite high, compared to just 20% for King County overall, and closer to 30% for many of the neighboring cities.

⁴ Aud, S., Fox, M. A., & Kewal-Ramani, A. (2010). Status and Trends in the Education. National Center for Education Statistics.

MEDIAN HOUSEHOLD INCOME

Median incomes are growing in King County; between 2010 and 2017, the King County median household income increased from \$77,387 to \$83,571.⁵ However, sector booms in select industries, such as technology, have likely raised median incomes without lifting the incomes of middle- and low-income groups.

Exhibit 30. Median Household Income, Adjusted for Inflation (2017 Dollars), 2010–2017



Source: US Census American Community Survey 5-yr Estimates, 2006–2017; BERK, 2019.

- The median household income in Mercer Island is relatively high compared to King County averages and is higher than most eastside communities and Bainbridge Island.
- Among the peer cities, Sammamish is the only city that has a higher median income, with a median income about \$20,000 higher than Mercer Island.

⁵ Census Median Income in the Past 12 months 2010 (2006–2010 ACS 5-year estimates) and 2017 (2013–2017 ACS 5-year estimates). Values are adjusted for inflation and presented in 2017 dollars.

POVERTY

Even affluent communities can have individuals experiencing poverty, as is the case on Mercer Island. The Census Bureau defines the federal poverty level (FPL) by size of family. The census defined poverty in 2017, the year of data displayed, is an annual income of less than \$12,488 for an individual and less than \$25,094 for a family of four. The percent of the Mercer Island population meeting this poverty threshold is shown in Exhibit 31.

Exhibit 31. Population in Poverty, 2017

	2017 Population	Population in Poverty	
		#	Percent
Mercer Island	24,618	1,068	4.3%
Bainbridge Island	23,529	1,125	4.8%
Bellevue	138,601	10,218	7.4%
Issaquah	35,350	2,541	7.2%
Kirkland	85,772	5,560	6.5%
Redmond	60,426	3,620	6.0%
Sammamish	62,786	1,538	2.4%
King County	2,089,582	212,509	10.2%

Source: US Census American Community Survey 5-yr Estimates, 2013–2017; BERK, 2019.

- 4.3% of the population on Mercer Island is considered to be in poverty, with annual incomes meeting the census defined poverty thresholds.
- The share of the population in poverty on Mercer Island is lower than most eastside communities, except Sammamish and is lower than the King County average.

The FPL is primarily used as a measure to qualify for federal subsidy programs. However, the income amounts at 100% of FPL understate what it may take to meet basic needs in a high cost region. Dr. Diana Pearce developed the Self-Sufficiency Standard over 20 years ago as an alternate measure to better communicate the adequate income needed to meet basic needs around the country. The Standard is based on the costs of basic needs for working families: housing, child care, food, health care, transportation, and miscellaneous items, as well as the cost of taxes and impact of tax credits.

As an example, Exhibit 32 shows the monthly income needed to cover monthly expenses for a family of four living in Mercer Island with two children, one in preschool and one in elementary school, and a 75-year-old senior living alone. The income needed to cover basic needs for a family of four (\$83,778) is more than three times the federal poverty level of \$25,094.

Exhibit 32. Self Sufficiency Standard Calculator Examples for Mercer Island

EXAMPLE 1. Monthly Income – 4-person household: 2 adults, 2 children	
Monthly wages at \$19.83/hr per adult working 40 hours per week	\$6,982
Annual Self-Sufficiency Wage	\$83,778
Monthly Expenses	
Housing	\$1,966
Child Care	\$1,939
Food	\$893
Transportation	\$234
Health Care	\$469
Miscellaneous	\$550
Taxes	\$1,197
Subtotal of Monthly Expenses	\$7,248
Tax Credits	
Earned Income Tax Credit (EITC)	\$0
Child and Dependent Care Credit (CDCC)	\$100
Child Tax Credit (CTC)	\$167
Monthly Tax Credit Subtotal	\$267
Total Monthly Expenses	\$6,982

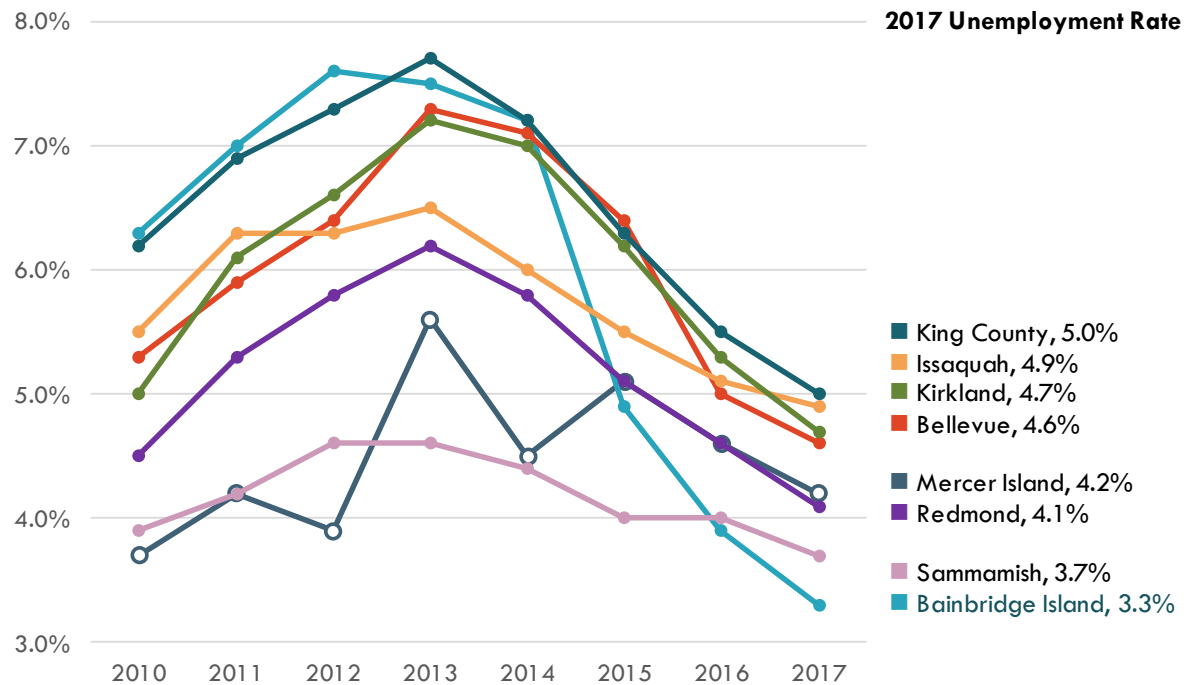
EXAMPLE 2. Monthly Income – 1-person household: 75-year old adult	
Monthly wages at \$15.93/hr per adult working 40 hours per week	\$2,804
Annual Self-Sufficiency Wage	\$33,647
Monthly Expenses	
Housing	\$1,590
Child Care	\$0
Food	\$284
Transportation	\$117
Health Care	\$115
Miscellaneous	\$211
Taxes	\$487
Subtotal of Monthly Expenses	\$2,804
Tax Credits	
Earned Income Tax Credit (EITC)	\$0
Child and Dependent Care Credit (CDCC)	\$0
Child Tax Credit (CTC)	\$0
Monthly Tax Credit Subtotal	\$0
Total Monthly Expenses	\$2,804

Source: The Self Sufficiency Calculator for Washington State. Available online at: www.thecalculator.org

EMPLOYMENT

The US economy has recovered from the Great Recession and the unemployment rate has declined in King County over the past five years (Exhibit 33). Because the Bureau of Labor Statistics only provides unemployment rate information at the county level and not at the city level, the unemployment rate data shown in Exhibit 33 is provided by ACS as a five-year estimate of unemployment experienced by those ages 20 to 64 years of age. Because of the nature of the five-year estimates, there are overlapping years shown. For example, the 2017 estimate includes information about unemployment from 2013.

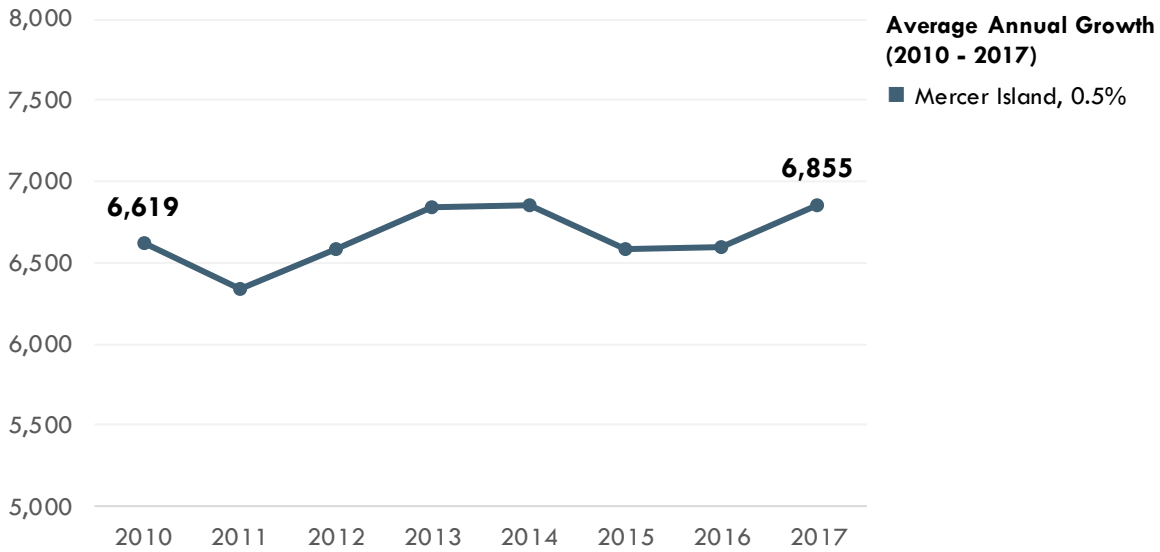
Exhibit 33. Unemployment Rates, 2010–2017



Source: US Census American Community Survey 5-yr Estimates, 2008–2017; BERK, 2019.

- Unemployment rates have declined since 2013.
- Mercer Island’s unemployment rate is similar to many peer cities, with 4.2% of those aged 20 to 64 estimated as unemployed and seeking work, and lower than King County’s average of 5.0%
- Bainbridge Island, Sammamish, and Redmond are the only peers with lower unemployment rates.

Exhibit 34. Mercer Island Covered Employment, 2010–2017



Source: PSRC, 2010–2017; BERK, 2019.

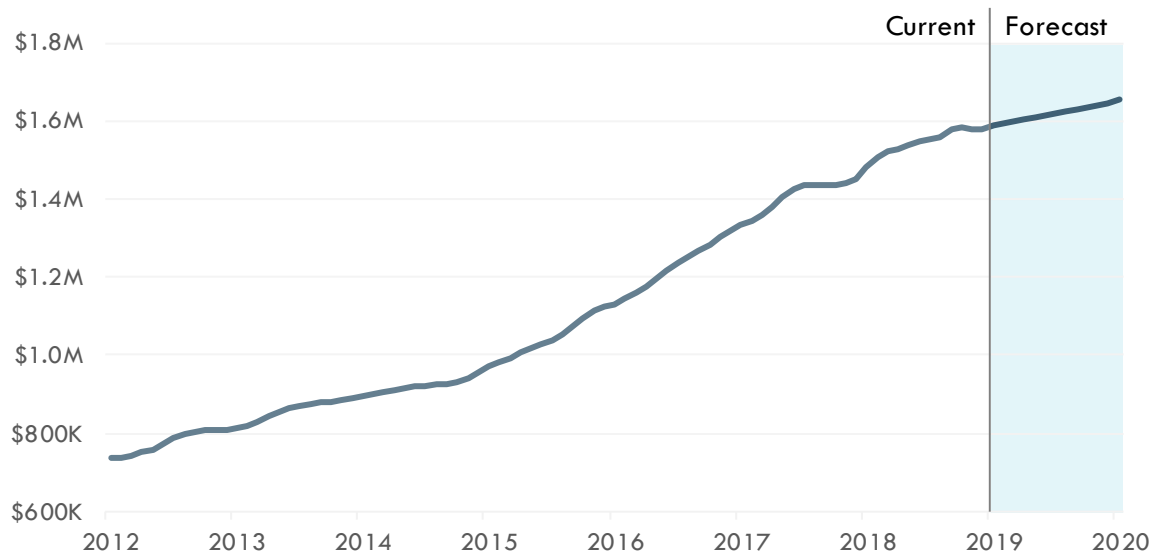
- Puget Sound Regional Council’s estimate of covered employment for Mercer Island is steady over the last eight years, with an average annual growth of 0.5% between 2010 and 2017.

BASIC NEEDS

Housing Affordability

Mercer Island has historically high home prices compared to the region. Zillow’s home price index for Mercer Island, a median current market valuation for the city, shows strong growth in home prices over the last five years and forecasts continued growth into 2020, as shown below in Exhibit 35.

Exhibit 35. Mercer Island Home Value Index, 2012–2020



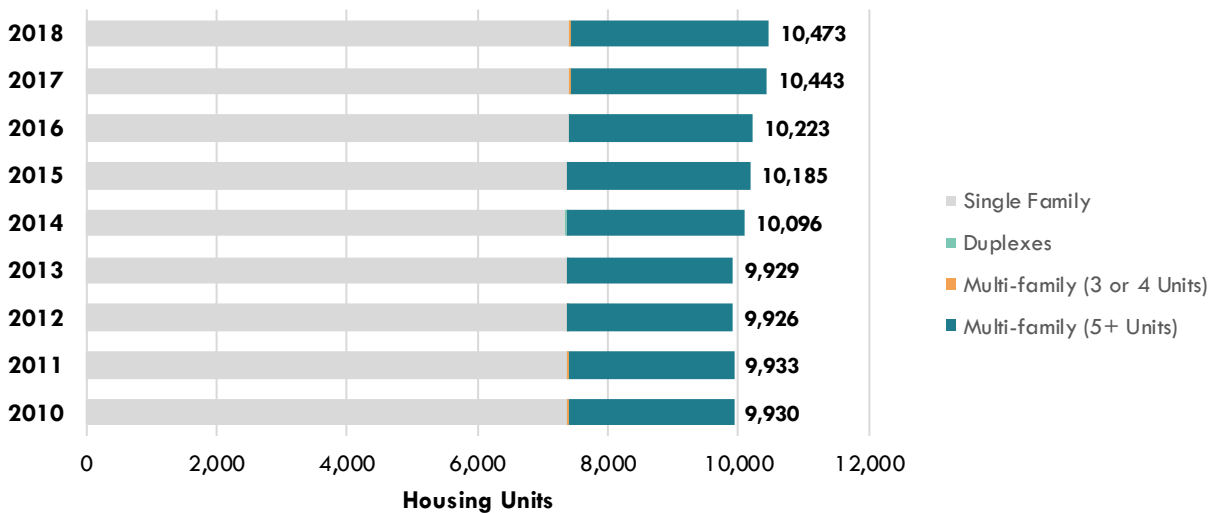
Source: Zillow, 2019; BERK, 2019.

- Zillow estimates that the median home value in Mercer Island as of January 2019 was nearly \$1.6 million, up from just under \$900,000 in January of 2014, five years ago.
- Estimated home values have increased 7.3% in the last year, and Zillow forecasts growth to continue at a rate of 4.1% over the next year.

Housing Stock

The breakdown of housing unit types provides insight into the makeup of affordable housing within the community. Exhibit 36 shows this breakdown for Mercer Island for 2010 through 2018.

Exhibit 36. Mercer Island Housing Units by Type, 2010–2018



Source: OFM, 2018; BERK, 2019.

- The majority of housing units in Mercer Island are single family homes (71% in 2018), with multi-family (5+ units) comprising just over one quarter of all housing units. Nearly all multi-family units are located on the north end of the island, near I-90.
- In 2018, there were only 14 duplexes and 23 three to four-unit multi-family housing options on Mercer Island.

Stable Housing









The following section draws heavily on data from the US Department of Housing and Urban Development (HUD) Consolidated Housing Affordability Strategy (CHAS) dataset. This dataset is based on US Census ACS five-year estimates and presents a more detailed depiction of various household attributes than available in the ACS data.

Of note, the CHAS data lags behind census data products by a few years, and the most recent year of data available is based on 2011–2015 ACS five-year estimates. This period includes the last bit of the downturn in the housing market and rise in unemployment during and following the last economic recession. Housing costs have increased during the past few years, a fact that should be considered when interpreting cost burden data from HUD.

Housing Tenure

Exhibit 37 shows housing tenure for Mercer Island, peer cities, and all of King County. As shown below, nearly three quarters of Mercer Island households are owner households, with only Bainbridge Island and Sammamish showing higher shares of owner households relative to total households.

Exhibit 37. Housing Tenure, 2015

	All Households	Owner Households		Renter Households
Mercer Island	9,585	6,895		2,690
Bainbridge Island	9,475	7,185		2,290
Bellevue	54,215	30,290		23,925
Issaquah	14,015	8,520		5,495
Kirkland	35,365	22,575		12,790
Redmond	23,390	12,040		11,350
Sammamish	16,200	14,110		2,090
King County	819,650	470,630		349,020

Source: US Department of Housing and Urban Development, CHAS data, 2011–2015; BERK, 2019.

- 72% of all households in Mercer Island are owners (6,895 households), and 28% are renters (2,690 households). This is higher than many eastside cities, although notably, both Bainbridge Island and Sammamish have higher shares of owner households relative to all households.
- Mercer Island has far higher rates of owner households compared to King County, which is comprised of just 57% owner households.

Tenure by Income Level

HUD calculates area median income (AMI) for King County. AMI is defined as the midpoint of a region's income distribution – half of families in a region earn more than the median and half earn less.

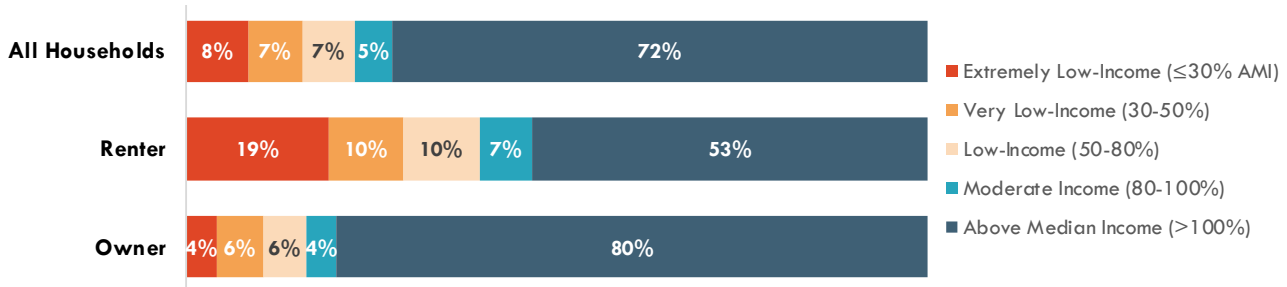
In 2015, the latest year the CHAS dataset covers, AMI was \$89,600 for a four-person household. The data in this section is presented relative to HUD AMI. This section groups households based on income categories relative to the county AMI, rather than the Federal Poverty Level. Note that HUD accounts for household size when grouping households into income categories. Conversations with HUD indicate users of this data often use the Very Low-Income category – Under 30% of AMI – interchangeably with the Federal Poverty Level.

HUD Income Levels:

- Extremely Low-Income:** Under 30% of AMI
- Very Low-Income:** 30-50% of AMI
- Low Income:** 50-80% of AMI
- Moderate Income:** 80-100% of AMI
- Above Median Income:** Over 100% of AMI

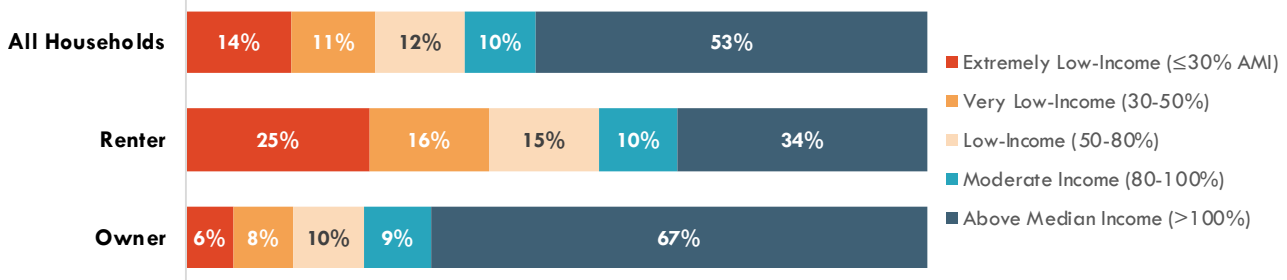
Exhibit 38 and Exhibit 39 below summarize housing tenure by income level in Mercer Island and all of King County. Consistent with the data above in Exhibit 37, which shows the high number of owner households in Mercer Island, 72% of all households in Mercer Island have an income above AMI (\$89,600). Compare this to all of King County, where just 53% of all households have income above AMI.

Exhibit 38. Tenure by Income Level – Mercer Island, 2015



Source: US Department of Housing and Urban Development, CHAS data, 2011-2015; BERK, 2019.

Exhibit 39. Tenure by Income Level – King County, 2015



Source: US Department of Housing and Urban Development, CHAS data, 2011-2015; BERK, 2019.

- A higher share of all households in Mercer Island have income above AMI (72%) as compared to King County (53%).
- In Mercer Island, 80% of owner households have income above AMI, whereas only 4% of owner households in Mercer Island have income <30% AMI, or below the FPL.

Household Composition by Income Level

Exhibit 40 shows the household income breakdown by household type, as well as descriptions for the HUD designated household types (household types are mutually exclusive). This data shows high numbers of elderly non-family households living in Mercer Island. Many people in this group are retired, living on a fixed income, and may or may not have additional retirement savings to help cover housing costs. Households of this type and in the lower income categories would also be households likely in need of public/private assistance of some variety.

Exhibit 40. Household Type by Income Level – Mercer Island, 2015

Household Type	Extremely	Very		Moderate	Above Median	All Households
	Low-Income (≤30% AMI)	Low-Income (30-50% AMI)	Low-Income (50-80% AMI)	Income (80-100% AMI)	Income (>100% AMI)	
Elderly Family	125	175	144	80	1,380	1,904
Elderly Living Alone	300	225	190	85	565	1,365
Large Family	20	0	20	60	605	705
Small Family	125	125	235	130	3,655	4,270
Other	240	150	105	110	730	1,335
Total	810	675	694	465	6,935	9,579

Household Type Description	
Elderly Family	2 persons, either or both age 62 or over
Elderly Living Alone	Age 62+, living alone
Large Family	Families with 5 or more members
Small Family	Families with 2-4 members (excluding elderly families)
Other	Non-family, non-elderly households

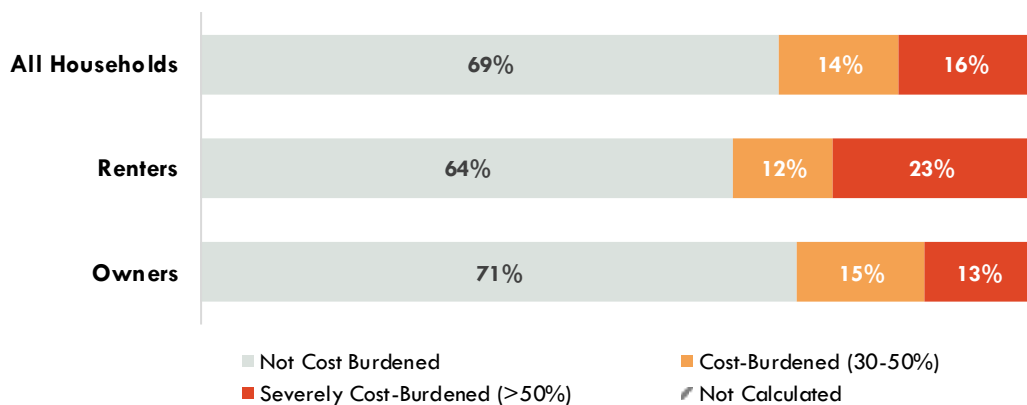
Source: US Department of Housing and Urban Development, CHAS data, 2011-2015; BERK, 2019.

- Just under half of Mercer Island’s 9,579 households are in the small family category, which excludes any households with seniors age 62 or older.
- Over one third of Mercer Island households have a senior age 62 or older (34%).

Housing Cost Burden

HUD deems housing to be affordable if a household spends no more than 30% of their gross income on housing costs (rent plus basic utilities or gross monthly owner costs). Households are considered to be cost-burdened if they pay more than 30% of their income towards housing costs. Households paying more than 50% of their income towards housing costs are considered severely cost-burdened, leaving that much less income for other daily living expenses. Exhibit 41 through Exhibit 43 present cost burden data for Mercer Island.

Exhibit 41. Housing Cost Burden by Tenure – Mercer Island, 2015

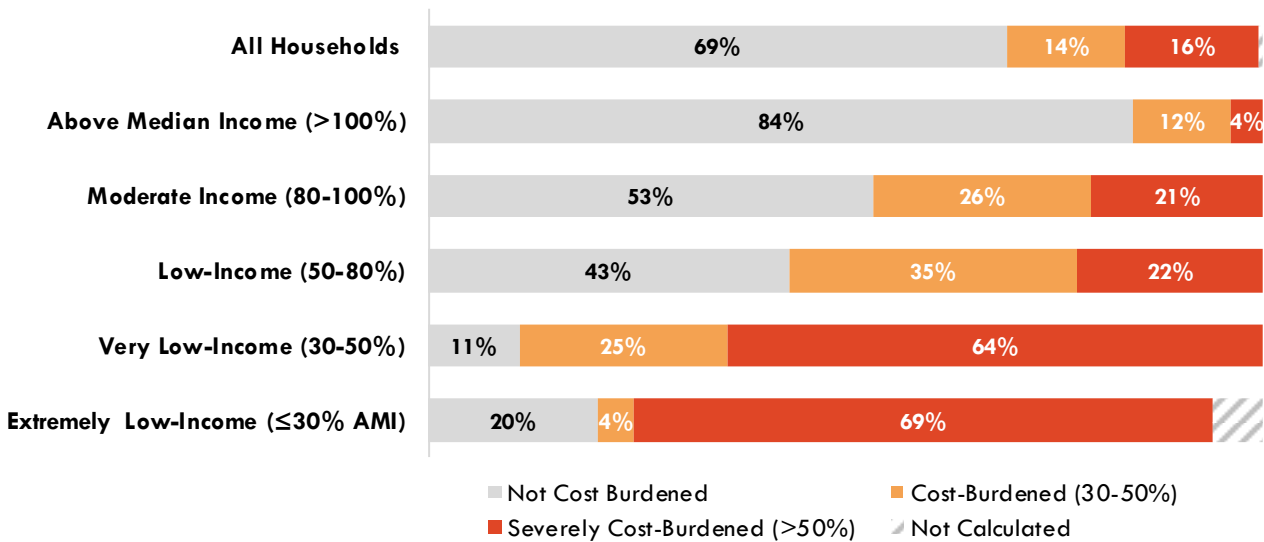


Source: US Department of Housing and Urban Development, CHAS data, 2011-2015; BERK, 2019.

- Nearly one third of all households are cost-burdened or severely cost-burdened. HUD does not calculate cost-burden for households with no income or negative income.

- Renter households experience cost burden at slightly higher rates than owner households, with 36% of renter households being cost-burdened or severely cost-burdened. This gap is lower than in many other cities and is indicative of the relatively high rates of affluence among both renter and owner households in Mercer Island.

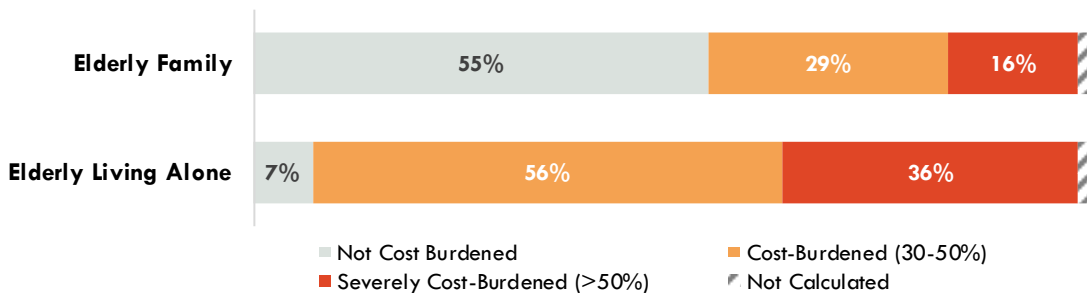
Exhibit 42. Housing Cost Burden by Income Level – Mercer Island, 2015



Source: US Department of Housing and Urban Development, CHAS data, 2011-2015; BERK, 2019.

- Among Extremely Low-Income renter households, over 73% of households are cost-burdened or severely cost-burdened, with nearly 70% severely cost-burdened.
- Among Very Low-Income households, only 11% of households are not cost-burdened, with 64% severely cost-burdened.
- Of households with income above AMI, 16% experience a housing burden.

Exhibit 43. Housing Cost Burden of Elderly Population Age 62 or Above – Mercer Island, 2015



Source: US Department of Housing and Urban Development, CHAS data, 2011-2015; BERK, 2019.

- Nearly all households comprised of a senior age 62 or older living alone are cost-burdened (56%) or severely cost-burdened (36%).
- Family households with a senior family member age 62 or older are far less likely to be cost-burdened as compared to seniors living alone.

Affordable Housing

King County Housing Authority owns one subsidized housing development on Mercer Island, Island Crest. The development has 30, one to two-bedroom units and is open to families, seniors over the age of 55, and individuals with disabilities. Subsidized housing typically allows residents to pay no more than 30% of their income towards rent and utilities. There is currently a waiting list at Island Crest:

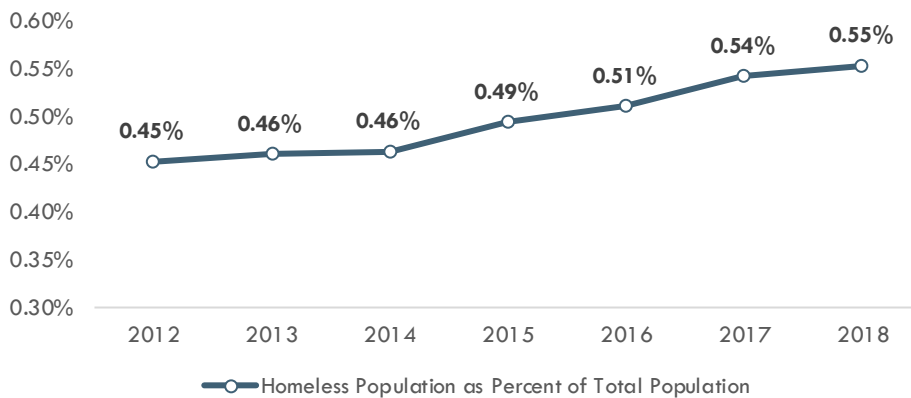
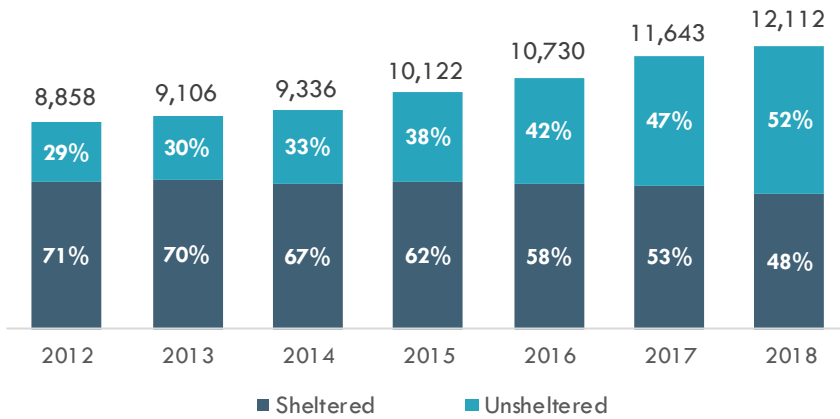
- 135 households are waiting for one-bedroom units (there are 16 one-bedroom units available in the development)
- 44 households are waiting for two-bedroom units (there are 14 two-bedroom units available in the development)

In addition to Island Crest, the Ellsworth House is a 59-unit project-based rental assistance (Section 8) development that provides another low-income rental option on Mercer Island. This property has a project-based Section 8 contract with HUD, and most rents are based on tenant income, with tenants paying up to 30% of their adjusted income towards rent, and a minimum contribution of \$25. To be eligible to live at Ellsworth House you can make up to 80% of the Area Median Income (AMI) – 80% of AMI for an individual is \$56,200 and 80% AMI for a family of four is \$80,250.

Homelessness

While there is no reliable homelessness data specific to Mercer Island, we know homelessness in the region is growing. All Home, the Seattle/King County Continuum of Care, conducts an annual point-in-time (PIT) homeless count. The PIT offers a snapshot of the number of people experiencing homelessness in emergency shelters, transitional housing, those sleeping outside and in other places not meant for human habitation. Even with the assistance of homeless providers and advocates, as a non-intrusive, visual enumeration of homeless individuals that occurs on one night, the PIT likely undercounts homeless individuals.

Exhibit 44. Homeless Individuals in King County, 2012–2018



Source: Washington State Department of Commerce & Continuum of Care, 2012–2018; BERK, 2018.

As shown above, homelessness is on the rise, and specifically, unsheltered homelessness. Exhibit 45 attempts to highlight regions of interest to the Mercer Island area. The communities included in the East County region are shown in the sidebar at right.

Exhibit 45. Homeless Point in Time Count by Region, 2017–2018

	<i>Unsheltered</i>	
	2017	2018
East County	319	393
All County	5,485	6,320

Source: Washington State Department of Commerce & Continuum of Care, 2012–2018; BERK, 2018.

- Homelessness in the East County is also on the rise.

EAST COUNTY COMMUNITIES

- Beaux Arts Village
- Bellevue
- Clyde Hill
- Hunts Point
- Issaquah
- Kirkland
- Medina
- Mercer Island
- Newcastle
- Redmond
- Sammamish
- Yarrow Point

DOMESTIC VIOLENCE

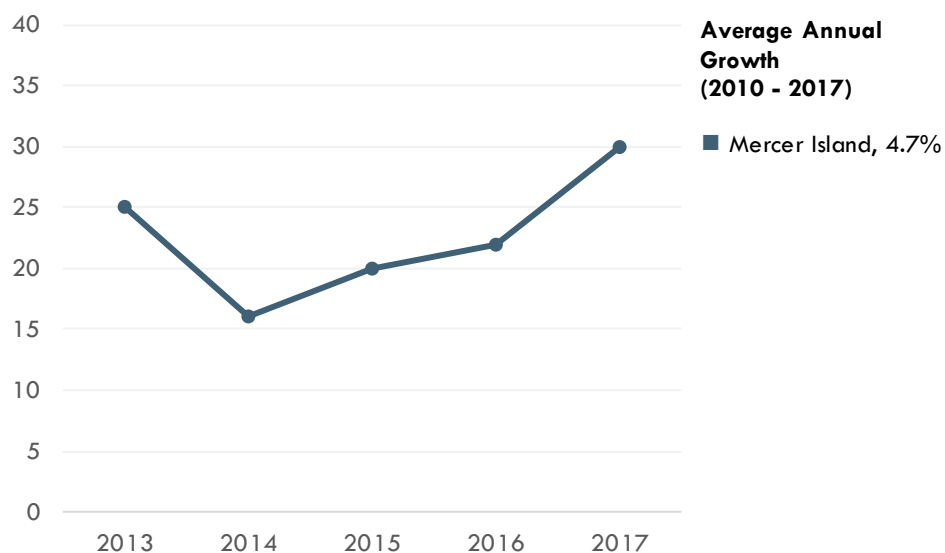
Domestic violence is abusive behavior used by one partner in a relationship to gain or maintain power and control over another partner. It can include physical assault, sexual abuse, and stalking. The Bureau of Justice estimated that every year over one million women and almost 835,000 men are physically assaulted by an intimate partner.

Domestic violence is intimately linked to housing and homelessness, and the fear of becoming homeless is a primary reason why domestic violence survivors stay with their abusers. Research shows that the need for and the financial means to maintain safe housing are two of the most pressing needs among women who are leaving or who have left abusive partners.

In addition, economic abuse is a common tactic used by abusers to gain power and control in a relationship; it may include tactics to limit the partner's access to assets or to hide information and accessibility to family finances. Financial abuse is a powerful method of keeping a survivor trapped in an abusive relationship, and research shows that financial abuse occurs in 98% of abusive relationships.

Domestic violence offenses are typically recorded as an aspect of another offense, such as assault or violation of a protective order. For example, 77.3% of violations of no contact/protection orders were domestic violence related statewide in 2017. Domestic violence offenses for Mercer Island are shown in Exhibit 46.

Exhibit 46. Domestic Violence Offenses on Mercer Island, 2013–2017



Source: WASPC Crime in Washington Reports 2013–2017; BERK, 2019.

- Reported domestic violence offenses on Mercer Island ranged from 16 to 30 over the last five years.

VETERANS

Veterans face unique challenges, and often mental health services are essential. Exhibit 47 shows the veteran population living on Mercer Island and in peer communities, as well as what share of veterans are in poverty or have a disability. Exhibit 48 shows the veteran population by date joined. This can help better understand the likely age groups of veterans on Mercer Island.

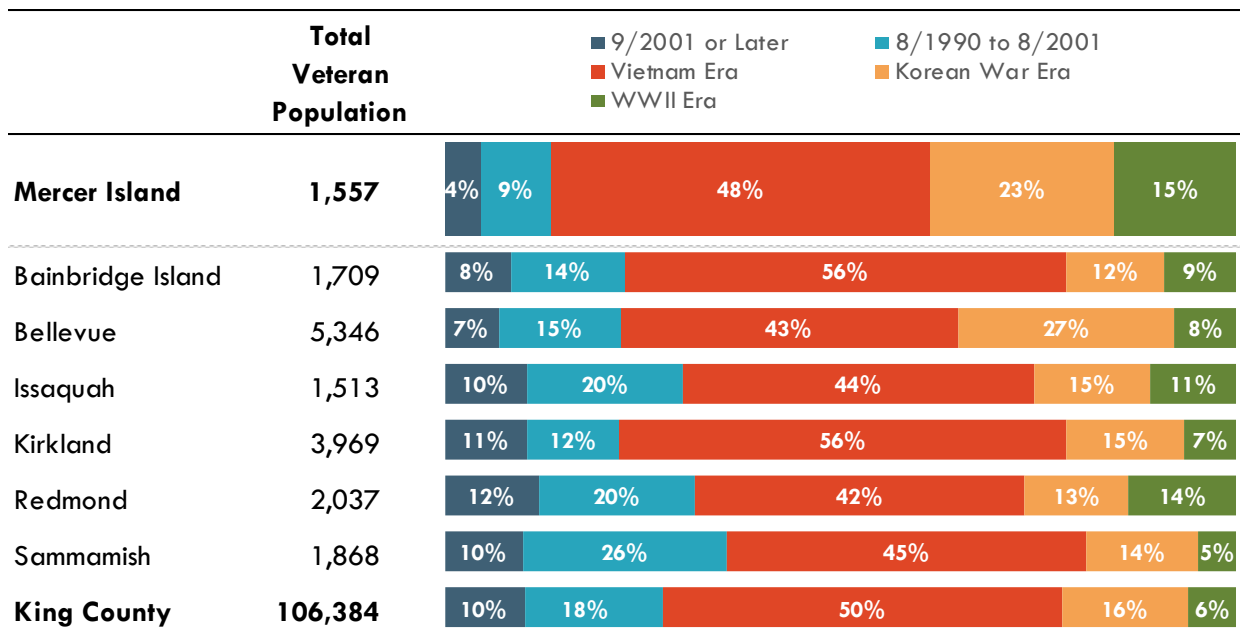
Exhibit 47. Veteran Population Breakdown, Including Veterans in Poverty or with Disabilities, 2017

	Civilian Population 18+	Veteran Population		Veterans Below Poverty Level		Veterans With Disabilities	
		Count	% of Civilian Population	Count	% of Veteran Population	Count	% of Veteran Population
Mercer Island	18,847	1,557	8%	32	2%	486	31%
Bainbridge Island	17,851	1,709	10%	76	4%	362	21%
Bellevue	110,075	5,346	5%	163	3%	1,423	27%
Issaquah	26,481	1,513	6%	96	6%	383	25%
Kirkland	68,980	3,969	6%	91	2%	880	22%
Redmond	47,105	2,037	4%	74	4%	507	25%
Sammamish	43,947	1,868	4%	23	1%	320	17%
King County	1,676,877	106,384	6%	7,131	7%	26,609	25%

Source: US Census American Community Survey 5-yr Estimates, 2013–2017; BERK, 2019.

- Approximately 8% of the population on Mercer Island are veterans, this percentage is higher than other eastside communities (4-6%) and King County on the whole (6%), but is lower than Bainbridge Island (10%).

Exhibit 48. Veteran Population Breakdown by Date Veteran Joined Military, 2017



Source: US Census American Community Survey 5-yr Estimates, 2013–2017; BERK, 2019.

- Approximately 86% of veterans on Mercer Island joined the military during the Vietnam War or earlier.

Active Aging

Active aging is the process of optimizing opportunities for health, participation, and security to improve the quality of life as people age. This process allows people to continue to participate in society as they age, and involves many aspects of wellness including physical, social, spiritual, vocational, emotional, environmental, and intellectual. As Mercer Island seniors age in their community, it is important they have opportunities to engage with their neighborhood and to access resources that can help them maintain autonomy and independence. The ability to connect to places and other people is an important element of wellbeing for older adults. Access to amenities and social networks can reduce social isolation and improve their ability to remain independent and age in place.

The *Aging and Disability Services (ADS) 2016–2019 Area Plan for Seattle-King County* surveyed adults between 60 and 74 about their needs and found the top three needs were housing, health and wellness, and transportation. Housing is discussed earlier in the report and transportation is below. Health and wellness is a broad category which can encompass everything from nutrition and exercise to fall prevention, chronic disease management, socialization, and many others. Even when programming is available in a community, costs, cultural and language competency, and transportation can all be barriers to participation.

The Mercer Island Community & Event Center has a wide variety of programming for adults of all ages, including day trips to activities such as arts events or birding in other parts of the region. There is also a senior social program specifically for adults with physical, memory, hearing, or vision limitations, and several programs for those with Parkinson’s Disease, in addition to other older adult specific programs.

POPULATION

Exhibit 49. Change in Population Age 65+, 2012 vs 2017

	2012	Population 65+			2017	Population 65+			CAGR
	Population	#	Percent		Population	#	Percent		
Mercer Island	22,922	4,699	20.5%		24,768	4,912	19.8%		0.9%
Bainbridge Island	22,933	3,944	17.2%		23,689	5,046	21.3%		5.0%
Bellevue	122,873	16,834	13.7%		139,014	19,630	14.1%		3.1%
Issaquah	30,473	4,053	13.3%		35,629	4,303	12.1%		1.2%
Kirkland	49,090	4,958	10.1%		86,772	11,282	13.0%		17.9%
Redmond	54,389	5,385	9.9%		60,712	6,139	10.1%		2.7%
Sammamish	46,405	2,506	5.4%		62,877	4,694	7.5%		13.4%
King County	1,940,777	213,485	11.0%		2,118,119	263,820	12.5%		4.3%

Note: CAGR is compound annual growth rate.

Source: US Census American Community Survey 5-yr Estimates, 2008–2017; BERK, 2019.

- The population age 65 and older on Mercer Island is about one fifth of the total population. This is similar to the 65+ population on Bainbridge (21.3% in 2017) and higher than in other peer cities (7.5–14.1%) and King County on the whole (12.5%).
- Population age 65 and older represents a smaller share of the total population in peer communities, but peer communities have seen a larger average annual increase in the number of residents age 65 and older than Mercer Island between 2012 and 2017.

Exhibit 50. Change in Population Age 85+, 2012 vs 2017

	2012	Population 85+		2017	Population 85+		CAGR
	Population	#	Percent	Population	#	Percent	
Mercer Island	22,922	963	4.2%	24,768	1,013	4.1%	1.0%
Bainbridge Island	22,933	642	2.8%	23,689	425	1.8%	-7.9%
Bellevue	122,873	2,703	2.2%	139,014	3,126	2.2%	2.9%
Issaquah	30,473	975	3.2%	35,629	846	2.4%	-2.8%
Kirkland	49,090	736	1.5%	86,772	1,365	1.6%	13.1%
Redmond	54,389	1,033	1.9%	60,712	997	1.6%	-0.7%
Sammamish	46,405	186	0.4%	62,877	423	0.7%	17.9%
King County	1,940,777	32,993	1.7%	2,118,119	37,105	1.8%	2.4%

Note: CAGR is compound annual growth rate.

Source: US Census American Community Survey 5-yr Estimates, 2008–2017; BERK, 2019.

- The population age 85 and older on Mercer Island remained relatively steady from 2012 to 2017, representing about 4.1% of the population in 2017.
- The population age 85 and older on Mercer Island (4.1%) is larger than in other peer communities (0.7–2.4%) and King County overall (1.8%).
- While population age 85 and older in Issaquah, Redmond, and Bainbridge Island decreased between 2012 and 2017, Mercer Island saw a small increase, an average annual rate of 1.0%.
- Both Kirkland and Sammamish saw large increases in their 85+ population when compared to Mercer Island.

HEALTH

Below is a broad overview of health indicators across Mercer Island. In all cases, Mercer Island fares better than King County as a whole. Data reported from Public Health Seattle & King County (PHSKC) is reported by Health Reporting Area (HRA). The Mercer Island HRA also includes the point cities of Clyde Hill, Hunts Point, Medina and Yarrow Point.

Exhibit 51. Chronic Disease Prevalence, 2011–2015

	<i>Mercer Island/ Point Cities</i>	<i>King County</i>
High blood cholesterol	32%	43%
Hypertension	25%	26%
Fair or poor health (adults)	7%	12%
Asthma (adults)	7%	9%
Diabetes prevalence (adults)	5%	7%
Heart attack prevalence	4%	4%
Chronic respiratory disease (adults)	3%	4%
Heart Disease Prevalence	3%	3%
Stroke prevalence	1%	2%

Source: PHSKC, 2011–2015; BERK, 2019.

- Almost a third of Mercer Island and the Point City residents have high blood cholesterol, but this incidence is lower than King County overall.
- A quarter of Mercer Island and Point City residents are estimated to have hypertension, almost the same as the prevalence of hypertension countywide (26%).

Exhibit 52. Nutrition and General Health Indicators, 2011–2015

	<i>Mercer Island/ Point Cities</i>	<i>King County</i>
Physical activity recommendation not met (adults)	72%	77%
Flu vaccination: not-vaccinated (adults 18-64)	48%	63%
Flu vaccination: not vaccinated (adults 65+)	22%	37%
Eating less than one fruit daily	24%	35%
Overweight but not obese (adults)	31%	34%
Dental checkup: none in last year (adults)	10%	30%
Pneumonia vaccination: not vaccinated (adults 65+)	17%	26%
Obese (adults)	14%	22%
Eating less than one vegetable daily	5%	17%
Sedentariness (adults)	9%	16%

Source: PHSKC, 2011–2015; BERK, 2019.

- Mercer Island and the Point Cities fare well on general health indicators compared to King County.
- Almost three-quarters of Mercer Island and Point city residents are not meeting physical activity recommendations for adults (72%).
- Almost half of adults aged 18-64 from Mercer Island and the Point Cities do not get vaccinated for the flu (48%).
- Almost half (45%) of adults from Mercer Island and the Point Cities are overweight or obese (31% plus 14%).

Exhibit 53. Substance Use and Firearm Risk Factors, 2011–2015

	<i>Mercer Island/ Point Cities</i>	<i>King County</i>
Firearms Stored in Home	19%	23%
Binge drinking (adults)	13%	20%
Current cigarette smoker (adults)	3%	13%
Marijuana use (adults)	7%	12%

Source: PHSKC, 2011–2015; BERK, 2019.

- There is a low incidence of current smokers and marijuana use on Mercer Island and in the Point Cities, compared to King County overall.

Exhibit 54. Mental Health Risk Factors, 2011–2015

	<i>Mercer Island/ Point Cities</i>	<i>King County</i>
Frequent mental distress (adults)	8%	10%
Serious psychological distress (adults)	<suppressed>	4%

Source: PHSKC, 2011–2015; BERK, 2019.

- Approximately 8% of adults from Mercer Island and the Point Cities experience frequent mental distress.

Exhibit 55. Leading Causes of Death, 2011–2015

	<i>Mercer Island/ Point Cities</i>	<i>King County</i>
	Rate per 100k	Rate per 100k
Cancer deaths	112.6	142.7
Diabetes-related deaths	27.7	58.1
Alzheimer's disease deaths	29.0	44.4
Breast cancer deaths (females)	21.9	19.6
Diabetes deaths	8.5	18.0
Colorectal cancer deaths	5.5	12.0
Suicide	7.7	11.7
Firearms-related deaths	0.0	7.0
Motor vehicle deaths	2.6	6.0
Homicide	<suppressed>	2.8

Source: PHSKC, 2011–2015; BERK, 2019.

- The leading cause of death for individuals in Mercer Island and the Point Cities is cancer, followed by Alzheimer’s disease and diabetes-related deaths. The rates for each of these causes is lower than King County overall.

Conclusion

Currently, MIYFS serves youth, families, and seniors across the island with a focus on school-based services, youth development and diversion programs, and emergency services for families and seniors. MIYFS also provides cross-community counseling to individuals of all ages. These services are in line with the identified needs. MIYFS is funded by two primary sources: Mercer Island Thrift Shop Revenues and MIYFS Foundation fundraising. These sources together with contracts, service fees, and some limited or one-time funding make up the operating budget. With the 2020 elimination of Youth and Family Services from the City's General Fund, reliance on the two primary sources has the potential for fluctuations in revenues, and ultimately, services.

Secondary data analysis and in-person stakeholder interviews identified several needs across the city that might benefit from continued or increased investment of resources from MIYFS should the fluctuation be positive. These include:

- **School Aged Mental Health Services/Youth Well-being (staffing and programmatic resources)** – increase capacity for mental health promotion, create parenting groups and parent norms, and continue work with Dr. Luthar/2019 HAAS school survey findings, recommendations, and next steps.
 - An additional middle school counselor is a priority.
- **High Intensity/Multiple Systems Mental Health Support & Case Management (Wraparound)** – target increased services to high need families in which one parent is dealing with substance use or mental health issues as they work to raise their children.
- **Income Eligible/Emergency & Family Assistance Supports** – provide funding for hearing aid or denture/dental costs, educational or employment training, one-time annual support for rent, utility, emergency childcare, increase sibling eligibility for preschool funds, move-in or moving costs to income eligible clients.
- **Senior Services/Geriatric Community Outreach & Organizer** – explore new areas for senior citizen programming and assist in strengthening existing programs.

If fluctuations were negative and reductions were needed, MIYFS would likely implement one or more of the following actions and reevaluate needs if further cuts were needed:

- Eliminate mental health counselor(s) in the elementary schools
- Reduce services to seniors (1.0 FTE to .5), refer mental health service request to outpatient counseling (nonspecialized and subject to wait list)

Assessment of Community Needs

Mercer Island Youth & Family Services



Agenda

- BERK Team
- Project Overview
- Priority Needs

BERK Team



Allegra Calder



Kristin Maitt



Ben Silver



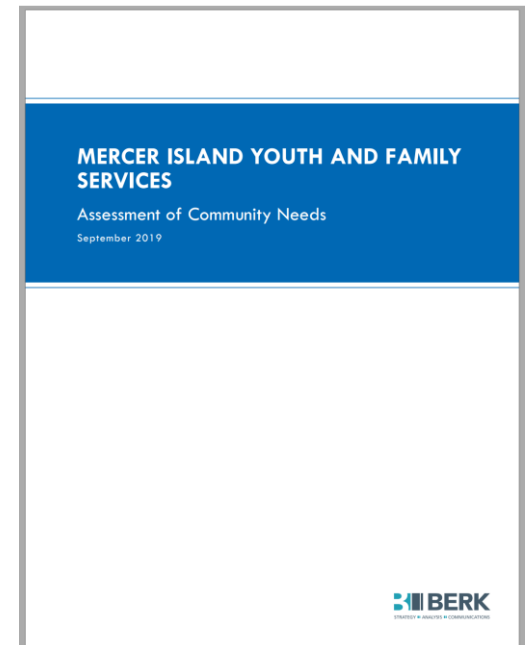
- Strategy, planning, and policy development
- Financial and economic analysis
- Facilitation, design, and communications

Founded in 1988, our passion is working in the public interest, helping public and nonprofit agencies address complex challenges and position themselves for success.

Project Overview

Community Needs Assessment Goals

- Provide baseline of current conditions across Mercer Island and better understand the health and human service needs of residents
- Help Youth and Family Services:
 - Prioritize needs
 - Allocate limited resources based on identified needs
 - Assess its role in addressing health and human service needs



Work done

- MIYFS staff workshop (January 2019)
- Quantitative Analysis (February – June 2019)
 - Community Demographics
 - Assessment of needs by age
- Qualitative Focus Groups (July 2019)
 - Mercer Island Pediatrics
 - Mercer Island Police Department
 - Mercer Island Preschool Association
 - Mercer Island School District



Priority Needs

Priority Needs

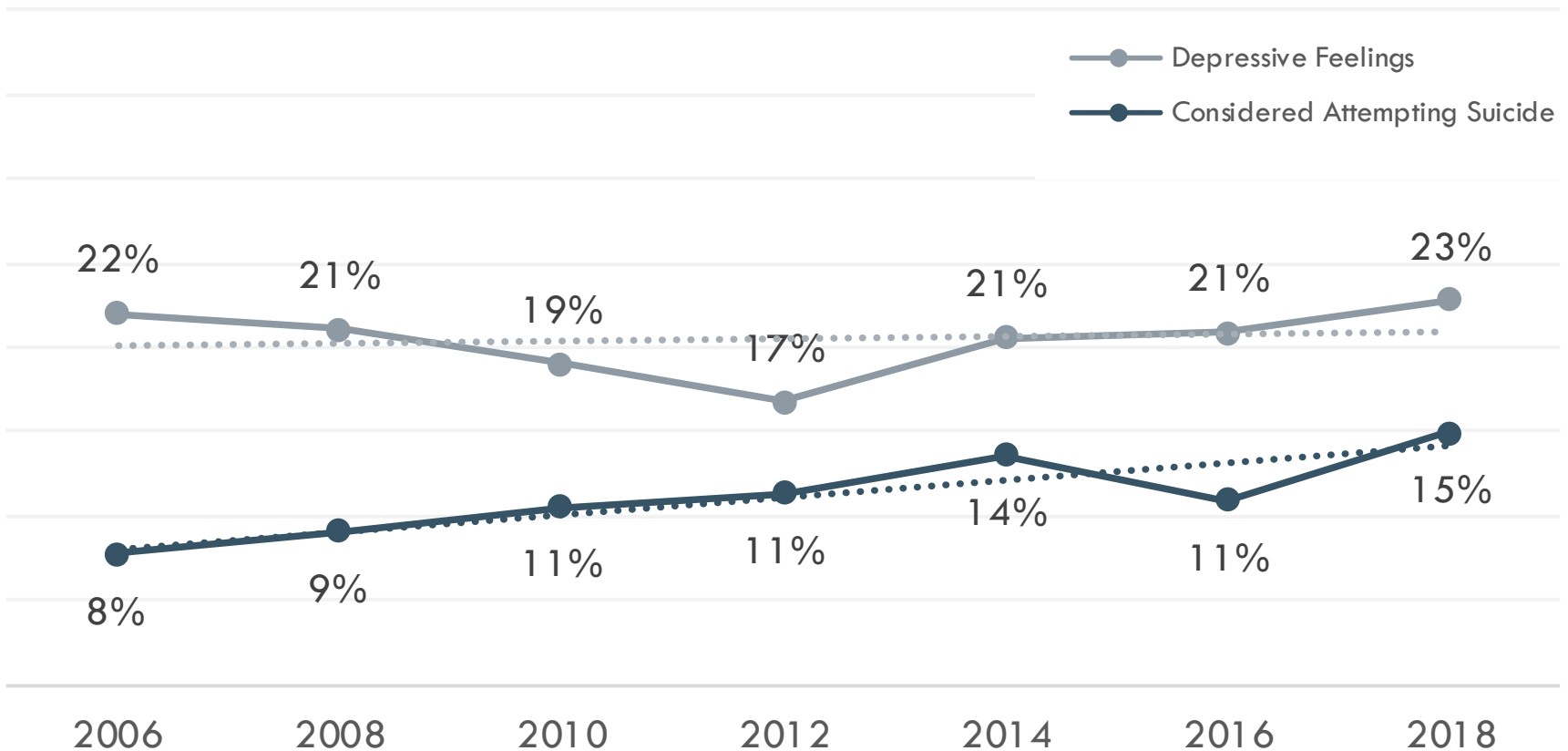
- 1 School-aged mental health services
- 2 Comprehensive family services
- 3 Multigenerational services

School-aged mental health services – what we heard

- Increased prevalence and incidence of mental health issues among adolescents and children of younger ages.
- Anxiety, stress, depression, cutting, and suicidal ideation are frequently seen.
- Stakeholders attribute the increase to a pressure to succeed.
- A decrease in mental health stigma is driving an increase for mental health services.
- School-based counselors are at capacity.

School-aged mental health services – what we saw

Average rates of depressive feelings and suicide consideration across grades 8,10, and 12 (2006-2018)



School-aged mental health services – YFS role

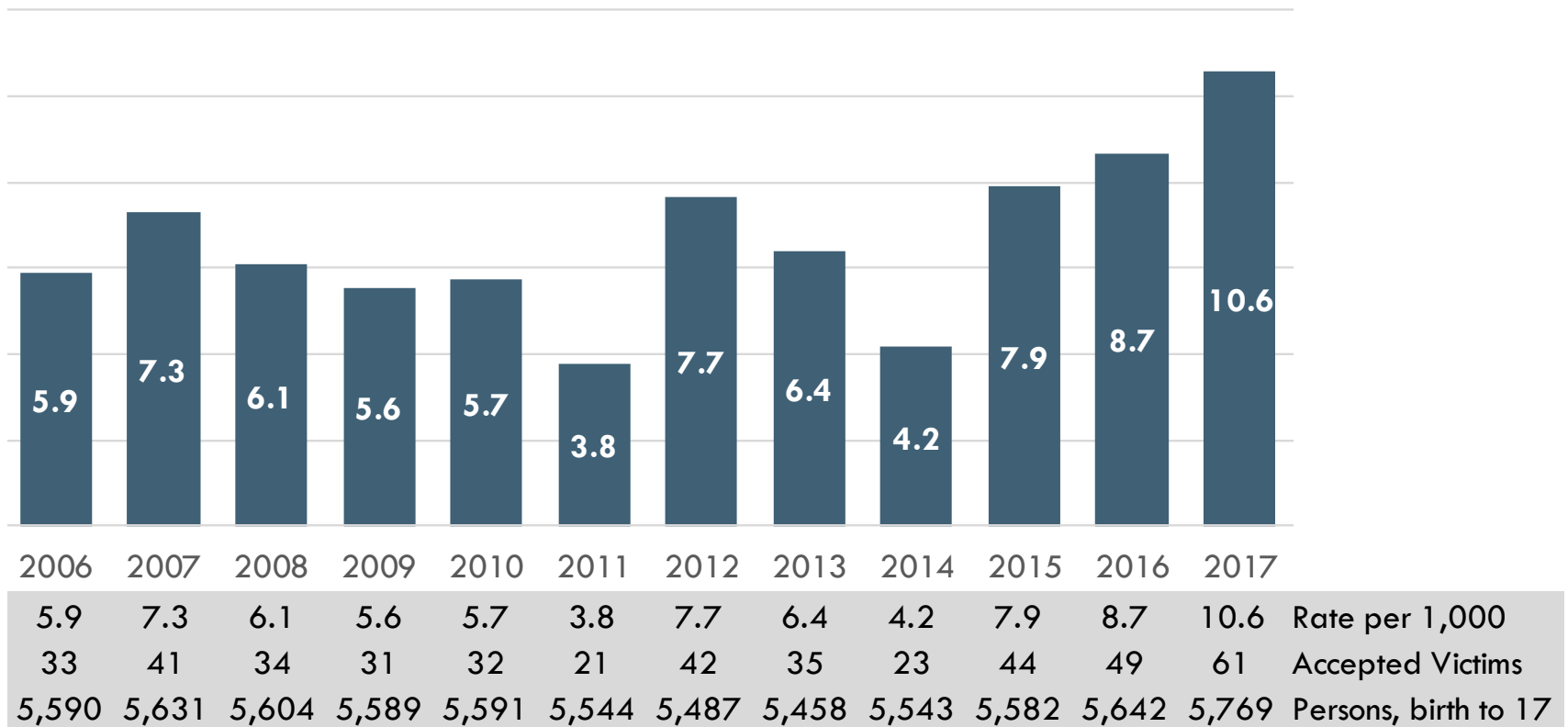
- **School Aged Mental Health Services/Youth Well-being (staffing and programmatic resources)**
 - Increase capacity for mental health promotion
 - Create parenting groups and work to influence norms of child achievement
 - Continue work with Dr. Luthar/2019 HAAS school survey findings, recommendations, and next steps.
 - An additional middle school counselor is a priority.
 - 1-2 additional elementary school counselors were also noted as a need.

Comprehensive family services – what we heard

- Many adolescent mental health issues are complex and intertwined with family issues, such as
 - Parental stress
 - More serious issues that require police intervention through CPS
 - Substance Abuse
 - Mental Health Issues
- There is a need for wraparound services for families in crisis

Comprehensive family services – what we saw

Victims of Child Abuse and Neglect in Accepted Referrals, Rate per 1,000 (2006 – 2017)



Comprehensive family services – YFS role

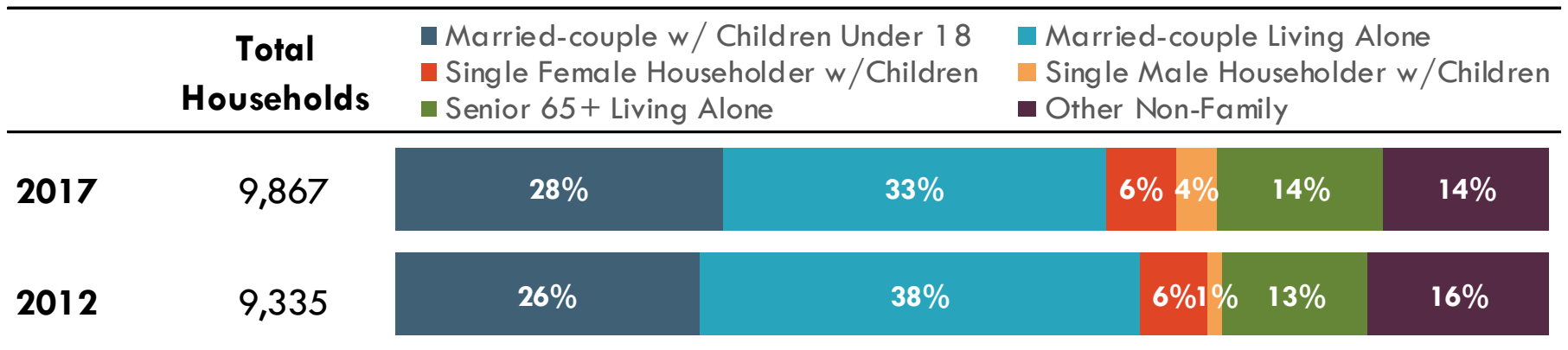
- **High Intensity/Multiple Systems Mental Health Support & Case Management (Wraparound)**
 - Target increased services to high need families in which one parent is dealing with substance use or mental health issues as they work to raise their children.

Multigenerational services – what we heard

- There would be a benefit to increased multigenerational services and opportunities for seniors to engage with other generations

Multigenerational services – what we saw

- Share of older adults stayed relatively steady over last 5 years (~20% of population)
- Older adults over 65 living alone is increasing (shown)
- Share of those over 85 is higher than in peer cities and in King County overall (4.1% compared to 2.8% in KC)



Multigenerational services – YFS role

- Explore new areas for senior services programming and assist in strengthening existing programs.
 - Senior Services/Geriatric Community Outreach & Organizer



Source: Mercer Island Reporter 7/23/2019

Summary of Needs

- School Aged Mental Health Services/Youth Well-being (staffing and programmatic resources)
 - An additional middle school counselor is a priority.
- High Intensity/Multiple Systems Mental Health Support & Case Management (Wraparound)
- Senior Services/Geriatric Community Outreach & Organizer
- Income Eligible/Emergency & Family Assistance Supports

CERTIFICATION OF CLAIMS

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



Finance Director

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

Mayor

Date

<u>Report</u>	<u>Warrants</u>	<u>Date</u>	<u>Amount</u>
Check Register	202097-202190	1/17/20	\$ 1,801,091.75 \$ 1,801,091.75

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: 402000 - Water Fund-Admin Key</i>				
P0106469	00202183	VERITIV OPERATING COMPANY	INVENTORY PURCHASES	1,509.95
	00202115	CRAWLEY, TOM	OVERPAYMENT ACCT # 00415227003	532.52
P0106413	00202122	GEMPLER'S INC	INVENTORY PURCHASES	415.68
P0106430	00202123	GRAINGER	INVENTORY PURCHASES	251.94
<i>Org Key: 814074 - Garnishments</i>				
	00202182	UNITED STATES TREASURY	UNITED STATES TREASURY	817.03
<i>Org Key: 814075 - Mercer Island Emp Association</i>				
	00202139	MI EMPLOYEES ASSOC	MI EMPLOYEE ASSOCIATION	295.00
<i>Org Key: 814076 - City & Counties Local 21M</i>				
	00202187	WSCCCE AFSCME AFL-CIO	WSCCCE	2,601.57
<i>Org Key: 814077 - Police Association</i>				
	00202156	POLICE ASSOCIATION	POLICE ASSOCIATION	2,566.68
<i>Org Key: CM1300 - Sustainability</i>				
P0106432	00202109	CEDAR GROVE COMPOSTING INC	Organic Waste Service 12/2019	57.40
P0106432	00202109	CEDAR GROVE COMPOSTING INC	Organic Waste Service 12/2019	28.70
<i>Org Key: CO6100 - City Council</i>				
P0106422	00202143	MORGAN SOUND INC	Add RF filtering to CC mic	123.75
<i>Org Key: CR1100 - Human Resources</i>				
P0106446	00202158	PUBLIC SAFETY TESTING INC	Q4 Subscription Fees/Fire	300.00
<i>Org Key: CT1100 - Municipal Court</i>				
P0106464	00202189	XEROX CORPORATION	Xerox invoice #099148477	152.80
P0106423	00202144	MOSES, AUGUSTIN	Telugu interp: 1/13/20 - 2hrs	130.00
<i>Org Key: DS1100 - Administration (DS)</i>				
P0106398	00202108	CDW GOVERNMENT INC	Workgroup printer with additio	737.93
<i>Org Key: FN2100 - Data Processing</i>				
P0106404	00202138	METROPRESORT	4TH QUARTER B&O TAX STATEMENTS	5,388.42
P0106405	00202138	METROPRESORT	PROGRAMMING & TESTING OF NEW	1,050.00
P0106385	00202176	SUPERION LLC	ONESOLUTION GLOBAL CORE	56.83
<i>Org Key: FN4501 - Utility Billing (Water)</i>				
P0103098	00202138	METROPRESORT	DECEMBER 2019 PRINTING AND MAI	132.18
P0103098	00202138	METROPRESORT	DECEMBER 2019 PRINTING AND MAI	125.31
<i>Org Key: FN4502 - Utility Billing (Sewer)</i>				
P0103098	00202138	METROPRESORT	DECEMBER 2019 PRINTING AND MAI	132.18
P0103098	00202138	METROPRESORT	DECEMBER 2019 PRINTING AND MAI	125.31
<i>Org Key: FN4503 - Utility Billing (Storm)</i>				
P0103098	00202138	METROPRESORT	DECEMBER 2019 PRINTING AND MAI	132.17
P0103098	00202138	METROPRESORT	DECEMBER 2019 PRINTING AND MAI	125.32
<i>Org Key: FR1100 - Administration (FR)</i>				
P0106443	00202175	STREAMLINE AUTOMATION SYSTEMS	2020 Streamline Software Fees	3,015.00
P0106452	00202177	SYSTEMS DESIGN WEST LLC	12/19 Transport Billing Charge	1,244.30

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0106452	00202177	SYSTEMS DESIGN WEST LLC	11/19 Transport Billing Charge	1,216.90
P0106449	00202130	KAISER PERMANENTE	Medical Testing/Collins	564.00
P0106456	00202169	SEA WESTERN INC	Bunker Boots	418.00
P0106441	00202117	CULLIGAN SEATTLE WA	Water Service/Fire	275.69
P0106439	00202128	IAFC MEMBERSHIP	2020 Dues/Mandella	260.00
	00202110	CENTURYLINK	PHONE USE JAN 2020	177.19
P0106442	00202101	ASPECT SOFTWARE INC	01/20 Telestaff Fees	165.00
P0106448	00202140	MI HARDWARE - FIRE	Xmas Lights/Station 92	114.77
P0106440	00202112	COMCAST	Internet Charges/Fire	72.39
<i>Org Key: FR2100 - Fire Operations</i>				
P0106476	00202150	NORCOM 911	FIRST QUARTER 2020 AGENCY FEES	41,255.50
P0106211	00202146	MUNICIPAL EMERGENCY SERVICES	BLS CORE - Ballistic Helmets	8,712.73
P0106451	00202107	CASCADE FIRE EQUIPMENT	Innotex Coat	1,560.00
P0106447	00202184	VERIZON WIRELESS	12/19 MDC Charges/Fire	1,200.03
P0106451	00202107	CASCADE FIRE EQUIPMENT	Innotex Pant	930.00
P0106451	00202107	CASCADE FIRE EQUIPMENT	Innotex Hood	816.00
P0106458	00202179	TEC EQUIPMENT INC	Misc Apparatus Parts	604.05
P0106456	00202169	SEA WESTERN INC	Bunker Boots	418.00
P0106451	00202107	CASCADE FIRE EQUIPMENT	Taxes and Shipping	363.51
P0106459	00202104	BRAKE AND CLUTCH SUPPLY NORTH	Misc. Apparatus Parts	292.78
P0106453	00202148	NAPA AUTO PARTS	Misc. Apparatus Parts	145.31
P0106444	00202135	KROESENS UNIFORM COMPANY	Duty Pants/Collins	26.40
P0106460	00202151	O'REILLY FIRST CALL	Misc. Apparatus Parts	9.01
P0106460	00202151	O'REILLY FIRST CALL	Finance Charges	3.87
<i>Org Key: FR2400 - Fire Suppression</i>				
P0106456	00202169	SEA WESTERN INC	Calibration Gas	1,900.76
<i>Org Key: FR2500 - Fire Emergency Medical Svcs</i>				
P0106454	00202099	AIRGAS USA LLC	Oxygen/Fire	15.13
P0106455	00202174	STERICYCLE INC	On Call Charges/Fire	10.36
<i>Org Key: FR4100 - Training</i>				
P0106450	00202133	KIRKLAND, CITY OF	Structural Collapse Refresher/	25.00
<i>Org Key: GGI001 - General Government-Insurance</i>				
P0106416	00202185	WA CITIES INSURANCE AUTHORITY	LIABILITY AND/OR PROGRAM	610,743.39
P0106416	00202185	WA CITIES INSURANCE AUTHORITY	LIABILITY AND/OR PROGRAM	81,781.59
P0106416	00202185	WA CITIES INSURANCE AUTHORITY	LIABILITY AND/OR PROGRAM	5,637.00
<i>Org Key: GGM005 - Genera Govt-LI Retiree Costs</i>				
P0106424	00202168	SCHOENTRUP, WILLIAM	FRLEOFF1 Retiree Medical Expen	354.03
P0106427	00202120	ELSOE, RONALD	LEOFF1 Retiree Medical Expense	241.57
P0106425	00202120	ELSOE, RONALD	LEOFF1 Retiree Medical Expense	59.00
P0106426	00202103	AUGUSTSON, THOR	LEOFF1 Retiree Medical Expense	22.00
<i>Org Key: IS1100 - IGS Mapping</i>				
P0106414	00202121	ESRI	ESRI GIS SOFTWARE ANNUAL MAINT	6,875.00
<i>Org Key: IS2100 - IGS Network Administration</i>				
P0106355	00202127	HYLAND SOFTWARE	Hyland Annual Maintenance 2020	17,528.28
P0106253	00202157	Progress Software Corporation	FTP Annual Renewal IPSWITCH	724.13

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00202110	CENTURYLINK	PHONE USE JAN 2020	556.80
<i>Org Key: IS3101 - GIS Analyst Water Fund</i>				
P0106414	00202121	ESRI	ESRI GIS SOFTWARE ANNUAL MAINT	6,875.00
<i>Org Key: IS3102 - GIS Analyst Sewer Fund</i>				
P0106414	00202121	ESRI	ESRI GIS SOFTWARE ANNUAL MAINT	6,875.00
<i>Org Key: IS3103 - GIS Analyst Storm Fund</i>				
P0106414	00202121	ESRI	ESRI GIS SOFTWARE ANNUAL MAINT	6,875.00
<i>Org Key: MT2100 - Roadway Maintenance</i>				
	00202159	PUGET SOUND ENERGY	ELECTRICITY USAGE DEC 2019	189.94
<i>Org Key: MT3100 - Water Distribution</i>				
P0106412	00202123	GRAINGER	COMBINATION WRENCH SET	490.95
P0106397	00202123	GRAINGER	MISC. TOOLS	470.39
P0106430	00202123	GRAINGER	LARGE HOSE CLAMPS (10 PK)	80.66
<i>Org Key: MT3200 - Water Pumps</i>				
	00202110	CENTURYLINK	PHONE USE JAN 2020	238.76
P0106468	00202105	BRIDGESTONE HOSEPOWER LLC	POLYETHYLENE TUBE (500') FOR T	154.00
<i>Org Key: MT3300 - Water Associated Costs</i>				
P0106429	00202173	SOUND SAFETY PRODUCTS	MISC. WORK CLOTHES	54.97
<i>Org Key: MT3400 - Sewer Collection</i>				
P0106347	00202153	PACIFIC RUBBER	2-1/2" HOSE ASSY	104.21
<i>Org Key: MT3500 - Sewer Pumps</i>				
P0106471	00202123	GRAINGER	FIRE EXTINGUISHERS FOR SEWER P	2,388.18
P0106463	00202102	AT&T MOBILITY	DECEMBER TELEMTRY	235.44
P0106434	00202124	H D FOWLER	GATE VALVES, NIPPLES & SADDLES	177.51
P0106435	00202124	H D FOWLER	GASKETS, CUT OFF BLADES & HOLE	158.73
P0106474	00202123	GRAINGER	FULL BRIM HARD HAT (YELLOW)	50.80
<i>Org Key: MT3600 - Sewer Associated Costs</i>				
P0106428	00202173	SOUND SAFETY PRODUCTS	MISC. WORK CLOTHES	199.98
<i>Org Key: MT3800 - Storm Drainage</i>				
	00202162	ROCK, R BRIAN	MISC. WORK CLOTHES	300.18
<i>Org Key: MT4150 - Support Services - Clearing</i>				
P0102711	00202188	XEROX CORPORATION	2019 BASE AND METER COPIER SER	553.97
P0103275	00202116	CRYSTAL AND SIERRA SPRINGS	PW WATER DELIVERY	117.48
<i>Org Key: MT4200 - Building Services</i>				
P0106392	00202161	RAINIER BUILDING SERVICES	JANITORIAL SERVICE FOR DECEMBE	5,126.11
P0106390	00202152	PACIFIC MODULAR LLC	CARPET CLEANING F591	919.00
	00202180	TOLLIVER, SCOTT	MISC. WORK CLOTHES (BOOTS)	176.90
<i>Org Key: MT4300 - Fleet Services</i>				
P0106416	00202185	WA CITIES INSURANCE AUTHORITY	LIABILITY AND/OR PROGRAM	38,299.00
P0106364	00202149	NELSON PETROLEUM	2020 UNLEADED & DIESEL DELIVER	4,090.09
P0106366	00202106	CARQUEST AUTO PARTS STORES	FLEET REPAIR PARTS	842.79

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0102654	00202100	AMERIGAS-1400	2019 PROPANE DELIVERY	249.67
<i>Org Key: MT4420 - Transportation Planner Eng</i>				
P0106386	00202108	CDW GOVERNMENT INC	Autodesk AutoCAD 1 year annual	42.09
<i>Org Key: MT4501 - Water Administration</i>				
P0106416	00202185	WA CITIES INSURANCE AUTHORITY	LIABILITY AND/OR PROGRAM	94,098.40
P0106416	00202185	WA CITIES INSURANCE AUTHORITY	LIABILITY AND/OR PROGRAM	19,520.54
<i>Org Key: MT4502 - Sewer Administration</i>				
P0106421	00202132	KING COUNTY FINANCE	MONTHLY SEWER JAN-DEC 2020	400,082.58
P0106416	00202185	WA CITIES INSURANCE AUTHORITY	LIABILITY AND/OR PROGRAM	45,045.36
P0106416	00202185	WA CITIES INSURANCE AUTHORITY	LIABILITY AND/OR PROGRAM	14,537.55
<i>Org Key: MT4503 - Storm Water Administration</i>				
P0106416	00202185	WA CITIES INSURANCE AUTHORITY	LIABILITY AND/OR PROGRAM	10,594.86
P0106416	00202185	WA CITIES INSURANCE AUTHORITY	LIABILITY AND/OR PROGRAM	1,818.32
<i>Org Key: PO1350 - Police Emergency Management</i>				
P0106382	00202172	SKYLINE COMMUNICATIONS INC	EOC INTERNET	206.55
<i>Org Key: PO1800 - Contract Dispatch Police</i>				
P0106477	00202150	NORCOM 911	FIRST QUARTER 2020 AGENCY FEES	142,392.22
<i>Org Key: PO3100 - Investigation Division</i>				
P0106394	00202135	KROESENS UNIFORM COMPANY	New Detective Sergeant uniform	448.72
<i>Org Key: PO4300 - Police Training</i>				
	00202166	RUTTER, ALEX	RADAR LIDAR TRAINING	200.84
	00202166	RUTTER, ALEX	PER DIEM - RADAR TRAINING	82.50
	00202163	ROGGENKAMP, TODD	FUEL FOR VEHICLE # 397 EVOC	70.55
<i>Org Key: PR1100 - Administration (PR)</i>				
P0106403	00202155	PERFECTMIND INC	Registration software Year fou	30,250.00
P0106470	00202190	US POSTMASTER	Postage for P&R Camp Guide mai	223.77
<i>Org Key: PR2108 - Health and Fitness</i>				
P0106358	00202165	ROSENSTEIN, SUSIE	Personal training payment and	450.00
<i>Org Key: PR4100 - Community Center</i>				
P0106118	00202098	AED SUPERSTORE	Phillips HeartStart OnsSite AE	5,610.00
	00202159	PUGET SOUND ENERGY	ELECTRICITY USAGE DEC 2019	3,818.23
P0106419	00202186	WAVE ELECTRICAL LLC	Light fixture repair, disconne	1,993.20
P0106392	00202161	RAINIER BUILDING SERVICES	JANITORIAL SERVICE FOR DECEMBE	1,897.55
P0103564	00202142	MONARCH LANDSCAPING WA LLC	Luther Burbank Park Open Space	1,428.00
P0106420	00202186	WAVE ELECTRICAL LLC	Repaired outside wall building	1,263.90
P0106409	00202145	MPLC	License for Movies	566.04
P0106410	00202136	LEARNING RESOURCES NETWORK	Membership dues	395.00
P0106417	00202114	CORT PARTY RENTAL	2020 Seattle Wedding Show	88.08
P0106408	00202141	MI HARDWARE - P&R	Misc. Supplies for MICEC	20.77
P0106418	00202114	CORT PARTY RENTAL	2019 NWES remaining balance du	8.89
<i>Org Key: PR6100 - Park Maintenance</i>				
P0106368	00202154	PART WORKS INC., THE	TOILET SEATS & DIAPHRAGM KITS	757.93

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: PR6200 - Athletic Field Maintenance</i>				
	00202110	CENTURYLINK	PHONE USE JAN 2020	86.34
<i>Org Key: PR6500 - Luther Burbank Park Maint.</i>				
P0106402	00202119	DEPT OF NATURAL RESOURCES	Aquatic Land Lease 2020	4,200.23
P0106392	00202161	RAINIER BUILDING SERVICES	JANITORIAL SERVICE FOR DECEMBE	2,151.25
	00202159	PUGET SOUND ENERGY	ELECTRICITY USAGE DEC 2019	1,726.31
<i>Org Key: PR6800 - Trails Maintenance</i>				
P0106401	00202164	ROOT CAUSE LLC	Mercerdale emergency tree remo	1,320.00
<i>Org Key: PR6900 - Aubrey Davis Park Maintenance</i>				
P0106197	00202167	SAWDUST SUPPLY CO INC	2019 ADP Overpass Mulch Applic	23,079.38
P0102825	00202181	UNITED SITE SERVICES	Aubrey Davis & Lid	456.09
P0102825	00202181	UNITED SITE SERVICES	Lid Park Boat Launch -	235.14
P0106411	00202178	T2 SYSTEMS CANADA INC	Monthly charges for services t	77.00
<i>Org Key: VCP104 - CIP Streets Salaries</i>				
P0106386	00202108	CDW GOVERNMENT INC	Autodesk AutoCAD 1 year annual	42.09
<i>Org Key: VCP402 - CIP Water Salaries</i>				
P0106386	00202108	CDW GOVERNMENT INC	Autodesk AutoCAD 1 year annual	42.09
<i>Org Key: VCP426 - CIP Sewer Salaries</i>				
P0106386	00202108	CDW GOVERNMENT INC	Autodesk AutoCAD 1 year annual	42.09
<i>Org Key: VCP432 - CIP Storm Drainage Salaries</i>				
P0106386	00202108	CDW GOVERNMENT INC	Autodesk AutoCAD 1 year annual	42.11
<i>Org Key: WD320R - Storm Emergency Repairs</i>				
P0106387	00202123	GRAINGER	3" UTILITY PUMPS	1,759.78
P0106436	00202153	PACIFIC RUBBER	HOSE ASSEMBLIES FOR PUMPS	1,143.47
P0106336	00202126	HOME DEPOT CREDIT SERVICE	PLYWOOD 3/4" CDX	498.96
<i>Org Key: WG105R - Community Center Bldg Repairs</i>				
P0106389	00202097	A HIGHER PLANE	RESURFACE GYM & DANCE ROOM	2,497.00
P0106391	00202171	SIEMENS INDUSTRY INC	FC #12 SOFTWARE/HARDWARE REPAI	1,900.29
<i>Org Key: WG110T - Computer Equip Replacements</i>				
P0106185	00202118	DELL MARKETING L.P.	2020 Laptop Replacements	25,776.62
P0106186	00202118	DELL MARKETING L.P.	2020 Desktop Replacements	21,178.43
P0106399	00202170	SHI INTERNATIONAL CORP	2019 Datacenter Licensing 48 C	13,822.51
<i>Org Key: WG711T - Website Redesign</i>				
P0106437	00202129	IISA FLANAGAN	Consultant work for developing	1,875.00
P0106433	00202147	MUNICODE	MuniDocs 2020 Subscription	850.00
<i>Org Key: WP122P - Open Space - Pioneer/Engstrom</i>				
P0103566	00202142	MONARCH LANDSCAPING WA LLC	Pioneer Park Open Space Restor	5,801.25
P0106361	00202160	R&R GROUP LLC	Stump grinder rental	292.82
P0102825	00202181	UNITED SITE SERVICES	Pioneer Park - 2019 Portable T	95.04
<i>Org Key: WP122R - Vegetation Management</i>				
P0106400	00202125	HABITAT RESTORATION SPEC LLC	Mercerdale Hillside Invasive	1,650.00
P0103564	00202142	MONARCH LANDSCAPING WA LLC	Luther Burbank Park Open Space	1,428.00

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0102964	00202181	UNITED SITE SERVICES	Volunteer Event Portable Restr	127.37
<i>Org Key: WR152R - 80th Ave Sidewalk (28th-32nd)</i>				
P0104658	00202134	KPG	80TH AVE SE PEDESTIAN IMPROVEM	3,700.00
<i>Org Key: WS713T - SCADA System Upgrade</i>				
P0104206	00202131	KBA INC	SCADA SYSTEM CONSTRUCTION	1,946.52
<i>Org Key: WS901D - Sewer Sys Pump Sta Repairs</i>				
P0104206	00202131	KBA INC	UTILITY CONSTRUCTION	7,881.88
<i>Org Key: WS901G - Sewer System Generator Repl</i>				
P0104206	00202131	KBA INC	UTILTIY CONSTRUCTION	1,234.51
P0102982	00202111	CHS ENGINEERS LLC	LIFT STATION # 11 GENERATOR	398.96
<i>Org Key: WW120S - Meter Replacement Residential</i>				
P0104206	00202131	KBA INC	METER REPLACEMENT	142.22
<i>Org Key: WW535D- Booster Chlorination Station</i>				
P0104206	00202131	KBA INC	BOOSTER CL2 STATION CONSRUCTIO	522.08
<i>Org Key: YF1100 - YFS General Services</i>				
	00202113	CORK, TAMBI A	PERSON CENTERED TECH EVENT	4,291.43
P0106437	00202129	IISA FLANAGAN	Consultant work for developing	1,875.00
	00202137	MANRIQUEZ, CHERYL R	2020 PLANNER	16.48
<i>Org Key: YF1200 - Thrift Shop</i>				
P0106392	00202161	RAINIER BUILDING SERVICES	JANITORIAL SERVICE FOR DECEMBE	2,184.74
	00202110	CENTURYLINK	PHONE USE JAN 2020	370.98
Total				<u>1,801,091.75</u>

Accounts Payable Report by Check Number

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00202097	01/16/2020	A HIGHER PLANE RESURFACE GYM & DANCE ROOM FLO	P0106389	OH012877	12/19/2019	2,497.00
00202098	01/16/2020	AED SUPERSTORE Phillips HeartStart OnsSite AE	P0106118	1530828	12/17/2019	5,610.00
00202099	01/16/2020	AIRGAS USA LLC Oxygen/Fire	P0106454	9967715153	12/31/2019	15.13
00202100	01/16/2020	AMERIGAS-1400 2019 PROPANE DELIVERY	P0102654	3100833023	12/31/2019	249.67
00202101	01/16/2020	ASPECT SOFTWARE INC 01/20 Telestaff Fees	P0106442	ASI056413	01/05/2020	165.00
00202102	01/16/2020	AT&T MOBILITY DECEMBER TELEMETRY	P0106463	7X12132019	12/05/2019	235.44
00202103	01/16/2020	AUGUSTSON, THOR LEOFF1 Retiree Medical Expense	P0106426	OH012899	01/13/2020	22.00
00202104	01/16/2020	BRAKE AND CLUTCH SUPPLY NORTH Misc. Apparatus Parts	P0106459	87099/66/73/98/8	12/12/2019	292.78
00202105	01/16/2020	BRIDGESTONE HOSEPOWER LLC POLYETHYLENE TUBE (500') FOR T	P0106468	83023736-00	01/08/2020	154.00
00202106	01/16/2020	CARQUEST AUTO PARTS STORES FLEET REPAIR PARTS	P0106366	227/228/233/579/	12/05/2019	842.79
00202107	01/16/2020	CASCADE FIRE EQUIPMENT Innotex Coat	P0106451	104049/104811	12/31/2019	3,669.51
00202108	01/16/2020	CDW GOVERNMENT INC Workgroup printer with additio	P0106386	WJZ5928	01/08/2020	948.40
00202109	01/16/2020	CEDAR GROVE COMPOSTING INC Organic Waste Service 12/2019	P0106432	0000498611	12/31/2019	86.10
00202110	01/16/2020	CENTURYLINK PHONE USE JAN 2020		OH012895	01/01/2020	1,430.07
00202111	01/16/2020	CHS ENGINEERS LLC LIFT STATION # 11 GENERATOR	P0102982	801903-1911	11/29/2019	398.96
00202112	01/16/2020	COMCAST Internet Charges/Fire	P0106440	0005511-0120	01/01/2020	72.39
00202113	01/16/2020	CORK, TAMBI A PERSON CENTERED TECH EVENT		OH012906	12/31/2019	4,291.43
00202114	01/16/2020	CORT PARTY RENTAL 2019 NWES remaining balance du	P0106417	113804-1	01/01/2020	96.97
00202115	01/16/2020	CRAWLEY, TOM OVERPAYMENT ACCT # 00415227003		OH012890	01/15/2020	532.52
00202116	01/16/2020	CRYSTAL AND SIERRA SPRINGS PW WATER DELIVERY	P0103275	14555831	12/28/2019	117.48
00202117	01/16/2020	CULLIGAN SEATTLE WA Water Service/Fire	P0106441	202001672721	12/31/2019	275.69
00202118	01/16/2020	DELL MARKETING L.P. 2020 Laptop Replacements	P0106186	10367150585	01/10/2020	46,955.05
00202119	01/16/2020	DEPT OF NATURAL RESOURCES Aquatic Land Lease 2020	P0106402	4900/0100140282/	01/02/2020	4,200.23
00202120	01/16/2020	ELSOE, RONALD LEOFF1 Retiree Medical Expense	P0106425	OH012903	01/13/2020	300.57
00202121	01/16/2020	ESRI ESRI GIS SOFTWARE ANNUAL MAINT	P0106414	93763328	01/08/2020	27,500.00
00202122	01/16/2020	GEMPLER'S INC INVENTORY PURCHASES	P0106413	INV00004425714	01/06/2020	415.68

Accounts Payable Report by Check Number

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00202123	01/16/2020	GRAINGER INVENTORY PURCHASES	P0106387	2150735/296066	01/06/2020	5,492.70
00202124	01/16/2020	H D FOWLER GASKETS, CUT OFF BLADES & HOLE	P0106434	I5365320	01/06/2020	336.24
00202125	01/16/2020	HABITAT RESTORATION SPEC LLC Mercerdale Hillside Invasive	P0106400	76	12/31/2019	1,650.00
00202126	01/16/2020	HOME DEPOT CREDIT SERVICE PLYWOOD 3/4" CDX	P0106336	2023409	01/06/2020	498.96
00202127	01/16/2020	HYLAND SOFTWARE Hyland Annual Maintenance 2020	P0106355	OH012901	01/01/2020	17,528.28
00202128	01/16/2020	IAFC MEMBERSHIP 2020 Dues/Mandella	P0106439	OH012897	01/01/2020	260.00
00202129	01/16/2020	IISA FLANAGAN Consultant work for developing	P0106437	OH012876	12/31/2019	3,750.00
00202130	01/16/2020	KAISER PERMANENTE Medical Testing/Collins	P0106449	68920371	12/31/2019	564.00
00202131	01/16/2020	KBA INC SCADA SYSTEM CONSTRUCTION	P0104206	3004931	12/18/2019	11,727.21
00202132	01/16/2020	KING COUNTY FINANCE MONTHLY SEWER JAN-DEC 2020	P0106421	30028700	01/01/2020	400,082.58
00202133	01/16/2020	KIRKLAND, CITY OF Structural Collapse Refresher/	P0106450	19-00134-R	12/31/2019	25.00
00202134	01/16/2020	KPG 80TH AVE SE PEDESTIAN IMPROVEM	P0104658	12-16219	12/31/2019	3,700.00
00202135	01/16/2020	KROESENS UNIFORM COMPANY Duty Pants/Collins	P0106394	58756	01/06/2020	475.12
00202136	01/16/2020	LEARNING RESOURCES NETWORK Membership dues	P0106410	11210	12/31/2019	395.00
00202137	01/16/2020	MANRIQUEZ, CHERYL R 2020 PLANNER		OH012905	12/29/2019	16.48
00202138	01/16/2020	METROPRESORT 4TH QUARTER B&O TAX STATEMENTS	P0103098	IN619103	12/31/2019	7,210.89
00202139	01/16/2020	MI EMPLOYEES ASSOC MI EMPLOYEE ASSOCIATION		OH012893	01/17/2020	295.00
00202140	01/16/2020	MI HARDWARE - FIRE Xmas Lights/Station 92	P0106448	141540	12/03/2019	114.77
00202141	01/16/2020	MI HARDWARE - P&R Misc. Supplies for MICEC	P0106408	141560	12/06/2019	20.77
00202142	01/16/2020	MONARCH LANDSCAPING WA LLC Luther Burbank Park Open Space	P0103564	CD50058209	12/31/2019	8,657.25
00202143	01/16/2020	MORGAN SOUND INC Add RF filtering to CC mic	P0106422	MSI102584	01/09/2020	123.75
00202144	01/16/2020	MOSES, AUGUSTIN Telugu interp: 1/13/20 - 2hrs	P0106423	OH012898	01/13/2020	130.00
00202145	01/16/2020	MPLC License for Movies	P0106409	504255717	01/01/2020	566.04
00202146	01/16/2020	MUNICIPAL EMERGENCY SERVICES BLS CORE - Ballistic Helmets	P0106211	IN1411037	12/27/2019	8,712.73
00202147	01/16/2020	MUNICODE MuniDocs 2020 Subscription	P0106433	00338369	01/09/2020	850.00
00202148	01/16/2020	NAPA AUTO PARTS Misc. Apparatus Parts	P0106453	686707	12/31/2019	145.31

Accounts Payable Report by Check Number

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00202149	01/16/2020	NELSON PETROLEUM 2020 UNLEADED & DIESEL DELIVER	P0106364	0720060-IN/0063-	01/10/2020	4,090.09
00202150	01/16/2020	NORCOM 911 FIRST QUARTER 2020 AGENCY FEES	P0106477	0000842	01/07/2020	183,647.72
00202151	01/16/2020	O'REILLY FIRST CALL Misc. Apparatus Parts	P0106460	2519-188193	12/18/2019	12.88
00202152	01/16/2020	PACIFIC MODULAR LLC CARPET CLEANING F591	P0106390	8667	12/30/2019	919.00
00202153	01/16/2020	PACIFIC RUBBER 2-1/2" HOSE ASSY	P0106436	R033335	01/08/2020	1,247.68
00202154	01/16/2020	PART WORKS INC., THE TOILET SEATS & DIAPHRAGM KITS	P0106368	INV51572	01/07/2020	757.93
00202155	01/16/2020	PERFECTMIND INC Registration software Year fou	P0106403	MER20191231	01/01/2020	30,250.00
00202156	01/16/2020	POLICE ASSOCIATION POLICE ASSOCIATION		OH012892	01/17/2020	2,566.68
00202157	01/16/2020	Progress Software Corporation FTP Annual Renewal IPSWITCH	P0106253	IN648137	01/01/2020	724.13
00202158	01/16/2020	PUBLIC SAFETY TESTING INC Q4 Subscription Fees/Fire	P0106446	2019-0937	12/23/2019	300.00
00202159	01/16/2020	PUGET SOUND ENERGY ELECTRICITY USAGE DEC 2019		OH012886	12/30/2019	5,734.48
00202160	01/16/2020	R&R GROUP LLC Stump grinder rental	P0106361	606698-1	01/02/2020	292.82
00202161	01/16/2020	RAINIER BUILDING SERVICES JANITORIAL SERVICE FOR DECEMBE	P0106392	18-1101	12/31/2019	11,359.65
00202162	01/16/2020	ROCK, R BRIAN MISC. WORK CLOTHES		OH012875	12/31/2019	300.18
00202163	01/16/2020	ROGGENKAMP, TODD FUEL FOR VEHICLE # 397 EVOC		OH012879	12/31/2019	70.55
00202164	01/16/2020	ROOT CAUSE LLC Mercerdale emergency tree remo	P0106401	683	12/23/2019	1,320.00
00202165	01/16/2020	ROSENSTEIN, SUSIE Personal training payment and	P0106358	OH012887	12/30/2019	450.00
00202166	01/16/2020	RUTTER, ALEX RADAR LIDAR TRAINING		OH012883	12/31/2019	283.34
00202167	01/16/2020	SAWDUST SUPPLY CO INC 2019 ADP Overpass Mulch Applic	P0106197	71/93/94/96/95/8	12/16/2019	23,079.38
00202168	01/16/2020	SCHOENTRUP, WILLIAM FRLEOFF1 Retiree Medical Expen	P0106424	OH012904	01/23/2020	354.03
00202169	01/16/2020	SEA WESTERN INC Bunker Boots	P0106456	3996/3980/3970	12/26/2019	2,736.76
00202170	01/16/2020	SHI INTERNATIONAL CORP 2019 Datacenter Licensing 48 C	P0106399	B11147938	01/13/2020	13,822.51
00202171	01/16/2020	SIEMENS INDUSTRY INC FC #12 SOFTWARE/HARDWARE REPAI	P0106391	5445807585	12/20/2019	1,900.29
00202172	01/16/2020	SKYLINE COMMUNICATIONS INC EOC INTERNET	P0106382	IN45328	01/01/2020	206.55
00202173	01/16/2020	SOUND SAFETY PRODUCTS MISC. WORK CLOTHES	P0106428	147211/3	01/13/2020	254.95
00202174	01/16/2020	STERICYCLE INC On Call Charges/Fire	P0106455	3004949530	12/31/2019	10.36

Accounts Payable Report by Check Number

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00202175	01/16/2020	STREAMLINE AUTOMATION SYSTEMS 2020 Streamline Software Fees	P0106443	2020-08	01/02/2020	3,015.00
00202176	01/16/2020	SUPERION LLC ONESOLUTION GLOBAL CORE	P0106385	264881	01/01/2020	56.83
00202177	01/16/2020	SYSTEMS DESIGN WEST LLC 11/19 Transport Billing Charge	P0106452	20191833	12/27/2019	2,461.20
00202178	01/16/2020	T2 SYSTEMS CANADA INC Monthly charges for services t	P0106411	IRIS0000065016	12/16/2019	77.00
00202179	01/16/2020	TEC EQUIPMENT INC Misc Apparatus Parts	P0106458	3316905/745/7115	12/12/2019	604.05
00202180	01/16/2020	TOLLIVER, SCOTT MISC. WORK CLOTHES (BOOTS)		OH012881	12/31/2019	176.90
00202181	01/16/2020	UNITED SITE SERVICES Lid Park Boat Launch -	P0102964	114-9615040	12/18/2019	913.64
00202182	01/16/2020	UNITED STATES TREASURY UNITED STATES TREASURY		OH012891	01/17/2020	817.03
00202183	01/16/2020	VERITIV OPERATING COMPANY INVENTORY PURCHASES	P0106469	655-22535883	01/06/2020	1,509.95
00202184	01/16/2020	VERIZON WIRELESS 12/19 MDC Charges/Fire	P0106447	9844846352	12/24/2019	1,200.03
00202185	01/16/2020	WA CITIES INSURANCE AUTHORITY LIABILITY AND/OR PROGRAM	P0106416	14705	01/01/2020	922,076.01
00202186	01/16/2020	WAVE ELECTRICAL LLC Light fixture repair, disconne	P0106420	19104	12/31/2019	3,257.10
00202187	01/16/2020	WSCCCE AFSCME AFL-CIO WSCCCE		OH012894	01/17/2020	2,601.57
00202188	01/16/2020	XEROX CORPORATION 2019 BASE AND METER COPIER SER	P0102711	723249363	12/31/2019	553.97
00202189	01/16/2020	XEROX CORPORATION Xerox invoice #099148477	P0106464	099148477	12/31/2019	152.80
00202190	01/17/2020	US POSTMASTER Postage for P&R Camp Guide mai	P0106470	OH012907	01/15/2020	223.77
					Total	<u>1,801,091.75</u>

CERTIFICATION OF CLAIMS

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



Finance Director

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

Mayor

Date

<u>Report</u>	<u>Warrants</u>	<u>Date</u>	<u>Amount</u>
Check Register	202191-202270	1/24/2020	\$ 316,699.09 \$ 316,699.09

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: 001000 - General Fund-Admin Key</i>				
P0106472	00202233	MI SCHOOL DISTRICT #400	BUS-PADDLE REVENUE	2,536.00
P0106515	00202222	JUNIOR LEAGUE OF SEATTLE, THE	Rental FA-3687 completed. Retu	250.00
P0106513	00202200	CHICAGO TITLE	Rental FA-3774 completed. Retu	160.00
P0106516	00202254	SKEEN, ALICIA	Camp cancellation. Returning c	120.00
P0106514	00202249	ROKKA SKI SCHOOL	Rental FA-3827 completed. Retu	75.00
<i>Org Key: 345000 - Technology-Admin Key</i>				
	00202205	CONNER HOMES GROUP LLC, THE	UNUSED SITE DEV. REFUND	169.20
	00202205	CONNER HOMES GROUP LLC, THE	UNUSED SITE DEV. REFUND	55.20
	00202214	GALVIN, MATTHEW	UNUSED SITE DEV. REFUND	53.50
	00202230	MERCERWOOD SHORE CLUB	UNUSED SITE DEV. REFUND	44.85
<i>Org Key: 402000 - Water Fund-Admin Key</i>				
P0106492	00202211	EXCEL SUPPLY COMPANY	INVENTORY PURCHASES	322.72
<i>Org Key: CA1100 - Administration (CA)</i>				
P0106525	00202248	RELX INC DBA LEXISNEXIS	Library Subscriptions - Invoic	348.70
<i>Org Key: CA1200 - Prosecution & Criminal Mngmnt</i>				
P0106523	00202219	HONEYWELL, MATTHEW V	Professional Services - Invoice	1,100.00
P0106523	00202219	HONEYWELL, MATTHEW V	Professional Services Invoice	500.00
<i>Org Key: CA1300 - Public Records</i>				
	00202262	US BANK CORP PAYMENT SYS	Tuition & Registrations	35.00
<i>Org Key: CM1100 - Administration (CM)</i>				
	00202262	US BANK CORP PAYMENT SYS	Operating Supplies	387.36
P0106504	00202266	WCMA	A. Spietz 2020 Membership Dues	315.00
P0106466	00202263	VERIZON WIRELESS	P&R Monthly cell phone 11/24-1	69.95
	00202262	US BANK CORP PAYMENT SYS	Operating Supplies	35.98
	00202262	US BANK CORP PAYMENT SYS	Operating Supplies	13.61
<i>Org Key: CM1200 - City Clerk</i>				
P0106534	00202256	SOUND PUBLISHING INC	Ntc. Ord. 19C-21 12/18 2461934	65.59
P0106534	00202256	SOUND PUBLISHING INC	Ntc. Ord. 19-22 12/11 2461790	60.41
P0106534	00202256	SOUND PUBLISHING INC	Ntc. Ord. 19C-20 12/18 2461933	59.37
P0106534	00202256	SOUND PUBLISHING INC	Ntc. Ord. 19-23 12/11 2461789	58.33
P0106534	00202256	SOUND PUBLISHING INC	Ntc. Ord. 19C-19 12/11 2461791	55.22
P0106534	00202256	SOUND PUBLISHING INC	Ntc. Notice of Cancellation 12	43.81
P0106534	00202256	SOUND PUBLISHING INC	Ntc. 12/10 Special Meeting 12/	42.78
<i>Org Key: CO6100 - City Council</i>				
P0106431	00202226	KING COUNTY	2020 ETP Membership Dues	200.00
P0106529	00202229	MASTERMARK	Council Chamber Nameplates (3)	82.20
<i>Org Key: CR1100 - Human Resources</i>				
P0106521	00202243	PUBLIC SAFETY TESTING INC	Police Dec 2019 - Agency Add-o	770.00
P0106503	00202239	NPELRA ADMINISTRATIVE OFFICE	A. Spietz 2020 Membership Dues	225.00
	00202262	US BANK CORP PAYMENT SYS	Employee recognition gift card	100.00
	00202262	US BANK CORP PAYMENT SYS	Recruitment advertisement	45.00
	00202262	US BANK CORP PAYMENT SYS	Recruitment advertisement	45.00
<i>Org Key: DS0000 - Development Services-Revenue</i>				

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0102860	00202196	BELLEVUE, CITY OF	2019 Quarterly MBP.Com Fees	9,978.93
	00202205	CONNER HOMES GROUP LLC, THE	UNUSED SITE DEV. REFUND	5,640.00
	00202232	MI 84TH LIMITED PARTNERSHIP	UNUSED SITE DEV. REFUND	3,180.00
	00202205	CONNER HOMES GROUP LLC, THE	UNUSED SITE DEV. REFUND	1,840.00
	00202214	GALVIN, MATTHEW	UNUSED SITE DEV. REFUND	1,783.50
	00202230	MERCERWOOD SHORE CLUB	UNUSED SITE DEV. REFUND	1,495.00
	00202192	AGC ELECTRIC INC	DUPLICATE PERMIT REFUNDED	254.70
Org Key: DS1100 - Administration (DS)				
	00202262	US BANK CORP PAYMENT SYS	Operating Supplies	245.04
	00202262	US BANK CORP PAYMENT SYS	Operating Supplies	143.62
	00202262	US BANK CORP PAYMENT SYS	Operating Supplies	59.39
	00202262	US BANK CORP PAYMENT SYS	Operating Supplies	49.81
	00202262	US BANK CORP PAYMENT SYS	Office Supplies	48.30
	00202262	US BANK CORP PAYMENT SYS	Operating Supplies	32.78
P0106473	00202201	CLOUD 9 SPORTS LLC	CREW SWEATSHIRT (LIGHT STEEL/2	35.09
	00202262	US BANK CORP PAYMENT SYS	Operating Supplies	30.66
P0106473	00202201	CLOUD 9 SPORTS LLC	EMBROIDERY CHARGE (CITY OF MER	31.27
	00202262	US BANK CORP PAYMENT SYS	Operating Supplies	17.44
Org Key: DS1200 - Bldg Plan Review & Inspection				
	00202262	US BANK CORP PAYMENT SYS	Dues & Subscriptions	105.50
Org Key: DS1300 - Land Use Planning Svc				
	00202262	US BANK CORP PAYMENT SYS	Dues & Subscriptions	388.00
P0106534	00202256	SOUND PUBLISHING INC	Ntc. 12/20 Notice of Hearing 1	56.26
Org Key: DS1400 - Development Engineering				
P0106506	00202268	WHISTLE WORKWEAR	MISC. WORK CLOTHES	44.07
Org Key: DS4550 - Utility Inspection (Clearing)				
P0106506	00202268	WHISTLE WORKWEAR	MISC. WORK CLOTHES	234.03
Org Key: FN1100 - Administration (FN)				
P0106541	00202224	KEYBANK NATIONAL ASSOC	2019 ANNUAL ACCOUNT ANALYSIS	15,313.47
	00202262	US BANK CORP PAYMENT SYS	Employee retirement recogniti	190.00
P0106466	00202263	VERIZON WIRELESS	P&R Monthly cell phone 11/24-1	59.95
	00202262	US BANK CORP PAYMENT SYS	Operating Supplies	54.10
Org Key: FN4501 - Utility Billing (Water)				
P0103098	00202231	METROPRESORT	DECEMBER 2019 PRINTING AND MAI	212.57
P0103098	00202231	METROPRESORT	DECEMBER 2019 PRINTING AND MAI	201.97
P0106507	00202268	WHISTLE WORKWEAR	SAFETY BOOTS	56.20
Org Key: FN4502 - Utility Billing (Sewer)				
P0103098	00202231	METROPRESORT	DECEMBER 2019 PRINTING AND MAI	212.57
P0103098	00202231	METROPRESORT	DECEMBER 2019 PRINTING AND MAI	201.97
P0106507	00202268	WHISTLE WORKWEAR	SAFETY BOOTS	56.19
Org Key: FN4503 - Utility Billing (Storm)				
P0103098	00202231	METROPRESORT	DECEMBER 2019 PRINTING AND MAI	212.56
P0103098	00202231	METROPRESORT	DECEMBER 2019 PRINTING AND MAI	201.97
Org Key: FR1100 - Administration (FR)				

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00202262	US BANK CORP PAYMENT SYS	Computer Supplies	214.51
	00202262	US BANK CORP PAYMENT SYS	Leadership Books (2)	52.80
	00202262	US BANK CORP PAYMENT SYS	Uniform Shirt Cleaning/Heitman	42.71
	00202262	US BANK CORP PAYMENT SYS	Uniform Cleaning/Mandella	41.86
	00202262	US BANK CORP PAYMENT SYS	Uniform Cleaning/Mandella	33.93
	00202262	US BANK CORP PAYMENT SYS	Uniform Cleaning/Heitman	18.70
	00202262	US BANK CORP PAYMENT SYS	Uniform Cleaning/Mandella	15.06
	00202262	US BANK CORP PAYMENT SYS	Uniform Cleaning/Mandella	15.06
	00202262	US BANK CORP PAYMENT SYS	Monthly Membership Fee/Fire	14.29
	00202262	US BANK CORP PAYMENT SYS	Shipment to Safety Clean	13.46
	00202262	US BANK CORP PAYMENT SYS	Fuel Charge for Shipment to Sa	6.90
	00202262	US BANK CORP PAYMENT SYS	Shipment to Knox Company	6.90
Org Key: FR1200 - Fire Marshal				
	00202262	US BANK CORP PAYMENT SYS	Labels for Fire Marshal Office	30.70
Org Key: FR2100 - Fire Operations				
	00202262	US BANK CORP PAYMENT SYS	Stock Batteries	74.55
	00202262	US BANK CORP PAYMENT SYS	Stock Batteries	46.19
	00202262	US BANK CORP PAYMENT SYS	Stock Batteries	36.78
Org Key: FR4100 - Training				
	00202262	US BANK CORP PAYMENT SYS	Book for Recruit Edwards	148.46
	00202262	US BANK CORP PAYMENT SYS	Z1 Battalion Chief Meeting	100.00
	00202262	US BANK CORP PAYMENT SYS	Returned PFF Edwards Book	-148.46
Org Key: GGM001 - General Government-Misc				
P0106475	00202234	MORNICK, MATTHEW	CMO Support 1/4/2020-1/10/2020	2,006.00
P0106475	00202234	MORNICK, MATTHEW	CMO Support 1/11/2020-1/17/202	1,292.00
P0106475	00202234	MORNICK, MATTHEW	CMO Support 12/23/19-1/3/2020	1,088.00
Org Key: GGM004 - Gen Govt-Office Support				
	00202262	US BANK CORP PAYMENT SYS	Operating Supplies	950.40
Org Key: GGM005 - Genera Govt-L1 Retiree Costs				
P0106526	00202265	WALLACE, THOMAS	LEOFF1 Retiree Medical Expense	6,000.00
P0106508	00202238	MYERS, JAMES S	LEOFF1 Retiree Medical Expense	311.58
P0106520	00202191	ADAMS, RONALD E	LEOFF1 Retiree Medical Expense	231.95
P0106519	00202207	DEEDS, EDWARD G	LEOFF1 Retiree Medical Expense	125.06
Org Key: IGMA01 - Air Pollution Control/Assess				
P0106540	00202244	PUGET SOUND CLEAN AIR AGENCY	CALENDAR YEAR 2020 CLEAN AIR	38,327.00
Org Key: IGVO08 - Suburban Cities Association				
P0106531	00202250	SCA	2020 Dues Assessment for Membe	16,305.60
Org Key: IS1100 - IGS Mapping				
	00202228	LLAMAS, LEAH	FLIGHT TO ESRI CONF 2020	99.70
Org Key: IS2100 - IGS Network Administration				
P0106372	00202198	CDW GOVERNMENT INC	Meraki MDM Renewal 110 Device	6,317.96
P0106360	00202198	CDW GOVERNMENT INC	TrendMicro AntiVirus Renewal	3,544.20
P0106522	00202220	HYLAND SOFTWARE	Hyland Cloud Hosting 11/1/19 -	3,300.00
P0106337	00202208	DELL MARKETING L.P.	Dell 15" Laptop Workstation	1,318.99

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PO #	Check #	Vendor:	Transaction Description	Check Amount
P0106338	00202208	DELL MARKETING L.P.	Dell Workstation	1,267.52
P0102965	00202227	KING COUNTY FINANCE	I-NET MONTHLY SERVICES FROM	1,122.00
	00202199	CENTURYLINK	PHONE USE JAN 2020	125.59
	00202262	US BANK CORP PAYMENT SYS	Operating Supplies	113.20
	00202262	US BANK CORP PAYMENT SYS	Professional Services	22.83
	00202262	US BANK CORP PAYMENT SYS	Computer Supplies	11.54
	00202262	US BANK CORP PAYMENT SYS	Professional Services	6.47
<i>Org Key: IS3101 - GIS Analyst Water Fund</i>				
	00202228	LLAMAS, LEAH	FLIGHT TO ESRI CONF 2020	99.70
<i>Org Key: IS3102 - GIS Analyst Sewer Fund</i>				
	00202228	LLAMAS, LEAH	FLIGHT TO ESRI CONF 2020	99.70
<i>Org Key: IS3103 - GIS Analyst Storm Fund</i>				
	00202228	LLAMAS, LEAH	FLIGHT TO ESRI CONF 2020	99.70
<i>Org Key: MT2100 - Roadway Maintenance</i>				
	00202245	PUGET SOUND ENERGY	ENERGY USAGE JAN 2020	2,767.15
	00202262	US BANK CORP PAYMENT SYS	WSDA PESTICIDE	66.00
	00202262	US BANK CORP PAYMENT SYS	WSDA PESTICIDE	1.98
<i>Org Key: MT2255 - Urban Forest Management (ROW)</i>				
	00202262	US BANK CORP PAYMENT SYS	Arborist Renewal	135.00
<i>Org Key: MT2500 - ROW Administration</i>				
P0106473	00202201	CLOUD 9 SPORTS LLC	TEE SHIRT (NAVY/4-MED,1-LG,12-	19.10
P0106473	00202201	CLOUD 9 SPORTS LLC	SILK SCREEN CHARGE (CITY OF ME	12.67
<i>Org Key: MT3100 - Water Distribution</i>				
	00202262	US BANK CORP PAYMENT SYS	Operating Supplies	160.61
P0106498	00202218	HOME DEPOT CREDIT SERVICE	FORCED AIR HEATER	110.07
	00202262	US BANK CORP PAYMENT SYS	Operating Supplies	79.17
P0106505	00202259	TACOMA SCREW PRODUCTS INC	SNAP LINKS & SLEEVES	55.23
	00202262	US BANK CORP PAYMENT SYS	Operating Supplies	50.00
	00202262	US BANK CORP PAYMENT SYS	Operating Supplies	42.00
	00202262	US BANK CORP PAYMENT SYS	Operating Supplies	28.59
P0106499	00202216	GRAINGER	1/4" SOFT COPPER TUBING (50')	29.57
	00202262	US BANK CORP PAYMENT SYS	Operating Supplies	22.00
	00202262	US BANK CORP PAYMENT SYS	Operating Supplies	13.95
	00202262	US BANK CORP PAYMENT SYS	Operating Supplies	13.09
P0106489	00202217	H D FOWLER	1/2" BRASS BALL VALVE	6.41
<i>Org Key: MT3150 - Water Quality Event</i>				
P0106501	00202260	LINKO TECHNOLOGY INC	WEB TEST REPORT	2.00
<i>Org Key: MT3300 - Water Associated Costs</i>				
P0106473	00202201	CLOUD 9 SPORTS LLC	EMBROIDERY CHARGE (CITY OF MER	46.35
P0106473	00202201	CLOUD 9 SPORTS LLC	CREW JACKET (NAVY-GRAY/1-XLG)	46.19
P0106473	00202201	CLOUD 9 SPORTS LLC	ART & SET UP FEE	39.60
P0106473	00202201	CLOUD 9 SPORTS LLC	EDIT FEE TO CREATE NEW LOGO	38.50
P0106473	00202201	CLOUD 9 SPORTS LLC	PULLOVER FLEECE (NAVY/1-LG)	31.90
P0106473	00202201	CLOUD 9 SPORTS LLC	BACK PRINT ON GARMENTS	26.40

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PO #	Check #	Vendor:	Transaction Description	Check Amount
P0106473	00202201	CLOUD 9 SPORTS LLC	CREW SWEATSHIRT (LIGHT STEEL/2	17.55
P0106473	00202201	CLOUD 9 SPORTS LLC	SHIPPING FEE	17.38
P0106473	00202201	CLOUD 9 SPORTS LLC	TEE SHIRT (NAVY/4-MED,1-LG,12-	11.42
P0106473	00202201	CLOUD 9 SPORTS LLC	SILK SCREEN CHARGE (CITY OF ME	7.92
<i>Org Key: MT3500 - Sewer Pumps</i>				
	00202199	CENTURYLINK	PHONE USE JAN 2020	3,695.04
<i>Org Key: MT3600 - Sewer Associated Costs</i>				
P0106481	00202269	WHISTLE WORKWEAR	MISC. WORK CLOTHES	100.03
P0106473	00202201	CLOUD 9 SPORTS LLC	TEE SHIRT (NAVY/4-MED,1-LG,12-	11.46
P0106473	00202201	CLOUD 9 SPORTS LLC	SILK SCREEN CHARGE (CITY OF ME	7.92
<i>Org Key: MT4150 - Support Services - Clearing</i>				
	00202262	US BANK CORP PAYMENT SYS	AFCSME SAFETY GEAR	890.34
P0106365	00202267	WEATHERNET LLC	2020 WEATHERNET JAN-MAR	490.00
P0106537	00202213	FIRE PROTECTION INC	2020 FIRE & SECURITY ALARM	129.64
P0106497	00202202	COMCAST	2020 PW WIFI SERVICE	86.39
	00202262	US BANK CORP PAYMENT SYS	Employee Recognition	83.46
P0106473	00202201	CLOUD 9 SPORTS LLC	CREW SWEATSHIRT (LIGHT STEEL/2	35.09
P0106473	00202201	CLOUD 9 SPORTS LLC	EMBROIDERY CHARGE (CITY OF MER	30.18
	00202262	US BANK CORP PAYMENT SYS	Office supplies	11.98
	00202262	US BANK CORP PAYMENT SYS	Stationary Supplies	6.55
	00202262	US BANK CORP PAYMENT SYS	Operating Supplies	-14.29
<i>Org Key: MT4200 - Building Services</i>				
P0106485	00202240	PACIFIC AIR CONTROL INC	2019 CITY HALL HVAC MAINT	2,370.78
P0106537	00202213	FIRE PROTECTION INC	2020 FIRE & SECURITY ALARM	777.84
P0106482	00202195	AUTOMATED GATES & EQUIPMENT	2019 PW AUTOMATIC GATE	407.00
P0106490	00202221	INTERIOR FOLIAGE CO, THE	2020 INTERIOR LANDSCAPING CITY	282.70
P0106484	00202210	EASTSIDE EXTERMINATORS	2020 CITY HALL PEST CONTROL	246.33
P0106483	00202264	WA ST DEPT OF LABOR & INDUST	2020 FS92 ELEVATOR LICENSE	71.80
	00202262	US BANK CORP PAYMENT SYS	Operating Supplies	12.69
<i>Org Key: MT4300 - Fleet Services</i>				
P0106496	00202251	SEATTLE BOAT COMPANY	SEPT/OCT 2019 FUEL	2,819.72
P0102661	00202233	MI SCHOOL DISTRICT #400	2019 MISD FUEL CONSUMPTION	1,311.62
P0106462	00202215	GOODYEAR TIRE & RUBBER CO, THE	2020 TIRE INVENTORY	800.18
P0106491	00202253	SIX ROBBLEES INC	FL-0501 REPAIR PARTS	286.31
P0102659	00202242	PRAXAIR DISTRIBUTION INC	2019 ACETYLENE AND OXYGEN TANK	54.51
P0106473	00202201	CLOUD 9 SPORTS LLC	TEE SHIRT LONG SLEEVE (NAVY/5-	59.13
P0106473	00202201	CLOUD 9 SPORTS LLC	SILK SCREEN CHARGE (CITY OF ME	44.35
P0106473	00202201	CLOUD 9 SPORTS LLC	TEE SHIRT (NAVY/4-MED,1-LG,12-	30.56
	00202262	US BANK CORP PAYMENT SYS	FLEET	21.50
<i>Org Key: MT4450 - Cust Resp - Clearing Acct</i>				
P0106406	00202247	RED WING BUSINESS	SAFETY BOOTS	188.08
	00202223	KELLEY, CHRIS M	WORK CLOTHES REIMBURSEMENT	109.32
	00202262	US BANK CORP PAYMENT SYS	Cross Connection Control Exam	100.00
P0106473	00202201	CLOUD 9 SPORTS LLC	TEE SHIRT (NAVY/4-MED,1-LG,12-	11.46
P0106473	00202201	CLOUD 9 SPORTS LLC	SILK SCREEN CHARGE (CITY OF ME	7.92
<i>Org Key: PO1100 - Administration (PO)</i>				

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00202262	US BANK CORP PAYMENT SYS	Officer of the Year Awards	1,356.85
	00202262	US BANK CORP PAYMENT SYS	Commander Magnan's conference	975.00
	00202262	US BANK CORP PAYMENT SYS	SHadow box - Hyderkhan retirem	298.18
	00202262	US BANK CORP PAYMENT SYS	Chief Holmes IACP membership f	190.00
	00202262	US BANK CORP PAYMENT SYS	Hyderkhan Retirement Cake	64.99
	00202262	US BANK CORP PAYMENT SYS	Operating Supplies	31.95
	00202262	US BANK CORP PAYMENT SYS	Photo development for Hyderkha	4.60
Org Key: PO1350 - Police Emergency Management				
	00202262	US BANK CORP PAYMENT SYS	Operating Supplies	527.99
Org Key: PO2100 - Patrol Division				
	00202262	US BANK CORP PAYMENT SYS	Breaching Tool Bags for Patrol	1,500.00
	00202262	US BANK CORP PAYMENT SYS	Equipment for new officer	360.31
	00202262	US BANK CORP PAYMENT SYS	Employee retirement recogniti	200.00
	00202262	US BANK CORP PAYMENT SYS	Wireless Charger Car Phone Mou	69.21
	00202262	US BANK CORP PAYMENT SYS	Shipping for Lidar repair	58.59
	00202262	US BANK CORP PAYMENT SYS	Jail log books	47.46
	00202262	US BANK CORP PAYMENT SYS	Equipment for new officer	41.51
	00202262	US BANK CORP PAYMENT SYS	Disinfectant wipes for patrol	33.28
Org Key: PO2200 - Marine Patrol				
	00202262	US BANK CORP PAYMENT SYS	Fuel for Patrol 11	348.30
Org Key: PO2201 - Dive Team				
	00202262	US BANK CORP PAYMENT SYS	Cancelled Training Refund	-350.00
Org Key: PO3100 - Investigation Division				
	00202262	US BANK CORP PAYMENT SYS	Operating Supplies	328.79
Org Key: PO4100 - Firearms Training				
	00202262	US BANK CORP PAYMENT SYS	training ammunition	219.67
Org Key: PO4300 - Police Training				
	00202262	US BANK CORP PAYMENT SYS	IACP renewal registration	75.00
Org Key: PR0000 - Parks & Recreation-Revenue				
P0106465	00202252	SHIRLEY JEAN CHERBERG	MIVAL Holiday Show Reimburseme	45.00
Org Key: PR1100 - Administration (PR)				
	00202262	US BANK CORP PAYMENT SYS	Office Supplies	340.95
	00202262	US BANK CORP PAYMENT SYS	Whiteboards and bulletin board	324.27
	00202262	US BANK CORP PAYMENT SYS	P&R office chair	291.33
	00202262	US BANK CORP PAYMENT SYS	LB building coffee maker	197.99
	00202262	US BANK CORP PAYMENT SYS	Office supplies; laminate, cal	162.20
	00202262	US BANK CORP PAYMENT SYS	Office Supplies	153.23
	00202262	US BANK CORP PAYMENT SYS	All staff Recognition event	139.62
	00202262	US BANK CORP PAYMENT SYS	Metal Stools for work area	107.79
	00202262	US BANK CORP PAYMENT SYS	P&R YFS digital marketing	107.26
	00202262	US BANK CORP PAYMENT SYS	3 ring binders & dividers for	88.46
	00202262	US BANK CORP PAYMENT SYS	continuing education content r	75.00
	00202262	US BANK CORP PAYMENT SYS	Cleaning supplies, refreshment	56.59
	00202262	US BANK CORP PAYMENT SYS	Mail wall organizer - P&R admi	49.17

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PO #	Check #	Vendor:	Transaction Description	Check Amount
P0106466	00202263	VERIZON WIRELESS	P&R Monthly cell phone 11/24-1	40.01
	00202262	US BANK CORP PAYMENT SYS	P&R online survey website	38.51
	00202262	US BANK CORP PAYMENT SYS	Award for Staff member - emplo	38.50
	00202262	US BANK CORP PAYMENT SYS	Stapler & computer carrying ca	37.69
	00202262	US BANK CORP PAYMENT SYS	Clips, magnets and pins	26.36
	00202262	US BANK CORP PAYMENT SYS	Cleaning supplies, refreshment	22.02
	00202262	US BANK CORP PAYMENT SYS	Staff Recognition items	16.49
	00202262	US BANK CORP PAYMENT SYS	Dry erase markers	14.66
	00202262	US BANK CORP PAYMENT SYS	Photos printed for Seattle Wed	6.54
Org Key: PR2100 - Recreation Programs				
	00202262	US BANK CORP PAYMENT SYS	Parent's Night Out Holiday Par	139.55
	00202262	US BANK CORP PAYMENT SYS	Parents Night Out Supplies	74.80
	00202262	US BANK CORP PAYMENT SYS	Parent's Night Out Holiday Par	63.79
	00202262	US BANK CORP PAYMENT SYS	Argosy Ship s'more supplies	47.69
	00202262	US BANK CORP PAYMENT SYS	Senior Outing driver's lunch	28.60
	00202262	US BANK CORP PAYMENT SYS	Parent's Night Out Holiday Par	16.49
	00202262	US BANK CORP PAYMENT SYS	Operating Supplies	15.62
	00202262	US BANK CORP PAYMENT SYS	Computer speakers for office d	13.19
	00202262	US BANK CORP PAYMENT SYS	Operating Supplies	12.38
	00202262	US BANK CORP PAYMENT SYS	Parent's Night Out Holiday Par	5.49
	00202262	US BANK CORP PAYMENT SYS	Parent's Night Out Holiday Par	2.98
Org Key: PR2104 - Special Events				
	00202262	US BANK CORP PAYMENT SYS	Holiday special event supplies	89.48
	00202262	US BANK CORP PAYMENT SYS	Firewood for Argosy Ships even	82.34
	00202262	US BANK CORP PAYMENT SYS	Holiday special event supplies	34.95
	00202262	US BANK CORP PAYMENT SYS	Holiday special event supplies	26.37
	00202262	US BANK CORP PAYMENT SYS	Holiday special event supplies	24.95
	00202262	US BANK CORP PAYMENT SYS	Holiday special event supplies	13.98
	00202262	US BANK CORP PAYMENT SYS	Holiday special event supplies	9.49
	00202262	US BANK CORP PAYMENT SYS	Holiday special event supplies	7.14
	00202262	US BANK CORP PAYMENT SYS	Holiday special event supplies	3.99
	00202262	US BANK CORP PAYMENT SYS	Holiday special event supplies	-17.73
Org Key: PR3500 - Senior Services				
	00202262	US BANK CORP PAYMENT SYS	Bus detailing for Senior Progr	198.00
	00202262	US BANK CORP PAYMENT SYS	Operating Supplies	70.00
P0106466	00202263	VERIZON WIRELESS	P&R Monthly cell phone 11/24-1	54.41
	00202262	US BANK CORP PAYMENT SYS	Operating Supplies	54.37
Org Key: PR4100 - Community Center				
P0106486	00202240	PACIFIC AIR CONTROL INC	2019 CCMV HVAC MAINT	2,481.05
	00202262	US BANK CORP PAYMENT SYS	Advertising	1,147.66
	00202262	US BANK CORP PAYMENT SYS	Dumbell Rack for Fitness Room.	891.24
	00202262	US BANK CORP PAYMENT SYS	rec programs supplies	510.43
	00202262	US BANK CORP PAYMENT SYS	game room supplies	273.98
	00202262	US BANK CORP PAYMENT SYS	game room supplies	266.14
P0106537	00202213	FIRE PROTECTION INC	2020 FIRE & SECURITY ALARM	259.28
	00202262	US BANK CORP PAYMENT SYS	folding tables	234.68
	00202262	US BANK CORP PAYMENT SYS	office chair	208.99
	00202262	US BANK CORP PAYMENT SYS	Paint and supplies for Art Pan	192.83

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PO #	Check #	Vendor:	Transaction Description	Check Amount
P0106487	00202246	RAINIER BUILDING SERVICES	December Mercer Room cleaning	180.00
	00202262	US BANK CORP PAYMENT SYS	storage supplies	165.24
	00202262	US BANK CORP PAYMENT SYS	computer supplies	140.77
	00202262	US BANK CORP PAYMENT SYS	sign holders	137.23
	00202262	US BANK CORP PAYMENT SYS	new game room supplies	128.52
	00202262	US BANK CORP PAYMENT SYS	Advertising	110.00
	00202262	US BANK CORP PAYMENT SYS	cover for boat launch machine	108.81
	00202262	US BANK CORP PAYMENT SYS	cleaning solutions	91.76
	00202262	US BANK CORP PAYMENT SYS	back office supplies	87.98
	00202262	US BANK CORP PAYMENT SYS	office supplies	76.98
P0106466	00202263	VERIZON WIRELESS	P&R Monthly cell phone 11/24-1	59.95
	00202262	US BANK CORP PAYMENT SYS	Employee of the Year gift.	50.00
	00202262	US BANK CORP PAYMENT SYS	back office supplies	48.31
	00202262	US BANK CORP PAYMENT SYS	pool table cover for game room	45.09
	00202262	US BANK CORP PAYMENT SYS	computer speakers	39.58
	00202262	US BANK CORP PAYMENT SYS	stacking bin dividers	33.00
	00202262	US BANK CORP PAYMENT SYS	sledge hammer	27.49
	00202262	US BANK CORP PAYMENT SYS	Operating Supplies	27.00
	00202262	US BANK CORP PAYMENT SYS	desk supplies	24.80
	00202262	US BANK CORP PAYMENT SYS	Staff parking during Seattle W	22.00
	00202262	US BANK CORP PAYMENT SYS	Staff parking for Seattle Wedd	22.00
	00202262	US BANK CORP PAYMENT SYS	laptop sleeve case	21.99
	00202262	US BANK CORP PAYMENT SYS	desk supplies	21.98
	00202262	US BANK CORP PAYMENT SYS	Operating Supplies	11.90
	00202262	US BANK CORP PAYMENT SYS	back office supplies	11.46
	00202262	US BANK CORP PAYMENT SYS	community coffee supplies	6.73
	00202262	US BANK CORP PAYMENT SYS	credit for order delay	-6.59
	00202262	US BANK CORP PAYMENT SYS	wrong size	-22.00
<i>Org Key: PR5500 - Literary Program</i>				
P0106534	00202256	SOUND PUBLISHING INC	Ntc. Holiday Greetings 12/18 2	335.00
P0106534	00202256	SOUND PUBLISHING INC	Ntc. Film Ad 12/4 2422962	72.00
<i>Org Key: PR6100 - Park Maintenance</i>				
	00202262	US BANK CORP PAYMENT SYS	Dunnage racks for mud room	351.98
	00202262	US BANK CORP PAYMENT SYS	Cityworks Training lunch	172.88
P0106466	00202263	VERIZON WIRELESS	P&R Monthly cell phone 11/24-1	119.90
P0106473	00202201	CLOUD 9 SPORTS LLC	TEE SHIRT (NAVY/4-MED,1-LG,12-	19.10
P0106473	00202201	CLOUD 9 SPORTS LLC	SILK SCREEN CHARGE (CITY OF ME	12.68
<i>Org Key: PR6200 - Athletic Field Maintenance</i>				
P0106466	00202263	VERIZON WIRELESS	P&R Monthly cell phone 11/24-1	115.47
P0106473	00202201	CLOUD 9 SPORTS LLC	TEE SHIRT (NAVY/4-MED,1-LG,12-	19.10
P0106473	00202201	CLOUD 9 SPORTS LLC	SILK SCREEN CHARGE (CITY OF ME	12.67
<i>Org Key: PR6500 - Luther Burbank Park Maint.</i>				
P0106537	00202213	FIRE PROTECTION INC	2020 FIRE & SECURITY ALARM	388.96
P0106466	00202263	VERIZON WIRELESS	P&R Monthly cell phone 11/24-1	130.97
P0106473	00202201	CLOUD 9 SPORTS LLC	TEE SHIRT (NAVY/4-MED,1-LG,12-	19.10
P0106473	00202201	CLOUD 9 SPORTS LLC	SILK SCREEN CHARGE (CITY OF ME	12.67
<i>Org Key: PR6600 - Park Maint-School Related</i>				

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PO #	Check #	Vendor:	Transaction Description	Check Amount
P0106466	00202263	VERIZON WIRELESS	P&R Monthly cell phone 11/24-1	15.51
<i>Org Key: PR6800 - Trails Maintenance</i>				
P0106113	00202203	COMPTON LUMBER & HARDWARE INC	Materials for timber stairs on	3,273.38
	00202262	US BANK CORP PAYMENT SYS	Dues & Subscriptions	185.00
	00202262	US BANK CORP PAYMENT SYS	Dues & Subscriptions	33.27
<i>Org Key: PR6900 - Aubrey Davis Park Maintenance</i>				
P0106466	00202263	VERIZON WIRELESS	P&R Monthly cell phone 11/24-1	130.97
	00202261	TROY, BRIAN CASEY	TREE DOWN CALL OUT	36.19
P0106488	00202258	T-MOBILE	Monthly services for Boat Laun	20.00
P0106473	00202201	CLOUD 9 SPORTS LLC	TEE SHIRT (NAVY/4-MED,1-LG,12-	19.10
P0106473	00202201	CLOUD 9 SPORTS LLC	SILK SCREEN CHARGE (CITY OF ME	12.67
<i>Org Key: PY4619 - Flex Spending Admin 2019</i>				
	00202257	SPIETZ, ALLISON	FLEX SPENDING REIMB.	135.20
<i>Org Key: ST0020 - ST Long Term Parking</i>				
P0106548	00202194	ASPECT CONSULTING LLC	ST Long Term Parking - Invoice	1,995.09
P0106524	00202209	DEPT OF TRANSPORTATION	Invoice RE 41 JZ0592 L001 ST L	1,300.31
<i>Org Key: VCP105 - Transit Funding Placeholder</i>				
P0105333	00202204	CONGREGATIONAL CHURCH OF MI	2020 Park and Ride lot lease Q	444.00
<i>Org Key: WG107R - Luther Burbank Admin Bldg Rep</i>				
P0105568	00202241	PACIFIC MODULAR LLC	CARPET REPLACEMENT FOR LB BUIL	50,695.36
P0105883	00202193	ALBA PRO PAINTING LLC	PATCHING & PAINTING LB ADMIN	3,064.95
<i>Org Key: WG110T - Computer Equip Replacements</i>				
P0106041	00202206	DATEC INC.	PD MDC CF-33 Additional	4,350.51
<i>Org Key: WG130E - Equipment Rental Vehicle Repl</i>				
P94483	00202225	KIA MOTORS FINANCE	6 MONTH EXTENSION JAN - JULY '	388.20
<i>Org Key: WG131E - Fire Equipment</i>				
P0106502	00202236	MUNICIPAL EMERGENCY SERVICES	SCBA Equipment	22,433.40
<i>Org Key: WG711T - Website Redesign</i>				
P0106528	00202237	MUNICODE	2020 Subscription Fee and Web	24,780.00
<i>Org Key: WPI22R - Vegetation Management</i>				
P0102409	00202235	MOUNTAINS TO SOUND	2019-2020 Forest Restoration	4,065.00
	00202262	US BANK CORP PAYMENT SYS	Operating Supplies	191.81
P0106473	00202201	CLOUD 9 SPORTS LLC	TEE SHIRT (NAVY/4-MED,1-LG,12-	30.56
P0106473	00202201	CLOUD 9 SPORTS LLC	SILK SCREEN CHARGE (CITY OF ME	26.93
<i>Org Key: WW120S - Meter Replacement Residential</i>				
P0106500	00202212	FERGUSON ENTERPRISES LLC	METER PILOT PARTS	1,798.39
<i>Org Key: XG118T - Maintenance Mgmt System</i>				
P0106466	00202263	VERIZON WIRELESS	P&R Monthly cell phone 11/24-1	228.05
<i>Org Key: XG150T - Small Tech/Equipment</i>				
P0106530	00202255	Smarsh Inc.	2020 City Device Backup Servic	11,551.64
<i>Org Key: XP710R - Luther BB Minor Capital LEVY</i>				

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0100668	00202197	BERGER PARTNERSHIP PS, THE	Luther Burbank Waterfront Plaz	1,525.13
<i>Org Key: YF1100 - YFS General Services</i>				
	00202262	US BANK CORP PAYMENT SYS	Operating Supplies	527.99
	00202262	US BANK CORP PAYMENT SYS	Operating Supplies	340.95
	00202262	US BANK CORP PAYMENT SYS	Whiteboards and bulletin board	324.27
	00202262	US BANK CORP PAYMENT SYS	Flash Family Award	200.00
	00202262	US BANK CORP PAYMENT SYS	Operating Supplies	153.23
P0106479	00202270	XEROX CORPORATION	Billing for Xerox_255 for 11/2	149.73
	00202262	US BANK CORP PAYMENT SYS	Operating Supplies	91.07
	00202262	US BANK CORP PAYMENT SYS	Lamps for clinician's office	82.48
	00202262	US BANK CORP PAYMENT SYS	Keyboard and mouse for LB offi	65.99
	00202262	US BANK CORP PAYMENT SYS	Replacement keyboard and mouse	43.99
	00202262	US BANK CORP PAYMENT SYS	Signs for clinical waiting are	41.16
	00202262	US BANK CORP PAYMENT SYS	Lamp for clinician's office	36.18
	00202262	US BANK CORP PAYMENT SYS	2020 appointment book for YFS	30.02
<i>Org Key: YF1200 - Thrift Shop</i>				
	00202262	US BANK CORP PAYMENT SYS	Computer Supplies	439.99
P0106494	00202241	PACIFIC MODULAR LLC	CARPET CLEANING	315.00
P0106537	00202213	FIRE PROTECTION INC	2020 FIRE & SECURITY ALARM	259.28
	00202262	US BANK CORP PAYMENT SYS	Printer toner for the Thrift s	89.31
	00202262	US BANK CORP PAYMENT SYS	Operating Supplies	75.95
	00202262	US BANK CORP PAYMENT SYS	Advertising	53.91
	00202262	US BANK CORP PAYMENT SYS	Mercer Island Reporter subscri	39.00
	00202262	US BANK CORP PAYMENT SYS	Operating Supplies	29.64
	00202262	US BANK CORP PAYMENT SYS	Operating Supplies	18.98
<i>Org Key: YF2100 - School/City Partnership</i>				
	00202262	US BANK CORP PAYMENT SYS	Tuition & Registrations	165.00
	00202262	US BANK CORP PAYMENT SYS	Tuition & Registrations	160.00
	00202262	US BANK CORP PAYMENT SYS	Training for YFS school based	53.89
<i>Org Key: YF2300 - VOICE Program</i>				
	00202262	US BANK CORP PAYMENT SYS	Operating Supplies	240.00
<i>Org Key: YF2500 - Family Counseling</i>				
	00202262	US BANK CORP PAYMENT SYS	Training for LB clinical staff	219.99
	00202262	US BANK CORP PAYMENT SYS	Training for LB based staff me	164.99
<i>Org Key: YF2600 - Family Assistance</i>				
	00202262	US BANK CORP PAYMENT SYS	Misc-Emergency Assistance	1,000.00
	00202262	US BANK CORP PAYMENT SYS	Misc-Emergency Assistance	1,000.00
	00202262	US BANK CORP PAYMENT SYS	Food cards for emergency assis	500.00
	00202262	US BANK CORP PAYMENT SYS	Utility payment for emergency	414.63
	00202262	US BANK CORP PAYMENT SYS	Misc-Emergency Assistance	260.54
	00202262	US BANK CORP PAYMENT SYS	Misc-Emergency Assistance	162.48
	00202262	US BANK CORP PAYMENT SYS	Misc-Emergency Assistance	155.00
	00202262	US BANK CORP PAYMENT SYS	Campership payment for Emergen	150.00
	00202262	US BANK CORP PAYMENT SYS	Misc-Emergency Assistance	145.95
	00202262	US BANK CORP PAYMENT SYS	Misc-Emergency Assistance	89.38
	00202262	US BANK CORP PAYMENT SYS	Misc-Emergency Assistance	36.00

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00202262	US BANK CORP PAYMENT SYS	Misc-Emergency Assistance	26.90
<i>Org Key: YF2800 - Fed Drug Free Communities Gran</i>				
	00202262	US BANK CORP PAYMENT SYS	P&R YFS digital marketing	107.25
	00202262	US BANK CORP PAYMENT SYS	HYI job posting fee	95.00
	00202262	US BANK CORP PAYMENT SYS	Tuition & Registrations	75.80
	00202262	US BANK CORP PAYMENT SYS	Tuition & Registrations	45.00
			Total	<u>316,699.09</u>

Accounts Payable Report by Check Number

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00202191	01/23/2020	ADAMS, RONALD E LEOFF1 Retiree Medical Expense	P0106520	OH012926	01/01/2020	231.95
00202192	01/23/2020	AGC ELECTRIC INC DUPLICATE PERMIT REFUNDED		OH012921	01/22/2020	254.70
00202193	01/23/2020	ALBA PRO PAINTING LLC PATCHING & PAINTING LB ADMIN	P0105883	02	12/31/2019	3,064.95
00202194	01/23/2020	ASPECT CONSULTING LLC ST Long Term Parking - Invoice	P0106548	35678	12/27/2019	1,995.09
00202195	01/23/2020	AUTOMATED GATES & EQUIPMENT 2019 PW AUTOMATIC GATE	P0106482	224788	12/31/2019	407.00
00202196	01/23/2020	BELLEVUE, CITY OF 2019 Quarterly MBP.Com Fees	P0102860	35856	12/31/2019	9,978.93
00202197	01/23/2020	BERGER PARTNERSHIP PS, THE Luther Burbank Waterfront Plaz	P0100668	32048	12/31/2019	1,525.13
00202198	01/23/2020	CDW GOVERNMENT INC Meraki MDM Renewal 110 Device	P0106360	WLM2112	01/15/2020	9,862.16
00202199	01/23/2020	CENTURYLINK PHONE USE JAN 2020		6081/7600/01-20	01/01/2020	3,820.63
00202200	01/23/2020	CHICAGO TITLE Rental FA-3774 completed. Retu	P0106513	29254	01/13/2020	160.00
00202201	01/23/2020	CLOUD 9 SPORTS LLC CREW SWEATSHIRT (LIGHT STEEL/2	P0106473	DMSH2979	12/01/2019	803.99
00202202	01/23/2020	COMCAST 2020 PW WIFI SERVICE	P0106497	0365550-0120	01/07/2020	86.39
00202203	01/23/2020	COMPTON LUMBER & HARDWARE INC Materials for timber stairs on	P0106113	869912	01/09/2020	3,273.38
00202204	01/23/2020	CONGREGATIONAL CHURCH OF MI 2020 Park and Ride lot lease Q	P0105333	OH012927	01/01/2020	444.00
00202205	01/23/2020	CONNER HOMES GROUP LLC, THE UNUSED SITE DEV. REFUND		OH012915	01/21/2020	7,704.40
00202206	01/23/2020	DATEC INC. PD MDC CF-33 Additional	P0106041	34421	01/16/2020	4,350.51
00202207	01/23/2020	DEEDS, EDWARD G LEOFF1 Retiree Medical Expense	P0106519	OH012928	01/21/2020	125.06
00202208	01/23/2020	DELL MARKETING L.P. Dell 15" Laptop Workstation	P0106338	10368592893	01/17/2020	2,586.51
00202209	01/23/2020	DEPT OF TRANSPORTATION Invoice RE 41 JZ0592 L001 ST L	P0106524	JZ0592	12/16/2019	1,300.31
00202210	01/23/2020	EASTSIDE EXTERMINATORS 2020 CITY HALL PEST CONTROL	P0106484	481587	01/10/2020	246.33
00202211	01/23/2020	EXCEL SUPPLY COMPANY INVENTORY PURCHASES	P0106492	115643	01/13/2020	322.72
00202212	01/23/2020	FERGUSON ENTERPRISES LLC METER PILOT PARTS	P0106500	0831797	01/02/2020	1,798.39
00202213	01/23/2020	FIRE PROTECTION INC 2020 FIRE & SECURITY ALARM	P0106537	54241	01/01/2020	1,815.00
00202214	01/23/2020	GALVIN, MATTHEW UNUSED SITE DEV. REFUND		OH012913	01/21/2020	1,837.00
00202215	01/23/2020	GOODYEAR TIRE & RUBBER CO, THE 2020 TIRE INVENTORY	P0106462	195-1152665	01/07/2020	800.18
00202216	01/23/2020	GRAINGER 1/4" SOFT COPPER TUBING (50')	P0106499	9413924490	01/16/2020	29.57

Accounts Payable Report by Check Number

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00202217	01/23/2020	H D FOWLER 1/2" BRASS BALL VALVE	P0106489	I5369239	01/10/2020	6.41
00202218	01/23/2020	HOME DEPOT CREDIT SERVICE FORCED AIR HEATER	P0106498	1622504	01/17/2020	110.07
00202219	01/23/2020	HONEYWELL, MATTHEW V Professional Services - Invoice	P0106523	1144/1145	01/07/2020	1,600.00
00202220	01/23/2020	HYLAND SOFTWARE Hyland Cloud Hosting 11/1/19 -	P0106522	LE01-135074	12/31/2019	3,300.00
00202221	01/23/2020	INTERIOR FOLIAGE CO, THE 2020 INTERIOR LANDSCAPING CITY	P0106490	42598	01/01/2020	282.70
00202222	01/23/2020	JUNIOR LEAGUE OF SEATTLE, THE Rental FA-3687 completed. Retu	P0106515	29252	01/13/2020	250.00
00202223	01/23/2020	KELLEY, CHRIS M WORK CLOTHES REIMBURSEMENT		OH012908	12/26/2019	109.32
00202224	01/23/2020	KEYBANK NATIONAL ASSOC 2019 ANNUAL ACCOUNT ANALYSIS	P0106541	19120000201	12/31/2019	15,313.47
00202225	01/23/2020	KIA MOTORS FINANCE 6 MONTH EXTENSION JAN - JULY '	P94483	OH012917	01/01/2020	388.20
00202226	01/23/2020	KING COUNTY 2020 ETP Membership Dues	P0106431	ETP06-2020	01/01/2020	200.00
00202227	01/23/2020	KING COUNTY FINANCE I-NET MONTHLY SERVICES FROM	P0102965	11008702	12/30/2019	1,122.00
00202228	01/23/2020	LLAMAS, LEAH FLIGHT TO ESRI CONF 2020		OH012925	01/01/2020	398.80
00202229	01/23/2020	MASTERMARK Council Chamber Nameplates (3)	P0106529	2639336	01/13/2020	82.20
00202230	01/23/2020	MERCERWOOD SHORE CLUB UNUSED SITE DEV. REFUND		OH012912	01/21/2020	1,539.85
00202231	01/23/2020	METROPRESORT DECEMBER 2019 PRINTING AND MAI	P0103098	IN618548/405	12/23/2019	1,243.61
00202232	01/23/2020	MI 84TH LIMITED PARTNERSHIP UNUSED SITE DEV. REFUND		OH012918	01/13/2020	3,180.00
00202233	01/23/2020	MI SCHOOL DISTRICT #400 BUS-PADDLE REVENUE	P0102661	2019-11.30.19	11/30/2019	3,847.62
00202234	01/23/2020	MORNICK, MATTHEW CMO Support 12/23/19-1/3/2020	P0106475	05	01/15/2020	4,386.00
00202235	01/23/2020	MOUNTAINS TO SOUND 2019-2020 Forest Restoration	P0102409	OH012909	12/31/2019	4,065.00
00202236	01/23/2020	MUNICIPAL EMERGENCY SERVICES SCBA Equipment	P0106502	IN1417288	12/28/2019	22,433.40
00202237	01/23/2020	MUNICODE 2020 Subscription Fee and Web	P0106528	00338680	01/15/2020	24,780.00
00202238	01/23/2020	MYERS, JAMES S LEOFF1 Retiree Medical Expense	P0106508	OH012929	01/21/2020	311.58
00202239	01/23/2020	NPELRA ADMINISTRATIVE OFFICE A. Spietz 2020 Membership Dues	P0106503	AS646FFF65	01/19/2020	225.00
00202240	01/23/2020	PACIFIC AIR CONTROL INC 2019 CITY HALL HVAC MAINT	P0106486	26057	12/31/2019	4,851.83
00202241	01/23/2020	PACIFIC MODULAR LLC CARPET CLEANING	P0105568	8382B	11/12/2019	51,010.36
00202242	01/23/2020	PRAXAIR DISTRIBUTION INC 2019 ACETYLENE AND OXYGEN TANK	P0102659	94067423	12/31/2019	54.51

Accounts Payable Report by Check Number

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00202243	01/23/2020	PUBLIC SAFETY TESTING INC Police Dec 2019 - Agency Add-o	P0106521	2020-0008	01/07/2020	770.00
00202244	01/23/2020	PUGET SOUND CLEAN AIR AGENCY CALENDAR YEAR 2020 CLEAN AIR	P0106540	057	01/10/2020	38,327.00
00202245	01/23/2020	PUGET SOUND ENERGY ENERGY USAGE JAN 2020		6878/0111-1/20	01/01/2020	2,767.15
00202246	01/23/2020	RAINIER BUILDING SERVICES December Mercer Room cleaning	P0106487	18-1103	12/31/2019	180.00
00202247	01/23/2020	RED WING BUSINESS SAFETY BOOTS	P0106406	582-1-2456	12/31/2019	188.08
00202248	01/23/2020	RELX INC DBA LEXISNEXIS Library Subscriptions - Invoic	P0106525	3092386754	12/31/2019	348.70
00202249	01/23/2020	ROKKA SKI SCHOOL Rental FA-3827 completed. Retu	P0106514	29257	01/13/2020	75.00
00202250	01/23/2020	SCA 2020 Dues Assessment for Membe	P0106531	3371	01/13/2020	16,305.60
00202251	01/23/2020	SEATTLE BOAT COMPANY SEPT/OCT 2019 FUEL	P0106496	994-18924-65291	10/23/2019	2,819.72
00202252	01/23/2020	SHIRLEY JEAN CHERBERG MIVAL Holiday Show Reimburseme	P0106465	OH012911	12/13/2019	45.00
00202253	01/23/2020	SIX ROBBLEES INC FL-0501 REPAIR PARTS	P0106491	1-952009	01/09/2020	286.31
00202254	01/23/2020	SKEEN, ALICIA Camp cancellation. Returning c	P0106516	29002	01/05/2020	120.00
00202255	01/23/2020	Smarsh Inc. 2020 City Device Backup Servic	P0106530	INV00569300	01/01/2020	11,551.64
00202256	01/23/2020	SOUND PUBLISHING INC Ntc. Notice of Cancellation 12	P0106534	7963721	12/31/2019	848.77
00202257	01/23/2020	SPIETZ, ALLISON FLEX SPENDING REIMB.		OH012920	12/31/2019	135.20
00202258	01/23/2020	T-MOBILE Monthly services for Boat Laun	P0106488	519850018-1219	12/31/2019	20.00
00202259	01/23/2020	TACOMA SCREW PRODUCTS INC SNAP LINKS & SLEEVES	P0106505	16308499	01/17/2020	55.23
00202260	01/23/2020	LINKO TECHNOLOGY INC WEB TEST REPORT	P0106501	6602	12/31/2019	2.00
00202261	01/23/2020	TROY, BRIAN CASEY TREE DOWN CALL OUT		OH012919	01/02/2020	36.19
00202262	01/23/2020	US BANK CORP PAYMENT SYS Tuition & Registrations		5539JANUARY	01/06/2020	29,359.10
00202263	01/23/2020	VERIZON WIRELESS P&R Monthly cell phone 11/24-1	P0106466	9844846346	12/23/2019	1,025.14
00202264	01/23/2020	WA ST DEPT OF LABOR & INDUST 2020 FS92 ELEVATOR LICENSE	P0106483	256323	01/15/2020	71.80
00202265	01/23/2020	WALLACE, THOMAS LEOFF1 Retiree Medical Expense	P0106526	OH012930	01/21/2020	6,000.00
00202266	01/23/2020	WCMA A. Spietz 2020 Membership Dues	P0106504	20-92752	01/19/2020	315.00
00202267	01/23/2020	WEATHERNET LLC 2020 WEATHERNET JAN-MAR	P0106365	2019-15197	01/01/2020	490.00
00202268	01/23/2020	WHISTLE WORKWEAR MISC. WORK CLOTHES	P0106507	3702	12/14/2019	390.49

Accounts Payable Report by Check Number

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00202269	01/23/2020	WHISTLE WORKWEAR MISC. WORK CLOTHES	P0106481	K573462	01/07/2020	100.03
00202270	01/23/2020	XEROX CORPORATION Billing for Xerox_255 for 11/2	P0106479	099148475	12/31/2019	149.73
Total						<u>316,699.09</u>



CITY OF MERCER ISLAND CERTIFICATION OF PAYROLL

PAYROLL PERIOD ENDING

1.24.2020

PAYROLL DATED

1.31.2020

Net Cash	\$	550,963.90
Net Voids/Manuals	\$	16,905.58
Net Total	\$	567,869.48
Federal Tax Deposit - Key Bank	\$	91,121.00
Social Security and Medicare Taxes	\$	49,037.99
Medicare Taxes Only (Fire Fighter Employees)	\$	2,637.67
State Tax (Massachusetts)	\$	20.78
Public Employees Retirement System 2 (PERS 2)	\$	29,790.45
Public Employees Retirement System 3 (PERS 3)	\$	6,243.41
Public Employees Retirement System (PERSJM)	\$	870.75
Public Safety Employees Retirement System (PSERS)	\$	214.08
Law Enforc. & Fire fighters System 2 (LEOFF 2)	\$	27,579.31
Regence & LEOFF Trust - Medical Insurance	\$	(48.84)
Domestic Partner/Overage Dependand - Insurance	\$	-
Group Health Medical Insurance	\$	-
Health Care - Flexible Spending Accounts	\$	1,999.91
Dependent Care - Flexible Spending Accounts	\$	1,216.16
ICMA Deferred Compensation	\$	34,955.06
Fire 457 Nationwide	\$	17,305.24
Roth - ICMA	\$	560.00
Roth - Nationwide	\$	893.75
Tax Levy	\$	988.12
Child Support	\$	599.99
Mercer Island Employee Association	\$	295.00
Cities & Towns/AFSCME Union Dues	\$	-
Police Union Dues	\$	(137.21)
Fire Union Dues	\$	2,153.38
Fire Union - Supplemental Dues	\$	160.00
Standard - Supplemental Life Insurance	\$	-
Unum - Long Term Care Insurance	\$	-
AFLAC - Supplemental Insurance Plans	\$	-
Coffee Fund	\$	-
Transportation	\$	-
HRA - VEBA	\$	5,268.95
Tax & Benefit Obligations Total	\$	273,724.95

TOTAL GROSS PAYROLL

\$ 841,594.43

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

Finance Director

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

Mayor

Date



CITY COUNCIL MINUTES REGULAR MEETING JANUARY 21, 2020

CALL TO ORDER & ROLL CALL

Mayor Benson Wong called the meeting to order at 5:31 pm in the Council Chambers of City Hall, 9611 SE 36th Street, Mercer Island, Washington.

Mayor Benson Wong, Deputy Mayor Wendy Weiker (5:34 pm), and Councilmembers Lisa Anderl, Jake Jacobson, Salim Nice, Craig Reynolds, and David Rosenbaum (by phone) were present.

AGENDA APPROVAL

Mayor Wong reported that due to an illness, Agenda Bill 5650 the 2019 Community Needs Assessment would be tabled to a later meeting. In its place, staff requested a brief Executive Session be scheduled for 5:30 pm to 6 pm.

It was moved by Jacobson; seconded by Nice to:

Approve the agenda as amended.

Passed 5-0

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

ABSENT: 2 (Rosenbaum and Weiker)

EXECUTIVE SESSION

At 5:33 pm, Mayor Wong convened an Executive Session for approximately 30 minutes to discuss with legal counsel litigation or potential litigation to which the City is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the City pursuant to RCW 42.30.110(1)(i) and noted that no action would be taken.

At 6:03 pm, Mayor Wong adjourned the Executive Session; no action was taken.

Mayor Wong called the Regular Meeting to order at 6:06 pm.

STUDY SESSION

REVISED AB 5650: YFS Funding History

As amended at the start of the meeting, Agenda Bill 5650 was revised to address YFS Funding History; the 2019 Community Needs Assessment was tabled for a later meeting.

Youth and Family Services Director Cindy Goodwin introduced Terry Pottmeyer, Attorney and Human Services professional, to provide City Council with a brief overview and understanding of the history of human services, how human services are funded, and an explanation why human services are experiencing significant challenges in meeting their mission. Pottmeyer further explained that the key challenges include: Government contracts don't cover full cost of services, budgets that depend on philanthropy are built on hope, and demands that are driven by new initiatives and increasing expectations.

AB 5651: Mercer Island Foundation Strategic Planning Report

Youth and Family Services Director Cindy Goodwin introduced Jody Kris, Mercer Island's Youth and Family Services Foundation Board President, to present a report on the strategic fundraising direction of the Foundation and its ability to support YFS core services given the City and YFS Department's funding challenges.

President Kris responded to Council questions about funding and made to request of the City:

1. Provide budget numbers to the Foundation as soon as possible so that they can plan accordingly.
2. Encourage YFS donors to give directly to the Foundation, rather than the City so that the Foundation can thank donors, invite them to events, and give them the gratitude they deserve.

SPECIAL BUSINESS

AB 5654: Sister City 20th Anniversary Proclamation No. 248

Senior Project Manager Kirsten Taylor invited members of the Sister City organization to join her and Mayor Wong at the podium to accept the proclamation. Ms. Jane Meyer Brahm spoke to the 20-year history between the two sister cities.

Mayor Wong proclaimed February 3-7, 2020 Mercer Island and Thonon-Les-Bains Sister City 20th Anniversary Appreciation Week and pledged Mercer Island's continued friendship, respect and commitment to maintaining a long-lasting and productive sister city relationship.

APPEARANCES

Laurie Raisys, Mercer Island, and co-owner of Island Books. She reported that in 2016 the City Council redrew and reduced the retail core of the Town Center that impacted 14 businesses, including the Island Books store. She requested that Council prioritize the redraw of the redraw and consider where and how impacted businesses will relocate and asked that the Council fix the situation.

Matt Goldbach, requested that Council reject AB 5653 Rooftop Railings Code Amendment and that Council repeal Amendments 8 and 1 to the Comprehensive Plan.

Jeff Geoghagan, Mercer Island, reported that he is a police officer for a large off Island agency and is familiar with the impacts of the rail system on local jurisdictions. He encouraged Council to consider the impacts on emergency services and

Ashley Hay, Mercer Island, addressed the impacts of light rail on the adjacent neighborhood. She also encouraged Council to reject AB 5653 regarding Rooftop Railings Code Amendment.

CONSENT CALENDAR

Payables: \$116,281.27 (12/31/2019) and \$1,295,504.86 (01/10/2020)

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

Payroll: \$931,948.80 (01/17/2020),

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

Minutes: December 3, 2019 Regular Meeting, December 10, 2019 Special Meeting, & January 7, 2020 Regular Meeting.

Recommendation: Approve the December 3, 2019 Regular Meeting, December 10, 2019 Special Meeting, & January 7, 2020 Regular Meeting minutes as written.

It was moved by Anderl; seconded by Reynolds to:

Approve the Consent Calendar as presented.

Passed 7-0

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

REGULAR BUSINESS

AB 5652: Small Cell Regulations

Community Planning & Development Director Evan Maxim provided Council with a brief overview that outlined the FCC's new rules regulating review times, regulation of aesthetics, and anything that might "effectively prohibit" small cells. He went on to explain that prior to commencing work on the development of new code standards, staff was seeking Council confirmation of the Planning Commission's recommended scope of work on the following:

- Comprehensive review of existing regulations
- Explore adoption of additional local regulations related to small cell facilities
- Correct inconsistent language and add definitions where warranted

Director Maxim also clarified that the City has limited authority to restrict small cell facilities on public property.

It was moved by Weiker; seconded by Reynolds to:

Confirm the scope of work for ZTR19-004, to update the wireless communication facility code as amended

It was moved by Wong; seconded by Nice to:

Add a fifth bullet stating, "Explore and identify the maximum permissible level of local control in the development of new code standards for small cell facilities including the location of the facilities."

Passed 7-0

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

Passed 7-0

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

AB 5653: Rooftop Railings Code Amendment (Ordinance No. 20C-01, First Reading)

Community Planning & Development Director Evan Maxim reviewed with Council the background regarding the Rooftop Railings Code Amendment and reported on the Planning Commission's recommendation, which included:

- Allow rooftop railings to exceed the 30-foot height limit if:
 - The railing is more than 6-feet from the edge of the building; or,
 - The railing is associated with a house on a constrained lot
- If allowed, rooftop railings extending about 30-feet:
 - Cannot exceed the height required by building code (typically 3 feet);
 - Should be 80 percent open area; and,
 - Should not be built of glass or other similar material.

Council discussed the proposed code amendment and asked questions of staff.

It was moved by Anderl; seconded by Nice to:

Reject Ordinance No. 20C-01

Passed 6-1

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

AGAINST: 1 (Reynolds)

OTHER BUSINESS

Planning Schedule

Interim City Manager Bon noted the following:

- Planning Session schedule for January 24 and 25
- Recommended Council group photo and headshots in February
- Planning Schedule will look somewhat light until after the Planning Session

Councilmember Absences

Councilmembers Anderl and Reynolds will be absent from the March 3, 2020 Regular Meeting. Councilmember may try to call in.

Councilmember Reports

Councilmember Weiker:

- PSRC Orientation on January 30 and SCA training and reception afterwards at Ivars.

Mayor Wong:

- K4C started sending out newsletters to all councilmembers; highlighting what K4C is doing and how elected officials can get involved.

EXECUTIVE SESSION

At 8:18 pm, Mayor Wong convened an Executive Session for approximately 120 minutes to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee; and to discuss with legal counsel litigation or potential litigation to which the City is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the City pursuant to RCW 42.30.110(1)(g) and (i). No action was taken.

At 10:15 pm, Mayor Wong adjourned the Executive Session; no action was taken.

ADJOURNMENT

There being no additional business to come before City Council, the Regular Meeting adjourned at 10:20 pm.

Benson Wong, Mayor

Attest:

Deborah A. Estrada, City Clerk



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 5661
February 4, 2020
Regular Business

AGENDA BILL INFORMATION

TITLE:	AB 5661: Review and Approve the 2020-2021 City Council Priorities and Confirm Additional Work Items.	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed:
RECOMMENDED ACTION:	Adopt the 2020-2021 City Council Priorities and confirm the list of additional work items.	<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

DEPARTMENT:	City Manager
STAFF:	Jessi Bon, Interim City Manager
COUNCIL LIAISON:	n/a
EXHIBITS:	1. 2020 City Council Planning Session – Additional Work Items 2. Department Work Plans 3. High Visibility Work Plan Items
CITY COUNCIL PRIORITY:	n/a

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

SUMMARY

On Friday and Saturday, January 24 and 25, 2020, the City Council held its annual Planning Session at the Mercer Island Community Center. The Council Planning Session agenda and packet are available at: www.mercergov.org/councilmeetings (click on “Agenda” for 1/24/2020).

2020-2021 CITY COUNCIL PRIORITIES

One of the key outcomes from the Planning Session was to draft priorities for the upcoming year. The priorities are intended to guide planning and decision-making through the year and into the next biennium. This includes working towards desired outcomes on a wide range of major projects, new activities, and ongoing work plan items. The proposed Council Priorities as drafted at the City Council Planning Session are as follows:

- Priority 1. Prepare for the impacts of growth and change
- Priority 2. Articulate, confirm, and communicate a vision for effective and efficient city services. Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability
- Priority 3. Implement an economic development program

Although not formalized as a separate priority, the City Council emphasized that both communications and environmental sustainability should be a foundational component of all City actions.

NEW WORK PLAN ITEMS (2020 AND BEYOND)

The City Council also spent time working through a decision card process, resulting in the prioritization of a number of new work items, see Exhibit 1. The four items listed at the bottom of Exhibit 1 were identified during the discussion on the Rules of Procedure and included for continuity.

The City Manager is currently working with the City staff to assess and evaluate each of the new work items. If needed, work items will be brought back to the City Council for further scoping and an implementation discussion. In some cases, implementation of a new work item will require additional resources and an accompanying budget appropriation.

2020-2021 DEPARTMENT WORK PLANS

Each Department prepared a 2020-2021 Work Plan for review and a brief discussion at the Planning Session. The Department Work Plans were revised to reflect the priorities identified by the City Council (see Exhibit 2). The new work items requested by the City Council were incorporated into the documents and most are still noted as “pending further scoping and evaluation.” High Visibility work plan items were included in a three-year graphic (see Exhibit 3).

RECOMMENDATION

Adopt the 2020-2021 City Council Priorities and confirm the list of additional work plan items.

2020 City Council Planning Session - Additional Work Items
Summarized from the Decision Card Exercise and Rules of Procedure Discussion
Updated: February 4, 2020

#	Title	2020 Planning Session	Category	Notes/Explanation	Departments	Operational Efficiency Project	Type/Action	Status	Additional Resources Required
"Top 11" Decision Card Items									
1	Review/Update Town Center Development Code	Decision Card Exercise	Economic Development	Suggestions currently include: - Revisit the retail frontage requirements and whether or not the requirement for retail should be extended south. - Evaluate and consider restoring the pre-2015 or 1992 zoning regulations. - A light rail integration plan to address bike and pedestrian connections to the new station. Also includes design aesthetics to ensure new infrastructure complements and connects to existing infrastructure.	Planning City Attorney		Ordinance/ Code Amendment	Pending. Further project scoping required.	Yes, consultant resources will likely be needed.
2	Review/Update Regulations regarding Camping, Temporary Structures, and Overnight Parking on Public Property	Decision Card Exercise	Safety	Study possible updates to current regulations regarding camping, temporary structures, and overnight parking on public property. Explore potential options for partnerships with area shelters (see <i>Martin v. Boise</i>).	Planning Police Parks & Rec Public Works City Attorney		Ordinance/ Code Amendment	Added to 2020 Police Department work plan, other Departments providing support.	No
3	City-Wide Shuttle Service	Decision Card Exercise	Transportation	Review the potential of implementing a shuttle service on Mercer Island to serve businesses, schools, the Park & Ride, and other areas on Mercer Island.	Public Works City Manager		New Program or Service	Pending. Further project scoping required.	Yes, a new service will require resources. Requires scope development and further evaluation.
4	Citywide Economic Development Plan	Decision Card Exercise	Economic Development	Proactively engage the community to develop a Mercer Island strategy for economic development, inclusive of all island businesses. Develop a plan with specific short, medium, and long term action items for implementation by the City to support local businesses.	City Manager Planning Finance		Community Planning Process	Recommendation to hire Econ Development staff first. Consider major planning initiatives for 2021-2022 budget.	Maybe. Requires scope development and further evaluation.
5	Staff Position for Economic Development	Decision Card Exercise	Economic Development	Identify/allocate resources to support a staff position who will help coordinate economic development activities, per the Comprehensive Plan.	City Manager		Budget Amendment	Pending. Further review and position scoping required.	Yes, resources needed for new staff position.
6	Compensation Policy & Philosophy	Decision Card Exercise	Human Resources	Develop a City-wide compensation policy and philosophy.	Admin Services Finance City Manager		Budget Policy	Added to 2020 Admin Services Department work plan. Further project scoping required.	Maybe. Requires scope development and further evaluation.
7	Citywide Classification and Compensation Study	Decision Card Exercise	Human Resources	The City's compensation levels and strategies need to be reviewed and updated. This includes reviewing and updating the classification system for all positions, and a salary study for non-represented staff.	Admin Services City Manager	Yes	Budget Policy	Pending. Further project scoping required.	Yes, consultant support will be needed to complete this work.
8	Evaluate the City's Finance Software System to inform the "Update or Replace" Decision	Decision Card Exercise	Fiscal Stewardship	The City is using ONESolution for finance operations and reporting. The system is scheduled to be upgraded in 2021. It may be wise to evaluate other software systems before the upgrade is performed. Additional one-time resources would be needed to support this research effort. ONESolution has not been updated since 2010 and current functionality is limited in some areas (e.g. customized reporting).	Finance Admin Services City Manager		Technology Project	Added to 2020 Finance Department work plan. Further project scoping required.	Maybe. Requires scope development and further evaluation.

2020 City Council Planning Session - Additional Work Items

Summarized from the Decision Card Exercise and Rules of Procedure Discussion

Updated: February 4, 2020

#	Title	2020 Planning Session	Category	Notes/Explanation	Departments	Operational Efficiency Project	Type/Action	Status	Additional Resources Required
9	Update Town Center Parking Regulations	Decision Card Exercise	Economic Development	Review and update Town Center public parking regulations in preparation for light rail opening in 2023. The current parking ordinance in Town Center calls for a wide range of parking zones on Mercer Island. This needs to be reviewed and updated. Regulations for public parking (outside of Town Center) may also need to be reviewed.	Police Public Works City Attorney	Yes	Ordinance/ Code Amendment	Recommended for consideration as part of 2021-2022 budget process.	Yes, consultant resources will likely be needed.
10	Levy/Long-Term Funding Strategy for School-Based Mental Health Counselors	Decision Card Exercise	Fiscal Stewardship	Review the options to secure long-term funding for school-based mental health counselors and review/confirm mental health counseling levels of service. This may include a ballot measure such as a levy.	YFS Finance City Manager		Fiscal Strategy	Pending. Further project scoping required.	Maybe. Requires scope development and further evaluation.
11	Study & Evaluate Options for Permanent Protection of City Parks & Open Spaces	Decision Card Exercise	Parks & Open Space	Consider a referendum or other measure to permanently protect parks and open space and/or to require a vote to divest or modify use of park land. The Parks and Recreation Department is currently working on an update to the Parks, Recreation and Open Space (PROS) Plan. This policy discussion may be something to include as part of that work item in 2020-21.	Parks & Rec City Attorney City Manager		Ballot Measure or Ordinance/ Code Amendment	Pending. Further project scoping required. PROS Plan likely to provide policy foundation for this work.	Maybe. Requires scope development and further evaluation.

2020 City Council Planning Session - Additional Work Items
Summarized from the Decision Card Exercise and Rules of Procedure Discussion
Updated: February 4, 2020

#	Title	2020 Planning Session	Category	Notes/Explanation	Departments	Operational Efficiency Project	Type/Action	Status	Additional Resources Required
Potential Budget Policy Work Items (taken from the original Decision Card List, not part of the prioritization exercise)									
A	Review/Update Policies regarding the use of REET	Decision Card Exercise	Fiscal Stewardship	Review and update policies regarding use of REET funds. REET 1 and REET 2 allow for the use of funds for maintenance projects with limitations. New legislation in 2019 expanded the use of REET 2 for affordable housing and projects related to homelessness. The City is currently using all REET funds for capital projects. Policy suggestions include: - Improving policy definitions - Discuss use of REET to fund maintenance activities - Discuss use of REET to fund ARCH projects	Finance Planning Public Works Parks & Rec Admin Services City Manager		Budget Policy	Added to 2020 Finance Department work plan. Policy will be considered as part of 2021-2022 budget process.	No, policy work is included in the staff work plan and is also part of the Finance Consultant scope of work.
B	Review/Update the Equipment Surplus Policy	Decision Card Exercise	Fiscal Stewardship	Review and update the equipment surplus policy, including review of the valuation threshold for City Council approval. Suggestion is to require City Council approval prior to surplus equipment valued at \$500 or more.	Public Works Finance Parks & Rec City Attorney		Budget Policy	Added to 2020 Finance Department work plan. Policy will be considered as part of 2021-2022 budget process.	No, policy work is included in the staff work plan and is also part of the Finance Consultant scope of work.
C	Consider a policy to Incentivize Department Savings	Decision Card Exercise	Fiscal Stewardship	Research and evaluate a policy to incentivize department savings where credits could be applied to future biennial budgets. For example, allow savings in 2020 to credit to next Biennium. Add GL code and process whereby savings are "booked" by Directors for each department to City Financial Systems. Provide this report in Council packets along with Payables. Determine minimum reporting standards.	Finance City Manager		Budget Policy	Added to 2020 Finance Department work plan. Policy will be considered as part of 2021-2022 budget process.	No, policy work is included in the staff work plan and is also part of the Finance Consultant scope of work.
D	Consider a policy to Establish a Reduction Threshold/Target for the 2021-22 Budget	Decision Card Exercise	Fiscal Stewardship	Establish a spending reduction threshold (ex: 5%) to guide the development of the 2021-2022 biennial budget.	Finance City Manager		Budget Policy	Added to 2020 Finance Department work plan. Policy will be considered as part of 2021-2022 budget process.	No, policy work is included in the staff work plan and is also part of the Finance Consultant scope of work.
E	Consider Implementing a Funding Policy for Permanent FTEs	Decision Card Exercise	Fiscal Stewardship	Research and evaluate a financial policy related to funding requirements for new FTEs. Suggestion included establishing a budget policy that requires an ongoing/sustainable (6-year) funding source for any new FTE/headcount added outside of a balanced budget (i.e. cannot use one-time-money or surplus to add permanent positions). Contract positions with stated terms would be allowed.	Finance City Manager		Budget Policy	Added to 2020 Finance Department work plan. Policy will be considered as part of 2021-2022 budget process.	No, policy work is included in the staff work plan and is also part of the Finance Consultant scope of work.
F	Review/Update the Capital Funding and Reinvestment Policies	Decision Card Exercise	Fiscal Stewardship	Utilize asset management data (through the CityWorks system) to establish/update policies for capital reinvestment and replacements. Utilize the data to confirm the prioritization and replacement schedule for infrastructure.	Public Works Parks & Rec Admin Services Finance City Manager		Budget Policy	Added to 2020 Finance Department work plan. Policy will be considered as part of 2021-2022 budget process.	No, policy work is included in the staff work plan and is also part of the Finance Consultant scope of work.

2020 City Council Planning Session - Additional Work Items
 Summarized from the Decision Card Exercise and Rules of Procedure Discussion
 Updated: February 4, 2020

#	Title	2020 Planning Session	Category	Notes/Explanation	Departments	Operational Efficiency Project	Type/Action	Status	Additional Resources Required
Other Work Items									
G	Fence Heights in Residential Zones	Decision Card Exercise	Residential	Review the fence height regulations in residential zones. Consideration for taller fences to prevent deer from accessing properties and gardens. This could be included as part of the Residential Development Standards review.	Planning City Attorney		Ordinance/ Code Amendment	Added to Planning Department work plan as part of RDS initial scope of work.	No
H	Evaluate Sustainability Committee	Rules of Procedure Discussion	City Council	City Council to evaluate whether or not to continue the Sustainability Committee.	City Manager		Council Motion	Added to City Manager work plan for Q1 discussion.	No
I	Consider Town Hall Meetings	Rules of Procedure Discussion	City Council	City Council to explore hosting town hall style meetings to allow for open communication and dialogue with the community on a variety of topics.	City Manager City Council		Administrative	Added to City Manager work plan. Request City Council support to implement.	Additional staff time will be required, not likely to be significant.
J	Evaluate Technology Upgrades in Council Chambers	Rules of Procedure Discussion	City Council	Evaluate options to upgrade the Technology in Council Chambers to allow for remote participation. Microsoft Teams was suggested.	Admin Services City Manager		Budget Amendment	Added to Admin Services work plan for 2020 to conduct evaluation.	Yes, resources needed for technology improvements.
K	Scheduling of "Joint Meetings"	Rules of Procedure Discussion	City Council	Review scheduling of "Joint Meetings" to ensure the timing aligns with imminent policy matters under consideration by the City Council.	City Manager		Administrative	Added to City Manager work plan.	No

Administrative Services 2020 - 2021 Work Plan



About Administrative Services:

Administrative Services is the combination of the Facilities, Human Resources, and Information and Geographic Services divisions of the City.

- The Facilities division provides preventative and corrective maintenance to all City buildings.
- The Human Resources division encompasses human resources and payroll services.
- The Information and Geographic Services (IGS) division provides support and management of the City's technology, operations and initiatives and Geographic Information System and related products and services.
- Administrative Services also encompasses customer service initiatives, website management, risk management, and internal service delivery.

ADMINISTRATIVE SERVICES

Work Item 1: Council Priority 2 - Articulate, confirm, and communicate a vision for effective and efficient City services. Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability.

Description	Dept. Lead / Liaison	Staff Comments	Timeline								
			2020				2021				
Launch New Website and Intranet <i>New, updated website will be launched in Q1. Majority of information has been transferred. Intranet will host internal information for employees.</i>	Ali Spietz	High Priority, CIP funded	→	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
2021-2022 Biennial Budget Development <i>Work with the City Manager's Office and the Finance Department to prepare the 2021-2022 budget recommendation.</i>	Ali Spietz	High Priority		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Develop Financial, Purchasing, and Billing Policies and Procedures <i>Assist in drafting and adopting financial, purchasing, and utility billing policies.</i>	Ali Spietz	High Priority		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Customer Service Initiative <i>Lead City-wide customer service initiative, including trainings for employees, focus on improving and strengthening overall customer experience for internal and external customers.</i>	Ali Spietz	Medium Priority		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4

Administrative Services Work Item 2: Operations

Description	Dept. Lead / Liaison	Staff Comments	Timeline								
			2020				2021				
Code of Ethics Contracts <i>Contract with Seattle Ethics and Elections Commission for City's Ethics Officer and contract with local Hearing Examiner for ethics violation hearings.</i>	Ali Spietz	High Priority	→	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4

Administrative Services Work Item 2: Operations (Continued)			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Public Defense <i>Oversee public defense contract. Issue RFP or renew/renegotiate current contract (expires June 2020).</i>	Ali Spietz	High Priority, supports other departments	2020 2021 Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Master Fee Schedule <i>Create a master fee schedule for Council adoption (includes CPD planning and permitting, impact, licensing, and parks fees).</i>	Ali Spietz	High Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Risk Management <i>Attend required meetings and trainings, update auto and property schedule, WCIA contract templates review.</i>	Ali Spietz	High Priority, supports other departments	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4

FACILITIES

Work Item 1: Council Priority 2 - Articulate, confirm, and communicate a vision for effective and efficient City services. Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability.

Description	Dept. Lead / Liaison	Staff Comments	Timeline
2021-2022 Capital Improvement Plan (CIP) Development <i>Development of the six-year capital improvement plan for facilities projects.</i>	Ali Spietz, Marcy Olson	High Priority, supports other departments	2020 2021 → Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Facilities Service Delivery Assessment <i>Review and analyze current structure and function of Facilities division. Seek feedback from interntal teams on high priority items.</i>	Ali Spietz	High Priority, supports other departments	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →

Facilities Work Item 2: Operations

Description	Dept. Lead / Liaison	Staff Comments	Timeline
Facilities Project Management <i>Oversee facilities CIP projects, including City Hall, Luther Burbank Admin Building, MICEC, North Fire Station, Public Works Building, South Fire Station, and Thrift Shop.</i>	Marcy Olson	Medium Priority	2020 2021 → Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
City Buildings Maintenance <i>Coordinate scheduled preventative building maintenance and respond to building maintenance requests.</i>	Marcy Olson, Scott Tolliver	Medium Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →

HUMAN RESOURCES

Work Item 1: Council Priority 2 - Articulate, confirm, and communicate a vision for effective and efficient City services. Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability.

Description	Dept. Lead / Liaison	Staff Comments	Timeline								
			2020				2021				
Compensation Policy and Philosophy <i>Develop a City-wide compensation policy and philosophy. Pending further scoping and evaluation.</i>	TBD	City Council Priority	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
Citywide Classification & Compensation Study <i>The City's compensation levels and strategies need to be reviewed and updated. This includes reviewing and updating the classification system for all positions, and a salary study for non-represented staff. Pending further scoping and evaluation.</i>	TBD	City Council Priority	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
Employee Handbook Update <i>Complete final review of the revised Employee Handbook (WCIA, Legal & Unions) and produce/distribute.</i>	Ali Spietz	High Priority, Legally Required	→	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Launch NEOGOV HR Software <i>NEOGOVS is an integrated human resource information system for employee records, salary and benefit administration, form workflow, and workforce data. The platform includes job applicant tracking, onboarding, payroll, and time & attendance.</i>	Ali Spietz, Lajuan Tuttle	High Priority, CIP funded	→	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4

HR Work Item 2: Operations

Description	Dept. Lead / Liaison	Staff Comments	Timeline									
			2020				2021					
HR Policies, Procedures, and Programs <i>Plan, organize, develop, and administer uniform HR policies, procedures, and programs, including: recruitment and new employee orientation and on-boarding; labor agreement negotiations; oversee safety and wellness program; advise directors and supervisors on interpretation and application of policies and procedures, and provide technical expertise on HR management or employee related issues, including conducting and/or arranging for internal investigations; and supporting Civil Service Commission and Disability Board.</i>	Ali Spietz Lara Gerheim Also includes limited term contracted support.	High Priority, supports other departments	→	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	→
Maintain Employee Records <i>Maintain employee records and HRIS database. Manage and administer employee benefit programs and LEOFF 1 Retiree medical program. Work with City Clerk to review HR records, identifying destruction and/or archival requirements.</i>	Ali Spietz, Lara Gerheim, Deb Estrada	High Priority, supports other departments	→	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	→

HR Work Item 2: Operations (Continued)			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Conduct Training Programs and Performance Evaluations <i>Plan, organize, develop, and administer City-wide training programs and employee survey. Manage City-wide performance evaluation process and employee recognition and service award programs.</i>	Ali Spietz, Lara Gerheim	High Priority, supports other departments	2020 2021
			→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
Process Payroll and Employee Benefits Programs <i>Process and transmit bi-weekly payroll for 200+ employees; process payments to benefits vendors and quarterly reports required by state and federal law; process and maintain all leave accrual records; report retirement earnings to four retirement systems; pay supplemental retirement benefits for LEOFF 1 retirees; and monitor worker's compensation claims and process reports.</i>	Ali Spietz, Jessica Hong, LaJuan Tuttle	High Priority, supports other departments	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →

INFORMATION & GEOGRAPHIC SERVICES

Work Item 1: Council Priority 2 - Articulate, confirm, and communicate a vision for effective and efficient City services. Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability.

Description	Dept. Lead / Liaison	Staff Comments	Timeline
2021-2022 Capital Improvement Plan (CIP) Development <i>IT and GIS lead staff will work with staff City-wide to identify, prioritize and bid technology projects for the 2021-2022 biennium.</i>	Ali Spietz, Alfredo Moreno, Leah Llamas	High Priority, CIP funded	2020 2021
			→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Evaluate Technology Upgrades in Council Chambers <i>Evaluate options to upgrade the Technology in Council Chambers to allow for remote participation. Microsoft Teams was suggested. Pending further scoping and evaluation.</i>	TBD	City Council Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
			Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Evaluate the Finance Software System <i>The City is using ONESolution for finance operations and reporting. The system is scheduled to be upgraded in 2021. It may be wise to evaluate other software systems before the upgrade is performed. Additional one-time resources will be to support this research effort. Pending further scoping and evaluation.</i>	TBD	City Council Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
			Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Financial System Upgrades (Pending) <i>Upgrade City financial system software to the current version.</i>	Supporting LaJuan Tuttle	High Priority, CIP funded	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Permitting System Upgrades <i>This project will update the City's permitting system to the latest version.</i>	Supporting Evan Maxim	High Priority, CIP funded	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4

IT Work Item 2: Projects								
Description	Dept. Lead / Liaison	Staff Comments	Timeline					
			<i>2020</i>	<i>2021</i>				
Computer Equipment Replacements <i>Scheduled replacement of desktop computers, printers, and associated equipment.</i>	Alfredo Moreno	Medium Priority	→	Q1	Q2	Q3	Q4	→
Maintenance Management System for Parks/CityWorks <i>Replace manual processes to manage Parks & Recreation assets with a software system for the management of park facilities.</i>	Supporting Alaine Sommargren	High Priority, CIP funded	→	Q1	Q2	Q3	Q4	→
Thrift Store Point of Sale Enhancement <i>Upgrade and enhance point of sale system at Thrift Store with modern technology.</i>	Supporting Suzanne Philen	Medium Priority	→	Q1	Q2	Q3	Q4	→
Network Communications Infrastructure <i>Partner with King County and Sound Transit construction projects to install City owned conduit for network communications. Prepare for Supervisory Control and Data Acquisition (SCADA), Prepare for Puget Sound Emergency Radio Network (PSERN), and other projects.</i>	Leading and Supporting Various Departments	High Priority, CIP funded	→	Q1	Q2	Q3	Q4	→
Emergency Operations Center Technology <i>Simplify access and use of wide range of technology tools available to EOC operations.</i>	Supporting Jennifer Franklin	Medium Priority	→	Q1	Q2	Q3	Q4	→
Maintenance Management System For Facilities/CityWorks <i>Replace manual processes to manage facility assets with a software system for the maintenance and management of all City facilities.</i>	TBD	High Priority, CIP funded		Q1	Q2	Q3	Q4	→
City Facility Security Cameras <i>Improve security cameras at Thrift Store and Water Reservoir.</i>	Alfredo Moreno	High Priority, CIP funded	→	Q1	Q2	Q3	Q4	
Automatic Metering Infrastructure <i>Replace water meters with self reporting equipment, eliminating manual meter reads.</i>	Supporting Brian McDaniel	High Priority, CIP funded	→	Q1	Q2	Q3	Q4	→
SCADA System Replacement <i>Design and replace Supervisory Control and Data Acquisition (SCADA) systems including obsolete Remote Terminal Units (RTU's) at pump stations and reservoir and replace the Human-Machine Interface (HMI). at the Maintenance Building.</i>	Supporting Brian McDaniel	High Priority, CIP funded	→	Q1	Q2	Q3	Q4	→

IT Work Item 3: Operations			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
			2020
Helpdesk Support <i>Provide helpdesk services for employees for existing technology systems, hardware, and software.</i>	Alfredo Moreno	Medium Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
Network and Server Support <i>Maintain and provide 24x7x365 support for a highly available and responsive network infrastructure connecting City facilities and staff, the public, other governmental institutions, and the Internet.</i>	Alfredo Moreno	High Priority, supports other departments	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
Business Application Support <i>Maintain the City's enterprise and line of business software applications. This includes procurement, implementation, vendor and contract management, and support.</i>	Alfredo Moreno	Medium Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
Project Management and Support <i>Provide project management support for technology projects and initiatives.</i>	Alfredo Moreno	Medium Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
Disaster Recovery and Business Continuity <i>Plan and prepare for disaster recovery and business continuity for technology systems and services.</i>	Alfredo Moreno	High Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
Cyber Security <i>Mitigate and respond to cyber and information security risks, complete cyber security audits, and conduct training for City staff on cyber and information security.</i>	Alfredo Moreno	High Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →

GIS Work Item 1: Projects			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
			2020
Watercourse GIS Layer Update <i>Update watercourse data to help enforce permitting requirements and analyze storm water drainage. Watercourses change over time and the existing data is decades old. Project will update watercourse and wetland information using best available science and technology.</i>	Leah Llamas	Medium Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Mobile Asset Data Collection <i>Capture and utilize video images of city street and utility infrastructure visible from the public right of way to evaluate and plan infrastructure maintenance activity.</i>	Leah Llamas	Medium Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4

GIS Work Item 1: Projects (Continued)			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
High Accuracy Orthophotos <i>Regional orthophotography flight to share costs with neighboring jurisdictions for high resolution aerial photographs of above ground features and infrastructure from which accurate measurements and analysis can occur.</i>	Leah Llamas	Medium Priority	2020 2021 → Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Maintenance Management System For Parks/CityWorks <i>Replace manual processes to manage Parks & Recreation assets with a software system for the management of park facilities.</i>	Mike Helten	High Priority, CIP funded	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
SCADA System Replacement <i>Assist in the SCADA operations requiring GIS integration.</i>	Supporting Brian McDaniel	High Priority, CIP funded	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
Maintenance Management System For Facilities/CityWorks <i>Replace manual processes to manage City's facility assets with a software system for the maintenance and management of all City facilities.</i>	Mike Helten	High Priority, CIP funded	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
AMR/AMI (Meter Replacement Program) <i>Replace water meters outlined by the meter replacement program.</i>	Supporting Brian McDaniel	High Priority, CIP funded	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
IT Pipes <i>Assist in GIS integration requirements for implementing sewer City's CCTV software.</i>	Supporting Brian McDaniel	High Priority, CIP funded	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4

GIS Work Item 2: Operations			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Permit Data in WebGIS and StoryMap <i>Extract scheduled permit data from TrakIt and display information in WebGIS. Will create data that can be displayed as map layer or story map format.</i>	Leah Llamas, Mike Helten	Medium Priority	2020 2021 → Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
Cityworks Administration <i>Continue with assisting in Cityworks software administration including workflow enhancements and reporting.</i>	Leah Llamas, Mike Helten	Medium Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
Map Services Administration <i>Continue with maintenance and administration of online map services to ensure WebGIS, Cityworks, and Online maps are operational.</i>	Leah Llamas	Medium Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →

GIS Work Item 2: Operations (Continued)			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
GIS Layer Maintenance <i>Redesign key layers within the GIS to improve analysis and linking to other business systems (example: address layer enhancements, Landuse layer update based on recent best available science, etc.).</i>	Leah Llamas, Mike Helten	Medium Priority	2020 2021 → Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
ESRI Software and Latitude GeoCortex Maintenance <i>Continue to maintain and enhance ESRI and Latitude GeoCortex softwares including procurement, licensing and administration to ensure WebGIS and GIS software are operational.</i>	Leah Llamas	Medium Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →

City Attorney's Office 2020 - 2021 Work Plan



About the City Attorney's Office:

The City Attorney's Office serves as legal counsel to the City of Mercer Island, and provides legal advice to the City Council, City Manager, staff, and Boards and Commissions. The City Attorney's Office provides legal guidance in a multitude of day-to-day operations and represents the City in all litigation, either directly or through outside counsel, before all courts and administrative agencies.

Work Item 1: Council Priority 1 - Prepare for the Impacts of Growth and Change

Description	Dept. Lead / Liaison	Staff Comments	Timeline									
			2020				2021					
Prepare for Sound Transit Light Rail Station and Bus Intercept <i>Provide legal advice and assistance to the City Manager and City Council; manage outside legal counsel.</i>	Bio Park	High Priority	→	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	→
Sound Transit Settlement Agreement <i>Monitor and enforce terms of settlement agreement; track expenses for reimbursement.</i>	Bio Park, Mary Swan, Kirsten Taylor	High Priority	→	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	→
BP/ARCO Reimbursement Agreement <i>Monitor Terms of settlement agreement; track environmental expenses and reimbursements from BP/ARCO.</i>	Bio Park, Mary Swan, Kirsten Taylor	High Priority	→	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	→
Commuter Parking and Mixed-Use Project <i>Provide legal advice and assistance to the City Manager and City Council; manage outside counsel.</i>	Bio Park	High Priority	→	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	→
Update Town Center Parking Regulations <i>Review and update Town Center public parking regulations in preparation for light rail opening in 2023. The current parking ordinance in Town Center calls for a wide range of parking zones on Mercer Island. This needs to be reviewed and updated. Regulations for public parking (outside of Town Center) may also need to be reviewed. Pending further scoping and evaluation.</i>	TBD	City Council Priority		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
Regulations Related to Camping on Public Property <i>Study potential updates to current regulations regarding camping, temporary structures, and overnight parking on public property. Explore potential options for partnerships with area shelters (see Martin v. Boise).</i>	Bio Park	City Council Priority		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	

Work Item 1: Council Priority 1 - Prepare for the Impacts of Growth and Change (Continued)

Description	Dept. Lead / Liaison	Staff Comments	Timeline
<p>Study/Evaluate Permanent Protection for Parks/Open Space <i>Consider a referendum or other measure to permanently protect parks and open space and/or to require a vote to divest or modify use of park land. The Parks and Recreation Department is currently working on an update to the Parks, Recreation and Open Space (PROS) Plan. This policy discussion may be something to include as part of that work item in 2020-21. Pending further scoping and evaluation.</i></p>	TBD	City Council Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4

Work Item 2: Council Priority 2 - Articulate, confirm, and communicate a vision for effective and efficient City services. Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability.

Description	Dept. Lead / Liaison	Staff Comments	Timeline
<p>City Attorney Office Staffing/Service Delivery Assessment <i>Evaluate legal service delivery model, consider contract options vs. in-house staff option. One position in the City Attorney's Office is vacant.</i></p>	Bio Park	High Priority	2020 2021 → Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
<p>2021-2022 Biennial Budget Development <i>Prepare proposed budget for department. Provide legal advice and assistance to City Manager and Finance Director on budget preparation.</i></p>	Bio Park	High Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4

Work Item 3: Litigation

Description	Dept. Lead / Liaison	Staff Comments	Timeline
<p>Litigation <i>The City Attorney's Office represents the City in all pending matters in state and federal courts and administrative agencies. There are eleven (11) pending matters currently.</i></p>	Bio Park	High Priority	2020 2021 → Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →

Work Item 4: Claims and Incidents

Description	Dept. Lead / Liaison	Staff Comments	Timeline
<p>Claims and Incidents <i>The City Attorney's Office manages all administrative claims filed against the City and reviews all incident reports City-wide for potential liability. The city receives an average of twenty-three (23) claims and eighty (80) incident reports per year.</i></p>	Bio Park	High Priority	2020 2021 → Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →

Work Item 5: Code and Policy Amendments			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Sign Code Amendment <i>Provide legal assistance to CPD.</i>	Bio Park	Medium Priority	2020 2021 Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Wireless Communication Facilities Code Amendments <i>Monitor litigation challenging FCC's rules; assist CPD with permanent code provisions.</i>	Bio Park	High Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
Update Employee Handbook <i>Assist HR Department and provide legal review.</i>	Bio Park, Ali Spietz	High Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
Franchise Agreements <i>Update Zayo, Verizon, and other franchise agreements for which the City can recover administrative costs.</i>	Bio Park	Low Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →

Work Item 6: Administration and Routine Operations			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Daily Operations and Interdepartmental Meetings <i>Provide advice on daily operations and attend various interdepartmental meetings in an advisory capacity.</i>	Bio Park, Mary Swan	Medium Priority	2020 2021 → Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
General Municipal Law <i>Advise staff on local government law, including finance and budgeting, taxation, legislation drafting, Open Public Meetings Act, inter/intra-governmental relations, elections.</i>	Bio Park, Mary Swan	Medium Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
Legal Counsel to City Manager and City Council <i>City Council - Meeting preparation; research, review, and respond to legal inquiries; preparation of Executive Session materials; attend all meetings.</i>	Bio Park	Medium Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
Land Use <i>Provide advice on permit applications, and counsel on zoning, planning, growth management, code enforcement, the State Environmental Policy Act, and acquisition of public property for open space, parks, and other public facilities.</i>	Bio Park	Medium Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
Planning Commission <i>Attend meetings as needed. Provide legal advice and support to CPD.</i>	Bio Park	Medium Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
Design Commission <i>Attend meetings as needed. Provide legal advice and support to CPD.</i>	Bio Park	Medium Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →

Work Item 6: Administration and Routine Operations (Continued)			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Contracts and Agreements <i>Legal review of interlocal agreements; contracts; contract amendments; change orders; legal advice and support to city staff regarding same; maintain updated contract forms.</i>	Bio Park	Medium Priority	2020 2021 → Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
Employment Law <i>Legal counsel on labor negotiations, civil service, and arbitration proceedings; personnel and labor issues; and personnel policies.</i>	Bio Park	Medium Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
Environmental Protection <i>Provide counsel on broad range of environmental issues, including Shoreline Management Act, water resources, the Endangered Species Act, and long-term policy development.</i>	Bio Park	Medium Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
Seminars and Training <i>Attend training and seminars to meet insurance pool and bar association requirements; participate in trainings and seminars for recent developments in municipal law.</i>	Bio Park, Mary Swan	Legal Requirement	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
Records Management <i>Manage and maintain City Attorney's Office records pursuant to Washington State Records Retention Schedules.</i>	Mary Swan	Legal Requirement	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →

Work Item 7: Prosecution			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Prosecution of Misdemeanor Cases <i>Oversee Prosecution and Indigent Services Contracts.</i>	Bio Park	Medium Priority	2020 2021 → Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →

Work Item 8: Public Records			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Public Records Requests (NextRequest) <i>Respond to Public Records Requests; maintain NextRequest portal templates, settings and features. City receives approximately one thousand (1,000) public records requests per year.</i>	Mary Swan, Deb Estrada	Legal Requirement	2020 2021 → Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
Review of Public Records Response <i>Review public records denials and exemptions.</i>	Bio Park, Mary Swan	Legal Requirement	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →

Work Item 8: Public Records

Description	Dept. Lead / Liaison	Staff Comments	Timeline
<p>Public Records Recordkeeping <i>Complete the annual Joint Legislative Audit and Review Commission Report required by Engrossed Senate House Bill 1594 to report 15 metrics on city public records, such as number of records requests received; number of requests closed with in five days; estimated cost to city; and more.</i></p>	Mary Swan, Deb Estrada	Legal Requirement	<p style="text-align: center;">2020 2021</p> <p style="text-align: center;">→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →</p>
<p>Public Records Officer Training <i>Attend Public Records Officer trainings and seminars for recent developments in the Public Records Act and best practices.</i></p>	Mary Swan, Deb Estrada	Legal Requirement	<p style="text-align: center;">→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →</p>

City Manager's Office 2020 - 2021 Work Plan



About the City Manager's Office

The City Manager's Office assists the City Council in establishing community goals and policies and provides leadership and direction in the administration of all City Departments and services. The City Manager's Office oversees intergovernmental relations, City Clerk, communications, sustainability, public records, and coordinates closely with the City Attorney's Office and the HR Dept.

Work Item 1: Council Priority 1 - Prepare for the Impacts of Growth and Change.

Description	Dept. Lead / Liaison	Staff Comments	Timeline									
			2020				2021					
Prepare for Sound Transit Light Rail Station and Bus Intercept <i>Work with CPD, MIPD, MIFD, PW, ST, Metro, and other agencies to ensure safe design and implementation of ST Light Rail Station, bus intercept, and ped/bike access.</i>	Jessi Bon, Jason Kintner, Kirsten Taylor, Bio Park, Ross Freeman	High Priority	→	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	→
Implementation of ST Settlement Agreement <i>Track Settlement Fund appropriations and expenditures, manage contracts and monthly payments, submit detailed reimbursement invoices to ST quarterly, provide community updates via Let's Talk and social media and news releases, respond to inquiries.</i>	Kirsten Taylor	High Priority	→	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	→
Study/Evaluate Permanent Protection for Parks/Open Space <i>Consider a referendum or other measure to permanently protect parks and open space and/or to require a vote to divest or modify use of park land. The Parks and Recreation Department is currently working on an update to the Parks, Recreation and Open Space (PROS) Plan. This policy discussion may be something to include as part of that work item in 2020-21. Pending further scoping and evaluation.</i>	TBD	City Council Priority		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
Commuter Parking and Mixed-Use Project <i>Working with external partners, advance towards project design and engage community as project unfolds. Manage environmental remediation and finalize reports. Continue property assemblage.</i>	Jessi Bon, Kirsten Taylor, Evan Maxim	High Priority	→	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	→

Work Item 1: Council Priority 1 - Prepare for the Impacts of Growth and Change (Continued)

Description	Dept. Lead / Liaison	Staff Comments	Timeline							
First/Last-Mile Initiatives <i>Continue research and implementation of mobility initiatives that help users reach regional transit at Town Center without SOV usage.</i>	Ross Freeman, Kirsten Taylor	Medium Priority	2020				2021			
			→	Q1	Q2	Q3	Q4	Q1	Q2	Q3
Citywide Shuttle Services <i>Review the potential of implementing a shuttle service on Mercer Island to serve businesses, schools, the Park & Ride, and other areas on Mercer Island. Pending further scoping and evaluation.</i>	TBD	City Council Priority	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4

Work Item 2: Council Priority 2 - Articulate, confirm, and communicate a vision for effective and efficient City services. Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability.

Description	Dept. Lead / Liaison	Staff Comments	Timeline								
Long-Term Financial Strategy <i>Continue work on the long-term financial strategy, revisit policies related to the long-term forecast, reserves and the Contingency Fund. Implement organizational assessment findings.</i>	Jessi Bon, LaJuan Tuttle, Matt Mornick, Mike Bailey (consultant)	High Priority	2020				2021				
			→	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
2021-2022 Biennial Budget <i>Prepare and transmit a 2021-2022 biennial budget recommendation to include policy revisions and updates at the direction of the City Council.</i>	Jessi Bon, Ali Spietz, LaJuan Tuttle, Matt Mornick	High Priority	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
Capital Improvement Program <i>Facilitate interdepartmental effort to develop short-term and long-term strategies to update and improve the City's capital improvement program. Revise format, update policies.</i>	Matt Mornick	High Priority	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
Organizational Assessments <i>Complete Finance, Fire, CPD, and Parks maintenance organizational assessments. Assessments began in mid-2019.</i>	Jessi Bon	Medium Priority	→	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Fill Director Vacancies <i>Filling director vacancies and interim positions in the City Manger, City Attorney, Finance, and Parks & Recreation departments will be a priority for 2020 and may extend into 2021.</i>	Jessi Bon	High Priority	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	

Work Item 2: Council Priority 2 - Articulate, confirm, and communicate a vision for effective and efficient City services. Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability. (Continued)

Description	Dept. Lead / Liaison	Staff Comments	Timeline							
			2020				2021			
Leadership Continuing Education and Training <i>Building current and future leaders throughout the organization through continuing education and training of the Leadership and Expanded Management Teams.</i>	Jessi Bon	Medium Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →							
Transition Parks Maintenance to Cityworks Software Program <i>Participate in interdepartmental team to transition Parks Maintenance work flows into Cityworks software, project tracking program.</i>	Matt Mornick	High Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4							
Master Facility Use Agreement with MISD <i>Complete costing analysis, review interlocal agreements, and work with MISD to draft a new Master Facility Use Agreement to include all facilities shared/jointly maintained between the Mercer Island School District (MISD) and the City.</i>	Matt Mornick	Medium Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4							
Compensation Policy and Philosophy <i>Develop a City-wide compensation policy and philosophy. Pending further scoping and evaluation.</i>	TBD	City Council Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4							
Citywide Classification & Compensation Study <i>The City's compensation levels and strategies need to be reviewed and updated. This includes reviewing and updating the classification system for all positions, and a salary study for non-represented staff. Pending further scoping and evaluation.</i>	TBD	City Council Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4							
Long-Term Funding Strategy for School-Based Counselors <i>Review the options to secure long-term funding for school-based mental health counselors and review/confirm mental health counseling levels of service. This may include a ballot measure such as a levy. Pending further scoping and evaluation.</i>	TBD	City Council Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4							

Work Item 3: Council Priority 3 - Implement an Economic Development Program

Description	Dept. Lead / Liaison	Staff Comments	Timeline
<p>Research and Develop Economic Development Program <i>Proactively engage the community to develop a Mercer Island strategy for economic development, inclusive of all island businesses. Develop a plan with specific short, medium, and long term action items for implementation by the City to support local businesses. Pending further scoping and evaluation.</i></p>	TBD	City Council Priority	<p>2020 2021</p> <p>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</p>
<p>Recruit and Hire Economic Development Program Staff <i>Identify/allocate resources to support a staff position who will help coordinate economic development activities, per Comprehensive Plan. Evaluation of resources and position scoping is still pending. Pending further scoping and evaluation.</i></p>	TBD	City Council Priority	<p>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</p>

Work Item 4: Communications

Description	Dept. Lead / Liaison	Staff Comments	Timeline
<p>Communications Support <i>Plan and provide support or outreach/engagement management for other departments: e.g., major construction outreach, public works and parks projects, emergency operations, weather events, etc.</i></p>	Ross Freeman, Department Heads	High Priority	<p>2020 2021</p> <p>→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →</p>
<p>Biennial Community Opinion Survey <i>Research and present options for the City Council's biennial public opinion survey; collaborate on promotion, and assist with distribution and explanation of results.</i></p>	Ross Freeman	Medium Priority	<p>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</p>
<p>Oversee and Maintain Range of Communications Tools <i>Assist with maintenance of website, and Let's Talk and MI-Connect engagement platforms; oversee and post to all City social media outlets; publish MI-Weekly E-Newsletter; interact with local and regional print and TV media as needed; write news releases (as well as comments/talking points) regarding City or Council actions; oversee or produce all-Island mailers.</i></p>	Ross Freeman	High Priority	<p>→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →</p>
<p>Employee Communications <i>Implement internal communications strategy to better inform and engage with employees and boost morale.</i></p>	Jessi Bon, Amanda Keverkamp	Medium Priority	<p>→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →</p>

Work Item 5: City Council Support

Description	Dept. Lead / Liaison	Staff Comments	Timeline
City Council Planning Session and Mid-Year Planning Session <i>Assist Council with annual goals setting and mid-year check-in.</i>	Jessi Bon, Deb Estrada	High Priority	<div style="display: flex; justify-content: space-around; font-size: small;"> 2020 2021 </div> <div style="display: flex; justify-content: space-around; font-size: x-small;"> Q1Q2Q3Q4Q1Q2Q3Q4 </div>
City Council Meeting Scheduling <i>Manage the City Council Planning Schedule to ensure timely delivery of work plan items. Evaluate need for Special Meetings and "Joint Meetings" with other boards or governing bodies.</i>	Jessi Bon, Deb Estrada	High Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
Boards and Commissions Annual Recruitment <i>Advertise, recruit, and fill vacancies for six boards and commissions. Update rosters, initiate and track Open Public Meetings Act (OPMA) and Public Records Act (PRA) training needs and ensure Code of Ethics compliance.</i>	Deb Estrada	High Priority	<div style="display: flex; justify-content: space-around; font-size: x-small;"> Q1Q2Q3Q4Q1Q2Q3Q4 </div>
Evaluate Sustainability Committee <i>City Council to evaluate whether or not to continue the Sustainability Committee.</i>	Jessi Bon	City Council Priority	<div style="display: flex; justify-content: space-around; font-size: x-small;"> Q1Q2Q3Q4Q1Q2Q3Q4 </div>
Evaluate Technology Upgrades in Council Chambers <i>Evaluate options to upgrade the Technology in Council Chambers to allow for remote participation. Microsoft Teams was suggested. Pending further scoping and evaluation.</i>	TBD	City Council Priority	<div style="display: flex; justify-content: space-around; font-size: x-small;"> Q1Q2Q3Q4Q1Q2Q3Q4 </div>
Town Hall Community Meetings <i>Explore hosting town hall style meetings (or other mechanisms) to allow for open communication and dialogue with the community on a variety of topics.</i>	Jessi Bon, Deb Estrada, City Council	City Council Priority	<div style="display: flex; justify-content: space-around; font-size: x-small;"> Q1Q2Q3Q4Q1Q2Q3Q4 </div>
Boards and Commissions Guide Books <i>Create guide/resource books tailored to each board and commission to facilitate onboarding and recruitment as needed.</i>	Deb Estrada	Medium Priority	<div style="display: flex; justify-content: space-around; font-size: x-small;"> Q1Q2Q3Q4Q1Q2Q3Q4 </div>
Ethics Training for Public Officials <i>Identify Washington Cities Insurance Authority (WCIA) training consultant, establish curriculum that supports adopted Code of Ethics, and develop training schedule.</i>	Deb Estrada	High Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Emergency Management Training for Public Officials <i>Provide elected officials with an overview of roles, responsibilities, and operations.</i>	Deb Estrada, Jennifer Franklin	Medium Priority	<div style="display: flex; justify-content: space-around; font-size: x-small;"> Q1Q2Q3Q4Q1Q2Q3Q4 </div>

Work Item 5: City Council Support (Continued)			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Deputy City Clerk Strategy <i>Identify a staffing strategy to train and develop a Deputy City Clerk or back-up for City Clerk and Public Records Officer.</i>	Jessi Bon, Deb Estrada, Bio Park, Mary Swan	High Priority	2020 2021 Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4

Work Item 6: Sustainability			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
City Sustainability Initiatives <i>In consultation with the City Council, research and launch 2020-2021 initiatives, to likely include: Community Solar Campaign; enhanced food waste and recycling options inside City and across community; select K4C priorities and legislation; greenpower for City facilities; bicycle wayfinding signage.</i>	Ross Freeman	Medium Priority	2020 2021 → Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
Sustainability Support and Implementation <i>Research and implement various projects, or manage for other departments, including: green vehicle purchases; EV chargers and infrastructure; green building Code Amendments; bike/ped infrastructure; internal facility efficiency initiatives; etc.</i>	Ross Freeman	Medium Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
Greenhouse Gas and Carbon Footprint Tracking <i>Gather and enter 3-year backlog of missing data, analyze in partnership with local sustainability collaborators, and prioritize future Greenhouse Gas (GHG)-reduction actions for proposed City</i>	Ross Freeman	Medium Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
King County-Cities Climate Collaboration (K4C) <i>Serve as primary City liaison to K4C process, its joint programs, and legislative agenda. Secure engagement and support of City Council, facilitate sign-on letters and lobbying opportunities, prepare comments/testimony, partner with other cities.</i>	Ross Freeman	Medium Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →

Work Item 7: Administration			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Legislative Analysis <i>Prepare the annual legislative priorities with direction from the City Council. Monitor legislative activity at the State and Federal level and prepare responses and/or letters of support.</i>	Jessi Bon	Medium Priority	2020 2021 → Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
Confidential Email Procedures <i>Develop procedures and establish training schedule for confidential Personnel and Privileged correspondence.</i>	Ali Spietz, Deb Estrada, Mary Swan	Medium Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4

Work Item 7: Administration (Continued)

Description	Dept. Lead / Liaison	Staff Comments	Timeline							
<p>Scan and Toss Policy <i>Develop a policy that outlines the minimum requirements to lawfully destroy paper records after conversion to a digital format, ensuring access to, and retrieval of, digital images throughout the minimum retention period. Develop City-wide training schedule.</i></p>	Deb Estrada	Medium Priority	2020				2021			
			→ Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4						
<p>Records Retention and Destruction <i>Review HR records (1991 to present, approximately 60 boxes) and finance records (2011 to present, 265 boxes) and identify destruction and/or archival requirements. Provide support and training to City departments in the records retention.</i></p>	Deb Estrada	Medium Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →							
<p>Public Records (JLARC) <i>Complete Annual Joint Legislative Audit & Review Committee (JLARC) Report in compliance with RCW 40.14.026 which requires agencies to report information about their public records practices.</i></p>	Deb Estrada, Mary Swan	Medium Priority	Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4						
<p>Public Records (NextRequest) <i>Update employee salaries to accurately capture the true cost of processing records requests. Update templates, signature lines, etc. to ensure consistency and compliance with public records practices.</i></p>	Deb Estrada, Mary Swan	Medium Priority	Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4						
<p>Agenda Management (Municode) <i>Support Boards and Commissions (B&C) Liaisons to finalize six B&C agendas and minutes templates, develop agenda workflow, and identify training needs. Develop procedures to assist staff with onboarding new support staff and board and commission members.</i></p>	Deb Estrada	Medium Priority	→ Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4						
<p>Municipal Code Transition (Municode) <i>Manage the transition from the City's current service provider "Code Publishing" to "Municode" to meet the growing codification needs, increase transparency, and improve user functionality.</i></p>	Deb Estrada	Medium Priority	→ Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4						

Community Planning & Development 2020 - 2021 Work Plan



About the Community Planning and Development Department

- Provide public information, guidelines, and applications for private and commercial building and land development.
- Ensure implementation and enforcement of permitting, plans, and building standards associated with private and commercial development.
- Provide code compliance oversight and direction.
- Support City Council legislative work plan, and provide technical representation of the City at regional and state legislative discussions.

Work Item 1: Council Priority 1 - Prepare for the Impacts of Growth and Change.

Description	Dept. Lead / Liaison	Staff Comments	Timeline									
Commuter Parking and Mixed-Use Project <i>CPD staff provide permit processing, design reviews, plans examinations, and code compliance oversight and direction.</i>	Evan Maxim, Mona Davis, Nicole Gaudette	High Priority	2020				2021					
			→	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	→

Work Item 2: Council Priority 2 - Articulate, confirm, and communicate a vision for effective and efficient City services.

Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability.

Description	Dept. Lead / Liaison	Staff Comments	Timeline									
2021-2022 Biennial Budget Development <i>Work with the City Manager's Office and the Finance Department to prepare the 2021-2022 budget recommendation.</i>	Evan Maxim, CPD Managers	High Priority	2020				2021					
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
Organizational Assessment <i>CPD began an organizational and staffing review in 2019. Anticipated completion of review and implementation in early 2020. Following the organizational and staff review, CPD anticipates additional/ongoing work will be needed to implement consultant recommendations.</i>	Alison Van Gorp	High Priority	→	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	→
Succession Planning and Workforce Development <i>Ensure ongoing workforce development through training, job growth opportunities. Develop internal candidates for anticipated vacancies. Planning for staff retirements.</i>	Evan Maxim	Medium Priority	→	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	→
Website Upgrade <i>Update and re-organize information and resources on the website for clarity and ease of access. Design with end user in mind.</i>	Holly Mercier, Andrea Larson, Alison Van Gorp	High Priority	→	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	→

Work Item 3: Council Priority 3 - Implement an Economic Development Program

Description	Dept. Lead / Liaison	Staff Comments	Timeline	
Review/Update Town Center Development Code <i>Suggestions currently include:</i> - Revisit the retail frontage requirements and whether or not the requirement for retail should be extended south. - Evaluate and consider restoring the pre-2015 or 1992 zoning regulations. - A light rail integration plan to address bike and pedestrian connections to the new station. Also includes design aesthetics to ensure new infrastructure complements and connects to existing infrastructure.	TBD	City Council Priority	2020	2021
			Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4

Work Item 4: Ongoing Department Operations

Description	Dept. Lead / Liaison	Staff Comments	Timeline	
Construction Permits, Land Use Decisions, and Code Compliance <i>Mercer Island annually processes approximately 3,200 construction permits, 230 land use reviews, 140 code compliance cases. 80% of staff resources are dedicate to this work.</i>	Evan Maxim	High Priority	2020	2021
			→ Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4 →
Monitor Large Development Projects <i>Xing Hua (King Property) Mixed Use building</i>	CPD Managers	Application in Q1 2020	→ Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4 →
<i>Pratt Subdivision (6-lot)</i>	CPD Managers	Site development	→ Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4 →
<i>Boy's & Girls Club Subdivision (14-lot)</i>	CPD Managers	SEPA review	→ Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4 →
<i>East Seattle Partner's Office</i>	CPD Managers	Under construction	→ Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4
<i>Mercertech (5-lot)</i>	CPD Managers	No current work	→ Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4 →
Customer Service <i>As the face of the organization for customers arriving at City Hall, it is the Department's priority to provide outstanding customer service and administrative assistance to all customers. Areas of focus include new website, revising forms, and staff training.</i>	Evan Maxim, CPD Managers	High Priority	→ Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4 →
Communication Strategies <i>Working with the City's Communications Manager, update and maintain CPD website and Let's Talk pages; provide content as appropriate for social media, MI-Weekly E-Newsletter and news releases; update permit forms and Tip Sheets; interact with local and regional print and TV media as needed; engage with community stakeholders related to legislative and long range planning initiatives as well as larger development projects.</i>	Alison Van Gorp, Evan Maxim, Holly Mercier, Mona Davis, Andrea Larson	High Priority	Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4

Work Item 5: Large Legislative Initiatives			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Critical Areas and Shoreline Master Program Update <i>As required by the Growth Management Act (GMA) and Shoreline Management Act (SMA), CPD staff began updating the Critical Areas and Shoreline regulations in 2018 and anticipate wrapping up the process in Q1 2020.</i>	Robin Proebsting, Evan Maxim, Mona Davis	Medium Priority	2020 2021 → Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Community Facilities Code Amendment <i>Initiated in 2018. In 2019, Council asked the Planning Commission to review the problem statement and recommended approach.</i>	Evan Maxim	High Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Sign Code Update <i>Due to changes in recent case law, the City is required to update the City Code related to signage.</i>	Robin Proebsting, Evan Maxim, Mona Davis	High Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Wireless and Small Cell Regulations <i>Due to recent FCC rules, staff are required to update the City Code related to wireless and small cell facilities.</i>	Robin Proebsting, Andrew Leon, Evan Maxim	Medium Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
2021 Comprehensive Plan Annual Amendments <i>Annual update to the City's Comprehensive Plan.</i>	Robin Proebsting, Evan Maxim	Medium Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
2023 Major Comprehensive Plan Update <i>Staff will develop major updates to the City's Comprehensive Plan.</i>	Alison Van Gorp, Robin Proebsting, Evan Maxim	High Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →

Work Item 6: Small Legislative Initiatives			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
HB 1406 Resolution, Code Amendment, and Budget Adjustment <i>Largely complete. Revenue from the new tax/credit adopted in 2019 must be allocated via a budget adjustment.</i>	Alison Van Gorp	Medium Priority	2020 2021 → Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Transportation Impact Fee <i>Update study that provides the basis for Transportation Impact Fees; code amendment to update fee amount.</i>	Mona Davis, Evan Maxim	Medium Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Mandatory Adoption of State Building Codes <i>Code amendment. 3 year periodic update to building codes.</i>	Don Cole, Alison Van Gorp	High Priority, legally required	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Code Amendment Docket / Routine Code Amendments <i>Scope to be determined; continued adoption of clarifications or corrections.</i>	Evan Maxim, Alison Van Gorp	Medium Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
TIP Development and Adoption <i>Annual adoption of the Transportation Improvement Plan (TIP).</i>	Patrick Yamashita, Evan Maxim	High Priority, legally required	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4

Work Item 7: Other Legislative Tasks			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Urban Growth Capacity Analysis (Buildable Lands) <i>Urban Growth Capacity (UGG) analysis mandated by King County to inform update to regional growth forecasts and growth targets.</i>	Andrew Leon, Evan Maxim	High Priority	2020 2021 → Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Puget Sound Regional Council (PERC) Vision 2050 Plan <i>No further action required by City Council; staff continue to monitor the regional planning to determine its effect on Mercer Island.</i>	Evan Maxim	Medium Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Regional Growth and Growth Targets <i>Ongoing engagement with region related to anticipated growth targets for Mercer Island and Countywide Planning Policy.</i>	Evan Maxim	High Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
Residential Development Standards (3-year report) <i>Review and report back to City Council on the effect of the Residential Development Standards code amendment. Include review of fence heights as component of scoping discussion.</i>	Evan Maxim, Alison Van Gorp	Medium Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Code Compliance (3-year report) <i>Review and report back to City Council on the effect of the Code Compliance code amendment.</i>	Alison Van Gorp, Evan Maxim	Medium Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q2 Q3
Regional and State Legislative Input <i>As needed engagement with Association of Washington Cities (AWL), American Planning Association (APA), regional bodies, and Council to advise on regional and state legislation.</i>	Evan Maxim, Alison Van Gorp	Medium Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →

Finance Department 2020 - 2021 Work Plan



About the Finance Department:

- The Finance Department is committed to excellence in the provision of financial services. It provides services and information to the public, the City Council, and City employees that are timely, impartial, supportive, and consistent with professional standards, legal requirements, and Council Policies by:
- Managing the financial operations of the City as prescribed by state law, overseeing all debt administration and banking services. It manages the accounting activities for the City including, accounts payable, financial reporting, and coordinates internal and external audits.
 - Managing the City's cash receipts, the billing and collection functions associated with the water, sewer, and stormwater utilities, business licensing and business and occupation taxes.
 - Coordinating the preparation of the City's Budget and Capital Improvement Program and providing financial planning and analysis support to all City departments and the City Council.

Work Item 1: Council Priority 2 - Articulate, Confirm, and Communicate a Vision for Effective and Efficient City Services. Stabilize the Organization, Optimize Resources, and Develop a Long-Term Plan for Fiscal Sustainability

Description	Dept. Lead / Liaison	Staff Comments	Timeline									
			2020				2021					
Long-Term Financial Strategy <i>Assist in defining a Fiscal Sustainability Plan that Aligns with the Community's Priorities.</i>	LaJuan Tuttle	High Priority	→	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	→
2021-2022 Biennial Budget Development <i>Work with City Manager to lead budgeting process. Includes creation of budget calendar, assisting departments with operation budget proposals, publishing budget document, and budget hearings.</i>	Jessi Bon LaJuan Tuttle	High Priority, legally required		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
Budget and Capital Policy Updates/Revisions <i>Review and provide recommendations on the following budget and/or capital program policy suggestions from the 2020 Council Planning Session:</i> <ul style="list-style-type: none"> - Review/update policies regarding use of REET - Review/update the Equipment Surplus Policy - Consider a policy to incentivize department savings - Consider a policy to establish a reduction threshold/target for the 2021-22 budget - Consider implementing a funding policy for permanent FTEs - Review/update the capital funding and reinvestment policies 	LaJuan Tuttle Jessi Bon	City Council Priority	→	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	→

Work Item 1: Council Priority 2 - Articulate, Confirm, and Communicate a Vision for Effective and Efficient City Services. Stabilize the Organization, Optimize Resources, and Develop a Long-Term Plan for Fiscal Sustainability (Continued)

Description	Dept. Lead / Liaison	Staff Comments	Timeline							
<p>Update Outdated City Codes, Policies, and Practices <i>Update financial policies, capital improvement plan policies, purchasing policies, utility billing and collections polices, fund reserve policy, and contingency fund reserve policy.</i></p>	<p>LaJuan Tuttle Jessi Bon</p>	<p>High Priority</p>	2020		2021				→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →	
<p>Evaluate the Finance Software System <i>The City is using ONESolution for finance operations and reporting. The system is scheduled to be upgraded in 2021. It may be wise to evaluate other software systems before the upgrade is performed. Additional one-time resources will be to support this research effort. Pending further scoping and evaluation.</i></p>	<p>TBD</p>	<p>City Council Priority</p>	Q1 Q2 Q3 Q4		Q1 Q2 Q3 Q4					
<p>Update Primary Financial System Software (Pending) <i>Move to most current version of financial system software. Will allow more effective ad-hoc reporting, electronic payment capability, mobile enabled user interface and overall greater efficiency City-wide.</i></p>	<p>LaJuan Tuttle, Ben Schumacher, Jennifer Peterson</p>	<p>Medium priority</p>	Q1 Q2 Q3 Q4		Q1 Q2 Q3 Q4					
<p>Identify Software for Business and Occupation Tax (Pending) <i>Identify software to record City business and occupation taxes. Current software will no longer be supported by vendor, does not provide reporting capabilities, and does not support online payment ability for taxpayers.</i></p>	<p>LaJuan Tuttle</p>	<p>Medium priority</p>	Q1 Q2 Q3 Q4		Q1 Q2 Q3 Q4					
<p>Staff Transitions <i>Ongoing training and growth needed for rebuilding department into a high functioning internal service department.</i></p>	<p>LaJuan Tuttle</p>	<p>High priority</p>	→ Q1 Q2 Q3 Q4		Q1 Q2 Q3 Q4 →					
<p>Citywide Classification & Compensation Study <i>The City's compensation levels and strategies need to be reviewed and updated. This includes reviewing and updating the classification system for all positions, and a salary study for non-represented staff. Pending further scoping and evaluation.</i></p>	<p>TBD</p>	<p>City Council Priority</p>	Q1 Q2 Q3 Q4		Q1 Q2 Q3 Q4					
<p>Long-Term Funding Strategy for School-Based Counselors <i>Review the options to secure long-term funding for school-based mental health counselors and review/confirm mental health counseling levels of service. This may include a ballot measure such as a levy. Pending further scoping and evaluation.</i></p>	<p>TBD</p>	<p>City Council Priority</p>	Q1 Q2 Q3 Q4		Q1 Q2 Q3 Q4					

Work Item 2: Financial Reporting

Description	Dept. Lead / Liaison	Staff Comments	Timeline									
Prepare Annual Financial Statements <i>Due to Washington State Auditors office by May 31 of each year for prior calendar year. 2019 annual statements will require implementation of new GASB Requirements relating to Fiduciary Activities.</i>	LaJuan Tuttle	High Priority, legally required	2020				2021					
			→	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
Quarterly Financial Status Reports <i>Reports to Council on results of operations as compared to budget for both revenue and expenditures. Authorization of any adjustments to currently budget.</i>	LaJuan Tuttle	High Priority to inform Council and Community	→	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	→
Annual Audit - Financial and Accountability <i>Annual audit of basic financial statements. Field auditors with the State Auditors Office typically onsite for eight weeks.</i>	LaJuan Tuttle	High Priority, legally required	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
Actuarial Study for LEOFF1 OPEB and Firefighter Pension Fund <i>Actuarial valuation of pre-LEOFF 1 firefighter pension fund and LEOFF 1 retiree other post employment benefits required biennially.</i>	LaJuan Tuttle, Ben Schumacher	GASB Requirement	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		

Work Item 3: Budget and Financial Planning

Description	Dept. Lead / Liaison	Staff Comments	Timeline									
Revenue Forecasting <i>Update General Fund, YFS Fund, and all other revenue forecasts to inform Council planning sessions and 2021-2022 budget process.</i>	Mike Bailey (Consultant)	High priority	2020				2021					
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
Transportation Improvement Plan (TIP) Support <i>Assist in the developing the financial requirements of six-year transportation plan. Includes revenue forecasting and project cost accounting. Monitor project costs as compared to budget.</i>	Ben Schumacher	High Priority, legally required	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
Capital Improvement Plan (CIP) Support <i>Assist in developing the financial requirements of six-year capital improvement plan. Includes revenue forecasting and project cost accounting. Monitor project costs as compared to budget.</i>	Ben Schumacher	High Priority, legally required	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		

Work Item 3: Utility Billing			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Support Work of Utility Board <i>Support Public Works Department with work plan defined by the Utility Board.</i>	LaJuan Tuttle Jennifer Peterson	High priority	2020 2021 → Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
Meter Replacement Project <i>Support Public Works Department with implementation of City-wide meter replacement project. Significant implications on Utility Billing process and procedures, daily operations, and scheduling of project implementation. Anticipate significant impacts to daily workload during project implementation.</i>	Analisa Cartwright, Olivia Harvey	High priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
Utility Rate Fee Studies <i>Water Rate Model, Sewer Rate Model, and Stormwater rate model are due for rate studies. Questions to answer include whether block rate structure remains effective, bi-monthly vs monthly billing cycles, recovery of fixed costs, connection fees and conservation efforts. Items to consider include future of utility capital program, Supervisory Control and Data Acquisition (SCADA), data available with new water meter implementation, SPU rate changes and King County Sewer rate changes. Timeline will depend on implementation of new water meters and SCADA.</i>	Jennifer Peterson, Analisa Cartwright	High Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
Utility Billing Software <i>Continue commitment to stay current on version updates to utility billing software in order to take advantages of new functionality, customer information security, and overall software performance.</i>	Analisa Cartwright	High Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4

Work Item 4: Administration			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Communication Strategies <i>Continued focus on engaging community and City Council on progress of fiscal sustainability efforts and budget priorities.</i>	LaJuan Tuttle Ross Freeman	High Priority	2020 2021 → Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →

Fire Department 2020 - 2021 Work Plan



About the Mercer Island Fire Department

The Fire Department's mission is to protect the lives and property of our citizens through our desire to serve, ability to perform and courage to act. The 32-member department (28-person Operations Division, 1 FTE Fire Marshall, 3 FTE administrative staff) accomplishes this by:

- Investing in, supporting, and empowering staff to reach their fullest potential.
- Providing the highest quality response to fire, medical, and other emergencies and maintains that quality through a comprehensive training program.

Work Item 1: Council Priority 1 - Prepare for the Impacts of Growth and Change

Description	Dept. Lead / Liaison	Staff Comments	Timeline	
Prepare for Sound Transit Light Rail Station and Bus Intercept <i>MIFD, in conjunction with MIPD, will work with Sound Transit (ST), King County Metro, other agencies, and staff to ensure safe design and implementation of the Light Rail Station and bus intercept. The Fire Marshal is working with ST and WSDOT to ensure the fire and life safety suppression systems are up to code and properly implemented.</i>	Jeromy Hicks, Steve Heitman	High Priority	2020	2021
			→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →	

Work Item 2: Council Priority 2 - Articulate, confirm, and communicate a vision for effective and efficient city services. Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability. (Continued)

Description	Dept. Lead / Liaison	Staff Comments	Timeline	
2021-2022 Biennial Budget Development <i>Work with the City Manager's Office and the Finance Department to prepare the 2021-2022 budget recommendation.</i>	Mike Mandella, Steve Heitman	High Priority	2020	2021
			Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4	
Fire Service Analysis <i>Conduct a Fire Services Study to assess current staffing and resource levels. The intent is determine if staffing is adequate, needs to be increased, or if a contract/merger with another jurisdiction would provide increased efficiencies or long-term cost reductions.</i>	Steve Heitman, Mike Mandella	High Priority	Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4
Career Development Program for Officers <i>Develop career path opportunities designed to prepare leaders for the future. Co-develop, with the union, standards for performance excellence within each rank above Lieutenant. Provide checklists for critical tasks to be performed within each higher rank.</i>	Mike Mandella, Steve Heitman	Medium Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →	

Work Item 2: Council Priority 2 - Articulate, confirm, and communicate a vision for effective and efficient city services.

Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability. (Continued)

Description	Dept. Lead / Liaison	Staff Comments	Timeline
<p>Succession Planning Identify and eliminate any "single point of failure" opportunities in the department. Plan for, and train staff to replace individuals in key positions within the department as well as in the Emergency Operations Center (EOC) during disasters.</p>	Mike Mandella, Steve Heitman	Medium Priority	2020 2021 Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →

Work Item 3: Administration

Description	Dept. Lead / Liaison	Staff Comments	Timeline
<p>Puget Sound Emergency Radio Network (PSERN) Work with MIPD and partner agencies to execute an ILA for a new public safety radio network (replace aging analog system with a digital system). This system will be utilized by all Public safety Answering Points (PSAP) in King County for enhanced communication with fire and police agencies, as well as utilities and school districts. This will also help the Department achieve the goal of increased interoperability for all public safety agencies in King County.</p>	Steve Heitman	High Priority	2020 2021 → Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
<p>Mobile Integrated Health (MIH) Design and implement a Mobile Integrated Health (MIH) program. The new KCEMS Levy contains funding for each fire department to establish a MIH program designed to connect high frequency users, who often have low acuity issues, with the most appropriate health care provider or social service. This will free up Basic Life Support (BLS) units and hospital ER's.</p>	Mike Mandella, Steve Heitman	Medium Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
<p>Integrating Telestaff with NEOGOV Integrate the Telestaff software program with the NEOGOV platform. This will allow for streamlined payroll processing.</p>	Mike Mandella, Steve Heitman	Medium Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
<p>Operating Policy Assessment and Update MIFD will conduct an analysis of current department policies to align more appropriately with the Department's mission.</p>	Mike Mandella, Steve Heitman	Medium Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
<p>Communications Strategies MIFD will continue to develop the use of social media and other platforms in coordination with the Communications Manager to provide the public with information on Department services.</p>	Mike Mandella, Steve Heitman	Medium Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →

Work Item 3: Administration (Continued)

Description	Dept. Lead / Liaison	Staff Comments	Timeline
FS 91 Remediation <i>Work with Public Works to complete site characterization and complete remediation to attain "No Further Action" letter from DOE.</i>	Mike Mandella, Steve Heitman	High Priority, legally required	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →

Work Item 4: Operations

Description	Dept. Lead / Liaison	Staff Comments	Timeline
Keep the Community Safe <i>This is accomplished through the use of technology to adhere to response standards, planning, resource management, and training. The Department is evaluating a new software platform that will provide a dashboard to improve performance measurement.</i>	Mike Mandella	High Priority	2020 2021 → Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
Maintain or Increase Cardiac Survival Rates <i>MIFD will continue to work with KCEMS and Dr. Tom Rea by participating in training / studies designed to increase cardiac survival.</i>	Mike Mandella	High Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →

Work Item 5: Training

Description	Dept. Lead / Liaison	Staff Comments	Timeline
Consolidate Training Officer Efforts with Eastside Fire Departments <i>The East Metro Training Group will be reorganizing to only include the Mercer Island, Bellevue, and Redmond Fire Departments.</i>	Steve Heitman, Mike Mandella	Medium Priority	2020 2021 → Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
Meet WAC 296-305 Requirements to Maintain Certifications <i>These are certifications required by State law to maintain certification as a Firefighter.</i>	Shawn Matheson, Steve McCoy, Alec Munro	High Priority, legally required	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →

Work Item 6: Community Risk Reduction

Description	Dept. Lead / Liaison	Staff Comments	Timeline
Notice To Title <i>The Fire Marshal has developed draft language for adding fire suppression requirements to property titles. This will alleviate potential issues with lack of coverage when properties are sold.</i>	Jeromy Hicks	High Priority	2020 2021 → Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
PSERN In-Building Coverage <i>The County Fire Marshal's group is working to make sure in-building radio coverage is achieved with the new radio system. Some building owners may need to re-tune or upgrade their current systems to work with the new radio system. The Fire Marshals are also looking into mobile repeaters to increase coverage.</i>	Jeromy Hicks	High Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →

Police Department 2020 - 2021 Work Plan



About the Mercer Island Police Department

The Police Department is organized around administration, operations (patrol, special teams), and services (training, records, special programs) to:

- Protect life and property, enforce laws and ordinances, investigate crimes, and maintain civil order;
- Provide special programs and services to the community and Mercer Island schools.

Work Item 1: Council Priority 1 - Prepare for the Impacts of Growth and Change

Description	Dept. Lead / Liaison	Staff Comments	Timeline									
			2020				2021					
Prepare for Sound Transit Light Rail Station and Bus Intercept <i>MIPD, in conjunction with MIFD, will work with Sound Transit (ST), King County Metro, other agencies, and staff to ensure safe design and implementation of the Light Rail Station and bus intercept.</i>	Ed Holmes	High Priority	→	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	→
Regulations Related to Camping on Public Property <i>Study potential updates to current regulations regarding camping, temporary structures, and overnight parking on public property. Explore potential options for partnerships with area shelters (see Martin v. Boise).</i>	Ed Holmes	City Council Priority		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
Update Town Center Parking Regulations <i>Review and update Town Center public parking regulations in preparation for light rail opening in 2023. The current parking ordinance in Town Center calls for a wide range of parking zones on Mercer Island. This needs to be reviewed and updated. Regulations for public parking (outside of Town Center) may also need to be reviewed. Pending further scoping and evaluation.</i>	TBD	City Council Priority		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	

Work Item 2: Council Priority 2 - Articulate, confirm, and communicate a vision for effective and efficient City services. Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability.

Description	Dept. Lead / Liaison	Staff Comments	Timeline									
			2020				2021					
2021-2022 Biennial Budget Development <i>Work with the City Manager's Office and the Finance Department to prepare the 2021-2022 budget recommendation.</i>	Ed Holmes	High Priority	→	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	→

Work Item 2: Council Priority 2 - Articulate, confirm, and communicate a vision for effective and efficient City services. Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability. (Continued)

Description	Dept. Lead / Liaison	Staff Comments	Timeline							
<p>Labor Agreements with Union <i>Negotiate new Collective Bargaining Agreements with Police and Police Support bargaining groups. Address recruiting and retention strategies to combat the loss of several MIPD officers to other agencies. As Police Departments in the region compete for new officers (entry level and lateral candidates), surrounding agencies have added attractive incentives for potential candidates. Creativity in our recruiting and retention efforts is needed.</i></p>	Ed Holmes	High Priority	2020				2021			
<p>School Resource Officer ILA <i>Work with the MISD to update the terms of the School Resource Officer (SRO) interlocal agreement (ILA).</i></p>	Ed Holmes	Medium Priority	Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4					
<p>Vacancies <i>Review and update recruiting and retention strategies given the anticipated vacancy rate of 6 patrol officers for Q1 and Q2 (2020).</i></p>	Ed Holmes	High Priority	→ Q1 Q2 Q3 Q4				Q1 Q2 Q3 Q4			
<p>Scheduling Software <i>Research options for a web-based scheduling software platform. This will allow the Department to manage the Patrol schedule remotely from computers/smartphones, rather than continuing to the paper version used for many years.</i></p>	Dave Jokinen	Medium Priority	Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4					

Work Item 3: Administration

Description	Dept. Lead / Liaison	Staff Comments	Timeline							
<p>Puget Sound Emergency Radio Network (PSERN) <i>Work with MIFD and partner agencies to execute an ILA for a new Public Safety radio network (replace aging analog system with a digital system). This system will be utilized by all Public Safety Answering Points (PSAP) in King County for enhanced communication with Fire and Police agencies, as well as utilities and school districts. This will also help the Department achieve the goal of increased interoperability for all public safety agencies in King County.</i></p>	Dave Jokinen	High Priority	2020				2021			
			Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4					

Work Item 3: Administration (Continued)			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
<p>Automated License Plate Reader Program</p> <p><i>Prepare a recommendation and cost estimate for an Automated License Plate Reader (ALPR) program. ALPRs will allow for greatly improved parking enforcement capabilities, as well as enhance our capacity to identify stolen vehicles.</i></p>	Jeff Magnan	Medium Priority	<p>2020 2021</p> <p>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</p>
<p>Evaluate Replacement Options for Marine Patrol Vessel #11</p> <p><i>Research a grant opportunity to replace the Department's oldest boat. There is a potential for significant cost-savings to the City.</i></p>	Dave Jokinen	Medium Priority	<p>Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4</p>
<p>Communication Strategies</p> <p><i>In conjunction with City Communications Manager, Ross Freeman, continue public outreach efforts via social media (Facebook and Instagram). Expand recruitment efforts.</i></p>	Ed Holmes	Medium Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
<p>Patrol</p> <p><i>Ensure the 3-officer minimum patrol staffing levels on each shift are met to reduce the impact of crime through proactive enforcement and community outreach, and to ensure officer safety. Maintain response time goals in a manner consistent with best practices and policies. Current response time for priority calls averages 5.8 minutes, with an average of 65% of calls responded to in less than 6 minutes. Mercer Island has consistently had the second lowest violent and property crime rates among the six Eastside Cities – Sammamish, Redmond, Issaquah, Kirkland and Bellevue – with 0.32 violent crimes / 24.3 property crimes per 1000 population (four year average).</i></p>	Dave Jokinen	High Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →

Work Item 3: Operations			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
<p>Marine Patrol</p> <p><i>Reduce boating collisions through proactive boating law enforcement and boater education, (includes over 400 boat stops and 125 public assists each year). Work closely with partners and affiliated agencies, participate in regional programs and initiatives, and provide educational programs to schools and the community to include providing Water Safety classes to 1,000+ Kindergartners each year.</i></p>	Dave Jokinen	High Priority	<p>2020 2021</p> <p>→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →</p>

Work Item 3: Operations (Continued)			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Special Teams <i>Manage special teams including Dive Team, Bike Team, and Special Operations in patrol, educational campaigns, and providing enhanced tactical training.</i>	Mike Seifert	High Priority	<div style="display: flex; justify-content: space-between;"> 2020 2021 </div> <div style="display: flex; justify-content: space-between; align-items: center;"> → Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 → </div>

Work Item 4: Police Services			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Personnel and Training <i>Ensure thorough background investigations are done on all new-hires and that all officers meet annual training requirements, provide legal update training, and assist with re-accreditation. Each officer receives an average of 90-hours of training per year, including State-mandated classes, Crisis Intervention Training, training required by accreditation, training necessary for maintaining certifications, and additional specialized continuing education and advanced training. The Department hired and trained 3 new officers and 1 support personnel in 2017, 2 officers in 2018, and 4 officers and 2 support personnel in 2019. We are forecasting the need to hire and train at least 4 officers in 2020.</i>	Mike Seifert	High Priority	<div style="display: flex; justify-content: space-between;"> 2020 2021 </div> <div style="display: flex; justify-content: space-between; align-items: center;"> → Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 → </div>
Investigations, Evidence, and Records <i>Continue to vigorously pursue criminals, and work with MISD and school counselors in addressing adolescent issues, manage Drug-Take-Back program, refine best practices, increase efficiencies, and more.</i>	Jeff Magnan	High Priority	<div style="display: flex; justify-content: space-between; align-items: center;"> → Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 → </div>

Work Item 5: Emergency Management			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Emergency Operations Center Improvement Project <i>Improvements to the Emergency Operations Center (EOC) are 80% complete. The EOC serves as the central location when managing mid-to large-scale emergencies. The last 20% will enable the EOC to be fully operational.</i>	Jennifer Franklin	Medium Priority	<div style="display: flex; justify-content: space-between;"> 2020 2021 </div> <div style="display: flex; justify-content: space-between; align-items: center;"> → Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 </div>
MI Community Emergency Hub Program <i>Identify central locations throughout the city where a limited/specific amount of communications and emergency equipment and supplies will be stored, to be used during an emergency. Qualified community members will be trained in helping manage each Hub.</i>	Jennifer Franklin	Medium Priority	<div style="display: flex; justify-content: space-between; align-items: center;"> Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 </div>

Work Item 5: Emergency Management (Continued)

Description	Dept. Lead / Liaison	Staff Comments	Timeline							
Emergency Preparedness Training <i>Provide training to City staff via drills and training.</i>	Jennifer Franklin	High Priority	2020				2021			
			→ Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4 →
Hazard Mitigation Plan Receive Council acceptance and adoption of FEMA's approved "King County Regional Hazard Mitigation Plan Update."	Jennifer Franklin	Medium Priority	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Community Outreach Program: CERT/ Business Preparedness <i>Restore Citizens Academy, Community Emergency Response Team (CERT) course, and National Night for 2020 (funded by citizen donation).</i>	Jennifer Franklin	Medium Priority	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4

Parks & Recreation Department 2020 - 2021 Work Plan



About the Parks & Recreation Department:

The Parks & Recreation Department assumes a major role in developing a sense of community and enhancing the quality of life for Mercer Island residents. The department is responsible for recreation programs, facility rentals, special events, open space management, park maintenance, capital projects, and emergency preparedness. The department is also responsible for the operation of the Mercer Island Community and Event Center, 475+ acres of parks and open space, and more than 30 miles of trail and is supported by the Parks & Recreation Commission, Arts Council, and Open Space Conservancy Trust.

Work Item 1: Council Priority 1 - Prepare for the Impacts of Growth and Change

Description	Dept. Lead / Liaison	Staff Comments	Timeline	
			2020	2021
Regulations Related to Camping on Public Property <i>Study potential updates to current regulations regarding camping, temporary structures, and overnight parking on public property. Explore potential options for partnerships with area shelters (see Martin v. Boise).</i>	Ryan Daly	High Priority	Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4
Study/Evaluate Permanent Protection for Parks/Open Space <i>Consider a referendum or other measure to permanently protect parks and open space and/or to require a vote to divest or modify use of park land. The Parks and Recreation Department is currently working on an update to the Parks, Recreation and Open Space (PROS) Plan. This policy discussion may be something to include as part of that work item in 2020-21. Pending further scoping and evaluation.</i>	TBD	City Council Priority	Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4

Work Item 2: Council Priority 2 - Articulate, confirm, and communicate a vision for effective and efficient City services. Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability.

Description	Dept. Lead / Liaison	Staff Comments	Timeline	
			2020	2021
2021-2022 Biennial Budget Development <i>Work with the City Manager's Office and the Finance Department to prepare the 2021-2022 budget recommendation.</i>	Ryan Daly	High Priority	Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4
Organizational Assessments <i>Throughout 2019 the Department evaluated departmental functions and staff responsibilities. In 2020, a reorganization of duties will be finalized along with an updated organizational chart. Complete Parks & Recreation organizational assessment.</i>	Ryan Daly	High Priority	→ Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4

Work Item 2: Council Priority 2 - Articulate, confirm, and communicate a vision for effective and efficient City services. Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability. (Continued)

Description	Dept. Lead / Liaison	Staff Comments	Timeline
WSDOT Maintenance Agreement <i>Engage WSDOT in negotiations regarding level of service, compensation and ongoing capital investment for Aubrey Davis Park.</i>	Ryan Daly, Paul West, Jason Kintner	High Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Master Facility Use Agreement <i>Complete cost analysis, review inter-local agreements, and work with School District to draft a new Master Facility Agreement.</i>	Ryan Daly, Matt Mornick, Alaine Sommargren	High Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Maintenance Management System for Parks/CityWorks <i>Replace manual processes to manage Parks & Recreation assets with a software system for the management of park facilities.</i>	Alaine Sommargren, Matt Mornick	High Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Review and Update Facility Rental and Program Fees <i>Review and update fees for recreation programs, athletic field usage, MICEC Rentals, and park events. Include in new City-wide Master Fee Schedule.</i>	Zach Houvener, Diane Mortenson, Ryan Daly	High Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Negotiate New Agreements with Union <i>Negotiate new Collective Bargaining Agreement with AFSCME.</i>	Ryan Daly	High Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4

Work Item 3: Administration

Description	Dept. Lead / Liaison	Staff Comments	Timeline
Support Boards and Commissions <i>Assist Arts Council, Parks & Recreation Commission, and Open Space Conservancy Trust with creation of work plans, goal setting, and recruitment. Provide staff support for implementing and completing work plan items.</i>	Ryan Daly, Alaine Sommargren, Diane Mortenson	Medium Priority	2020 2021 → Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
King County Sewer Interceptor Project <i>King County is finalizing design of sewer replacement. Construction will impact City infrastructure and City park land. Coordinate design and mitigate impacts of construction.</i>	Paul West, Alaine Sommargren, Jason Kintner	High Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
Update 1% for the Arts Acquisition Policy <i>In coordination with the Arts Council review and update processes for acquiring art for public places. Including acquisition, selection and implementation.</i>	Sarah Bluvas, Diane Mortenson	Medium Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Internal Communication Strategies <i>Implement internal strategies to better inform and engage employees and boost morale. Evaluate meeting schedules, frequency, and correspondence methods.</i>	Ryan Daly	Medium Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →

Work Item 3: Administration (Continued)			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Leadership Continuing Education <i>Build current and future leaders within the Parks & Recreation Department through education, training and opportunities that enhance experience and confidence.</i>	Ryan Daly	Medium Priority	2020 2021
			→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →

Work Item 4: Capital Improvement & Planning			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Parks, Recreation, and Open Space Plan (PROS Plan) <i>Implement a community driven process to update the PROS Plan as a document that reflects the community values for parks and recreation, while providing a guiding document for parks related investment.</i>	Paul West, Ryan Daly	High Priority	2020 2021
			→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
ADA Transition Plan <i>Complete ADA Transition Plan to meet federal requirements.</i>	Paul West, Jason Kintner	High Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Aubrey Davis Park Trail Safety Upgrades <i>Coordinate with Parks & Recreation Commission and Arts Council to determine and implement trail safety upgrades using \$500K in grant funds from Dept. of Commerce. Grant funds must be used in accordance with the legislative intent of improving trail conditions in Aubrey Davis Park.</i>	Paul West, Ryan Daly	Medium Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
Soil Research Plan Test Site <i>Partner with Bartlett Tree Research Labs to test bio-char for root zone renovation on alley of trees in Aubrey Davis Park. This will inform renovation planning of large areas of landscaping. No cost to City or WSDOT.</i>	Paul West	Low Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
Luther Burbank Dock Replacement <i>Three year project to replace/reconfigure with floating docks consistent with the 2006 Luther Burbank Park Master Plan. The Boating Facilities Program grant is providing \$173,000 toward the design of a reconfigured boating facility. The construction phase of this project is not funded.</i>	Paul West, Ryan Daly	Medium Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
South Mercer Playfield Backstop Project <i>Collaborate with stakeholder groups and the P&R Commission to evaluate, design and implement safety improvement measures for baseball/softball backstops at South Mercer Playfield.</i>	Paul West, Ryan Daly	Medium Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4

Work Item 5: Maintenance and Operations			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Maintain Park Facilities Maintain over 165 acres of developed parks. Implement work plans focused on safety, aesthetics, landscape health, and infrastructure upkeep. Maintain athletic fields and provide support for over 7,000 annual hours of athletic field usage.	Alaine Sommargren	High Priority	2020 2021
			→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
Site Security Evaluate and implement controls on facility access for park restrooms, batting cages and facilities.	Zach Houvener, Alaine Sommargren	High Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Natural Areas Restoration Implement a work plan focused on ecological health and sustainability, tree canopy retention, and climate change resilience for the 307 acres of open space. Manage invasive and noxious weeds, remove invasive trees, remove ivy rings, and install native plants.	Alaine Sommargren	High Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4

Work Item 6: Community Engagement, Marketing, Recreation Programs, and Facility Rentals			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Community Partnerships Utilize community partnerships to enhance and maintain resident quality of life. Engage diverse community resources. Develop procedures to identify how community supported events are coordinated and funded in partnership with the City. Support the coordination of community special events such as: Pumpkin Walk, Lighting at Mercerdale, and MercerFest.	Diane Mortenson, Ryan Daly	Medium Priority	2020 2021
			→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
Marketing and Communications Support Review, adapt, and update current department communication methods to enhance relationship with the community. Implement a marketing strategy that evaluates needs and increases awareness of Department services (i.e. Recreation Guide, website, Let's Talk, social media, event booths, promotional material, and marketing facility rentals through trade shows).	Diane Mortenson, Zach Houvener	Medium Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
Recreation Programs and Events Offer a variety of recreation programs and events dedicated to diverse recreational experiences. In 2019, MIPR offered over 100 summer camp programs welcoming 1,800+ campers (89% of the campers were Mercer Island residents).	Zach Houvener, CJ Stanford	Medium Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →

Work Item 6: Community Engagement, Marketing, Recreation Programs, and Facility Rentals (Continued)

Description	Dept. Lead / Liaison	Staff Comments	Timeline													
<p>Maintain MICEC and Maximize User Experience Implement work plans that prioritize and are reflective of ongoing maintenance needs and capital improvement for the 42,000 square foot facility which accommodates over 140,000 patrons annually. Offering 7,000+ hours of facility rentals.</p>	<p>Zach Houvener, Merrill Thomas-Schadt</p>	<p>Medium Priority</p>	2020		2021											
			<p>→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →</p>													
<p>Volunteer Policy Manual Coordinate with HR to update and convert Volunteer Handbook to a Policy Manual.</p>	<p>Diane Mortenson, YFS, HR</p>	<p>Medium Priority</p>	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4						
<p>Streamline Volunteer On-boarding Process Collaborate with HR to utilize the NEOGOV platform to implement an online application and onboarding process for volunteers.</p>	<p>Diane Mortenson, YFS, HR</p>	<p>Medium Priority</p>	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4						

Public Works Department 2020 - 2021 Work Plan



About the Public Works Department:

- The Public Works Department consists of Capital Projects Engineering, Right-of-Way, Water Utility, Sanitary Sewer Utility, Solid Waste, Fleet Services and Administration.
- Each utility has an adopted Comprehensive Plan that serves as a "road map" for the utility. The Comprehensive Plans cover operations and maintenance, capital reinvestment, financial planning and utility policies (Water System Plan adopted in 2016, General Sewer Plan adopted in 2019, Stormwater Plan adopted in 2006).
- Public Works maintains over 110 miles of sewer mains, over 5,129 stormwater catch basins, 113 miles of water mains, and over 84 miles of public roadways.

Work Item 1: Council Priority 1 - Prepare for the Impacts of Growth and Change			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Prepare for Sound Transit Light Rail Station and Bus Intercept <i>Working with the City Manager's Office, CPD, MIPD, MIFD, ST, Metro, and other staff to ensure safe design and implementation of ST Light Rail Station and bus intercept.</i>	Jason Kintner, Kirsten Taylor, Ross Freeman, Anne Tonella-Howe	High Priority	2020 2021 → Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
Implement Sound Transit Settlement Safety & Mobility Projects <i>Propose safety and mobility projects for Council review and approval utilizing adopted Guiding Principles.</i>	Anne Tonella-Howe, Jason Kintner, Kirsten Taylor	High Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
Transportation Planning <i>Prepare annual TIP. Work with Metro to maintain #630 Community Shuttle services for Mercer Island.</i>	Kirsten Taylor, Jason Kintner, Anne Tonella-Howe	High Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
Update Town Center Parking Regulations <i>Review and update Town Center public parking regulations in preparation for light rail opening in 2023. The current parking ordinance in Town Center calls for a wide range of parking zones on Mercer Island. This needs to be reviewed and updated. Regulations for public parking (outside of Town Center) may also need to be reviewed. Pending further scoping and evaluation.</i>	TBD	City Council Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Citywide Shuttle Services <i>Review the potential of implementing a shuttle service on Mercer Island to serve businesses, schools, the Park & Ride, and other areas on Mercer Island. Pending further scoping and evaluation.</i>	TBD	City Council Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4

Work Item 2: Council Priority 2 - Articulate, confirm, and communicate a vision for effective and efficient City services. Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability.

Description	Dept. Lead / Liaison	Staff Comments	Timeline									
2021-2022 Budget <i>Prepare PW budget, including TIP and utility rates. Utility Board Presentations June, September, October.</i>	Jason Kintner, LaJuan, Anne Tonella-Howe, Patrick Yamashita	High Priority, legally required	2020				2021					
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
Capital Improvement Plan (CIP) <i>Development of the six-year capital improvement plan for Public Works projects.</i>	PW Engineers	High Priority	→	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	→
Staff Transitions <i>Recruit and train new staff. Key staff retirements anticipated in the next biennium.</i>	Jason Kintner	Medium	→	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	→

Work Item 3: Projects

Description	Dept. Lead / Liaison	Staff Comments	Timeline									
Prepare Response to Initiative 976 <i>Following State Supreme Court ruling, mitigate impacts to Street Fund.</i>	Jason Kintner, Anne Tonella-Howe, Patrick Yamashita	High Priority, legally required	2020				2021					
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
Water Meter Replacement Project <i>More than 60% of existing water meters are greater than 15 years old and are at the end of useful life. Replacement of meters (over 7k meters) with new meter and technology. RFP completed in 2019. Implementation timing to be finetuned with contract negotiations and Utility Board/Council preference.</i>	Brian McDaniel, Jason Kintner, Alfredo Moreno, Ross Freeman	High Priority	→	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	→
ADA Transition Plan <i>Complete ADA transition plan to meet federal requirements.</i>	Jason Kintner, Anne Tonella-Howe, Paul West, Matt Mornick	High Priority, legally required	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
SCADA Replacement <i>Supervisory Control and Data Acquisition (SCADA) project (monitoring and alarm system) for the water and sewer utilities. The project is currently in design and expected to extend into 2021 due to project complexities. The Department is working to establish baseline norms for system operation and sequencing for construction/replacement.</i>	Brian McDaniel, Water & Sewer Utility Teams, Jason Kintner	High Priority	→	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	→
King County Sewer Interceptor Project <i>King County is finalizing design of sewer replacement. Construction will impact City infrastructure and City right of way (ROW). Coordinate design and mitigate impacts of construction.</i>	Anne Tonella-Howe, Brian, Jason Kintner, Ross, Paul, Alaine Sommargren	High Priority	→	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	→

Work Item 3: Projects (Continued)			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Complete Water Vulnerability Assessment <i>Required as part of America's Water Infrastructure Act, the City must complete the Risk and Resiliency Assessment and report to the EPA by June 30, 2021. Staff will complete this work as part of the Emergency Response Plan for the Water System Plan.</i>	Rona Lin, Anne Tonella-Howe	High Priority, legally required	2020 2021
			→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
FS 91 Remediation <i>Work with Fire to complete site characterization and complete remediation to attain "No Further Action" letter from DOE.</i>	Bio Park, Jason Kintner	High Priority, legally required	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
			→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
Honeywell Soil Remediation <i>Complete soil remediation from Underground Storage Tank (UST) fuel leak at City Maintenance Shop and adjacent property (9555/Honeywell site). Remediation underway, further efforts needed to achieve No Further Action from DOE.</i>	Jason Kintner	High Priority, legally required	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
			→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →

Work Item 4: Operations			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Storm Response & Repairs <i>Resolve emergency issues from December 2019 storm.</i>	Jason Kintner, Brian Hartvigson	Emergency Work	2020 2021
			→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
Cityworks Software Implementation <i>Refine Cityworks program workflows/business process and develop reports for key performance indicators.</i>	PW Teams	High Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
			→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
Implement Sewer Utility CCTV and Combination Vector Jetter Truck <i>As part of the 2019-2020 budget approval, the Sewer Utility is bringing previously contracted work for the CCTV/jetting work "in-house." The equipment will arrive in January 2020 and staff will begin completing this O&M activity utilizing existing staff resources.</i>	Brian McDaniel, Sewer Utility Team	High Priority	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
			→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →

Work Item 5: Administration

Description	Dept. Lead / Liaison	Staff Comments	Timeline							
<p>Utility Rate Fee Studies <i>Water Rate Model, Sewer Rate Model, and Stormwater Rate Model are due for rate studies. Questions to answer include whether block rate structure remains effective, bi-monthly vs. monthly billing cycles, recovery of fixed costs, connection fees and conservation efforts. Items to consider include future of utility capital program, SCADA, data available with new water meter implementation, SPU rate changes and King County Sewer rate changes. Timeline will depend on implementation of new water meters and SCADA.</i></p>	<p>Jason Kintner, LaJuan Tuttle, Utility Billing</p>	<p>High Priority</p>	<p style="text-align: center;">2020 2021</p> <p style="text-align: center;">→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →</p>							
<p>Negotiate New Agreements with Union <i>Negotiate new Collective Bargaining Agreement with AFSCME.</i></p>	<p>Jason Kintner, Evan Maxim, Ryan Daly, Lara Gerheim</p>	<p>High Priority</p>	<p style="text-align: center;">Q1 Q2 Q3 Q4</p>				<p style="text-align: center;">Q1 Q2 Q3 Q4</p>			
<p>Communication Strategies <i>In conjunction with City Communications Manager, Ross Freeman, continue outreach and public education efforts.</i></p>	<p>Jason Kintner, Ross Freeman</p>	<p>Medium</p>	<p style="text-align: center;">→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →</p>							

Youth and Family Services 2020 - 2021 Work Plan



About the Youth and Family Services Department:

- The YFS department provides human services to the community of Mercer Island
- Services include community-based mental health services, geriatric case management, school-based mental health counseling, family and emergency assistance, youth court diversion services, service learning projects and community wide youth substance abuse prevention and mental health enhancement

Work Item 1: Council Priority 1 - Prepare for the Impacts of Growth and Change

Description	Dept. Lead / Liaison	Staff Comments	Timeline
Regulations Related to Camping on Public Property <i>Study potential updates to current regulations regarding camping, temporary structures, and overnight parking on public property. Explore potential options for partnerships with area shelters (see Martin v. Boise).</i>	Cindy Goodwin	City Council Priority	2020 2021 Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4

Work Item 2: Council Priority 2 - Articulate, confirm, and communicate a vision for effective and efficient City services. Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability

Description	Dept. Lead / Liaison	Staff Comments	Timeline
2021-2022 Biennial Budget Development <i>Work with the City Manager's Office and the Finance Department to prepare the 2021-2022 budget recommendation.</i>	Cindy Goodwin	High Priority	2020 2021 Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Long-Term Funding Strategy for School-Based Counselors <i>Review the options to secure long-term funding for school-based mental health counselors and review/confirm mental health counseling levels of service. This may include a ballot measure such as a levy. Pending further scoping and evaluation.</i>	TBD	City Council Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4

Work Item 3: Projects

Description	Dept. Lead / Liaison	Staff Comments	Timeline
Execute Start-up of Federal Prevention Grants <i>Complete 5-year strategic plan for grant funding for underage alcohol and drug use prevention and mental health promotion. Re-launch Healthy Youth Initiative coalitions and engage new and returning community partners.</i>	Derek Franklin, Tambi Cork	High Priority; required grant deliverable for federal funding	2020 2021 → Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →

Work Item 3: Projects (Continued)			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Health Insurance Portability and Accountability Act (HIPAA) <i>Transition YFS Clinical services to ensure compliance with HIPAA standards. Implement Person Centered Tech to provide consulting services for process in 2020.</i>	Derek Franklin, Tambi Cork	High Priority; HIPAA compliance required by law	2020 2021 Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Develop Human Services Funding Priorities <i>Bring to City Council, for approval, a policy that outlines the use of professional standards and Community Needs Assessments to establish YFS program configuration and service priorities.</i>	Cindy Goodwin	Medium Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Screening, Brief Intervention and Referral to Treatment (SBIRT) <i>Referral to Treatment (SBIRT). Collaboration with the MI School District.</i>	Derek Franklin	Medium Priority; funded best practice but not legally required	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Develop Sales Reporting for Thrift Shop <i>Develop data management reports with Microsoft Bi. The program will allow Thrift Shop staff to develop dashboard reports of sales and business processes.</i>	Suzanne Philen	High Priority: will allow for accurate reporting and projects	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Garner Company Volunteer Match Programs <i>Develop external relationships with local clubs, schools and organizations to increase volunteer participation with MITS.</i>	Suzanne Philen	Medium Priority; not currently relied upon for revenue generation	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Develop Annual YFS Department Communication Plan <i>Integrate communication plan to include Department services, Development activities and Thrift Shop sales cycles that reflect emergent activities and services.</i>	Sari Weiss, Tambi Cork	Annual Communication plan calendar runs 7/1 - 6/30	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Thrift Shop Fixturing and Cash Wrap Project <i>Rebuild Thrift Shop customer check-out counter and targeted first floor fixtures to improve the customer experience, address bottlenecks, and improve safety.</i>	Suzanne Philen	Medium Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4

Work Item 4: Administration			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Trauma Informed Approaches (TIA) <i>Continue internal training and operational evaluation to integrate trauma-informed approaches into YFS clinical practices. This work began as part of a 2019 WA State Health Care Authority grant.</i>	Derek Franklin	Medium Priority; funded best practice but not legally required.	2020 2021 → Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Streamline Thrift Shop Volunteer On-Boarding Process <i>Collaborate with HR to utilize NEOGOV to implement an online application and onboarding process for volunteers.</i>	Suzanne Philen	Medium Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4

Work Item 4: Administration (Continued)			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Project Future Staffing Needs to Build Thrift Shop Business <i>Monitor, evaluate, and document the complementary functions of donation processing, goods production, and customer service and cashing to accurately predict staffing costs and future staffing needs.</i>	Suzanne Philen	Medium Priority	2020 2021 Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Communication Strategies and Marketing Plan <i>In coordination with the City's Communication Manager, Ross Freeman and professional volunteer team to formalize marketing and social media campaigns through YFS and Thrift Shop online channels.</i>	Suzanne Philen	Medium Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4

Work Item 5: Thrift Shop Operations			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Thrift Shop Volunteer Policy Manual <i>Coordinate with HR to update and convert Volunteer Handbook to a Policy Manual.</i>	Logan Ens, Suzanne Philen	Manuals - completed consecutively Q1-Q4	2020 2021 Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Thrift Shop Employee Policy Manual <i>Coordinate with HR to update and convert Thrift Shop supplementary Employee Manual to a Policy Manual.</i>	Logan Ens, Suzanne Philen	Medium Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Thrift Shop Apparel Production Operations Manual <i>Establish standard operations for lean management of processes.</i>	Logan Ens, Suzanne Philen	Medium Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Thrift Shop Donations Center Operations Manual <i>Establish standard operations for lean management of processes.</i>	Logan Ens, Suzanne Philen	Medium Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Thrift Shop Customer Service Operations Manual <i>Establish standard operations for lean management of processes.</i>	Logan Ens, Suzanne Philen	Medium Priority	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4

Work Item 6: MIYFS Foundation Infrastructure			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Implement First Stage Staffing Growth <i>Plan and operationalize the upgraded infrastructure for the MIYFS Foundation. Specifically onboarding and training Development Coordinator position to full functionality.</i>	Sari Weiss, MIYFS Foundation Board	High Priority, ongoing	2020 2021 → Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4
Map Second Stage Staffing Growth <i>Make staff investment in MIYFS Foundation for incremental growth as fundraising goals increase.</i>	Sari Weiss, MIYFS Foundation Board	High Priority, ongoing	Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4

Work Item 7: MIYFS Foundation Annual Campaign			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Develop Case for Giving in Support of the YFS Department <i>Prepare a narrative for support of YFS from donor's perspective using inquiry based rationale.</i>	Sari Weiss, MIYFS Foundation Board	Medium Priority, ongoing	2020 2021
			→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
Create Individual Giving Plan <i>Focus on renewal of current donors, acquisition of new donors, and upgrading invested donors.</i>	Sari Weiss, MIYFS Foundation Board	Medium Priority, ongoing	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
			→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
Build Communications Calendar <i>Segment communications cycle to showcase impact and outcomes of YFS programs.</i>	Sari Weiss, MIYFS Foundation Board	Medium Priority, ongoing	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
			→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →

Work Item 8: MIYFS Foundation Major Gifts			
Description	Dept. Lead / Liaison	Staff Comments	Timeline
Steward Current Donor Base <i>Build upon current relationships to deepen donor investment in YFS community work.</i>	Sari Weiss, MIYFS Foundation Board	Medium Priority, ongoing	2020 2021
			→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
Prospect for New Donors <i>Identify Islanders to engage and invest in work of MIYFS.</i>	Sari Weiss, MIYFS Foundation Board	Medium Priority, ongoing	→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →
			→ Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 →

2020-2022 HIGH VISIBILITY PROJECTS

Updated: January 29, 2020

LEADERSHIP TEAM'S WORK PLAN			2020				2021				2022			
LT Lead	High Visibility Projects		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
JK	1	ST Transit Interchange*	Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue
JB KT	2	Commuter Parking & Mixed-Use Project (Tully's)*	Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue
JB AS	3	Organizational Assessments*	Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue
AS	4	Website Improvement Project	Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue
AS	5	Master Fee Schedule	Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue
JB RF	6	Biennial Community Survey	Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue
JB LT	7	Fiscal Sustainability Plan*	Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue
LT	8	Biennial Budget	Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue
LT	9	Six-Year Capital Improvement Program	Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue
LT	10	Utility Rate Fee Studies	Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue
EM	11	Critical Areas/Shoreline Code Amendments	Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue
EM	12	Community Facilities Code Amendments	Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue
EM	13	Sign Code Amendments	Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue
EM	14	Small Cells Facilities Design Standards & WCF Code Amendments	Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue
EM	15	Town Center - King Property Development	Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue
EM	16	Town Center Private Developments (Various Projects)	Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue
EM	17	Urban Growth Capacity/GMA Targets/KC Planning Policies Update	Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue
EM	18	Various Private Development (e.g., East Seattle School)	Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue
EM	19	Comprehensive Plan Amendments	Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue	Green	Blue

EM	20	HB 1406 Code Amendment & Budget Adjustment																
EM	21	Transportation Impact Fee Update																
EM	22	Residential Development Standards Review																
RD	23	Parks, Recreation and Open Space (PROS) Plan																
RD	24	Update WSDOT Maintenance Agreement for Aubrey Davis Park																
RD JB	25	Master Facility Use Agreement with MISD																
JK	26	King County Sewer Project																
JK	27	SCADA Project																
JK	28	Water Meters Project																
JK	29	ADA Transition Plan																

*2019-2020 Council Priorities

Staff
 Council
 Board/Commissions



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 5657
February 4, 2020
Regular Business

AGENDA BILL INFORMATION

TITLE:	AB 5657: City Council Rules of Procedure Amendments	<input type="checkbox"/> Discussion Only
RECOMMENDED ACTION:	Approve Resolution No. 1578 amending the City Council Rules of Procedure as set forth in Exhibit A.	<input checked="" type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution

DEPARTMENT:	City Manager
STAFF:	Deborah Estrada, City Clerk
COUNCIL LIAISON:	n/a
EXHIBITS:	1. Resolution No. 1578 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

SUMMARY

In 2004 ([AB 3855](#)), the City Council adopted Rules of Procedures (“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 March 5, 2019 ([AB 5537](#)).

At its January 24 Planning Session, there was Council Consensus for the following proposed amendments:

3.3 General Meeting Guidelines

- G. Remote Participation via Speakerphone (AVS) - The rules were amended to include guidelines that recognize Council’s desire to participate remotely using existing technology.

3.2 Types of Meetings

- A. Regular Meetings - The meeting time was amended to begin at 6:30 p.m. in an effort to accommodate public appearances at an earlier time and adjourn meetings earlier.

3.3 Order of Regular Council Meeting Agenda

- B. Pledge of Allegiance - Add the Pledge of Allegiance to the Order of Regular Council Meeting Agenda.
- E. Study Sessions - Schedule Study Sessions from 5:30 p.m. to 6:30 p.m. when needed.

- H. Consent Calendar - Reduce the number of allowable proclamations and add them to the Consent Calendar.
- J. Regular Business - Add regional board and committee reports when requiring Council action.

4.0 Agenda Preparation

In response to Council and community requests, the staff will make every effort to have agenda materials posted to the City's website on the Wednesday before the meeting.

5.2 Appearances (Public Comment)

To the extent possible, appearances will begin at 7:00 pm.

5.10 Social Media

Add guidelines regarding the NexDoor.com social media platform.

8.12 Appointment Process

Amend the Boards and Commissions appointment process to appoint by a full vote of the City Council.

Appendix E - How does the City use NextDoor.com

This section provides additional detail on Section 5.10.

HOUSEKEEPING

The Council Rules of Procedures is on its seventh amendment since it was adopted in April 2004. Staff reviewed the Rules at length and language was updated throughout the document to correct scrivener errors and clarify references.

NEXT STEPS

There was City Council Consensus to explore several additional work items:

- Evaluate whether or not to continue the Sustainability Committee.
- Review scheduling of "Joint Meetings" to ensure the timing aligns with imminent policy matters under consideration by the City Council.
- Consider Town Hall meetings (or an alternative format) to allow for open communication and dialogue with the community on a variety of topics.
- Evaluate technology upgrades in the City Council Chambers to allow for remote participation in City Council meetings.

The first three items were added to the City Manager's 2020 work plan and the Council Chambers technology item was added to the Administrative Services "Department" work plan.

RECOMMENDATION

Approve Resolution No. 1578 amending the City Council Rules of Procedure as set forth in Exhibit A.

**CITY OF MERCER ISLAND
RESOLUTION NO. 1578**

**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 March 5, 2019; and

WHEREAS, the City Council reviewed proposed amendments to its rules of procedure at the Planning Session of the City Council on January 24, 2020; 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:

That the “Mercer Island City Council Rules of Procedure” is 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 REGULAR MEETING ON THE 4TH DAY OF FEBRUARY 2020.

CITY OF MERCER ISLAND

BENSON WONG, MAYOR

ATTEST:

DEBORAH A. ESTRADA, CITY CLERK

EXHIBIT A

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, 2019, Resolution No. 1578](#)

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SECTION 1. GOVERNANCE AND AUTHORITY

1.1 Council-Manager Form of Government

The City of Mercer Island is a Council-Manager form 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 form 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 Council meetings, proceedings and business. These Rules shall be in effect upon adoption by the 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.

1.4 Mentoring of New Councilmembers

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

1.5 Code of Ethics

The purpose of the City of Mercer Island Code of Ethics and Statement are to strengthen the quality of government through ethical principles which shall govern the conduct of members of the City Council and the City’s boards and commissions pursuant to Mercer Island City Code (“MICC”) 2.60.

SECTION 2. COUNCIL ORGANIZATION

- 2.1 Swearing-In.** Councilmembers shall be sworn in by the City Clerk.
- 2.2 Election of Mayor and Deputy Mayor.** The Council shall elect a Mayor and Deputy Mayor for a term of two years from among themselves. The City Clerk shall conduct the elections for Mayor and Deputy Mayor at the first Council meeting of each even-numbered year as follows:
- A.** Any Councilmember may nominate a candidate; no second is needed.
 - B.** Nominations are closed by a motion, second and 2/3 vote of Council.
 - 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. 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 Council.
 - F.** Elections will continue until a Mayor and Deputy Mayor are elected by a majority vote of the Council.
 - G.** The City Clerk shall declare the nominee receiving the majority vote as the new Mayor. The new Mayor shall declare the nominee receiving the majority vote as the new Deputy Mayor. The Clerk shall swear the individuals into office.
- 2.3 Duties of Officers.**
- A. Mayor.** The Mayor serves as the Presiding Officer and acts as chair at all meetings of the Council. The Mayor may participate in all deliberations of the Council in the same manner as any other member and is expected to 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.
 - 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 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 in the Council Chambers;
 - 2. Observe and enforce these Rules;
 - 3. Call the meeting to order;
 - 4. Keep the meeting to its order of business;

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;
6. In consultation with the Deputy Mayor, appoint Councilmembers to serve as liaisons to advisory boards and commissions and to serve on standing 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);
7. Appoint citizens to serve on advisory boards and commissions (with affirmation from the Council); and
8. Impose Councilmember sanctions for violation of these Rules consistent with Section 11 of these Rules.

2.4 Filling a Council Vacancy. If a vacancy occurs in the office of Councilmember, the 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 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. COUNCIL MEETINGS

3.1 General Meeting Guidelines.

- A. Open Public Meeting Act.** All Council meetings shall comply with the requirements of the Open Meetings Act (chapter [42.30 RCW](#)). All regular meetings and special meetings of the Council shall be open to the public.
- B. Meeting Cancellation.** Any Council meeting may be canceled by a majority vote or consensus of the Council. The Mayor or City Manager may cancel a Council meeting for lack of agenda items, adverse weather conditions, or due to an emergency.
- C. Quorum.** Four members of the 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.
- D. 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.
- E. City Clerk and Minutes.** The City Clerk (or authorized designee) shall attend all regular and special Council meetings and keep an account of all proceedings of the Council (minutes) in accordance with the statutory requirements ~~RCW 35.23.151 and RCW 42.32.030~~[42.30.035](#). The minutes from previous meetings will be posted on the City website in draft format prior to Council meetings as part of the 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 Calendar 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 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.
- F. Council Chambers Code of Conduct.** The City Hall Council Chambers Code of Conduct is attached as Appendix B to these Rules, which outlines acceptable behavior while in the Council Chambers.
- G. Remote Participation.** From time to time, a Councilmember will not be able to attend a Council meeting in person but may desire to participate in the meeting remotely by speakerphone. Attendance via speakerphone should be the rare exception. Should technological difficulties or connection issues arise during the meeting, the call may be ended to avoid meeting disruption.

If a Councilmember wishes to attend a Council meeting via speakerphone, the Councilmember should notify the Mayor and City Manager at least one day prior to the meeting. A Councilmember's attendance via speakerphone will be noted in the minutes.

3.2 Types of Meetings.

- A. **Regular Meetings.** The Council's regular meetings will be held the first and third Tuesdays of each month in the City Hall Council Chambers (9611 SE 36th Street, Mercer Island). Regular meetings will begin at ~~7:00~~[6:30](#) p.m. If any Tuesday on which a meeting is scheduled falls on a legal holiday, the meeting shall be held at ~~7:00~~[6:30](#) p.m. on the first business day following the holiday, or on another day designated by a majority vote of the Council.
- B. **Special Meetings.** A special meeting is any Council meeting other than a regular 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 Council meeting may be scheduled by the Mayor, City Manager or at the request of a majority of the Council and pursuant to [RCW 42.30.080](#).
- C. **Emergency Meetings.** An emergency meeting is a special 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 impractical 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 ~~(Closed)~~ Sessions.** An executive session is a portion of a Council meeting that is closed except to the 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 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

with another party, that Councilmember shall promptly inform the City Manager and/or the Council of the disclosure.

- E. **Planning Sessions.** Each year the Council shall hold an annual planning session (2- or 3-day retreat) during the first quarter of the year. During this planning session, the Council will agree upon City Council Goals for the next two years. The Council may hold additional planning sessions during the year.

3.3 Order of Regular 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 and absent in the minutes.

A.B. **Pledge of Allegiance.**

B.C. **Agenda Approval/Amendment.** Agenda items may be added to a regular 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 Council. The Mayor may, with the concurrence of the Councilmembers, take agenda items out of order.

C.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 3.2D.

D.E. **Study Sessions.** Study sessions will be held, when needed, from ~~6:00-7:00~~5:30-6:30 p.m. before a regular meeting. They may be called by the Mayor, City Manager or by a majority of Councilmembers. Study sessions 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 can be made at a study session. Decisions on those issues will be scheduled for a regular or special Council meeting.

E.F. **Special Business.** Special Business items may include the presentation of a proclamation, the key to the City, citizen 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 staff designee shall determine approval of proclamation requests. Proclamations shall be publicly read at a Council meeting and presented to a representative of the event during the 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. Receiving a Key is the City's highest honor and as such Keys will only be presented, by the Mayor or designee, in a manner that is consistent with the City's vision, mission and goals. 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 Mayor, Deputy Mayor, City Manager, and/or staff designee shall determine approval of Key to the City requests. Keys shall be given by the Mayor or designee to the recipient at a Council meeting or at an event sponsored by or affiliated with the recipient.

3. **Citizen of the Year.** The Citizen 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 will make nominations and select an honoree at the annual Council Planning Session. Councilmembers or candidates for councilmember, are not eligible for nomination. The honoree(s) will be

recognized at a Council Meeting and a framed photo of the honoree is hung in the Council Chambers lobby to commemorate this distinction.

- F. **City Manager Report.** In an effort to keep the Council and 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 Council regarding any matter, except items before the Council requiring a public hearing, any quasi-judicial matters, or campaign-related matters. Each person wishing to address the Council should sign-up on the available form. When his or her name is called, the speaker will step up to the podium, give their name for the record, and shall limit their comments to three (3) minutes. No speaker may convey or donate his or her time for speaking to another speaker. The Mayor may grant additional time for citizen comments. The Mayor may allow citizens to comment on individual agenda items at times during any regularly scheduled Council meeting other than the regularly scheduled Appearances period.

All remarks will be addressed to the 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 Council, may be requested by the Mayor to leave the meeting. The 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 Council agenda pursuant to [RCW 42.17A.555](#).

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

- H. **Consent Calendar.** Consent calendar items have either been previously considered by the Council or are routine and non-controversial and are approved by one motion. Items on the consent calendar include, without limitation, payables, payroll, minutes, [proclamations](#), resolutions, ~~and~~ ordinances discussed at a previous Council meeting, bid awards, and previously authorized agreements.

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

I. **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 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 and preliminary long plats.

The 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 ex parte (outside the hearing) communications with limited exceptions requiring disclosure on the record; prohibits a Councilmember from making a determination 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 he or she should recuse themselves from the quasi-judicial hearing discussion and decision.

J. **Regular Business.** Regular Business items are all other regular Council business, [including without limitations](#) resolutions, ~~and~~ ordinances, [staff presentations, and regional board and committee reports](#) requiring Council action.

K. **Other Business.** The 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 and make any necessary Board and/or Commission appointments. 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 Council report.

- L. **Adjournment.** With no further business to come before the 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 Council meeting. The City Clerk will prepare an agenda packet for each 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 Council.
- 4.2** An item may be placed on a Council meeting agenda by any of the following methods:
- A.** Majority vote of the 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 pm seven (7) days prior to the meeting. The proposed item will be added to the agenda (without an agenda bill) for the whole Council to determine if the item should be brought back for discussion and/or action. If Council agrees to add the item to a future agenda, staff will prepare an agenda bill based on the 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 Council and staff) by 5:00 p.m. on the ~~Thursday~~ Wednesday before the meeting. If the deadline cannot be met, the 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 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, the calendar of agenda items for all Council regular and special meetings.

SECTION 5. COUNCIL PROTOCOLS

- 5.1 Roberts Rules/Council Rules.** All Council discussion shall be governed by *Roberts Rules of Order, Newly Revised* or by these Rules. Examples of parliamentary rules and motions are shown in Appendix A to these Rules. In the event of a conflict, these Rules shall control. The City Attorney shall decide all questions of interpretations of these Rules and other questions of a parliamentary nature that may arise during a Council meeting.
- 5.2 Appearances (Public Comment).** Council agrees to adhere to the following protocols during Appearances:
- A.** Council shall listen attentively to the citizen comments.
 - B.** Council shall avoid discourteous behavior such as lengthy or inappropriate sidebar discussions or nonverbal, disparaging actions when citizens are speaking.
 - C.** Council shall not engage in debate or discussion with any individual citizen but may be recognized by the Mayor in order to ask the citizen clarifying questions.
 - C.D.** To the extent possible, the Mayor will conduct Appearances at 7 p.m.
- 5.3 Discussion Protocols.** Council agrees to adhere to the following protocols for 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.
 - 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.
 - H.** Respect each other's differences, honor disagreements, vote and move on.
- 5.4 Council Decisions.** Councilmembers recognize that they are part of a legislative or corporal body. As such, when the Council has voted to approve or pass an agenda item, the members agree not to contact staff to encourage actions inconsistent with such Council action or take other action adversely impacting staff resources. Councilmembers may bring any approved action up for reconsideration following Council review and approval of such agenda item. The 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 24-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, if possible.

- 5.6 Possible Quorum.** Any member of the Council can attend any City board, commission, ad hoc, or standing committee meeting; however, if a quorum of the 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 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 Council, if known, on such issue. Personal opinions and comments which differ from the Council majority may be expressed if the Councilmember clarifies that these statements do not represent the Council's position but rather those of the individual Councilmember. Councilmembers must obtain other Councilmember's concurrence before representing another Councilmember's views or positions with another governmental agency or community organization.
- 5.8 Use of City Letterhead.** Use of City letterhead by the 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 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.
- 5.9 Mail.** Mail, which Councilmembers receive during the week, will be placed in their respective mailboxes at City Hall (located outside the City Manager's office) as it arrives. Councilmembers will have access to their mailboxes during regular business hours. Accumulated mail will be included with hard copy agenda packets or placed on the dais before Council meetings.
- 5.10 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 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 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 \(i.e. Facebook, Twitter, Instagram\). 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 ~~people's~~ posts, as they are unable to be captured in a manner that is suitable for responding to public records requests. 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 Council meeting. No ordinance, resolution or contract shall be prepared for presentation to the Council, unless requested by a majority of the Council or by the City Manager.

6.2 Signing. The Mayor and City Clerk sign all ordinances and/or resolutions approved by the Council, immediately following the meeting. In addition, the City Attorney signs all ordinances. 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 Council meeting. A majority of the 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 Council meeting as either regular business or as a part of the consent calendar.

Any amendments that a majority of the Council has directed the City Manager to prepare will be included as proposed amendments in the Council packet for the 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 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 amending ordinances; or
3. any ordinances that Council determines require an effective date precluding a second reading;

so long as Council suspends this Rule pursuant to Section 10 before adopting the ordinance.

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.11.12.

SECTION 7. 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 analyze problems and issues, make recommendations, and implement and administer the Council's policies and priorities consistent with 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.
- B.** All Councilmembers should have the same information with which to make decisions.
- C.** Depend upon the staff to respond to citizen 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.** In order to provide the Council with timely information, Councilmembers should submit questions on agenda items to the City Manager or Director in advance of the 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 adopted 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 appropriate.
- K.** Support life-family-work balance.

Appendix D to these Rules contains the standalone Council-Staff Communication 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 citizen participation is an invaluable tool for 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 Council. It is at the discretion of the 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 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 Council may dissolve any advisory body that, in 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 notice.
- 8.7** Members may be removed, from any advisory board or commission, prior to the expiration of their term 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 the Code of Ethics Statement acknowledging and understanding the ethical principles which shall govern their conduct.
- 8.9** The Council transmits referrals for information or action through the City Manager and the Council liaison to the advisory boards and commissions. These advisory boards and commissions transmit findings, reports, etc., to the Council through the City Manager and Council liaison.

- 8.10** The City Manager shall appoint City staff to assist advisory boards and commissions. City staff are not employees of that body and take direction only from his or her 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 Council or City Manager.
- 8.11** Annually, staff for the Parks and Recreation Commission^[DE1], Planning Commission and Open Space Conservancy Trust Board shall develop a draft work plan and present the work plan to the 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 are forwarded to Council for review.
 - C. The City Clerk prepares an agenda bill for appointing applicants to the available positions, including the applications received and the ballot to be used by Council, and places it in the next agenda packet.
 - D. At the City Council meeting, each Councilmember will fill out their ballot to appoint applicants to each of the available positions. The applicants with the most votes will be appointed.
 - A.E. Letters are 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.** When vacancies occur, they are filled for the unexpired terms in the same manner as described in Section ~~8.13~~8.12. The Council will be notified of vacancies so they may encourage residents to apply.
- 8.15** **Council Liaison Roles & Duties.** The Mayor (in consultation with the Deputy Mayor) may appoint a Council liaison for certain boards or commissions. The Council liaison shall report objectively on the activities of both the Council and the advisory group. The specific duties of a Council liaison are as follows:
- A.** Attend meetings of the board or commission on a regular basis and sit at the table or dais, as applicable.
 - B.** Participate in discussion and debate of the board or commission, but not vote on any matter (except for the Open Space Conservancy Trust as the Council Liaison is a voting member).
 - C.** Represent the majority Council position, if known.
 - D.** Participate in a manner that will not intimidate or inhibit the meetings and operations of the board or commission. Make comments in a positive manner to promote positive interaction between Council and the board or commission.

- E.** Be prepared to give Council regular and timely reports at regular Council meetings. Take the lead on discussion items before the Council which pertain to the assigned board or commission.
- F.** With the Mayor and Deputy Mayor, provide input regarding potential candidates for appointment to the board or commission.

SECTION 9. COMMITTEES

- 9.1** City Council committees, which are created by the 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. 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 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 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 to established committees.

SECTION 10. SUSPENSION AND AMENDMENT OF RULES

- 10.1** Any provision of these rules not governed by state law or ordinance, may be temporarily suspended by a two-thirds (2/3) majority vote of the Council.

- 10.2** These rules may be amended, or new rules adopted, by a majority vote of the Council.

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.** Public censure if a majority of Council supports public censure. During a regular Council meeting, the Mayor shall 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;
- C. Liaison Termination.** The Mayor, in consultation with the Deputy Mayor, may terminate standing committee, ad hoc committee, board, commission, or other liaison assignments; and/or
- D. Other.** Any other appropriate action decided by a majority of the Council.

APPENDIX A
PARLIAMENTARY RULES AND MOTIONS

- (1) 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.
- (2) A motion that receives a tie vote is deemed to have failed.
- (3) When making motions, be clear and concise and do not include arguments for the motion within the motion.
- (4) After a motion and second, the Mayor will indicate the names of the Councilmembers making the motion and second.
- (5) No further citizen comments may be heard when there is a motion and a second on the floor and Council should attempt to ask questions of staff prior to such motion and second.
- (6) When the 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 Council consensus.
- (7) If the maker of a motion wishes to withdraw their motion, the Mayor shall ask the Council if there is any objection to the maker withdrawing their motion. If none, the motion is withdrawn. If there is objection, the Council will vote whether the motion can 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 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 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) At the conclusion of any vote, the Mayor will announce the results of the vote.
- (17) When a question has been decided, any Councilmember who voted in the majority may move for reconsideration.
- (18) Roll call votes will be taken if requested by a Councilmember.
- (19) 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 HALL COUNCIL CHAMBERS CODE OF CONDUCT

The Mercer Island City Council welcomes the public to Council meetings and dedicates time at 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 Council meetings. Audience members will be expected to treat all attendees with respect and civility.

Appearances Ground Rules:

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

- Please (1) speak audibly into the podium microphone, (2) state your name for the record, and (3) limit your comments to three minutes.
- Traditionally, the Council does not respond to comments made at the meeting, but will follow up, or have staff follow up, with the speaker if needed.
- Comments should be addressed to the entire Council, not to individual Councilmembers, staff members, or the audience.
- Audience members should refrain from applause or disapproval of individuals' comments.
- Any person who makes personal, impertinent, or slanderous remarks, or who becomes boisterous, threatening, or personally abusive while addressing the Council, may be requested to leave the meeting.
- The 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 Council agenda. RCW 42.17A.555.

General Rules:

- Please silence cell phones, computers, tablets, and cameras while in the Council Chambers.
- 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 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 Council are vested with the responsibility for appointing a qualified person to fill the vacant position. Accordingly, the process should include all of the remaining Councilmembers in Council interviews, deliberations, and votes to appoint someone to fill the vacant position.

The 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.

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 applicant shall 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 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 Council reserves the right to ask additional questions of candidates during the interview.

At the close of 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 into 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 Council.

The Mayor may poll the Council to ascertain that Councilmembers are prepared to vote. 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 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 of 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 Council meeting.

Under RCW 42.12.070(4), if the 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 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 Council's policies and priorities consistent with Council goals. The following are general guidelines to help facilitate effective communications between the City Council and City staff.

- **Channel communications through the appropriate City staff.**
While any staff member is available to answer Council questions and requests for information, the City Manager is the primary information liaison between the Council and City staff as outlined in RCW 35A.13. Questions of City staff should be directed to the City Manager, Assistant to the City Manager, or Department Directors. When a Councilmember makes a request to a particular staff member, it is important to inform/copy the City Manager. In addition, staff will inform/copy the City Manager so that s/he is aware of Council's requests and needs.
- **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 Council so that each member may be equally informed.
- **Depend upon the staff to respond to citizen 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.

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 (<http://www.mercergov.org/Page.asp?NavID=3281>). 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.

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. If you have a complaint, please complete a Code Compliance Request Form and fill it out as completely as possible. Go to www.mercergov.org/complaintform 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.

Complaints/Concerns Directed to 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 Council. The Assistant to the City Manager oversees the process and ensures a uniform standard. On occasion, a letter or email is directed specifically to a Councilmember. The Councilmember may choose to work directly with the Assistant to the City Manager to provide a response. All correspondence is copied to all members of Council, regardless of whom it was addressed to.

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

The role of the Council is as the legislative body. The 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 Council policy and actions taken by the Council and to keep the 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, or permits, and the interpretation and implementation of Council policy.

- **In order to provide the Council with timely information, Councilmembers should submit questions on agenda items to the City Manager or Director in advance of the 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 Council meeting. Having a practice of “no surprises” between the Council and City staff and vice versa fosters a productive working relationship.

- **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” Council. The City Manager takes direction from the full 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 Council for discussion and direction.

- **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 Council as policy makers for the City and understands that the Council must consider a variety of opinions and community values in their decision-making in addition to staff recommendations.
- **The City Manager and staff are supporters and advocates for adopted Council policy.**
 Regardless of whether it was staff's preferred recommendation or not, staff will strongly support the adopted Council policy and direction, even if this may cause concern by the Council minority on controversial issues.
- **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.
- **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 Assistant to the City Manager, and the City Clerk) have professional codes of ethics, which preclude politically partisan activities or activities that give the appearance of political partisanship.
- **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.

(January 2018)

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, 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, 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 people's posts, as they are unable to be captured in a manner that is suitable for responding to public records requests.

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)

City Council Rules of Procedure Amendments

AB 5657 | February 4, 2020



Rules of Procedure Amendments

Proposed Amendments from Planning Session:

1. Remote participation
2. Pledge of Allegiance
3. Proclamations on Consent Calendar
4. Board & Committee Reports
5. Appearances at 7 pm
6. NextDoor guidelines
7. Start time 6:30 pm; Study Sessions/Exec. Sessions 5:30 pm *
8. Boards & Commissions Appointment Process *



Rules of Procedure Amendments

Additional Recommendations:

9. 4.0 Agenda Preparation. Agendas available on Wednesdays
10. 5.2 Appearances. To the extent possible, the Mayor will conduct Appearances at on or about 7 p.m.
11. 5.10 Social Media. Change last sentence to, "*This lack of archiving access to NextDoor also makes it difficult and risky for Councilmembers to post about City business or to reply to other people's 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.*"



Rules of Procedure Amendments

Additional Recommendations:

12. 8.12 Appointment Process.
 - D. At the City Council meeting, each Councilmember will fill out their ballot to appoint applicants to each of the available positions. ~~The applicants with the most votes will be appointed.~~ Appointments will be made by a majority vote of the City Council during a regularly scheduled meeting.
13. Housekeeping (RCW references, links, scrivener)



City Council Action

Approve Resolution No. 1578 amending the City Council Rules of Procedure as set forth in Exhibit A and as further amended to include:

- Revise 4.4; Agenda Preparation to post agenda materials on Wednesdays,
- Revise 5.2; Appearances to clarify the suggested 7 p.m. start time,
- Revise 5.10; Social Media to clarify NextDoor guidelines and Appendix E
- Revise 8.12D; Appointment Process to clarify voting requirements, &
- Approve general housekeeping.





BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 5659
February 4, 2020
Regular Business

AGENDA BILL INFORMATION

TITLE:	AB 5659: City Council Regular Meeting Time Code Amendment (1 st Reading; Ord. No. 20C-03)	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed:
RECOMMENDED ACTION:	Adopt Ordinance No. 20C-03 amending section 2.06.010 of the Mercer Island City Code to change the time of Regular Meetings of the City Council.	<input type="checkbox"/> Motion <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

DEPARTMENT:	City Manager
STAFF:	Deborah Estrada, City Clerk
COUNCIL LIAISON:	n/a
EXHIBITS:	1. Ordinance No. 20C-03
CITY COUNCIL PRIORITY:	n/a

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

SUMMARY

At its January 24, 2020 Planning Session, City Council Consensus was to amend the City Council Regular Meeting start time from 7 p.m. to 6:30 p.m. to accommodate public appearances earlier in the meeting and endeavor to adjourn meetings sooner rather than later.

Ordinance 20C-03 amends Section 2.06.010 of the Mercer Island City Code to accomplish Council's request. If Council chooses to suspend the City Council Rules of Procedure 6.3 and adopt the ordinance, the ordinance will be scheduled for publication on February 12 and take effect five days after, on February 18. In which case, the next regular meeting would be held on Tuesday, February 18 at 6:30 p.m.

RECOMMENDATION

1. Suspend City Council Rules of Procedure 6.3, requiring a second reading for an ordinance.
2. Adopt Ordinance No. 20C-03 amending section 2.06.010 of the Mercer Island City Code to change the time of Regular Meetings of the City Council.

**CITY OF MERCER ISLAND
ORDINANCE NO. 20C-03**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MERCER ISLAND, WASHINGTON, AMENDING SECTION 2.06.010 OF THE MERCER ISLAND CITY CODE TO CHANGE THE TIME OF REGULAR MEETINGS OF THE CITY COUNCIL, PROVIDING FOR SEVERABILITY, AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Mercer Island has previously adopted ordinances codified at Chapter 2.06 of the Mercer Island City Code establishing the date and time of regular Council meetings; and

WHEREAS, the City Council finds and determines that, in order to provide open and efficient operations of City Council meetings, and to promote administration of the affairs of the city, it is necessary and appropriate to amend Sections 2.06.010 of the Mercer Island City Code pertaining to regular meetings;

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

Section 1. **Amended.** Section 2.06.010 of the Mercer Island City Code is hereby amended to read as follows:

Regular meetings of the city council will be held on the first and third Tuesday of each month at the hour of 7 6:30 pm. When a meeting day falls on a legal holiday, such meeting shall be held on the first business day following.

Section 2. **Severability.** If any section, sentence, clause or phrase of this Ordinance or any municipal code section amended hereby should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity of any other section, sentence, clause or phrase of this Ordinance or the amended code section.

Section 3: **Publication and Effective Date.** A summary of this Ordinance consisting of its title shall be published in the official newspaper of the City. This Ordinance shall take effect and be in full force five days after the date of publication.

PASSED by the City Council of the City of Mercer Island, Washington at its regular meeting on the 4th day of February 2020 and signed in authentication of its passage.

CITY OF MERCER ISLAND

Benson Wong, Mayor

Approved as to Form:

ATTEST:

Bio Park, Interim City Attorney

Deborah A. Estrada, City Clerk

Date of Publication: _____

City Council Regular Meeting Time Code Amendment

AB 5659 | February 4, 2020

City Council Regular Meeting Time Code Amendment

Planning Session Council Consensus

Start City Council Regular Meetings at 6:30 p.m.

- Public appearances earlier in the meeting
- Adjourn earlier



City Council Regular Meeting Time Code Amendment

Recommended Motions:

1. Suspend the City Council Rules of Procedure 6.3, requiring a second reading of an ordinance.
2. Adopt Ordinance No. 20C-03 amending section 2.06.010 of the Mercer Island City Code to change the time of Regular Meetings of the City Council.





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

**AB 5656
February 4, 2020
Regular Business**

AGENDA BILL INFORMATION

TITLE:	AB 5656: Boards & Commissions Code Amendments (1 st Reading, Ordinance No. 20C-02)	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed:
RECOMMENDED ACTION:	Adopt Ordinance No. 20C-02 amending membership appointment process in Chapters 3.34 Design Commission, 3.46 Planning Commission, 3.52 Utility Board, 3.53 Parks & Recreation Commission, and 3.55 Mercer Island Arts Council.	<input type="checkbox"/> Motion <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

DEPARTMENT:	City Manager
STAFF:	Deborah Estrada, City Clerk
COUNCIL LIAISON:	n/a
EXHIBITS:	1. Ordinance No. 20C-02
CITY COUNCIL PRIORITY:	n/a

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

SUMMARY

At its January 24, 2020 Planning Session meeting, the City Council reviewed the Board and Commission appointment process and requested a process change to allow the selections to be made by a vote of the full City Council. The attached ordinance codifies this change for the Design Commission, the Planning Commission, the Utility Board, the Parks and Recreation Commission, and the Mercer Island Arts Council.

Ordinance No. 20C-02 does not apply to the Open Space Conservancy Trust (“Trust”) because prior to any proposed amendment to the Trust’s Articles (See Ord. No. 96-002), the Council is required to request recommendations and comments from the Trustees regarding the proposed amendment and hold a public hearing for the purpose of considering the community and Trustees’ recommendations and comments. Article III of the Trust currently states, “Each of the Trustees shall be appointed by the Mayor and approved by a majority of the City Council.”

RECOMMENDATION

1. Suspend City Council Rules of Procedure 6.3, requiring a second reading for an ordinance.
2. Adopt Ordinance No. 20C-02 amending membership appointment process in Chapters 3.34 Design Commission, 3.46 Planning Commission, 3.52 Utility Board, 3.53 Parks & Recreation Commission, and 3.55 Mercer Island Arts Council.

**CITY OF MERCER ISLAND
ORDINANCE NO. 20C-02**

AN ORDINANCE OF THE CITY OF MERCER ISLAND, WASHINGTON, AMENDING MEMBERSHIP APPOINTMENT PROCESS IN CHAPTER 3.34 MICC - DESIGN COMMISSION, CHAPTER 3.46 MICC - PLANNING COMMISSION, CHAPTER 3.52 MICC - UTILITY BOARD, CHAPTER 3.53 MICC - PARKS AND RECREATION COMMISSION, AND CHAPTER 3.55 MICC - MERCER ISLAND ARTS COUNCIL; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, at its January 24 Planning Session, the City Council and staff discussed changes to the appointment process to certain City Boards and Commissions; and

WHEREAS, the City Council desires to change the appointment process for certain City Boards and Commissions in a manner that it is inclusive of all councilmembers;

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

Section 1: **Title 3 MICC, Personnel, Amended.** MICC 3.34.030(C), MICC 3.46.030(C), MICC 3.52.030(C), MICC 3.53.030(C), and MICC 3.55.030(C) in Title 3 MICC are hereby amended as follows:

Chapter 3.34 **DESIGN COMMISSION**
Section 3.34.030 Membership.

~~C. *Appointment.* Members shall be recommended by the mayor and deputy mayor subject to appointment by the city council. Members shall serve without compensation. Appointments to the Design Commission will be made by a majority vote of the City Council during a regularly scheduled meeting.~~ Members shall serve without compensation.

Chapter 3.46 **PLANNING COMMISSION**
Section 3.46.030 Membership.

~~C. *Appointment.* Members shall be recommended by the mayor and deputy mayor subject to appointment by the city council. Members shall serve without compensation. Appointments to the Planning Commission will be made by a majority vote of the City Council during a regularly scheduled meeting.~~ Members shall serve without compensation.

Chapter 3.52 **UTILITY BOARD**
Section 3.52.030 Membership.

~~C. *Appointment.* Members shall be recommended by the mayor and deputy mayor subject to appointment by the city council. Members shall serve without compensation. Appointments to the Utility Board will be made by a majority vote of the City Council during a regularly scheduled meeting.~~ Members shall serve without compensation.

Chapter 3.53 PARKS AND RECREATION COMMISSION
Section 3.53.030 Membership.

~~C. *Appointment.* Members shall be recommended by the mayor and deputy mayor subject to appointment by the city council. Members shall serve without compensation. Appointments to the Parks and Recreation Commission will be made by a majority vote of the City Council during a regularly scheduled meeting.~~ Members shall serve without compensation.

Chapter 3.55 MERCER ISLAND ARTS COUNCIL
Section 3.55.030 Membership.

~~C. *Appointment.* Members shall be recommended by the mayor and deputy mayor subject to appointment by the city council. Members shall serve without compensation. Appointments to the Mercer Island Arts Council will be made by a majority vote of the City Council during a regularly scheduled meeting.~~ Members shall serve without compensation.

...

Section 2: **Severability.** If any section, sentence, clause or phrase of this Ordinance or any municipal code section amended hereby should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity of any other section, sentence, clause or phrase of this Ordinance or the amended code section.

Section 3: **Publication and Effective Date.** A summary of this Ordinance consisting of its title shall be published in the official newspaper of the City. This Ordinance shall take effect and be in full force five days after the date of publication.

PASSED by the City Council of the City of Mercer Island, Washington at its regular meeting on the 4th day of February 2020 and signed in authentication of its passage.

CITY OF MERCER ISLAND

Benson Wong, Mayor

Approved as to Form:

ATTEST:

Bio Park, Interim City Attorney

Deborah A. Estrada, City Clerk

Date of Publication: _____

Boards & Commissions Code Amendments

AB 5656 | February 4, 2020

Boards & Commissions Code Amendments

Planning Session Council Consensus

- Process change to allow Board & Commission selections to be made by a vote of the full Council
- Codifies appointment process identified in City Council Rules of Procedure



Boards & Commissions Code Amendments

Recommended Motions:

1. Suspend the City Council Rules of Procedure 6.3, requiring a second reading of an ordinance.
2. Adopt Ordinance No. 20C-02 amending membership appointment process in Chapters 3.34 Design Commission, 3.46 Planning Commission, 3.52 Utility Board, 3.53 Parks & Recreation Commission, and 3.55 Mercer Island Arts Council.





BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 5655
February 4, 2020
Regular Business

AGENDA BILL INFORMATION

TITLE:	AB 5655: Authorize the use of Revenue from the HB1406 Tax Credit and Appropriate Funding for the ARCH Administrative Budget.	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed:
RECOMMENDED ACTION:	Authorize how tax credit revenues will be used and appropriate funding for the ARCH administrative budget.	<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

DEPARTMENT:	Community Planning and Development
STAFF:	Alison Van Gorp, Deputy Director
COUNCIL LIAISON:	n/a
EXHIBITS:	1. Department of Revenue Letter
CITY COUNCIL PRIORITY:	1. Implement a Fiscal Sustainability Plan

AMOUNT OF EXPENDITURE	\$ 50,222
AMOUNT BUDGETED	\$ 33,990
APPROPRIATION REQUIRED	\$ 16,232

SUMMARY

Approved in the 2019 legislative session, HB 1406 provides new resources for cities and counties for affordable housing and supportive services through a credit against the state share of local sales taxes. Staff presented information on the legislation to Council on September 17, 2019 ([AB 5608](#)). The Council passed a resolution of intent to enact the sales and use tax authorized by HB 1406 on October 15 ([AB 5614](#)) and adopted Ordinance No. 19C-16 enacting the sales tax on November 4, 2019 ([AB 5621](#)). City staff notified the Department of Revenue (DOR) of the adoption of Ordinance No. 19C-16; DOR notified the City on December 23, 2019 (see Exhibit 1) that the tax would be imposed beginning January 1, 2020.

DOR has determined that the tax credit will be capped at \$37,372.56 annually. The sales tax credit of 0.0073% will be dispersed to the City up to that maximum each year. Thus, the exact amount of revenue collected each year will be variable, depending on the sales tax, but will not exceed \$37,372.56. At this time, Council direction is needed to allocate the revenue for 2020.

ARCH ADMINISTRATIVE BUDGET ADJUSTMENT

On November 19, 2019, Council approved the 2020 administrative budget for ARCH ([AB 5626](#) and [AB 5627](#)). The approved budget includes an ARCH staffing increase to enable more robust stewardship of the

homeownership and rental housing programs. The additional staffing increased the ARCH administrative budget by 53%, which resulted in a commensurate increase to Mercer Island's contribution for 2020. A budget amendment is required to appropriate an additional \$16,232 in funds to cover the gap between the amount budgeted and the amount required for the approved 2020 ARCH administrative budget. One option for consideration is using a portion of the HB 1406 revenue to offset the increase in the ARCH administrative budget, described in more detail below.

PART I: OPTIONS FOR ALLOCATING THE HB 1406 REVENUE

The City has three options for the use of the tax credit revenue, as prescribed by HB 1406:

1. Provide rental assistance for households earning less than 60% of the city's median income;
2. Construct affordable housing; or,
3. Support the creation of affordable housing by pooling funds with other jurisdictions.

Option 1 could be accomplished by directing funds to the existing emergency assistance program operated by Youth and Family Services (YFS). This program is currently funded by donations and provides \$20,000 in annual assistance grants to families in need. The \$1,000 grants allowed per household per year can be applied to emergency rent or utility assistance. YFS estimates that the current demand for this program is about double what is currently provided – staff believe that an additional \$20,000 (\$40,000 total) in rental assistance grants could be allocated to qualifying Mercer Island families each year. This option provides an effective stopgap measure to address immediate needs and keep families housed in the near term, but it does not address the larger need for greater affordability of housing both on Mercer Island and across the region.

Option 2 might be accomplished by holding HB 1406 revenue in reserve until a local project is identified where affordable housing can be created by the City or via a public-private partnership. The City also has the option of bonding against the HB 1406 revenue for this purpose. While using the revenue to directly construct affordable housing is theoretically possible, there are many logistical challenges to implementing it in Mercer Island. For example, the amount of revenue is modest, totaling approximately \$720,000 over the 20-year life of the tax credit. In addition, a local project must be identified, purchased/built, and managed to provide affordable housing, all of which would require additional staff capacity/capabilities or a partnership with an entity that can provide this expertise.

Option 3 can be accomplished by contributing funds to the ARCH Housing Trust Fund (HTF). Mercer Island has been a member of ARCH since the mid-1990s and the City contributes annually to the HTF. The HTF pools funds from sixteen ARCH member jurisdictions and contributes to affordable housing projects through a competitive selection process each year. The HTF contributions are leveraged with other public and private funding sources to maximize the impact of each contribution. Between 1993 and 2018, the HTF invested over \$62 million to create 3,645 units of East King County housing for families, seniors, homeless, and persons with special needs. This option is the most effective method for addressing the growing need locally and regionally for more affordable housing. It also has the advantage of helping the City address the funding gap for the ARCH administrative budget. HB 1406 revenue can be used to replace some of the funds budgeted for the HTF in 2020, freeing these funds up for use in the administrative budget.

Staff recommends that the City Council allocate the funds as described in Option 3. This would allow the City to meet its commitments to both the ARCH administrative budget and the HTF without utilizing additional general fund revenue. The staff are prepared to further discuss the pros and cons of each option at the City Council meeting.

PART II: OPTIONS FOR FUNDING THE ARCH ADMINISTRATIVE BUDGET

The City has three options for providing the additional \$16,232 required for the ARCH administrative budget. The funds can be appropriated from one of the following:

- A. Savings achieved by using HB 1406 revenue for the ARCH HTF; or,
- B. 2018 General Fund surplus; or
- C. Another general revenue source.

HB 1406 restricts the use of revenue from the tax credit to either rental assistance or the creation of affordable housing. The revenue cannot be used for administrative costs. As such, HB 1406 revenue cannot be used to directly fund the ARCH administrative budget. However, since the City has \$50,000 of general fund dollars budgeted to contribute to the HTF in 2020, the City could allocate portion of the HB 1406 revenue towards the HTF commitment. This would create a savings in general fund dollars which would then be available to fund the additional \$16,232 in needed for the ARCH administrative budget.

Alternatively, the City could also identify other funding sources in the general fund to cover the additional cost of the ARCH administrative budget, including the 2018 General Fund Surplus, or an alternate general fund revenue source.

NEXT STEPS

City Council direction is needed related to the use of the HB 1406 tax credit revenue and the appropriation for the ARCH administrative budget. Once that direction is received, staff will prepare a formal budget amending ordinance for Council consideration as a part of the next regular quarterly financial status report.

RECOMMENDATION

PART I: OPTIONS FOR ALLOCATING THE HB 1406 REVENUE

1. Authorize the City Manager to allocate XX% of the revenue received from the HB 1406 tax credit to [selected option(s) here].

PART II: OPTIONS FOR FUNDING THE ARCH ADMINISTRATIVE BUDGET

2. Appropriate an additional \$16,232 in 2020 for the City's contribution to the ARCH administrative budget using [insert option here].



STATE OF WASHINGTON
DEPARTMENT OF REVENUE

December 23, 2019

Deborah Estrada, City Clerk
City of Mercer Island
9611 SE 36th Street
Mercer Island, WA 98040

Re: City of Mercer Island Ordinance No. 19C-16

Affordable and Supportive Housing State Shared Tax

Dear Ms. Estrada:

The Department of Revenue has received your Resolution No. 1568 and Ordinance No. 19C-16 on November 14, 2019 with the effective date of January 1, 2020 to impose the Affordable and Supportive Housing State Shared Tax authorized by Substitute House Bill (SHB) 1406 and Revised Code of Washington (RCW) 82.14.540.

As required by RCW 82.14.540, the Department has calculated the maximum capacity (cap) of \$37,372.56. Once the maximum award amount has been reached, the tax shall cease to be distributed for the remainder of the fiscal year.

If you have any questions, you may contact me at (360) 705-6039.

Sincerely,

Jessica Hicks
Tax Administration Manager
Taxpayer Account Administration

**Authorize the use of Revenue from
the HB 1406 tax credit and
Appropriate Funding for the ARCH
Administrative Budget**



AB 5655 | February 4, 2020

Agenda

1. Authorize the use of revenue from the HB 1406 tax credit
2. Appropriate funding for the ARCH Administrative Budget

HB 1406: Sales Tax Credit for Affordable Housing

- State legislation passed in 2019 authorizing counties and cities to implement a local sales tax and a 20-year reduction in the State's portion of the sales tax to fund affordable or supportive housing
- Eligible expenditures:
 - Acquiring, rehabilitating, or constructing affordable housing
 - Operations and maintenance of new affordable housing
 - Rental assistance to tenants
- Mercer Island enacted the sales tax in November 2019
- Dept of Commerce has capped Mercer Island's tax credit at \$37,373 per year
 - Actual revenue will vary based on the sales tax collected each year

HB 1406: Sales Tax Credit for Affordable Housing

OPTIONS FOR ALLOCATING THE HB 1406 REVENUE

1. Rental assistance for households earning <60% of city median income
2. Acquire or construct affordable housing locally
3. Pool funds with other jurisdictions to create affordable housing

HB 1406: Sales Tax Credit for Affordable Housing

OPTION 1: YFS EMERGENCY ASSISTANCE PROGRAM

- Direct revenue to existing YFS emergency assistance program
- Currently funded by donations, ~ \$20,000/year
- Provides \$1,000 grants to assist households with emergency rent or utility assistance
- Current program demand would support additional \$20,000/year in rental assistance grants
- Analysis: effective stopgap measure, does not address larger need for affordable housing

HB 1406: Sales Tax Credit for Affordable Housing

OPTION 2: HOLD REVENUE IN RESERVE FOR LOCAL HOUSING PROJECT

- Hold tax credit revenue in reserve (or bond)
 - Approximately \$720,000 over 20 years
- Identify local project to acquire or build affordable housing
- Likely requires public-private partnership with developer or housing provider to implement
- Analysis: complex logistics and modest revenue capacity make this option challenging to implement

HB 1406: Sales Tax Credit for Affordable Housing

OPTION 3: CONTRIBUTE TO ARCH HOUSING TRUST FUND (HTF)

- Pool revenue with other East King County cities in the ARCH HTF
- Leverages M.I. contribution with other public and private funding
- ARCH benefits from economy of scale – has staff capacity and expertise to identify and support high quality projects
- Analysis: pooling and leveraging funds maximizes the value of each dollar and this approach will have the biggest impact in terms of helping people in need

ARCH Administrative Budget

Administrative Budget

- Approved 2020 Administrative Budget = \$1,110,097
- 53% increase over 2019 budget
 - Make permanent 2 new staff positions to provide additional capacity to administer the Homeownership Program and monitor compliance with rental housing covenants
- Increase Mercer Island's contribution to \$50,222
 - Budgeted amount is \$33,990
 - **Requires additional appropriation of \$16,232**

ARCH Administrative Budget

PART II: OPTIONS FOR FUNDING THE ARCH ADMINISTRATIVE BUDGET

- A. Savings achieved by using HB 1406 revenue for the ARCH HTF
- B. 2018 General Fund surplus
- C. Another general revenue source

ARCH Administrative Budget

OPTION A: SAVINGS FROM THE ARCH HTF

- Mercer Island budgeted \$50,000 for the HTF in 2020
- HB 1406 will potentially generate \$36,000-\$37,000 in 2020
- Some or all of this revenue could be contributed to the HTF
- A portion of the resulting budget savings could be applied to the ARCH administrative budget
- Analysis: allows City to meet ARCH admin budget and HTF commitments without additional general fund revenue

ARCH Administrative Budget

OPTIONS B & C: GENERAL FUND

- Identify other funding sources in the general fund:
 - 2018 general fund surplus
 - Alternate general fund revenue source
- Analysis: less favorable approach due to demands on general fund revenue

Staff Recommendation

- Staff recommends pursuing Option 1 and Option A
 - Directs HB 1406 revenue to the ARCH HTF for the biggest impact
 - Uses general fund savings from the \$50,000 budgeted for the HTF to fund the \$16,232 needed for the ARCH administrative budget
- Key benefit: Funds the ARCH HTF and administrative budget without placing further demands on general fund revenue

Next Steps

- Tonight: provide direction to staff on 1) the use of HB 1406 revenue and, 2) appropriate funds to the ARCH administrative budget
- Staff will incorporate this direction into a budget amending ordinance – bring to Council as a part of the Q1 financial status report (April)
- March 3: Approve projects for funding from the 2019 ARCH HTF funding round

Discussion

PART I: OPTIONS FOR ALLOCATING THE HB 1406 REVENUE

1. Rental assistance for households earning <60% of city median income
2. Acquire or construct affordable housing locally
3. Pool funds with other jurisdictions to create affordable housing

PART II: OPTIONS FOR FUNDING THE ARCH ADMINISTRATIVE BUDGET

- A. Savings achieved by using HB 1406 revenue for the ARCH HTF
- B. 2018 General Fund surplus
- C. Another general revenue source

Action

PART I: OPTIONS FOR ALLOCATING THE HB 1406 REVENUE

- Authorize the City Manager to allocate XX% of the revenue received from the HB 1406 tax credit to [selected option(s) here].

PART II: OPTIONS FOR FUNDING THE ARCH ADMINISTRATIVE BUDGET

- Appropriate an additional \$16,232 in 2020 for the City's contribution to the ARCH administrative budget using [insert option here].

2020 City Council Liaison Assignments

	Anderl	Jacobson	Nice	Reynolds	Rosenbaum	Weiker	Wong
City Boards and Commissions							
Arts Council (1) 2nd Wed 6:30 pm MICEC							
Disability Board (2) 3rd Mon of EO Month* 8:00 am Police Library							
Open Space Conservancy Trust (1) 3rd Thu of EO Month* 6:00 pm City Hall							
Parks & Recreation Commission (1) 1st Thu 6:30 pm MICEC							
Utility Board (1) 2nd Tue (as needed) 7:00 pm City Hall							
Committees							
Sustainability Committee (3) 3rd Thu 9-10:30 am Farside Room							
Local Assignments							
MISD Superintendent's Advisory Council (1)							
MISD Superintendent Equity Advisory Council (SEAC) (1) Quarterly Meetings							
Mercer Island PTA Advocacy Committee (1)							
Regional Assignments (appointed by Mayor & Deputy Mayor)							
Eastside Transportation Partnership (2) 2nd Fri 7:30-9 am Bellevue							
King County-Cities Climate Collaboration (K4C)							
Renton Airport Advisory Committee (RAAC) Varies							
SCA Public Issues Committee (2) 2nd Wed 7-9 pm Renton City Hall					Alternate		
WRIA 8 Salmon Recovery Council 3rd Thu of EO Month 3-5 pm Bellevue							
Safe Energy Leadership Alliance (Unknown)							
Regional Assignments (appointed by SCA)							
King County Growth Management Planning Council (GMPC)			Alternate				
King County Regional Transit Committee (RTC)							
King County Regional Water Quality Committee (RWQC)							Member
Puget Sound Regional Council Transportation Policy Board (TPB)						Alternate	
Sound Cities Association Executive Board							
Regional Assignments (elected by AWC members)							
Association of Washington Cities Board of Directors						District 7	

* Every Other Month = Jan/Mar/May/Jul/Sep/Nov ** If needed



2020 PLANNING SCHEDULE

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

Special Meetings and Study Sessions begin at 6:00 pm. Regular Meetings begin at 7:00 pm. Items are not listed in any particular order. Agenda items & meeting dates are subject to change.

FEBRUARY 4		DUE TO:	1/24 D/P	1/27 FN	1/27 CA	1/28 Clerk
ABSENCES:						
ITEM TYPE TIME TOPIC				STAFF		
STUDY SESSION (6:00-7:00 pm)						
60	AB 5660: Community Needs Assessment & Human Services Funding				Cindy Goodwin	
CONSENT CALENDAR						
	Payables, Payroll, and Minutes					
REGULAR BUSINESS						
	AB 5661: Review and Approve the 2020-2021 City Council Priorities and Confirm Additional Work Items				Jessi Bon	
	AB 5657: City Council Rules of Procedure Amendment, Resolution No. 1578				Deb Estrada	
	AB 5656: Boards & Commissions Code Amendments (1 st Reading & Ord. No. 20C-02 Adoption)				Deb Estrada	
	AB 5659: City Council Regular Meeting Time Code Amendment (1st Reading Ord. No. 20C-03)				Deb Estrada	
	AB 5655: Authorize the use of Revenue from the HB1406 Tax Credit and Appropriate Funding for the ARCH Administrative Budget				Alison Van Gorp	
OTHER BUSINESS						
	City Council Liaison Appointments				Deb Estrada/Benson Wong	
EXECUTIVE SESSION						
	To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price. RCW 42.30.110(1)(b). (90 minutes)					
	To discuss pending or potential litigation with legal counsel pursuant to RCW 42.30.110(1)(i). (30 Minutes)					
	To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee pursuant to RCW 42.30.110(1)(g). (30 Minutes)					

FEBRUARY 18		DUE TO:	2/7 D/P	2/10 FN	2/10 CA	2/11 Clerk
ABSENCES:						
ITEM TYPE TIME TOPIC				STAFF		
STUDY SESSION (6:00-7:00 pm)						
90	AB xxxx: Regional Growth Update - Joint Study Session with Planning Commission				Evan Maxim	
SPECIAL BUSINESS (7:00 pm)						
CONSENT CALENDAR						
REGULAR BUSINESS						
	AB xxxx: Shoreline Master Plan – Ecology Approval (1 st Reading) (Tentative)				Evan Maxim	

	AB xxxx: Boards & Commissions Vacancy Appointments (Tentative)	Deb Estrada
EXECUTIVE SESSION		
30	To discuss pending or potential litigation with legal counsel pursuant to RCW 42.30.110(1)(i).	

MARCH 3		DUE	2/21	2/24	2/24	2/25
ABSENCES: Anderl and Reynolds		TO:	D/P	FN	CA	Clerk
ITEM TYPE TIME TOPIC					STAFF	
STUDY SESSION (5:30-7:00 pm)						
90	PROS Plan Kick-Off Meeting – Joint Study Session with Parks and Recreation Commission				Ryan Daly	
SPECIAL BUSINESS (7:00 pm)						
	King County Update by Councilmember Claudia Balducci					
CONSENT CALENDAR						
REGULAR BUSINESS						
	AB xxxx: Sign Regulations – Confirm Scope of Work				Evan Maxim	
	AB xxxx: Community Facility – Planning Commission Report				Evan Maxim	
	AB xxxx: Shoreline Master Plan – Ecology Approval (2 nd Reading & Adoption) (tentative)				Evan Maxim	
	AB xxxx: ARCH Housing Trust Fund Project Approval				Alison Van Gorp	
EXECUTIVE SESSION						

MARCH 17		DUE	3/6	3/2	3/2	3/3
ABSENCES:		TO:	D/P	FN	CA	Clerk
ITEM TYPE TIME TOPIC					STAFF	
STUDY SESSION (6:00-7:00 pm)						
	AB xxxx: Community Planning & Development – Organizational Assessment briefing (tentative)				Alison Van Gorp	
SPECIAL BUSINESS (7:00 pm)						
15	SCA Presentation by Deanna Dawson					
CONSENT CALENDAR						
	AB xxxx: Open Space Conservancy Trust Board Annual Report				Alaine Sommargren	
	AB xxxx: King County Waterworks Grant Acceptance				Alaine Sommargren	
REGULAR BUSINESS						
	AB xxxx: 2021-2026 CIP Preliminary Review				LaJuan Tuttle	
	AB xxxx: Residential Development Standards 3-year review – Scope of Work (tentative)				Evan Maxim	
EXECUTIVE SESSION						

APRIL 7		DUE	3/27	3/30	3/30	3/31
ABSENCES:		TO:	D/P	FN	CA	Clerk
ITEM TYPE TIME TOPIC				STAFF		
STUDY SESSION (6:00-7:00 pm)						
SPECIAL BUSINESS (7:00 pm)						
CONSENT CALENDAR						
REGULAR BUSINESS						
AB xxxx: Q1 Sustainability Update				Ross Freeman		
EXECUTIVE SESSION						

APRIL 21		DUE	4/10	4/13	4/13	4/14
ABSENCES:		TO:	D/P	FN	CA	Clerk
ITEM TYPE TIME TOPIC				STAFF		
STUDY SESSION (6:00-7:00 pm)						
SPECIAL BUSINESS (7:00 pm)						
CONSENT CALENDAR						
REGULAR BUSINESS						
AB xxxx: International Building Code update (1 st Reading & Adoption) (tentative)				Don Cole		
EXECUTIVE SESSION						