



CITY OF MERCER ISLAND

CITY COUNCIL REGULAR HYBRID MEETING

Tuesday, May 20, 2025 at 5:00 PM

MERCER ISLAND CITY COUNCIL:

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

LOCATION & CONTACT:

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

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

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

Individuals wishing to speak live during Appearances (public comment period) or the Public Hearing must register with the City Clerk at 206.275.7793 or cityclerk@mercerisland.gov before 4 PM on the day of the Council meeting. Each speaker will be allowed three (3) minutes to speak. A timer will be visible to online to speakers, City Council, and meeting participants.

Written comments may be sent to the City Council at council@mercerisland.gov.

Join the meeting at 5:00 PM (Appearances or the Public Hearings will start sometime after 5:00 PM) by:

- **Telephone:** Call 253.215.8782 and enter Webinar ID 812 4660 4202 and Password 730224
- **Zoom:** Click this [link](#) (Webinar ID 812 4660 4202; Password 730224)
- **In Person:** Mercer Island Community & Event Center – Slater Room Council Chambers (8236 SE 24th Street, Mercer Island, WA 98040)

MEETING AGENDA

CALL TO ORDER & ROLL CALL, 5:00 PM

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

CITY MANAGER REPORT

APPEARANCES

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

CONSENT AGENDA

1. AB 6681: May 9, 2025 Payroll Certification

Recommended Action: Approve the May 9, 2025 Payroll Certification in the amount of \$972,649.07 and authorize the Mayor to sign the certification on behalf of the entire City Council.

2. AB 6682: Certification for Claims Paid April 1, 2025 through April 15, 2025

Recommended Action: Approve the April 1, 2025 through April 15, 2025 Accounts Payable Certification of Claims in the amount of \$2,511,544.70 and authorize the Mayor to sign the certification on behalf of the entire City Council.

3. City Council Regular Hybrid Meeting Minutes of May 6, 2025

Recommended Action: Approve the City Council Regular Hybrid Meeting Minutes of May 6, 2025.

4. AB 6683: Second Reading and Adoption of Ordinance No. 25C-07 to Renew Interim Regulations for Temporary Uses and Structures Including Outdoor Dining

Recommended Action: Adopt Ordinance No. 25C-07 renewing interim regulations for temporary uses and structure including outdoor dining with an effective date of June 16, 2025.

5. AB 6684: Second Reading and Adoption of Ordinance No. 25C-08 to renew Interim Residential Parking Regulations Responsive to SB 6015

Recommended Action: Adopt Ordinance No. 25C-08 renewing interim regulations for residential parking regulations in response to SB 6015 with an effective date of June 3, 2025.

6. AB 6685: Public Display of Fireworks Permit Issuance for Summer Celebration

Recommended Action: Approve and authorize the City of Mercer Island Fire Marshal to sign the submitted operational permit for Western Display Firework's application for a Public Display of Fireworks to be discharged per the permit conditions on July 12, 2025 at 2200hrs (10:00 pm) for a total duration of approximately 20 minutes pursuant to MICC 8.35.020(C).

7. AB 6690: Contractor Selection for Water Supply Pipeline

Recommended Action: Approve Scarsella Brothers, Inc. as the Heavy Civil General Contractor/Construction Manager (GC/CM) for the Water Supply Pipeline Project and authorize the City Manager to sign any necessary contract documents with the GC/CM.

8. AB 6691: National Police Week 2025 (Proclamation No. 359)

Recommended Action: Approve Proclamation No. 359 proclaiming May 12-18, 2025 as Police Week on Mercer Island and designating May 15, 2025 as Peace Officers Memorial Day.

REGULAR BUSINESS

9. AB 6686: 2025 Board & Commission Annual Appointments (Resolution No. 1677)

Recommended Action:

1. Vote on applicants to fill open board and commission positions.
2. Approve Resolution No. 1677, appointing those voted on to fill the vacancies on the Arts Council, Open Space Conservancy Trust, Parks and Recreation Commission, and Utility Board.

10. AB 6687: Public Hearing on a King County Public Benefit Rating System (PBRs) Application (Resolution No. 1674)

Recommended Action:

1. Conduct the Public Hearing for the proposed property tax reduction.
2. Approve Resolution No. 1674 for the proposed public benefit rating system current use assessment for 2.91 acres of the property located at 5045 Forest Ave SE, Mercer Island, WA.

11. AB 6679: Fiscal Year 2024 Year-End Financial Status Update and Budget Amending Ordinance

Recommended Action: Adopt Ordinance No. 25-10, amending the 2025-2026 Biennial Budget.

12. AB 6680: Forecast on the City's Financial Position through the First Quarter 2025

Recommended Action: Receive report. No action necessary.

13. AB 6688: 2025-2026 Workplan Update and Legislative Session Impacts

Recommended Action: No action necessary. Receive report.

OTHER BUSINESS

14. Planning Schedule

15. Councilmember Absences & Reports

EXECUTIVE SESSION - Approximately 60 Minutes

16. Real Estate Acquisition

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

Pending or Potential Litigation

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

ADJOURNMENT



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6681
May 20, 2025
Consent Agenda

AGENDA BILL INFORMATION

TITLE:	AB 6681: May 9, 2025 Payroll Certification	<input type="checkbox"/> Discussion Only
RECOMMENDED ACTION:	Approve the May 9, 2025 Payroll Certification in the amount of \$972,649.07.	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

DEPARTMENT:	Administrative Services
STAFF:	Ali Spietz, Chief of Administration Nicole Vannatter, Human Resources Manager
COUNCIL LIAISON:	n/a
EXHIBITS:	1. May 9, 2025 Payroll Certification 2. FTE/LTE Counts
CITY COUNCIL PRIORITY:	n/a

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

EXECUTIVE SUMMARY

This agenda bill is to approve the payroll certification for the City of Mercer Island for the period from April 16, 2025 through April 30, 2025 in the amount of \$972,649.07 (see Exhibit 1).

BACKGROUND

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

ISSUE/DISCUSSION

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

Additional payments:

Description	Amount
Leave cash outs for current employees	\$1,096.66
Leave cash outs for terminated employees	\$15,676.36
Service and recognition awards	\$975.00
Overtime earnings (see chart for overtime hours by department).	\$27,510.38
Total	\$45,258.40

Overtime hours by department:

Department	Hours
Administrative Services	
City Attorney's Office	
City Manager's Office	
Community Planning & Development	
Finance	2.00
Municipal Court	
Police	132.50
Public Works	168.75
Thrift Shop	1.50
Youth & Family Services	
Total Overtime Hours	304.75

NEXT STEPS

FTE/LTE COUNTS

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

Casual Labor

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

RECOMMENDED ACTION

Approve the May 9, 2025 Payroll Certification in the amount of \$972,649.07 and authorize the Mayor to sign the certification on behalf of the entire City Council.

CITY OF MERCER ISLAND PAYROLL CERTIFICATION

Item 1.

PAYROLL PERIOD ENDING **4.30.2025**
PAYROLL DATED **5.09.2025**

Net Cash	\$	660,182.44
Net Voids/Manuals		
Net Total	\$	660,182.44
Federal Tax Deposit	\$	106,185.81
Social Security and Medicare Taxes	\$	72,920.18
State Tax (California & Oregon)	\$	683.27
State Tax (California)	\$	13.31
Family/Medical Leave Tax (California & Oregon)	\$	55.95
Public Employees' Retirement System (PERS Plan 2)	\$	37,145.67
Public Employees' Retirement System (PERS Plan 3)	\$	10,363.86
Public Employees' Retirement System (PERSJM)	\$	705.37
Public Safety Employees' Retirement System (PSERS)		
Law Enforcement Officers' & Fire Fighters' Retirement System (LEOFF Plan2)	\$	17,472.92
Regence & LEOFF Trust Medical Insurance Deductions	\$	13,506.44
Domestic Partner Medical Insurance Deductions	\$	1,387.11
Kaiser Medical Insurance Deductions	\$	1,187.11
Health Care - Flexible Spending Account Contributions	\$	1,794.82
Dependent Care - Flexible Spending Account Contributions	\$	208.33
ICMA Roth IRA Contributions	\$	568.77
ICMA 457 Deferred Compensation Contributions	\$	43,222.52
ICMA 401K Deferred Compensation Contributions	\$	-
Garnishments (Chapter 13)	\$	620.50
Tax Wage Garnishment	\$	-
Child Support Wage Garnishment	\$	611.50
Mercer Island Employee Association Dues	\$	250.00
AFSCME Union Dues		
Police Union Dues		
Standard - Supplemental Life Insurance		
Unum - Long Term Care Insurance	\$	215.65
AFLAC - Supplemental Insurance Plans	\$	238.52
Transportation - Flexible Spending Account Contributions	\$	115.00
Miscellaneous	\$	(2.00)
Oregon Transit Tax and Oregon Benefit Tax	\$	8.63
Washington Long Term Care	\$	2,987.39
Tax & Benefit Obligations Total	\$	312,466.63

TOTAL GROSS PAYROLL	\$	972,649.07
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I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Mercer Island, and that I am authorized to authenticate and certify to said claim.



Finance Director

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

FTE AND LTE COUNTS AS OF 4/30/2025

Full Time Equivalents (FTEs)	2025 Budgeted	2025 Actual
Administrative Services	14.50	13.50
City Attorney's Office	2.00	2.00
City Manager's Office	3.00	3.00
Community Planning & Development	17.00	17.00
Finance	9.00	9.00
Municipal Court	3.10	3.10
Police	37.50	36.50
Public Works	64.00	61.00
Recreation	10.25	9.25
Youth & Family Services	11.93	11.10
Thrift Shop	3.00	3.00
Total FTEs	175.28	168.45
Limited Term Equivalents (LTEs)	2025 Budgeted	2025 Actual
Administrative Services	1.00	1.00
City Manager's Office	1.00	2.00
Community Planning & Development	2.00	2.00
Public Works	4.75	1.75
Youth & Family Services	2.83	1.83
Thrift Shop	6.50	6.20
Total LTEs	18.08	14.78
Total FTEs & LTEs	193.36	183.23

FTE Vacancies:

1.0 CIP Project Manager
 1.0 Communications Manager
 1.0 Parks Maintenance Team Member
 1.0 Police Officer
 1.0 Public Works Admin Assistant
 1.0 Recreation Facility Supervisor
 0.83 School-Based Counselor



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6682
May 20, 2025
Consent Agenda

AGENDA BILL INFORMATION

TITLE:	AB 6682: Certification for Claims Paid April 1, 2025 through April 15, 2025	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Approve the Accounts Payable Certification for Claims Paid April 1, 2025 through April 15, 2025 in the Amount of \$2,511,544.70.	

DEPARTMENT:	Finance
STAFF:	Matt Mornick, Finance Director LaJuan Tuttle, Deputy Finance Director
COUNCIL LIAISON:	n/a
EXHIBITS:	1. Certification for Claims Paid April 1 - 15, 2025
CITY COUNCIL PRIORITY:	n/a

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

EXECUTIVE SUMMARY

The purpose of this agenda bill is to approve the April 1, 2025 through April 15, 2025 Accounts Payable Certification of Claims in the amount of \$2,511,544.70. (see Exhibit 1)

BACKGROUND

Claims refer to all external payments that are made to satisfy the obligations of the City, regardless of how payments are processed (e.g., through warrants, checks, EFTs, etc.). [RCW 42.24.080](#) requires that all claims presented against the City must be certified by the appropriate official to ensure that the claims are just, true, and unpaid obligations against the City, before payment can be made.

[RCW 42.24.180](#) allows the payment of claims to occur prior to City Council approval to expedite processing of the payment of claims, provided, however, that review and approval of the claims' documentation occurs at the next regularly scheduled public meeting.

To fulfill the obligation of RCW 42.24.080 for accounts payable claims, the City has historically presented separate reports for Accounts Payable Checks and Accounts Payable EFT payments.

ISSUE/DISCUSSION

The Enterprise ERP claims reports (see Exhibit 1) include:

- The **Accounts Payable Report by Check Number** report that presents a simple check register listing of payments by type and check number.
- The **Accounts Payable Report by Organization** report that presents accounts payable claims by department as represented by the “ORG” code.

These reports combine printed checks and electronic payments. The disbursement method is identified by the Type code on the claim reports:

- Type **M** are direct disbursements or wire transfers. Note that “check” numbers are single digits to easily identify them as distinct from printed checks.
- Type **P** are printed accounts payable checks.
- Type **V** are voided accounts payable checks. The report will show the original check amount in the corresponding detail, but the check total is listed as \$0.00.

RECOMMENDED ACTION

Approve the April 1, 2025 through April 15, 2025 Accounts Payable Certification of Claims in the amount of \$2,511,544.70 and authorize the Mayor to sign the certification on behalf of the entire City Council.



CITY OF MERCER ISLAND CERTIFICATION OF CLAIMS

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

Finance Director

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

Mayor

Date

Report	Checks	Date	Amount
Check Register	00222932-00223108	04/01 - 04/15/2025	\$2,491,918.32
Direct Disbursements		04/01 – 04/15/2025	\$19,626.38

Accounts Payable Report by Organization

Org	PO#	Invoice#	TP	Check #	Vendor	Description	Amount
0010000 : General Fund-Admin		5539 MARCH20 25	P	223011	US BANK CORP PAYMENT SYS	Remit Payment for P-Card Purchases	\$78,662.89
	2025470	64613	P	223063	MEDIC ONE FOUNDATION	Rental deposit return	\$60.00
	2025471	66116	P	223073	PEREZ, SHARON	Deposit return for FA-9028	\$500.00
	2025795	62132	P	223057	KEARNS & WEST, INC.	Returning account credit for Mercer Island Communi	\$560.00
	2025796	66117	P	223060	LIMMUD SEATTLE INC	Deposit refund for FA-9158	\$1,000.00
	Org Expense						\$80,782.89
0013500 : Finance Revenue		REIM 2.25.2025	P	222991	REFUNDS OneTime	REFUND: overpayment on B&O acct170415	\$196.00
	Org Expense						\$196.00
0016000 : Police- Revenue	2025776	3/5/2025- 4/3/2025	P	223025	WA ST DOL	CONCEALED PISTOL LICENSES ISSUED	\$126.00
	Org Expense						\$126.00
01100151: Administrative Services	2025526	11526302	P	223059	LANGUAGE LINE SERVICES	Translation services for PD Crime Prevention broch	\$169.19
	2025698	610923757 9	P	223014	VERIZON WIRELESS	Verizon Cell Service	\$243.26
	Org Expense						\$412.45
01101051: Communications	2025747	7025	P	222952	DESAUTEL COMMUNICATIONS	Communications Support INV 7025	\$5,529.38
	Org Expense						\$5,529.38
01102051: Human Resources & Payroll	2025724	45430	P	222960	GOVERNMENTJOBS.C OM	NEOGOV Subscription 2025 Sales Tax INV-45430	\$797.48
	2025742	86233397	P	222981	OCCUPATIONAL HEALTH CTRS OF WA	Employee DOT Physicals	\$272.00
	2025743	86304141	P	222981	OCCUPATIONAL HEALTH CTRS OF WA	PD Pre-Employment Physical	\$660.00
	2025800	8161670	P	223002	SOUND PUBLISHING INC	PW Job Fair Classified Ad	\$208.00
	2025815	139240	P	223075	PROCOM LLC	Pre-employment drug screen	\$72.00
	2025826	1665592	P	223106	WA ST DEPT OF RETIREMENT SYSTEMS	OASI - 2024 Tax Year	\$89.82
	2025698	610923757 9	P	223014	VERIZON WIRELESS	Verizon Cell Service	\$84.58
	Org Expense						\$2,183.88
01150151: City Attorney	2025687	433719	P	222968	INSLEE BEST DOEZIE & RYDER P.S.	Contract Payment	\$4,077.07

	2025691	12937	M	46	MADRONA LAW GROUP, PLLC	Contract Payment	\$160.00
	2025691	12938	M	47	MADRONA LAW GROUP, PLLC	Contract Payment	\$175.00
	2025691	12939	M	48	MADRONA LAW GROUP, PLLC	Contract Payment	\$2,250.00
	2025691	12940	M	49	MADRONA LAW GROUP, PLLC	Contract Payment	\$3,210.00
	2025691	12942	M	50	MADRONA LAW GROUP, PLLC	Contract Payment	\$224.00
	2025691	12943	M	51	MADRONA LAW GROUP, PLLC	Contract Payment	\$960.00
	2025691	12941	M	52	MADRONA LAW GROUP, PLLC	Contract Payment	\$12,647.38
	2025720	6109263680	P	223021	VERIZON WIRELESS	Verizon Cell Service	\$53.21
	2025721	6109229919	P	223022	VERIZON WIRELESS	Verizon Cell Service	\$47.29
	2025722	3095568100	P	222992	RELX INC.	Contract Payment	\$394.52
	2025723	905483	P	222982	OGDEN MURPHY WALLACE PLLC	Contract Payment	\$6,665.00
	Org Expense						\$30,863.47
01200151: City Council	2025721	6109229919	P	223022	VERIZON WIRELESS	Verizon Cell Service	\$338.76
	Org Expense						\$338.76
01250151: City Manager	2025721	6109229919	P	223022	VERIZON WIRELESS	Verizon Cell Service	\$355.65
	Org Expense						\$355.65
01350151: Finance Admin	2025718	6109237578	P	223020	VERIZON WIRELESS	Verizon Cell Service	\$336.90
	2025803	IN676814	P	223064	METROPRESORT	MARCH 2025 PRNT & MAILING OF UTILITY STATEMENTS	\$100.00
	Org Expense						\$436.90
01400152: Fire Admin	2025692	6792	P	222954	EASTSIDE FIRE & RESCUE	April 2025 Contract Fee	\$701,434.83
	2025748	20250696	P	223005	SYSTEMS DESIGN	Q1 2025 Postage Fees INV 20250696	\$3.65
	Org Expense						\$701,438.48
01450151: General Government	2599-CM		P	222948	COMCAST	Service Discount Feb 20 - Mar 19, 2025	(\$58.77)
	2025770	2340088-0	P	222949	COMPLETE OFFICE	Office Supplies March 2025	\$218.21
	2025770	2340382-0	P	222949	COMPLETE OFFICE	Office Supplies March 2025	\$15.81
	2025771	IN1925875	P	222974	KELLEY CREATE	Copier Service Fees IN1925875	\$1,498.85
	2025772	3320602511	P	222984	PITNEY BOWES	Pitney Bowes	\$551.70
	2025813	7377130	P	223035	BRINK'S INCORPORATED	MARCH 2025 ARMOURED TRUCK TRANSPORTATION	\$553.56

	2025877	40363941	P	223062	MARLIN LEASING CORPORATION	Copier Lease Fees 4/2025 INV 40363941	\$858.47
	2025877	40367845	P	223062	MARLIN LEASING CORPORATION	Copier Lease Fees 4/2025 INV 40363941	\$284.34
	Org Expense						\$3,922.17
01450251: LEOFF 1 Retiree OPEB	2025773	L1 Retiree	P	222953		LEOFF 1 Medical Expense	\$214.87
	2025824	L1 Retiree Expenses	P	223044		LEOFF I Retiree Expenses	\$845.06
	Org Expense						\$1,059.93
01500151: Municipal Court	2025583	032569319	P	222990	PURIFIED WATER TO GO	Water to Go court office	\$8.82
	2025710	1104	P	222945	CITY OF NEWCASTLE	Court Office Rent 4/25 INV 1104	\$4,217.51
	2025711	25-171	P	222969	INTERCOMLAGUAGE SERVICES CORP.	Spanish interpreter 3/4/25	\$281.60
	2025738	033107P-25	P	222938	BRADLEY PUBLIC SAFETY	court security	\$1,035.00
	2025753	16-2959-182	P	223027	WANG, LAI GINGER	Mandarin interpreter 4/1/25	\$170.10
	2025816	Moli-Mercer-0425-01	P	223054	JUVVAL TECH LLC	Moli - monthly subscription	\$200.00
	2025817	11561001	P	223059	LANGUAGE LINE SERVICES	Language Line 11561001	\$15.49
	2025838	032568913	P	223077	PURIFIED WATER TO GO	water 032568913	\$8.82
	2025843	16-3253-222	P	223061	MALAGON, IXTLACCIHUATL	Spanish interpreter 4/8/25	\$234.38
	2025844	022568398	P	223077	PURIFIED WATER TO GO	Purified Water To Go 022568398	\$27.58
	Org Expense						\$6,199.30
01600152: Administration (PO)		CR-030284	P	223070	PACIFIC MOBILE STRUCTURES, INC.	Credit Memo for Rental Container Oct. 2024	(\$43.58)
	2025727	25044	P	223097	MEROD, MARK W.	Bennett Polygraph INV 25044	\$300.00
	2025728	6109237572	P	223024	VERIZON WIRELESS	Verizon Cell Service	\$189.64
	2025729	4899	P	222940	CENTURION BLDG SERVICES LLC	VALT Interview System Annual Renewal	\$1,046.90
	2025767	2025-191	P	222988	PUBLIC SAFETY TESTING INC	Subscription Fees Q1 2025 INV 2025-191	\$528.00
	2025807	INV-00438046	P	223070	PACIFIC MOBILE STRUCTURES, INC.	Mobile structures rental	\$1,464.58
	2025820	IN000063943	P	223069	PACE SYSTEMS INC.	Pace Scheduling Software yearly maintenance	\$3,200.00
	2025847	2963	P	223093	REIGN CENTER FOR PSYCHOLOGICAL WELLNESS	PD Medical Exam INV 2963	\$975.00
	2025848	28032	P	223049	HEALTHFORCE PARTNERS, INC.	PD Medical Testing INV 28032	\$2,340.00

	2025850	2025-342	P	223076	PUBLIC SAFETY TESTING INC	PD Candidate List Q1 2025 INV 2025-342	\$1,898.00
	2025875	448003	P	223033	ATCO	Change Order 2 - 4 Plex Apr 01, 2025- Apr 30, 2025	\$9,721.62
	2025876	440127	P	223033	ATCO	G.2 Lease Double 3/14/25 - 4/13/25	\$10,175.73
	Org Expense						\$31,795.89
01600552: Patrol Division	2025572	2111	P	222986	PREMIER CABLING LLC	Relocate VALT Equipment	\$1,427.09
	2025766	18549	P	223046	FINANCIAL CONSULTANTS INT'L	Replace ALPR cable 532	\$152.74
	2025804	multiple	P	223058	CRC UNIFORMS & EQUIPMENT, LLC	Police Uniforms and Equipment	\$9,575.59
	2025822	53785	P	223108	COLE, EDWARD E.	WESCOM - Speed Measuring Device Calibration	\$1,140.57
	Org Expense						\$12,295.99
01601052: Marine Patrol	2025804	multiple	P	223058	CRC UNIFORMS & EQUIPMENT, LLC	Police Uniforms and Equipment	\$419.26
	Org Expense						\$419.26
01603052: Police Tech & Records	2025719	2039	P	222987	PSERN	2025 Q2 Public Safety Radio Service	\$8,282.64
	Org Expense						\$8,282.64
01603552: Police Emergency Management	2025526	11526302	P	223059	LANGUAGE LINE SERVICES	Translation services for PD Crime Prevention broch	\$169.18
	Org Expense						\$169.18
01604552: Jail Services	2025825	8204, 8233, and 8280	P	223091	SCORE	SCORE Inmate Housing	\$28,923.52
	2025827	8533	P	223091	SCORE	SCORE Inmate Housing	\$13,236.59
	2025828	8356	P	223091	SCORE	SCORE Inmate Housing	\$16,685.19
	Org Expense						\$58,845.30
01700251: Support Svcs General		731142269	P	223043	DEPT OF ENTERPRISE SERVICES	Monthly Business Card Order	\$31.84
	2025731	375679	P	223000	SECURITY SOLUTIONS NORTHWEST LLC	Intrusion Alarm Monitoring Services - PD Modular C	\$47.99
	2025765	25087	P	222951	DATAQUEST LLC	Background Checks INV 25087	\$163.00
	Org Expense						\$242.83
01701051: Facility Services	2025763	I53140	P	222963	GREEN LATRINE	PD Rental	\$350.00
	2025764	I54838	P	222963	GREEN LATRINE	PD Rental	\$350.00
	2025769	3/31/2025	P	222977	MI UTILITY BILLS	MARCH 2025 PMT OF UTILITY BILLS	\$15,551.41
	Org Expense						\$16,251.41
01701455: Sustainability	2025689	1637	P	222933	ALWAYS ACTIVE SERVICES LLC	Feb Ramp Litter Cleanups	\$23,400.00

	2025735	RE 41 JZ2138 L007	P	223026	WA ST DOT	RLCP WSDOT Plan Review and Approval	\$377.48
	2025756	9125145- IN	P	223010	UNITED REPROGRAPHICS	Spring 2025 Sustainability Postcards	\$4,290.32
	2025780	2025OER3	P	222983	OLYMPIC ENVIRONMENTAL RESOURCES	March Spring Recycling Event Coordination	\$7,719.39
	2025756	9125145- IN	P	223010	UNITED REPROGRAPHICS	Spring 2025 Sustainability Postcards	\$1,838.70
Org Expense							\$37,625.89
01702054: Roadway Maintenance	2025270	6C09061	P	222985	PLATT ELECTRIC	Light bulbs	\$353.84
	2025585	316619/3	P	223096	SOUND SAFETY PRODUCTS	Nelson M Clothing allowance	\$330.86
	2025669	140026- 140032	P	223055	KC FINANCE	SIGNAL MAINTENANCE	\$3,692.95
	2025680	RE 41 GMB1110 R034	P	223026	WA ST DOT	SIGNAL MAINTENANCE	\$13,821.52
	2025734	03.13.25 Statement	P	222966	HOME DEPOT	03.13.2025 Statement: Inv# 5022665	\$156.65
	2025777	1139APR2 025	P	222989	PUGET SOUND ENERGY	Electric Svc for Radar Signs- SE 78TH & 84TH AVE S	\$12.44
	2025778	2453APR2 025	P	222989	PUGET SOUND ENERGY	Lighting for CIP 7714 N MERCER WAY	\$84.74
	2025784	9958APR2 025	P	222989	PUGET SOUND ENERGY	Pedestrian Signal 3200 81ST PL SE	\$56.26
	2025769	3/31/2025	P	222977	MI UTILITY BILLS	MARCH 2025 PMT OF UTILITY BILLS	\$135.42
Org Expense							\$18,644.68
01702254: Vegetation Maintenance	2025769	3/31/2025	P	222977	MI UTILITY BILLS	MARCH 2025 PMT OF UTILITY BILLS	\$731.27
	Org Expense						
01707157: Park Operations	2025594	INV11739 4	P	223008	THE PART WORKS, INC	Filters for drinking fountains	\$175.06
	2025661	2662383	P	223030	GCP WW HOLDCO LLC	Tom Flynn Uniform Allowance	\$255.15
	2025686	422423734 3	P	222943	CINTAS CORPORATION	Laundry & Cleaning Services	\$109.52
	2025701	610923757 1	P	223015	VERIZON WIRELESS	Verizon Cell Service	\$780.35
	2025737	3M543862	P	223050	HORIZON DISTRIBUTORS INC	Open PO Irrigation Parts	\$131.29
	2025786	526236030 5	P	222942	CINTAS CORPORATION	Parks medicine cabinet updating	\$252.55
	2025794	422572472 5	P	222943	CINTAS CORPORATION	Laundry & Cleaning Services	\$109.15
	2025734	03.13.25 Statement	P	222966	HOME DEPOT	03.13.2025 Statement: Inv# 5022665	\$210.77
	Org Expense						

01707257: Athletic Fields	2025734	03.13.25 Statement	P	222966	HOME DEPOT	03.13.2025 Statement: Inv# 5022665	\$177.67
	2025734	03.13.25 Statement	P	222966	HOME DEPOT	03.13.2025 Statement: Inv# 5022665	\$162.42
	2025734	03.13.25 Statement	P	222966	HOME DEPOT	03.13.2025 Statement: Inv# 5022665	\$635.68
Org Expense							\$975.77
01707557: Luther Burbank Park	2025694	230890	P	222936	BACKFLOWS NORTHWEST INC	Backflow service Luther Burbank Park	\$803.58
	2025758	48353	P	222935	AUBURN MECHANICAL	CU-03 Control Board Replacement	\$4,038.25
	2025759	48349	P	222935	AUBURN MECHANICAL	LB Admin - Condensate Pump Replacements	\$4,347.17
	2025786	5262360305	P	222942	CINTAS CORPORATION	Parks medicine cabinet updating	\$252.55
Org Expense							\$9,441.55
01707657: School Fields	2025793	9125083-IN	P	223010	UNITED REPROGRAPHICS	"No Dogs allowed" signs	\$435.32
Org Expense							\$435.32
01707957: Aubrey Davis Park		REIM 3.28.2025	P	223001	SHERMAN, BRIAN	Reimburse B.Sherman - Work Jeans	\$109.06
	2025682	3M543121	P	222967	HORIZON DISTRIBUTORS INC	Spring Irrigation order	\$2,171.12
	2025786	5262360305	P	222942	CINTAS CORPORATION	Parks medicine cabinet updating	\$252.55
	2025734	03.13.25 Statement	P	222966	HOME DEPOT	03.13.2025 Statement: Inv# 5022665	\$150.92
	2025734	03.13.25 Statement	P	222966	HOME DEPOT	03.13.2025 Statement: Inv# 5022665	\$264.78
Org Expense							\$2,948.43
01750157: Recreation Admin		REIM 4.7.2025	P	223053	JASMAN, JEREMY	Reimburse J.Jasman Per Diem March2025	\$190.00
	2025707	6109237575	P	223017	VERIZON WIRELESS	Verizon Cell Service	\$311.03
	2025708	2599MAR CH2025	P	222948	COMCAST	Comcast TV Services	\$381.53
	2025851	147710	P	223066	MI HARDWARE TRUE VALUE	03.31.25 Statement - Utilities Dept. Inv 147710	\$80.46
	2025852	INVPBP-US1728	P	223072	PAYBYPHONE US INC.	TRANSACTION FEES	\$253.30
		731142269	P	223043	DEPT OF ENTERPRISE SERVICES	Monthly Business Card Order	\$182.18
01751057: MICEC Operations	2025765	25087	P	222951	DATAQUEST LLC	Background Checks INV 25087	\$115.75
Org Expense							\$1,514.25
01751057: MICEC Operations	2025508	3467	P	223092	HOWARD E JENSEN	2026 Seattle Wedding show 15x10 booth.	\$2,775.00

	2025749	48303	P	222935	AUBURN MECHANICAL	Replace air filters @ Community Center	\$4,781.55
	2025750	250325-01	P	222934	AMERICAN ROOTER	Plumbing Service call @ Community Center	\$440.80
	2025873	12158	P	223045	EMPYREAN ELEVATOR LLC	Maintenance Services - Mercer Island Community and	\$788.87
	2025874	5262618505	P	223041	CINTAS CORPORATION	Medical Cabinet Organized	\$224.97
	2025769	3/31/2025	P	222977	MI UTILITY BILLS	MARCH 2025 PMT OF UTILITY BILLS	\$5,400.29
Org Expense							\$14,411.48
01751557: Community Events	2190870		P	222966	HOME DEPOT	Credit to Offset Inv 5845305	(\$1,078.45)
	240273654-001		P	223103	UNITED RENTALS	Credit BOOM 65-70' TELESCOPIC/CUSTOMER RELATIONSH	(\$859.56)
	2025568	246415730-001	P	223103	UNITED RENTALS	holiday lights	\$1,031.83
	2025734	03.13.25 Statement	P	222966	HOME DEPOT	03.13.2025 Statement: Inv# 5022665	\$1,085.11
Org Expense							\$178.93
0900974 : Garnishments	PR 4.10.2025		P	223040	CHAPTER 13 TRUSTEE	PR 4.10.2025	\$620.50
Org Expense							\$620.50
0900975 : Mercer Island Emp Association	PR 4.10.2025		P	223065	MI EMPLOYEES ASSOC	PR 4.10.2025	\$250.00
Org Expense							\$250.00
11702154: Pavement Marking	2025628	S6968228-001	P	223032	ARAMSCO, INC.	Pavement marking paint	\$712.69
	2025657	S6979907-001	P	223032	ARAMSCO, INC.	Thrift shop parking lot pavement marking supplies	\$1,082.66
Org Expense							\$1,795.35
11702554: Transportation Planner Eng	2025846	INV-0005586	P	223052	IDAX DATA SOLUTIONS	On-Call Data Collection for Neighborhood Traffic	\$550.00
Org Expense							\$550.00
11902059: CIP Street Expenditures	2025606	3	P	222979	NPM CONSTRUCTION CO	NPM Progress Payment 3 for ADA Transition Plan Imp	\$18,525.42
	2025685	219453	P	222975	PSOMAS	Psomas February 2025 invoice for ICW Corridor Imp	\$31,421.50
	2025842	INV079431	P	223101	TRAFFIC SAFETY SUPPLY	Video surveillance signs for 4004 ICW parcel.	\$158.54
Org Expense							\$50,105.46
16800156: Youth & Family Services	2025697	6109237577	P	223012	VERIZON WIRELESS	Verizon Cell Service	\$250.02
	2025787	204246	P	222944	CITY OF KENT	Human services pooled funder share1 app fee	\$575.00
	2025866	11567524	P	223059	LANGUAGE LINE SERVICES	Translation Services	\$9.80

	731142269	P	223043	DEPT OF ENTERPRISE SERVICES	Monthly Business Card Order	\$214.11
	Org Expense					\$1,048.93
16800556: Thrift Shop Operations	2025703	610923758	P	223019	VERIZON WIRELESS	Verizon Cell Service \$185.08
		1				
	2025751	1-T114459	P	222999	SECURITY SAFE & LOCK	Thrift Shop \$18.35
	2025849	10253416	P	223098	STERLING VOLUNTEERS	Volunteer Background Checks INV 10253416 \$180.00
	2025878	147711	P	223066	MI HARDWARE TRUE VALUE	MI True Value Statement - ROW 03.31.25 Inv 147711 \$34.42
	2025879	12159	P	223045	EMPYREAN ELEVATOR LLC	Maintenance Services - Mercer Island Thrift \$788.87
	2025769	3/31/2025	P	222977	MI UTILITY BILLS	MARCH 2025 PMT OF UTILITY BILLS \$591.79
	Org Expense					\$1,798.51
16802056: Emergency Assistance	2025788	204243	P	223007	TAG PROPERTY MANAGEMENT LLC	Rent assistance for EA client \$1,300.00
	2025789	204242	P	222965	HADLEY APARTMENTS	Rent and utility assistance for EA client \$186.07
	2025790	204240	P	222973	KC HOUSING AUTHORITY	Rent assistance for EA client \$232.00
	2025791	373	P	222972	KC HOUSING AUTHORITY	Rent assistance for EA client \$373.00
	2025792	204237	P	222961	GRACE PLACE	Rent assistance for EA client \$790.00
	2025871	204470	P	223095	SHOREWOOD HEIGHTS	Rent and utility assistance for EA client \$45.50
	2025872	204468	P	223094	SHOREWOOD HEIGHTS	Rent assistance for EA client \$3,000.00
	2025789	204242	P	222965	HADLEY APARTMENTS	Rent and utility assistance for EA client \$2,506.00
	2025871	204470	P	223095	SHOREWOOD HEIGHTS	Rent and utility assistance for EA client \$1,964.00
	Org Expense					\$10,396.57
1800000 : CPD Fund-Admin	REFUND	P	223079	REFUNDS OneTime	Refund:Permit #APL25-002.Appeal not moving forward	\$1,760.00
	P#APL25-002					
	Org Expense					\$1,760.00
18300155: CPD Administration	2025696	610923757	P	223013	VERIZON WIRELESS	Verizon Cell Service \$1,111.27
		4				
	2025768	433445	P	223038	CENTRALSQUARE TECHNOLOGIES	TraKiT Annual Renewal \$31,191.11
	Org Expense					\$32,302.38
18301055: Building Plan Review & Inspect	2025802	1613308	P	223090	SAFEBUILT LLC	3rd Party Building Inspections 3/18 and 3/19 \$700.00
	731142269	P	223043	DEPT OF ENTERPRISE SERVICES	Monthly Business Card Order	\$259.13
	Org Expense					\$959.13

18301555: Land Use Planning	2025752	3360	P	222958	GALT, JOHN	Hearing Examiner Services - 2024 Annual Report	\$57.75
Org Expense							\$57.75
32900559: CIP Government Buildings	2025688	INVTGG19 1776	P	222959	GORDIAN GROUP INC, THE	Card Access Reader Installation	\$16,226.09
	2025690	2410-04	P	222978	NORTHWEST STUDIO	PSM Schematic Design work	\$85,149.17
	2025693	30508	P	222995	SAYBR CONTRACTORS INC.	Community Center Card Reader Installation	\$85,985.25
	2025739	Inv of 03.19.25	P	222957	FORMA CONSTRUCTION COMPANY	JOC-002-23 (PW Safety Improvements)	\$654.01
	2025740	49705	P	222935	AUBURN MECHANICAL	Chiller Unit Service @ Community Center	\$598.39
	2025741	49704	P	222935	AUBURN MECHANICAL	Tech to supervise Siemens and test system	\$910.80
	2025755	2407-05	P	222978	NORTHWEST STUDIO	PUBLIC WORKS FACILITY SEISMIC RETROFIT	\$992.63
	2025760	30388	P	222995	SAYBR CONTRACTORS INC.	Fire Station 91 Wall and Floor Repair	\$2,059.36
	2025761	185046-1	P	222950	CORT PARTY RENTAL	Thrift Shop: Tent breakdown for removal	\$639.16
	2025762	186106-1	P	222950	CORT PARTY RENTAL	Thrift Shop: Tent Re-installation	\$639.16
	2025841	2407-06	P	223068	NORTHWEST STUDIO	Public Works Facility Seismic Retrofit	\$3,411.00
	2025734	03.13.25 Statement	P	222966	HOME DEPOT	03.13.2025 Statement: Inv# 5022665	\$110.50
Org Expense							\$197,375.52
32902559: CIP Open Space and Natural Res		01072024r etainage	P	222980	KOSIUGA, ALEXANDER SASHA	Retainage	\$1,893.60
	2025234	245580445-001	P	223009	UNITED RENTALS	Excavator rental	\$3,337.96
	2025303	37478	P	222937	BERGER PARTNERSHIP PS, THE	Parks planning and public engagement services	\$4,061.25
	2025365	165395561-0002	P	223099	SUNBELT RENTALS INC.	Harley rake rental for Overpass project	\$2,709.74
	2025648	9452879555	P	222962	GRAINGER CARIBE INC	(4) Water Fountains	\$14,416.23
	2025652	26676-I	P	222998	SEATTLE TREE CARE	LBP Pine treatment	\$5,017.41
	2025303	37478	P	222937	BERGER PARTNERSHIP PS, THE	Parks planning and public engagement services	\$2,363.00
	2025303	37478	P	222937	BERGER PARTNERSHIP PS, THE	Parks planning and public engagement services	\$3,428.90
	2025303	37478	P	222937	BERGER PARTNERSHIP PS, THE	Parks planning and public engagement services	\$10,292.50

					Org Expense	\$47,520.59
33901059: CIP Small Tech/Equipment	2025806	045-511903	P	223102 TYLER TECHNOLOGIES INC	ERP Remote Implementation w/Jonas Miller	\$800.00
	2025868	045-512971	P	223102 TYLER TECHNOLOGIES INC	ERP Remote Implementation w/Tange Thompson	\$800.00
					Org Expense	\$1,600.00
4100000 : Water Fund-Admin Key	204260		P	223031 WAFD BANK	Contract Withholding: 1027	\$2,537.50
	HM REFUND30 001414		P	223078 REFUNDS OneTime	REFUND: Hydrant Meter acct 0030001414	\$2,900.00
	HM REFUND 30001410		P	223080 REFUNDS OneTime	REFUND: HM acct 0030001410	\$2,900.00
	REFUND 292630004		P	223081 REFUNDS OneTime	REFUND: escrow overpaid final bill	\$238.51
	REFUND 368180006		P	223082 REFUNDS OneTime	REFUND: escrow overpaid final bill	\$374.30
	REFUND 747920006		P	223083 REFUNDS OneTime	REFUND: escrow overpaid final bill	\$63.81
	HM REFUND30 001408		P	223084 REFUNDS OneTime	REFUND: hydrant meter acct 0030001408	\$2,900.00
	REFUND 415200001		P	223085 REFUNDS OneTime	REFUND: Escrow overpaid final bill	\$703.20
	HM REFUND: 300781296		P	223086 REFUNDS OneTime	REFUND: HM acct 00300781296	\$2,529.33
	2025506	16966176	P	223048 H D FOWLER	Warehouse Inventory - Repair Clamps	\$2,607.98
	2025590	0073793	P	222956 FERGUSON US HOLDINGS	Red locate paint, warehouse inventory	\$92.57
	2025754	MARCH20 25	P	222996 SEATTLE PUBLIC UTILITIES	MARCH 2025 SPU RETAIL SERVICE CONNECTIONS	\$3,744.00
	2025797	1050221	P	223107 WALTER E NELSON CO	Warehouse Inventory	\$1,784.36
	2025798	2501076	P	223100 SUPPLY SOURCE INC, THE	Warehouse inventory	\$4,274.94
	2025799	946193777 4	P	223047 GRAINGER CARIBE INC	Warehouse inventory	\$3,569.53
	2025734	03.13.25 Statement	P	222966 HOME DEPOT	03.13.2025 Statement: Inv# 5022665	\$331.53
					Org Expense	\$31,551.56
41351051: Utility Billing (Water)	REIM 4.10.2025		P	223036 CARTWRIGHT, ANALISA	Reimburse: A.Cartwright - mileage for UB Expo	\$285.60

	2025684	IN676530	P	222976	METROPRESORT	MARCH 2025 PRNT & MAILING OF UTILITY STATEMENTS	\$116.16
	2025684	IN676530	P	222976	METROPRESORT	MARCH 2025 PRNT & MAILING OF UTILITY STATEMENTS	\$80.62
	2025718	6109237578	P	223020	VERIZON WIRELESS	Verizon Cell Service	\$111.92
	2025803	IN676814	P	223064	METROPRESORT	MARCH 2025 PRNT & MAILING OF UTILITY STATEMENTS	\$109.14
	2025803	IN676814	P	223064	METROPRESORT	MARCH 2025 PRNT & MAILING OF UTILITY STATEMENTS	\$75.15
Org Expense							\$778.59
41700153: Water Administration	2025717	FEB2025	P	222997	SEATTLE PUBLIC UTILITIES	FEB 2025 WATER PURCHASE	\$63,380.85
	2025801	37552	P	223051	HWA GEOSCIENCES INC	SE 40th Slope Monitoring - Feb	\$2,469.80
	2025801	37732	P	223051	HWA GEOSCIENCES INC	SE 40th Slope Monitoring - Mar	\$1,659.80
Org Expense							\$67,510.45
41700253: Support Services - Water	2025706	I6959122	P	222964	H D FOWLER	1/2" SCH 80 PVC 90 Elbow SXS	\$8.82
	Org Expense						\$8.82
41703253: Water Distribution & Pumps	2025547	245789028001	P	223009	UNITED RENTALS	Forklift Rental	\$1,630.96
	2025809	9463475260	P	223047	GRAINGER CARIBE INC	Safety Supplies for Reservoir Site	\$115.78
	2025769	3/31/2025	P	222977	MI UTILITY BILLS	MARCH 2025 PMT OF UTILITY BILLS	\$1,889.09
Org Expense							\$3,635.83
41703453: Water Quality	2025496	I0005861	P	222946	CITY OF SEATTLE	SPU Sampling for Emergency Well	\$622.00
	2025599	IN676407	P	222976	METROPRESORT	Backflow reminder letters	\$2,322.65
	2025699	I0005878	P	222946	CITY OF SEATTLE	Laboratory Services. Chemistry analyses THM & HAA	\$1,002.00
	2025599	IN676407	P	222976	METROPRESORT	Backflow reminder letters	\$2,201.76
Org Expense							\$6,148.41
41703653: Water Associated Costs	2025593	INV2040007987	P	223029	GCP WW HOLDCO LLC	Afscme Clothing Allowance - Garrett Westberg	\$650.00
	Org Expense						\$650.00
41709953: Support Services - Clearing	2025705	6109237573	P	223018	VERIZON WIRELESS	Verizon Cell Service	\$4,040.79
	2025730	64803805	P	222994	ROBERT HALF	Temp Staff - R. Seal	\$2,100.00
	2025818	64829209	P	223088	ROBERT HALF	Temp Staff - R. Seal	\$2,100.00
	2025845	5030184	P	223104	UTILITIES UNDERGROUND LOCATION	Excavation Notifications for the March 2025.	\$309.15
	2025686	4224237343	P	222943	CINTAS CORPORATION	Laundry & Cleaning Services	\$732.93

	2025794	422572472 5	P	222943	CINTAS CORPORATION	Laundry & Cleaning Services	\$730.45
	Org Expense						\$10,013.32
41900159: CIP Water Salaries	2025467	INV20500 05576	P	223029	GCP WW HOLDCO LLC	PO for Jake Lesarge clothing Allowance	\$258.16
	Org Expense						\$258.16
41904059: CIP Water Utility		PP No.6	P	223004	STRIDER CONSTRUCTION CO INC	Reservoir Booster Pump Station	\$53,389.00
		586470	P	223042	DAVID EVANS & ASSOC INC	First Hill Generator Repl Desi	\$2,555.50
	2025115	27016A	P	223089	S&B INC.	Additional work in support of the BPS Upgrades Pro	\$1,653.00
	Org Expense						\$57,597.50
42351051: Utility Billing (Sewer)	2025684	IN676530	P	222976	METROPRESORT	MARCH 2025 PRNT & MAILING OF UTILITY STATEMENTS	\$116.17
	2025684	IN676530	P	222976	METROPRESORT	MARCH 2025 PRNT & MAILING OF UTILITY STATEMENTS	\$80.63
	2025803	IN676814	P	223064	METROPRESORT	MARCH 2025 PRNT & MAILING OF UTILITY STATEMENTS	\$109.14
	2025803	IN676814	P	223064	METROPRESORT	MARCH 2025 PRNT & MAILING OF UTILITY STATEMENTS	\$75.16
	Org Expense						\$381.10
42700153: Sewer Administration	2025061	30042345	P	222971	KC FINANCE	2025 MONTHLY SEWER CHARGES - 12 MONTHS	\$503,072.96
	Org Expense						\$503,072.96
42704053: Sewer Collection	2025769	3/31/2025	P	222977	MI UTILITY BILLS	MARCH 2025 PMT OF UTILITY BILLS	\$1,302.67
	Org Expense						\$1,302.67
42704253: Sewer Pumps		144605	P	223006	TACOMA DIESEL	2025 Standby Generator Annual	\$6,549.09
	Org Expense						\$6,549.09
42704453: Sewer Associated Costs	2025634	316186/3	P	223003	SOUND SAFETY PRODUCTS	Clothing allowance PO request- E. Martin	\$672.11
	Org Expense						\$672.11
42903059: CIP Sewer Utility		100637	P	222993	RH2 ENGINEERING INC	Sewer System Generator Replace	\$736.21
		PP No.9	P	223105	VALLEY ELECTRIC CO. OF MT. VERNON	Sewer SCADA Systems Replacement	\$208,264.93
	2025442	21351858	P	222955	ECP CORPORATION	4 Comms Panels Enclosures	\$393.98
	Org Expense						\$209,395.12
43351051: Utility Billing (Storm)	2025684	IN676530	P	222976	METROPRESORT	MARCH 2025 PRNT & MAILING OF UTILITY STATEMENTS	\$116.17

	2025684	IN676530	P	222976	METROPRESORT	MARCH 2025 PRNT & MAILING OF UTILITY STATEMENTS	\$80.62
	2025803	IN676814	P	223064	METROPRESORT	MARCH 2025 PRNT & MAILING OF UTILITY STATEMENTS	\$109.15
	2025803	IN676814	P	223064	METROPRESORT	MARCH 2025 PRNT & MAILING OF UTILITY STATEMENTS	\$75.16
	Org Expense						\$381.10
43700153: Storm Water Administration	2025695	133734	P	222970	KC FINANCE	WRIA 8 ILA - 2024 Third Trimester Installment	\$4,616.34
	Org Expense						\$4,616.34
43705053: Storm Drainage	2025517	360651462	P	223074	OLSON BROTHERS PRO-VAC LLC	PRO-VAC contract 2025-2026	\$91,885.00
	2025517	363683042	P	223074	OLSON BROTHERS PRO-VAC LLC	PRO-VAC contract 2025-2026	\$21,641.06
	2025517	363685307	P	223074	OLSON BROTHERS PRO-VAC LLC	PRO-VAC contract 2025-2026	\$9,225.00
	2025769	3/31/2025	P	222977	MI UTILITY BILLS	MARCH 2025 PMT OF UTILITY BILLS	\$108.33
	Org Expense						\$122,859.39
51701254: Fleet Services	947784		P	223067	NAPA AUTO PARTS	Credit for Core Deposit - Inv 947731 (\$9.93)	
	2025700	INV075861	P	223028	WESTERN EQUIPMENT DIST	Link Damper, Ball Bearing & Freight	\$342.06
	2025732	INV077119	P	223028	WESTERN EQUIPMENT DIST	Part# 115-2218 - Tube-Hyd Freight	\$199.42
	2025821	227304	P	223034	AUTO NATION	Auto parts	\$67.27
	2025830	950948	P	223067	NAPA AUTO PARTS	Oil	\$216.17
	2025831	950967	P	223067	NAPA AUTO PARTS	Brake Parts Cleaner	\$47.52
	2025834	946664	P	223067	NAPA AUTO PARTS	Oil Filters	\$83.65
	2025835	946668	P	223067	NAPA AUTO PARTS	2022 Ford Explorer Brake Rotor Brake Pads	\$183.86
	2025836	947731	P	223067	NAPA AUTO PARTS	Spark Plugs Battery w/ Core Charge	\$98.49
	2025837	947920	P	223067	NAPA AUTO PARTS	Canister Purge Valve - 2018 Ford	\$36.39
	Org Expense						\$1,264.90
51901559: Fleet Replacements	2025829	3830	P	223071	PACIFIC NORTHWEST YACHTS LLC	Patrol 14 Refurbish	\$61,324.90
	Org Expense						\$61,324.90
52101553: IGS Network Admin		IN286923	P	223087	RINGSQUARED TELECOM LLC	Long Distance Charges	\$74.41
	2025262	11015690	P	223056	KC FINANCE	I-NET MONTHLY SERVICES 1/1/2025-12/31/2025	\$1,492.00
	2025713	6109237576	P	223023	VERIZON WIRELESS	Verizon Cell Service	\$320.54
	2025714	3340452943.21.2025	P	222941	CENTURYLINK	CenturyLink Phone Service	\$73.66

2025715	333790219	P	222941	CENTURYLINK	CenturyLink Phone Service	\$73.66
2025716	333540238 3.21.2025	P	222941	CENTURYLINK	CenturyLink Phone Service	\$70.15
2025725	AS-064-04- 2025	P	222932	ADREM SOFTWARE INC.	Adrem Netcrunch Renewal	\$4,350.00
2025744	327260	P	222947	CIVICPLUS	SeeClickFix Annual Renewal	\$15,217.37
2025746	AD3A95A	P	222939	CDW LLC	BATTERY TECH 15.2V REPL BATT	\$98.16
2025867	AD4J351	P	223037	CDW LLC	BATTERY TECH 7.6V 52WHR LI-ION BATTERY	\$110.68
2025869	2384x0402 25	P	223039	CENTURYLINK	CenturyLink Phone Service	\$263.96
2025870	8597x0401 25	P	223039	CENTURYLINK	CenturyLink Phone Service	\$207.93
Org Expense						\$22,352.52
Total						\$2,511,544.70

Accounts Payable Report by Check Number

Type	Check #	Vendor	Invoice #	Description	Invoice Amount
M	46	MADRONA LAW GROUP, PPLC	12937	Contract Payment	\$160.00
	Check Amount:				\$160.00
	47	MADRONA LAW GROUP, PPLC	12938	Contract Payment	\$175.00
	Check Amount:				\$175.00
	48	MADRONA LAW GROUP, PPLC	12939	Contract Payment	\$2,250.00
	Check Amount:				\$2,250.00
	49	MADRONA LAW GROUP, PPLC	12940	Contract Payment	\$3,210.00
	Check Amount:				\$3,210.00
	50	MADRONA LAW GROUP, PPLC	12942	Contract Payment	\$224.00
	Check Amount:				\$224.00
P	51	MADRONA LAW GROUP, PPLC	12943	Contract Payment	\$960.00
	Check Amount:				\$960.00
	52	MADRONA LAW GROUP, PPLC	12941	Contract Payment	\$12,647.38
	Check Amount:				\$12,647.38
	222932	ADREM SOFTWARE INC.	AS-064-04- 2025	Adrem Netcrunch Renewal	\$4,350.00
	Check Amount:				\$4,350.00
	222933	ALWAYS ACTIVE SERVICES LLC	1637	Feb Ramp Litter Cleanups	\$26,000.00
	Check Amount:				\$23,400.00
	222934	AMERICAN ROOTER	250325-01	Plumbing Service call @ Community Center	\$440.80
	Check Amount:				\$440.80
	222935	AUBURN MECHANICAL	48349	LB Admin - Condensate Pump Replacements	\$4,347.17
			48353	CU-03 Control Board Replacement	\$4,038.25
			48303	Replace air filters @ Community Center	\$4,781.55
			49705	Chiller Unit Service @ Community Center	\$598.39
			49704	Tech to supervise Siemens and test system	\$910.80
			Check Amount:		\$14,676.16

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222936	BACKFLOWS NORTHWEST INC	230890	Backflow service Luther Burbank Park	\$803.58
Check Amount:				\$803.58
222937	BERGER PARTNERSHIP PS, THE	37478	Parks planning and public engagement services	\$4,061.25
		37478	Parks planning and public engagement services	\$2,363.00
		37478	Parks planning and public engagement services	\$3,428.90
		37478	Parks planning and public engagement services	\$10,292.50
Check Amount:				\$20,145.65
222938	BRADLEY PUBLIC SAFETY	033107P-25	court security	\$1,035.00
Check Amount:				\$1,035.00
222939	CDW LLC	AD3A95A	BATTERY TECH 15.2V REPL BATT	\$98.16
Check Amount:				\$98.16
222940	CENTURION BLDG SERVICES LLC	4899	VALT Interview System Annual Renewal	\$1,046.90
Check Amount:				\$1,046.90
222941	CENTURYLINK	333540238 3.21.2025	CenturyLink Phone Service	\$70.15
		334045294 3.21.2025	CenturyLink Phone Service	\$73.66
		333790219	CenturyLink Phone Service	\$73.66
Check Amount:				\$217.47
222942	CINTAS CORPORATION	5262360305	Parks medicine cabinet updating	\$252.55
		5262360305	Parks medicine cabinet updating	\$252.55
		5262360305	Parks medicine cabinet updating	\$252.55
Check Amount:				\$757.65
222943	CINTAS CORPORATION	4224237343	Laundry & Cleaning Services	\$109.52
		4225724725	Laundry & Cleaning Services	\$109.15
		4224237343	Laundry & Cleaning Services	\$732.93
		4225724725	Laundry & Cleaning Services	\$730.45

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			Check Amount:	\$1,682.05
222944	CITY OF KENT	204246	Human services pooled funder share1 app fee	\$575.00
			Check Amount:	\$575.00
222945	CITY OF NEWCASTLE	1104	Court Office Rent 4/25 INV 1104	\$4,217.51
			Check Amount:	\$4,217.51
222946	CITY OF SEATTLE	I0005878	Laboratory Services. Chemistry analyses THM & HAA	\$1,002.00
		I0005861	SPU Sampling for Emergency Well	\$622.00
			Check Amount:	\$1,624.00
222947	CIVICPLUS	327260	SeeClickFix Annual Renewal	\$15,217.37
			Check Amount:	\$15,217.37
222948	COMCAST	2599-CM	Service Discount Feb 20 - Mar 19, 2025	(\$58.77)
		2599MARCH20 25	Comcast TV Services	\$381.53
			Check Amount:	\$322.76
222949	COMPLETE OFFICE	2340088-0	Office Supplies March 2025	\$218.21
		2340382-0	Office Supplies March 2025	\$15.81
			Check Amount:	\$234.02
222950	CORT PARTY RENTAL	186106-1	Thrift Shop: Tent Re- installation	\$639.16
		185046-1	Thrift Shop: Tent breakdown for removal	\$639.16
			Check Amount:	\$1,278.32
222951	DATAQUEST LLC	25087	Background Checks INV 25087	\$163.00
		25087	Background Checks INV 25087	\$115.75
			Check Amount:	\$278.75
222952	DESAUTEL COMMUNICATIONS	7025	Communications Support INV 7025	\$5,529.38
			Check Amount:	\$5,529.38
222953		L1 Retiree	LEOFF 1 Medical Expense	\$214.87
			Check Amount:	\$214.87
222954	EASTSIDE FIRE & RESCUE	6792	April 2025 Contract Fee	\$701,434.83
			Check Amount:	\$701,434.83
222955	ECP CORPORATION	21351858	4 Comms Panels Enclosures	\$393.98
			Check Amount:	\$393.98

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222956	FERGUSON US HOLDINGS	0073793	Red locate paint, warehouse inventory	\$92.57
			Check Amount: \$92.57	
222957	FORMA CONSTRUCTION COMPANY	Inv of 03.19.25	JOC-002-23 (PW Safety Improvements)	\$654.01
			Check Amount: \$654.01	
222958	GALT, JOHN	3360	Hearing Examiner Services - 2024 Annual Report	\$57.75
			Check Amount: \$57.75	
222959	GORDIAN GROUP INC, THE	INVTGG191776	Card Access Reader Installation	\$16,226.09
			Check Amount: \$16,226.09	
222960	GOVERNMENTJOBS.COM	45430	NEOGOV Subscription 2025 Sales Tax INV-45430	\$797.48
			Check Amount: \$797.48	
222961	GRACE PLACE	204237	Rent assistance for EA client	\$790.00
			Check Amount: \$790.00	
222962	GRAINGER CARIBE INC	9452879555	(4) Water Fountains	\$14,416.23
			Check Amount: \$14,416.23	
222963	GREEN LATRINE	I54838	PD Rental	\$350.00
		I53140	PD Rental	\$350.00
		Check Amount: \$700.00		
222964	H D FOWLER	I6959122	1/2" SCH 80 PVC 90 Elbow SXS	\$8.82
			Check Amount: \$8.82	
222965	HADLEY APARTMENTS	204242	Rent and utility assistance for EA client	\$186.07
		204242	Rent and utility assistance for EA client	\$2,506.00
		Check Amount: \$2,692.07		
222966	HOME DEPOT	03.13.25 Statement	03.13.2025 Statement: Inv# 5022665	\$156.65
		2190870	Credit to Offset Inv 5845305	(\$1,078.45)
		03.13.25 Statement	03.13.2025 Statement: Inv# 5022665	\$210.77
		03.13.25 Statement	03.13.2025 Statement: Inv# 5022665	\$177.67
		03.13.25 Statement	03.13.2025 Statement: Inv# 5022665	\$162.42
		03.13.25 Statement	03.13.2025 Statement: Inv# 5022665	\$635.68

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		03.13.25 Statement	03.13.2025 Statement: Inv# 5022665	\$150.92
		03.13.25 Statement	03.13.2025 Statement: Inv# 5022665	\$264.78
		03.13.25 Statement	03.13.2025 Statement: Inv# 5022665	\$1,085.11
		03.13.25 Statement	03.13.2025 Statement: Inv# 5022665	\$331.53
		03.13.25 Statement	03.13.2025 Statement: Inv# 5022665	\$110.50
			Check Amount:	\$2,207.58
222967	HORIZON DISTRIBUTORS INC	3M543121	Spring Irrigation order	\$2,171.12
			Check Amount:	\$2,171.12
222968	INSLEE BEST DOEZIE & RYDER P.S.	433719	Contract Payment	\$4,077.07
			Check Amount:	\$4,077.07
222969	INTERCOMLAGUAGE SERVICES CORP.	25-171	Spanish interpreter 3/4/25	\$281.60
			Check Amount:	\$281.60
222970	KC FINANCE	133734	WRIA 8 ILA - 2024 Third Trimester Installment	\$4,616.34
			Check Amount:	\$4,616.34
222971	KC FINANCE	30042345	2025 MONTHLY SEWER CHARGES - 12 MONTHS	\$503,072.96
			Check Amount:	\$503,072.96
222972	KC HOUSING AUTHORITY	373	Rent assistance for EA client	\$373.00
			Check Amount:	\$373.00
222973	KC HOUSING AUTHORITY	204240	Rent assistance for EA client	\$232.00
			Check Amount:	\$232.00
222974	KELLEY CREATE	IN1925875	Copier Service Fees IN1925875	\$1,498.85
			Check Amount:	\$1,498.85
222975	PSOMAS	219453	Psomas February 2025 invoice for ICW Corridor Imp	\$31,421.50
			Check Amount:	\$31,421.50
222976	METROPRESORT	IN676530	MARCH 2025 PRNT & MAILING OF UTILITY STATEMENTS	\$116.16
		IN676407	Backflow reminder letters	\$2,322.65
		IN676530	MARCH 2025 PRNT & MAILING OF UTILITY STATEMENTS	\$80.62

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		IN676407	Backflow reminder letters	\$2,201.76
		IN676530	MARCH 2025 PRNT & MAILING OF UTILITY STATEMENTS	\$116.17
		IN676530	MARCH 2025 PRNT & MAILING OF UTILITY STATEMENTS	\$80.63
		IN676530	MARCH 2025 PRNT & MAILING OF UTILITY STATEMENTS	\$116.17
		IN676530	MARCH 2025 PRNT & MAILING OF UTILITY STATEMENTS	\$80.62
		Check Amount:		\$5,114.78
222977	MI UTILITY BILLS	3/31/2025	MARCH 2025 PMT OF UTILITY BILLS	\$15,551.41
		3/31/2025	MARCH 2025 PMT OF UTILITY BILLS	\$135.42
		3/31/2025	MARCH 2025 PMT OF UTILITY BILLS	\$731.27
		3/31/2025	MARCH 2025 PMT OF UTILITY BILLS	\$5,400.29
		3/31/2025	MARCH 2025 PMT OF UTILITY BILLS	\$591.79
		3/31/2025	MARCH 2025 PMT OF UTILITY BILLS	\$1,889.09
		3/31/2025	MARCH 2025 PMT OF UTILITY BILLS	\$1,302.67
		3/31/2025	MARCH 2025 PMT OF UTILITY BILLS	\$108.33
		Check Amount:		\$25,710.27
222978	NORTHWEST STUDIO	2410-04	PSM Schematic Design work	\$85,149.17
		2407-05	PUBLIC WORKS FACILITY SEISMIC RETROFIT	\$992.63
		Check Amount:		\$86,141.80
222979	NPM CONSTRUCTION CO	3	NPM Progress Payment 3 for ADA Transition Plan Imp	\$19,500.44
		Check Amount:		\$18,525.42
222980	KOSIUGA, ALEXANDER SASHA	01072024retai nage	Retainage	\$1,893.60
		Check Amount:		\$1,893.60
222981	OCCUPATIONAL HEALTH CTRS OF WA	86233397 86304141	Employee DOT Physicals PD Pre-Employment Physical	\$272.00 \$660.00

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			Check Amount:	\$932.00
222982	OGDEN MURPHY WALLACE PLLC	905483	Contract Payment	\$6,665.00
			Check Amount:	\$6,665.00
222983	OLYMPIC ENVIRONMENTAL RESOURCES	2025OER3	March Spring Recycling Event Coordination	\$7,719.39
			Check Amount:	\$7,719.39
222984	PITNEY BOWES	3320602511	Pitney Bowes	\$551.70
			Check Amount:	\$551.70
222985	PLATT ELECTRIC	6C09061	Light bulbs	\$353.84
			Check Amount:	\$353.84
222986	PREMIER CABLING LLC	2111	Relocate VALT Equipment	\$1,427.09
			Check Amount:	\$1,427.09
222987	PSERN	2039	2025 Q2 Public Safety Radio Service	\$8,282.64
			Check Amount:	\$8,282.64
222988	PUBLIC SAFETY TESTING INC	2025-191	Subscription Fees Q1 2025 INV 2025-191	\$528.00
			Check Amount:	\$528.00
222989	PUGET SOUND ENERGY	1139APR2025	Electric Svc for Radar Signs- SE 78TH & 84TH AVE S	\$12.44
		2453APR2025	Lighting for CIP 7714 N MERCER WAY	\$84.74
		9958APR2025	Pedestrian Signal 3200 81ST PL SE	\$56.26
		Check Amount:		
222990	PURIFIED WATER TO GO	032569319	Water to Go court office	\$8.82
			Check Amount:	\$8.82
222991	REFUNDS OneTime	REIM 2.25.2025	REFUND: overpayment on B&O acct170415	\$196.00
			Check Amount:	\$196.00
222992	RELX INC.	3095568100	Contract Payment	\$394.52
			Check Amount:	\$394.52
222993	RH2 ENGINEERING INC	100637	Sewer System Generator Replace	\$736.21
			Check Amount:	\$736.21
222994	ROBERT HALF	64803805	Temp Staff - R. Seal	\$2,100.00
			Check Amount:	\$2,100.00
222995	SAYBR CONTRACTORS INC.	30508	Community Center Card Reader Installation	\$85,985.25
		30388	Fire Station 91 Wall and Floor Repair	\$2,059.36
			Check Amount:	\$88,044.61

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222996	SEATTLE PUBLIC UTILITIES	MARCH2025	MARCH 2025 SPU RETAIL SERVICE CONNECTIONS	\$3,744.00
Check Amount:				\$3,744.00
222997	SEATTLE PUBLIC UTILITIES	FEB2025	FEB 2025 WATER PURCHASE	\$63,380.85
Check Amount:				\$63,380.85
222998	SEATTLE TREE CARE	26676-I	LBP Pine treatment	\$5,017.41
Check Amount:				\$5,017.41
222999	SECURITY SAFE & LOCK	1-T114459	Thrift Shop	\$18.35
Check Amount:				\$18.35
223000	SECURITY SOLUTIONS NORTHWEST LLC	375679	Intrusion Alarm Monitoring Services - PD Modular C	\$47.99
Check Amount:				\$47.99
223001	SHERMAN, BRIAN	REIM 3.28.2025	Reimburse B.Sherman - Work Jeans	\$109.06
Check Amount:				\$109.06
223002	SOUND PUBLISHING INC	8161670	PW Job Fair Classified Ad	\$208.00
Check Amount:				\$208.00
223003	SOUND SAFETY PRODUCTS	316186/3	Clothing allowance PO request- E. Martin	\$672.11
Check Amount:				\$672.11
223004	STRIDER CONSTRUCTION CO INC	PP No.6	Reservoir Booster Pump Station	\$55,926.50
Check Amount:				\$53,389.00
223005	SYSTEMS DESIGN	20250696	Q1 2025 Postage Fees INV 20250696	\$3.65
Check Amount:				\$3.65
223006	TACOMA DIESEL	144605	2025 Standby Generator Annual	\$6,860.36
Check Amount:				\$6,549.09
223007	TAG PROPERTY MANAGEMENT LLC	204243	Rent assistance for EA client	\$1,300.00
Check Amount:				\$1,300.00
223008	THE PART WORKS, INC	INV117394	Filters for drinking fountains	\$175.06
Check Amount:				\$175.06
223009	UNITED RENTALS	245580445- 001	Excavator rental	\$3,337.96
		245789028- 001	Forklift Rental	\$1,630.96
Check Amount:				\$4,968.92
223010	UNITED REPROGRAPHICS	9125145-IN	Spring 2025 Sustainability Postcards	\$4,290.32
		9125083-IN	"No Dogs allowed" signs	\$435.32

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		9125145-IN	Spring 2025 Sustainability Postcards	\$1,838.70
			Check Amount:	\$6,564.34
223011	US BANK CORP PAYMENT SYS	5539 MARCH2025	Remit Payment for P-Card Purchases	\$78,662.89
			Check Amount:	\$78,662.89
223012	VERIZON WIRELESS	6109237577	Verizon Cell Service	\$250.02
			Check Amount:	\$250.02
223013	VERIZON WIRELESS	6109237574	Verizon Cell Service	\$1,111.27
			Check Amount:	\$1,111.27
223014	VERIZON WIRELESS	6109237579	Verizon Cell Service	\$243.26
		6109237579	Verizon Cell Service	\$84.58
			Check Amount:	\$327.84
223015	VERIZON WIRELESS	6109237571	Verizon Cell Service	\$780.35
			Check Amount:	\$780.35
223017	VERIZON WIRELESS	6109237575	Verizon Cell Service	\$311.03
			Check Amount:	\$311.03
223018	VERIZON WIRELESS	6109237573	Verizon Cell Service	\$4,040.79
			Check Amount:	\$4,040.79
223019	VERIZON WIRELESS	6109237581	Verizon Cell Service	\$185.08
			Check Amount:	\$185.08
223020	VERIZON WIRELESS	6109237578	Verizon Cell Service	\$336.90
		6109237578	Verizon Cell Service	\$111.92
			Check Amount:	\$448.82
223021	VERIZON WIRELESS	6109263680	Verizon Cell Service	\$53.21
			Check Amount:	\$53.21
223022	VERIZON WIRELESS	6109229919	Verizon Cell Service	\$47.29
		6109229919	Verizon Cell Service	\$338.76
		6109229919	Verizon Cell Service	\$355.65
			Check Amount:	\$741.70
223023	VERIZON WIRELESS	6109237576	Verizon Cell Service	\$320.54
			Check Amount:	\$320.54
223024	VERIZON WIRELESS	6109237572	Verizon Cell Service	\$189.64
			Check Amount:	\$189.64
223025	WA ST DOL	3/5/2025- 4/3/2025	CONCEALED PISTOL LICENSES ISSUED	\$126.00
			Check Amount:	\$126.00
223026	WA ST DOT	RE 41 JZ2138 L007 RE 41 GMB1110R034	RLCP WSDOT Plan Review and Approval SIGNAL MAINTENANCE	\$377.48 \$13,821.52
			Check Amount:	\$14,199.00
223027	WANG, LAI GINGER	16-2959-182	Mandarin interpreter 4/1/25	\$170.10
			Check Amount:	\$170.10

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223028	WESTERN EQUIPMENT DIST	INV075861	Link Damper, Ball Bearing & Freight	\$342.06
		INV077119	Part# 115-2218 - Tube-Hyd Freight	\$199.42
		Check Amount:		
223029	GCP WW HOLDCO LLC	INV2040007987	Afscme Clothing Allowance - Garrett Westberg	\$650.00
		INV2050005576	PO for Jake Lesarge clothing Allowance	\$258.16
		Check Amount:		
223030	GCP WW HOLDCO LLC	2662383	Tom Flynn Uniform Allowance	\$255.15
Check Amount:				\$255.15
223031	WAFD BANK	204260	Contract Withholding: 1027	\$2,537.50
Check Amount:				\$2,537.50
223032	ARAMSCO, INC.	S6968228.001	Pavement marking paint	\$712.69
		S6979907.001	Thrift shop parking lot pavement marking supplies	\$1,082.66
		Check Amount:		
223033	ATCO	440127	G.2 Lease Double 3/14/25 - 4/13/25	\$10,175.73
		448003	Change Order 2 - 4 Plex Apr 01, 2025- Apr 30, 2025	\$9,721.62
		Check Amount:		
223034	AUTO NATION	227304	Auto parts	\$67.27
Check Amount:				\$67.27
223035	BRINK'S INCORPORATED	7377130	MARCH 2025 ARMOURED TRUCK TRANSPORTATION	\$553.56
Check Amount:				\$553.56
223036	CARTWRIGHT, ANALISA	REIM 4.10.2025	Reimburse: A.Cartwright - mileage for UB Expo	\$285.60
Check Amount:				\$285.60
223037	CDW LLC	AD4J351	BATTERY TECH 7.6V 52WHR LI-ION BATTERY	\$110.68
Check Amount:				\$110.68
223038	CENTRALSQUARE TECHNOLOGIES	433445	TraKiT Annual Renewal	\$31,191.11
Check Amount:				\$31,191.11
223039	CENTURYLINK	8597x040125	CenturyLink Phone Service	\$207.93

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		2384x040225	CenturyLink Phone Service	\$263.96
			Check Amount:	\$471.89
223040	CHAPTER 13 TRUSTEE	PR 4.10.2025	PR 4.10.2025	\$620.50
			Check Amount:	\$620.50
223041	CINTAS CORPORATION	5262618505	Medical Cabinet Organized	\$224.97
			Check Amount:	\$224.97
223042	DAVID EVANS & ASSOC INC	586470	First Hill Generator Repl Desi	\$2,555.50
			Check Amount:	\$2,555.50
223043	DEPT OF ENTERPRISE SERVICES	731142269	Monthly Business Card Order	\$31.84
		731142269	Monthly Business Card Order	\$182.18
		731142269	Monthly Business Card Order	\$259.13
		731142269	Monthly Business Card Order	\$214.11
			Check Amount:	\$687.26
223044		L1 Retiree Expenses	LEOFF I Retiree Expenses	\$845.06
			Check Amount:	\$845.06
223045	EMPYREAN ELEVATOR LLC	12158	Maintenance Services - Mercer Island Community and	\$788.87
		12159	Maintenance Services - Mercer Island Thrift	\$788.87
			Check Amount:	\$1,577.74
223046	FINANCIAL CONSULTANTS INT'L	18549	Replace ALPR cable 532	\$152.74
			Check Amount:	\$152.74
223047	GRAINGER CARIBE INC	9461937774	Warehouse inventory	\$3,569.53
		9463475260	Safety Supplies for Reservoir Site	\$115.78
			Check Amount:	\$3,685.31
223048	H D FOWLER	16966176	Warehouse Inventory - Repair Clamps	\$2,607.98
			Check Amount:	\$2,607.98
223049	HEALTHFORCE PARTNERS, INC.	28032	PD Medical Testing INV 28032	\$2,340.00
			Check Amount:	\$2,340.00
223050	HORIZON DISTRIBUTORS INC	3M543862	Open PO Irrigation Parts	\$131.29
			Check Amount:	\$131.29

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223051	HWA GEOSCIENCES INC	37552	SE 40th Slope Monitoring - Feb	\$2,469.80	
		37732	SE 40th Slope Monitoring - Mar	\$1,659.80	
		Check Amount:			\$4,129.60
223052	IDAX DATA SOLUTIONS	INV-0005586	On-Call Data Collection for Neighborhood Traffic	\$550.00	
			Check Amount:		
223053	JASMAN, JEREMY	REIM 4.7.2025	Reimburse J.Jasman Per Diem March2025	\$190.00	
			Check Amount:		
223054	JUVVAL TECH LLC	Moli-Mercer-0425-01	Moli - monthly subscription	\$200.00	
			Check Amount:		
223055	KC FINANCE	140026-140032	SIGNAL MAINTENANCE	\$3,692.95	
			Check Amount:		
223056	KC FINANCE	11015690	I-NET MONTHLY SERVICES 1/1/2025-12/31/2025	\$1,492.00	
			Check Amount:		
223057	KEARNS & WEST, INC.	62132	Returning account credit for Mercer Island Communi	\$560.00	
			Check Amount:		
223058	CRC UNIFORMS & EQUIPMENT, LLC	multiple	Police Uniforms and Equipment	\$9,575.59	
		multiple	Police Uniforms and Equipment	\$419.26	
		Check Amount:			\$9,994.85
223059	LANGUAGE LINE SERVICES	11526302	Translation services for PD Crime Prevention broch	\$169.19	
			11561001	Language Line 11561001	\$15.49
			11567524	Translation Services	\$9.80
			11526302	Translation services for PD Crime Prevention broch	\$169.18
		Check Amount:			\$363.66
223060	LIMMUD SEATTLE INC	66117	Deposit refund for FA-9158	\$1,000.00	
			Check Amount:		
223061	MALAGON, IXTLACCIHUATL	16-3253-222	Spanish interpreter 4/8/25	\$234.38	
			Check Amount:		

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223062	MARLIN LEASING CORPORATION	40363941	Copier Lease Fees 4/2025 INV 40363941	\$858.47
		40367845	Copier Lease Fees 4/2025 INV 40363941	\$284.34
		Check Amount: \$1,142.81		
223063	MEDIC ONE FOUNDATION	64613	Rental deposit return	\$60.00
Check Amount: \$60.00				
223064	METROPRESORT	IN676814	MARCH 2025 PRNT & MAILING OF UTILITY STATEMENTS	\$100.00
		IN676814	MARCH 2025 PRNT & MAILING OF UTILITY STATEMENTS	\$109.14
		IN676814	MARCH 2025 PRNT & MAILING OF UTILITY STATEMENTS	\$75.15
		IN676814	MARCH 2025 PRNT & MAILING OF UTILITY STATEMENTS	\$109.14
		IN676814	MARCH 2025 PRNT & MAILING OF UTILITY STATEMENTS	\$75.16
		IN676814	MARCH 2025 PRNT & MAILING OF UTILITY STATEMENTS	\$109.15
		IN676814	MARCH 2025 PRNT & MAILING OF UTILITY STATEMENTS	\$75.16
		Check Amount: \$652.90		
223065	MI EMPLOYEES ASSOC	PR 4.10.2025	PR 4.10.2025	\$250.00
Check Amount: \$250.00				
223066	MI HARDWARE TRUE VALUE	147710	03.31.25 Statement - Utilities Dept. Inv 147710	\$80.46
		147711	MI True Value Statement - ROW 03.31.25 Inv 147711	\$34.42
Check Amount: \$114.88				
223067	NAPA AUTO PARTS	947784	Credit for Core Deposit - Inv (\$9.93) 947731	
		950948	Oil	\$216.17
		950967	Brake Parts Cleaner	\$47.52
		946664	Oil Filters	\$83.65
		946668	2022 Ford Explorer Brake Rotor Brake Pads	\$183.86

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		947731	Spark Plugs Battery w/ Core Charge	\$98.49
		947920	Canister Purge Valve - 2018 Ford	\$36.39
			Check Amount:	\$656.15
223068	NORTHWEST STUDIO	2407-06	Public Works Facility Seismic Retrofit	\$3,411.00
			Check Amount:	\$3,411.00
223069	PACE SYSTEMS INC.	IN000063943	Pace Scheduling Software yearly maintenance	\$3,200.00
			Check Amount:	\$3,200.00
223070	PACIFIC MOBILE STRUCTURES, INC.	CR-030284	Credit Memo for Rental Container Oct. 2024	(\$43.58)
		INV-00438046	Mobile structures rental	\$1,464.58
			Check Amount:	\$1,421.00
223071	PACIFIC NORTHWEST YACHTS LLC	3830	Patrol 14 Refurbish	\$61,324.90
			Check Amount:	\$61,324.90
223072	PAYBYPHONE US INC.	INVPBP-US1728	TRANSACTION FEES	\$253.30
			Check Amount:	\$253.30
223073	PEREZ, SHARON	66116	Deposit return for FA-9028	\$500.00
			Check Amount:	\$500.00
223074	OLSON BROTHERS PRO-VAC LLC	360651462	PRO-VAC contract 2025-2026	\$91,885.00
		363683042	PRO-VAC contract 2025-2026	\$21,641.06
		363685307	PRO-VAC contract 2025-2026	\$9,225.00
			Check Amount:	\$122,751.06
223075	PROCOM LLC	139240	Pre-employment drug screen	\$72.00
			Check Amount:	\$72.00
223076	PUBLIC SAFETY TESTING INC	2025-342	PD Candidate List Q1 2025 INV 2025-342	\$1,898.00
			Check Amount:	\$1,898.00
223077	PURIFIED WATER TO GO	032568913	water 032568913	\$8.82
		022568398	Purified Water To Go 022568398	\$27.58
			Check Amount:	\$36.40
223078	REFUNDS OneTime	HM REFUND30001 414	REFUND: Hydrant Meter acct 0030001414	\$2,900.00

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Check Amount:				\$2,900.00
223079	REFUNDS OneTime	REFUND P#APL25-002	Refund:Permit #APL25-002.Appeal not moving forward	\$1,760.00
Check Amount:				\$1,760.00
223080	REFUNDS OneTime	HM REFUND 30001410	REFUND: HM acct 0030001410	\$2,900.00
Check Amount:				\$2,900.00
223081	REFUNDS OneTime	REFUND 292630004	REFUND: escrow overpaid final bill	\$238.51
Check Amount:				\$238.51
223082	REFUNDS OneTime	REFUND 368180006	REFUND: escrow overpaid final bill	\$374.30
Check Amount:				\$374.30
223083	REFUNDS OneTime	REFUND 747920006	REFUND: escrow overpaid final bill	\$63.81
Check Amount:				\$63.81
223084	REFUNDS OneTime	HM REFUND30001 408	REFUND: hydrant meter acct 0030001408	\$2,900.00
Check Amount:				\$2,900.00
223085	REFUNDS OneTime	REFUND 415200001	REFUND: Escrow overpaid final bill	\$703.20
Check Amount:				\$703.20
223086	REFUNDS OneTime	HM REFUND: 300781296	REFUND: HM acct 00300781296	\$2,529.33
Check Amount:				\$2,529.33
223087	RINGSQUARED TELECOM LLC	IN286923	Long Distance Charges	\$74.41
Check Amount:				\$74.41
223088	ROBERT HALF	64829209	Temp Staff - R. Seal	\$2,100.00
Check Amount:				\$2,100.00
223089	S&B INC.	27016A	Additional work in support of the BPS Upgrades Pro	\$1,653.00
Check Amount:				\$1,653.00
223090	SAFEBUILT LLC	1613308	3rd Party Building Inspections 3/18 and 3/19	\$700.00
Check Amount:				\$700.00
223091	SCORE	8204, 8233, and 8280	SCORE Inmate Housing	\$28,923.52
		8533	SCORE Inmate Housing	\$13,236.59
		8356	SCORE Inmate Housing	\$16,685.19
Check Amount:				\$58,845.30

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223092	HOWARD E JENSEN	3467	2026 Seattle Wedding show 15x10 booth.	\$2,775.00
	Check Amount:			\$2,775.00
223093	REIGN CENTER FOR PSYCHOLOGICAL WELLNESS	2963	PD Medical Exam INV 2963	\$975.00
	Check Amount:			\$975.00
223094	SHOREWOOD HEIGHTS	204468	Rent assistance for EA client	\$3,000.00
	Check Amount:			\$3,000.00
223095	SHOREWOOD HEIGHTS	204470	Rent and utility assistance for EA client	\$45.50
		204470	Rent and utility assistance for EA client	\$1,964.00
	Check Amount:			\$2,009.50
223096	SOUND SAFETY PRODUCTS	316619/3	Nelson M Clothing allowance	\$330.86
	Check Amount:			\$330.86
223097	MEROD, MARK W.	25044	Bennett Polygraph INV 25044	\$300.00
	Check Amount:			\$300.00
223098	STERLING VOLUNTEERS	10253416	Volunteer Background Checks INV 10253416	\$180.00
	Check Amount:			\$180.00
223099	SUNBELT RENTALS INC.	165395561-0002	Harley rake rental for Overpass project	\$2,709.74
	Check Amount:			\$2,709.74
223100	SUPPLY SOURCE INC, THE	2501076	Warehouse inventory	\$4,274.94
	Check Amount:			\$4,274.94
223101	TRAFFIC SAFETY SUPPLY	INV079431	Video surveillance signs for 4004 ICW parcel.	\$158.54
	Check Amount:			\$158.54
223102	TYLER TECHNOLOGIES INC	045-511903	ERP Remote Implementation w/Jonas Miller	\$800.00
		045-512971	ERP Remote Implementation w/Tange Thompson	\$800.00
	Check Amount:			\$1,600.00
223103	UNITED RENTALS	246415730-001	holiday lights	\$1,031.83
		240273654-001	Credit BOOM 65-70' TELESCOPIC/CUSTOMER RELATIONSH	(\$859.56)
	Check Amount:			\$172.27

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223104	UTILITIES UNDERGROUND LOCATION	5030184	Excavation Notifications for the March 2025.	\$309.15
Check Amount:				\$309.15
223105	VALLEY ELECTRIC CO. OF MT. VERNON	PP No.9	Sewer SCADA Systems Replacement	\$208,264.93
Check Amount:				\$208,264.93
223106	WA ST DEPT OF RETIREMENT SYSTEMS	1665592	OASI - 2024 Tax Year	\$89.82
Check Amount:				\$89.82
223107	WALTER E NELSON CO	1050221	Warehouse Inventory	\$1,784.36
Check Amount:				\$1,784.36
223108	COLE, EDWARD E.	53785	WESCOM - Speed Measuring Device Calibration	\$1,140.57
Check Amount:				\$1,140.57
V	223016	VERIZON WIRELESS		\$42.29
Check Amount:				\$0.00
Total				\$2,511,544.70

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CITY COUNCIL MINUTES REGULAR HYBRID MEETING MAY 6, 2025

Item 3.

CALL TO ORDER & ROLL CALL

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

Mayor Salim Nice, Deputy Mayor Dave Rosenbaum, and Councilmembers Lisa Anderl, Wendy Weiker (arrived 5:05 pm), and Ted Weinberg attended in person. Councilmember Craig Reynolds attended via Zoom.

PLEDGE OF ALLEGIANCE

The City Council delivered the Pledge of Allegiance.

AGENDA APPROVAL

It was moved by Rosenbaum; seconded by Weinberg to:

Approve the agenda as presented.

PASSED: 5-0

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

ABSENT: 1 (Weiker)

CITY MANAGER REPORT

City Manager Jessi Bon reported on the following items:

- **Council, Boards & Commission Meetings:** City Council Meeting on May 20 at 5:00 pm, Utility Board on May 13 at 5:00 pm.
- **City Services Updates:**
 - The annual Advisory Board & Commission recruitment is open through May 9.
 - MIPD, in partnership with regional partners, is investigating the recent burglary on East Mercer Way.
 - The Town Center Parking facility is under construction and progressing well. The project is on track to be substantially completed by the end of June. Landscaping work will be completed in the fall.
 - Reinvestment work on the City's two 4-million-gallon water reservoirs continues. The interior work on the south reservoir has been completed and the tank has been undergoing cleaning and disinfection. The tank is being refilled and will be placed back in service later this month. The work on the exterior and roof of the south reservoir is expected to be substantially completed later this summer.
 - Deane's Children's Park community online survey is open through May 12.
 - Staff are working on turf repairs throughout the Island due to damage from predators digging for European chafer beetles.
 - MIPD teamed up with Islander Middle School to host two assemblies focused on bike and e-bike safety in April.
- **Upcoming Events:**
 - Paws on Patrol – On Tuesday, May 20 at 5:00 pm at Rotary Park interested community members and their pups are invited for a Paws on Patrol meeting and training.
- **News:**
 - Family movie night at MICEC continues to be a great success, with the last movie night having approximately 70 attendees!
 - It's Municipal Clerks Week – Thank you City Clerk Andrea Larson and Deputy City Clerk Deb Estrada for your dedication to the clerk profession and the City of Mercer Island.

APPEARANCES

Nicole Bernardi, Mercer Island, spoke about traffic concerns on West Mercer Way.

CONSENT AGENDA

AB 6668: April 10, 2025 Payroll Certification

Recommended Action: Approve the April 10, 2025 Payroll Certification in the amount of \$931,886.09 and authorize the Mayor to sign the certification on behalf of the entire City Council.

AB 6669: April 25, 2025 Payroll Certification

Recommended Action: Approve the April 25, 2025 Payroll Certification in the amount of \$975,101.89 and authorize the Mayor to sign the certification on behalf of the entire City Council.

AB 6670: Certification for Claims Paid March 16, 2025 through March 31, 2025

Recommended Action: Approve the March 16, 2025 through March 31, 2025 Accounts Payable Certification of Claims in the amount of \$2,124,054.87 and authorize the Mayor to sign the certification on behalf of the entire City Council.

City Council Regular Hybrid Meeting Minutes of April 15, 2025

Recommended Action: Approve the City Council Regular Hybrid Meeting Minutes of April 15, 2025.

AB 6671: Affordable Housing Week, Proclamation No. 358

Recommended Actions: Approve Proclamation No. 358 proclaiming May 12-16, 2025, as Affordable Housing Week on Mercer Island.

AB 6654: Sexual Assault Awareness & Prevention Month, Proclamation No. 355

Recommended Action: Approve Proclamation No. 355 Proclaiming April 2025 as Sexual Assault Awareness & Prevention Month on Mercer Island.

AB 6672: City Code Update regarding Utility Billing Policies (Second Reading of Ordinance No. 25C-09) and adoption of Utility Billing Manual (Resolution No. 1675)

Recommended Action:

1. Adopt Ordinance No. 25C-09 updating Section 15.12.010 of the Mercer Island City Code related to billing procedures.
2. Adopt Resolution No. 1675 updating utility billing policies and procedures.

AB 6673: Process and Timeline for Filling Vacant City Council Position No. 7

Recommended Action: Approve the proposed process and timeline for filling Position No. 7 on the Mercer Island City Council and direct the City Manager to initiate the recruitment process.

AB 6678: Town Center Parking Regulations (Resolution No. 1676 and Second Reading of Ordinance No. 25C-03)

Recommended Action:

1. Adopt Ordinance No. 25C-03 amending Town Center Parking Regulations in Title 10 of the Mercer Island City Code.
2. Approve Resolution No. 1676 adopting the Revised 2025 Fee Schedule, effective June 30, 2025.

AB 6689: Joint Letter to FEMA in Support of the Appeal of the Denial of the Washington State Major Disaster Declaration in response to the November 2024 Bomb Cyclone

Recommended Action: Authorize Mayor Nice to sign the Joint Letter to Governor Ferguson, in support of an appeal of the denial for the Major Disaster Declaration in response to the November 2024 bomb cyclone.

It was moved by Weinberg; seconded by Rosenbaum to:

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

PASSED: 6-0

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

REGULAR BUSINESS

AB 6674: Puget Sound Regional Council (PRSC) General Assembly Voting Delegate

Mayor Nice asked if anyone is planning to attend the Puget Sound Regional Council General Assembly Meeting on May 22, 2025.

Councilmember Weinberg volunteered to attend the meeting and act as the voting delegate.

It was moved by Rosenbaum; seconded by Weiker to:

Appoint Councilmember Weinberg as the voting delegate at the PSRC General Assembly on May 22, 2025.

PASSED: 6-0

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

AB 6675: Public Hearing for Ordinance to Renew Interim Regulations for Temporary Uses and Structures Including Outdoor Dining

Mayor Nice opened the Public Hearing at 5:18 pm. There were no public comments, and Mayor Nice closed the Public Hearing at 5:18 pm.

CPD Director Jeff Thomas reviewed the timeline for development of the permanent regulations related to temporary uses and structures that are currently under review by the Planning Commission.

Senior Planner Molly McGuire discussed the background of the interim regulations related to temporary uses and structures, the need to renew the interim regulations due to change in the Planning Commission schedule due to inclement weather and scheduling conflicts to avoid a lapse in the interim regulations while the permanent regulations are under review. She spoke about the amendments included in the interim regulations that include temporary uses and structures, and regulations regarding outdoor dining.

It was moved by Anderl; seconded by Weiker to:

Schedule a second reading of Ordinance No. 25C-07 for May 20, 2025.

PASSED: 6-0

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

AB 6676: Public Hearing for Ordinance to Renew Interim Residential Parking Regulations Responsive to SB 6015

Mayor Nice opened the Public Hearing at 5:22 pm. There were no public comments, and Mayor Nice closed the Public Hearing at 5:23 pm.

CPD Director Jeff Thomas summarized the upcoming work on the CPD Work Plan that is related to this item and development of permanent regulations later this year.

Senior Planner Molly McGuire discussed the background on the interim regulations related to residential parking regulations in response to SB 6015 from the 2024 WA State Legislative session. She spoke about the requirements in SB 6015 and the amendments that were needed to comply.

It was moved by Weinberg; seconded by Anderl to:

Schedule a second reading of Ordinance No. 25C-08 for May 20, 2025.

PASSED: 6-0

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

City Council was in recess from 5:26 pm – 5:43 pm.

AB 6677: Public Safety and Maintenance Facility Design Choices

City Manager Jessi Bon spoke about the purpose of the presentation tonight seeking direction from the City Council on what design choices to include in the final schematic design of the Public Safety and Maintenance (PSM) Facility.

Aaron Young, with Northwest Studio, provided a background of the initial planning of the PSM Facility. He discussed the options for solar power generation on the site and the associated system costs and operations energy savings for each option.

Tony Marino, with PAE Engineers, spoke about the estimated energy usage and energy costs associated with the different solar options.

Mr. Young discussed the options for emergency potable water storage and non-potable water storage systems, the associated system costs, and operational benefits of each system.

Mr. Marino spoke about rainwater collection and reuse, and about the sizing of the cistern for non-potable water for the PSM Facility.

Management Analyst Robbie Cunningham Adams spoke about the next steps for approval of the schematic design of the PSM Facility.

City Council discussed the PSM and asked questions of the Design Team and provided feedback on the design alternatives.

OTHER BUSINESS

Planning Schedule

City Manager Jessi Bon spoke about the May 20 and June 3 City Council Meetings

Councilmember Absences and Reports

Councilmember Weinberg. Noted that his next monthly open lunch is on May 18 at Pogacha.

Councilmember Reynolds noted that the Parks and Recreation Commission met.

City Council was in recess from 6:53 pm – 7:13 pm.

EXECUTIVE SESSION

At 7:13 pm, Mayor Nice convened an Executive Session in Room 104 at the Mercer Island Community & Event Center, 8236 SE 24th Street, Mercer Island, WA and via Microsoft Teams.

Executive Session to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price pursuant to RCW 42.30.110(1)(b), and to discuss with legal counsel pending or potential litigation pursuant to RCW 42.30.110(1)(i).

Mayor Salim Nice, Deputy Mayor Dave Rosenbaum, and Councilmembers Wendy Weiker, and Ted Weinberg

participated in person. Councilmembers Lisa Anderl and Craig Reynolds participated via Microsoft Teams.

Mayor Nice adjourned the Executive Session at 8:25 pm.

ADJOURNMENT

The Regular Hybrid Council Meeting adjourned at 8:25 pm.

Attest:

Salim Nice, Mayor

Andrea Larson, City Clerk



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6683
May 20, 2025
Consent Agenda

AGENDA BILL INFORMATION

TITLE:	AB 6683: Second Reading and Adoption of Ordinance No. 25C-07 to Renew Interim Regulations for Temporary Uses and Structures Including Outdoor Dining.	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Adopt Ordinance No. 25C-07 renewing interim regulations for temporary uses and structures including outdoor dining with an effective date of June 16, 2025.	

DEPARTMENT:	Community Planning and Development
STAFF:	Jeff Thomas, Community Planning and Development Director Molly McGuire, Senior Planner
COUNCIL LIAISON:	n/a
EXHIBITS:	1. Ordinance No. 25C-07
CITY COUNCIL PRIORITY:	n/a

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

EXECUTIVE SUMMARY

The purpose of this agenda bill is for the City Council to adopt Ordinance No. 25C-07 (Exhibit 1) to renew the interim regulations for temporary uses and structures including outdoor dining.

- The interim regulations for temporary uses and structures including outdoor dining, adopted on June 4, 2024 by [Ordinance No. 24C-07](#) are effective for one year.
- The interim regulations will expire on June 17, 2025. The City Council must renew these interim regulations to avoid a lapse in regulations that are currently being used by several temporary uses and structures.
- Interim regulations will be established for temporary uses and structures on real property not owned by the City of Mercer Island ("private property") and will continue to allow for outdoor dining use within the public right-of-way and private parking spaces.
- Temporary uses and structures on real property owned by the City of Mercer Island will continue to be authorized through the existing Special Event Permit process managed by the Recreation Division in the Public Works Department.

- Other temporary uses and structures within the public right-of-way will continue to be permitted through the existing Right-of-Way Permit process.
- With the adoption of Ordinance No. 25C-07, the interim regulations will be in effect for a period of six months until permanent regulations can be adopted.
- City Council held a public hearing and first reading of Ordinance No. 25C-07 on May 6, 2025 ([AB 6675](#)).

BACKGROUND

The Mercer Island City Code (MICC) lacks regulations for temporary uses and structures, which results in a gap in allowed and regulated uses that are not considered to be permanent. The standards for permanent development in the MICC do not align with applications for uses and structures that are intended to be temporary. Often these standards are too restrictive and would potentially prohibit certain uses and structures that would benefit Mercer Island residents, like mobile food vendors or air-supported temporary structures, to allow for off-season use of outdoor sports facilities.

On December 5, 2023, the City Council passed [Resolution No. 1655](#) setting the 2024 Docket, which added Comprehensive Plan and MICC development regulation amendments to the City's work program. Separate proposals by both the City of Mercer Island as well as the Mercer Island Country Club to docket code amendments to establish temporary use and structure regulations were approved by City Council. After discussing the prioritization of the Mercer Island Country Club docketed item at its March 1, 2024 Planning Session, City Council directed staff to proceed with developing interim regulations to address both docketed items and renew the existing interim regulations for outdoor dining at its regular business meeting on April 2, 2024.

The City first adopted interim regulations to allow local eating and drinking establishments to expand outdoor dining into public rights-of-way (ROW) and private parking spaces in 2020 during the COVID-19 Pandemic to align with the adoption of temporary regulations on outdoor sales of liquor by the Washington State Liquor and Cannabis Board. These interim regulations were last renewed in June 2023 ([AB 6285](#)).

On June 4, 2024, the City Council adopted Ordinance No. 24C-07, ([AB 6488](#)) which established interim regulations for one year, expiring on June 17, 2025. Consistent with the work plan adopted on June 4, 2024, the Planning Commission held a work session to develop permanent regulations for temporary uses and structures on February 23, 2025. A SEPA determination was issued on March 10, 2025. A public hearing and recommendation were scheduled with the Planning Commission for March 23, 2025, but was canceled due to inclement weather warnings. Due to noticing requirements and scheduling conflicts, the public hearing with the Planning Commission has been rescheduled for June 10, 2025, which does not allow for permanent regulations to be enacted prior to the expiration of the interim regulations adopted by Ordinance No. 24C-07. The City Council must renew the interim regulations to avoid a lapse in these regulations, which are currently regulating several temporary uses and structures.

ISSUE/DISCUSSION

Adoption of Ordinance No. 25C-07 will renew the interim regulations enacted by Ordinance No. 24C-07 with no additional changes and will accomplish the following:

- Amend MICC [19.06.050](#) to permit temporary food and beverage service in the public right-of-way with a Right-of-Way Permit;

- Establish a new code section under MICC 19.06.130 for temporary uses and structures on private property;
- Amend MICC 19.15.030 Table A – Permit Review Types to include “Temporary Use Permit” as a Type I land use review; and
- Authorize the temporary use of private parking spaces for outdoor dining and provide a temporary waiver of the minimum parking regulations for eating and drinking establishments identified in MICC [19.04.040](#) and MICC [19.11.130](#).

Ordinance No. 25C-07 will renew the interim regulations establishing a permitting process, allowing for such uses and structures, providing standards, and setting maximum allowed durations. The maximum durations for temporary uses and structures in the proposed interim regulations align with the maximum durations for temporary structures in the adopted construction codes under Section 108 in the International Construction Code and International Residential Code.

The interim regulations also include the renewal of regulations for outdoor dining, in which the opportunity will continue for eating and drinking establishments to safely offer outdoor seating in the public right-of-way and private parking areas.

NEXT STEPS

If adopted, Ordinance No. 25C-07 will take effect on June 16, 2025.

RECOMMENDED ACTION

Adopt Ordinance No. 25C-07 renewing interim regulations for temporary uses and structure including outdoor dining with an effective date of June 16, 2025.

**CITY OF MERCER ISLAND
ORDINANCE NO. 25C-07**

**AN ORDINANCE OF THE CITY OF MERCER ISLAND, WASHINGTON,
RENEWING INTERIM REGULATIONS ADOPTED BY ORDINANCE 24C-07
AMENDING TITLE 19 OF THE MERCER ISLAND CITY CODE RELATED TO (1)
OUTDOOR SEATING FOR EATING AND DRINKING ESTABLISHMENTS, AND
(2) TEMPORARY USES AND STRUCTURES; PROVIDING FOR
SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, the City of Mercer Island adopted Ordinance No. 20C-17 on August 4, 2020, enacting interim zoning and official controls to allow existing eating and drinking establishments to expand outdoor seating into available public and private space in order to provide safer dining conditions for patrons during the COVID-19 pandemic; and

WHEREAS, the City Council renewed the interim regulations for outdoor dining on February 16 under Ordinance Number 21C-03, July 6 under Ordinance Number 21C-16, and December 7, 2021 under Ordinance Number 21C-25, and June 20, 2024 under Ordinance Number 23C-09; and

WHEREAS, the City Council wishes to continue promoting local economic recovery and to make eating and drinking establishments safer to operate by leveraging available private and public space to be used as additional outdoor areas for eating and drinking; and

WHEREAS, the Washington State Liquor and Cannabis Board adopted permanent rules for outdoor alcohol service as amendments to WAC 314-03-200 on January 31, 2024, effective March 2, 2024; and

WHEREAS, the Mercer Island Country Club submitted an application for a Docket Request in fall of 2023 to consider allowing air-supported temporary structures as a temporary use; and

WHEREAS, the City of Mercer Island submitted an application for a Docket Request in fall of 2023 to consider establishing temporary use and structure provisions; and

WHEREAS, the City Council approved Resolution 1655 on December 5, 2023 docketing both the Mercer Island Country Club and the City of Mercer Island requests; and

WHEREAS, the City Council directed City Staff to draft interim regulations for temporary uses and structures and renew the interim regulations for outdoor dining at its April 2, 2024 regular business meeting; and

WHEREAS, City Staff drafted the necessary amendments to the MICC to achieve the City Council direction including a proposed new MICC 19.06.130, permitting temporary uses or structures on real property not owned by the City of Mercer Island referred to as "private property"; and

WHEREAS, the proposed amendments would benefit the public welfare by ensuring that temporary uses and structures on private property are regulated to allow socially beneficial temporary uses while placing conditions on other, more intense temporary uses; and

WHEREAS, on June 4, 2024, the City Council adopted interim regulations by Ordinance Number 24C-07, which went into effect on June 17, 2024 for a period of one year;

WHEREAS, the City is authorized under RCW 35A.63.220 and 36.70A.390 to renew interim zoning and official controls for an additional six-month period, provided a public hearing is held prior to renewal; and

WHEREAS, the City Council held a public hearing on May 6, 2025 which satisfies the requirements of RCW 35A.63.220 and RCW 36.70A.390.

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

Section 1. Findings. The findings adopted for Ordinance No. 24C-07 and the “Whereas Clauses” set forth in the recitals of this ordinance are hereby adopted as the findings of face of the City Council for passing this ordinance.

Section 2. Renewed. The interim regulations adopted by Ordinance No. 24C-07.

Section 3. Authorization to Use Private Parking Areas for Outdoor Dining. Subject to the provisions of this ordinance, the City grants temporary permission for existing eating and drinking establishments at Mercer Island to temporarily utilize private parking areas for outdoor food and beverage service, provided the private parking area is immediately adjacent to the eating and drinking establishment, and the following conditions are met:

- A. An eating and drinking establishment may provide food and beverage service in a private parking area only while this ordinance remains in effect.
- B. Use of any portion or percentage of private off-street parking areas for outdoor food and beverage service shall require the landlord’s / property owner’s approval. Nothing in this ordinance compels a landlord / property owner to permit a tenant to expand its business to the exterior.
- C. This ordinance authorizes only temporary use of private areas otherwise restricted for parking purposes. Nothing in this ordinance authorizes permanent improvements or interior expansions.

Section 4. Minimum Parking Regulations Waived. In order to effectuate the purpose of Section 3 above, but only to the extent necessary to so effectuate and under the terms and conditions set forth in this ordinance, minimum parking regulations normally applicable to eating and drinking establishments are waived to enable such uses to serve patrons in adjoining parking spaces for the duration of this ordinance.

Section 5. Duration of Interim Zoning and Official Controls. The interim zoning and official controls renewed by this ordinance shall be effective for a period of six-months, unless repealed, extended or modified by the City Council pursuant to RCW 35A.63.220 and RCW 36.70A.390.

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

Section 7. Effective Date. This ordinance shall take effect and be in full force on June 16, 2025, provided 5 days have passed since its passage and publication.

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

CITY OF MERCER ISLAND

Salim Nice, Mayor

Approved as to Form:

ATTEST:

Bio Park, City Attorney

Andrea Larson, City Clerk

Date of Publication:



BUSINESS OF THE CITY COUNCIL
CITY OF MERCER ISLAND

AB 6684
May 20, 2025
Consent Agenda

AGENDA BILL INFORMATION

TITLE:	AB 6684: Second Reading and Adoption of Ordinance No. 25C-08 to renew Interim Residential Parking Regulations Responsive to SB 6015	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Adopt Ordinance No. 25C-08 renewing interim regulations for residential parking regulations responsive to SB 6015.	

DEPARTMENT:	Community Planning and Development
STAFF:	Jeff Thomas, Community Planning and Development Director Molly McGuire, Senior Planner
COUNCIL LIAISON:	n/a
EXHIBITS:	1. Ordinance No. 25C-08
CITY COUNCIL PRIORITY:	n/a

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

EXECUTIVE SUMMARY

The purpose of this agenda item is to adopt Ordinance No. 25C-08 (Exhibit 1) to renew interim residential parking regulations responsive to Senate Bill (SB) 6015 until permanent regulations can be adopted.

- On March 6, 2024, the Washington State Legislature passed [SB 6015](#), which was signed by the Governor on March 26, 2024, related to parking requirements for residential development.
- SB 6015 became effective on June 6, 2024, by which time jurisdictions must be in compliance.
- The June 6, 2024, effective date created an emergency necessitating the adoption of an ordinance becoming effective immediately to ensure compliance with SB 6015.
- [Emergency Ordinance No. 24C-08](#) adopted interim residential parking regulations for a period of up to one year until permanent regulations are adopted.
- The interim residential parking regulations expire on June 4, 2025. The City Council should renew these regulations to avoid a lapse in compliance with SB 6015.
- In January 2025, the Department of Commerce published additional guidance on the [residential parking regulations](#), which will need to be reviewed and incorporated as necessary into the permanent regulations.
- City Council held a public hearing and first reading of Ordinance No. 25C-08 on May 6, 2025 ([AB 6676](#)).

BACKGROUND

The Growth Management Act (GMA) is the comprehensive land use planning framework for counties and cities in Washington. The GMA establishes land-use designation and environmental protection requirements for all Washington counties and cities. The GMA further directs fully planning jurisdictions to adopt comprehensive land use plans and internally consistent development regulations.

The adoption of SB 6015 on March 26, 2024 required cities and counties planning under the GMA to adopt residential off-street parking regulations complying with the law by their next periodic update for comprehensive plans and development regulations. This required the City of Mercer Island to adopt interim regulations by June 6, 2024 to be in compliance with SB 6015 and created an emergency necessitating the adoption of [Emergency Ordinance No. 24C-08 \(AB 6489\)](#) on June 4, 2024. The interim regulations were effective immediately for a one-year period.

The new regulations contained in SB 6015 are a significant change to the approach the City uses to regulate parking for residential development contained within Mercer Island City Code (MICC) [19.02.020](#), MICC [19.03.020](#), MICC [19.11.130](#), MICC [19.12.050](#), and Appendix A of the Unified Land Development Appendices. Therefore, amendments to the MICC are necessary to ensure compliance with SB 6015. These amendments should be renewed by the City Council to remain in compliance with SB 6015.

ISSUE/DISCUSSION

SB 6015 became effective on June 6, 2024. RCW 35A.13.190 allowed the City Council to declare that the effective date of SB 6015 caused an emergency which necessitated the adoption of Ordinance No. 24C-08 becoming effective immediately to ensure compliance. Ordinance No. 24C-08 was adopted on June 4, 2024, in effect for one year with the option for renewal.

To remain in compliance with SB 6015, the City Council should renew the interim regulations to remain in compliance with SB 6015, which reforms the rules on what “counts” as a parking space for the purposes of minimum parking requirements. In detail, SB 6015 requires cities and counties to align land use regulations such that:

- Garages and carports may not be required as a way to meet minimum parking requirements for residential development; parking spaces that count towards minimum parking requirements may be enclosed or unenclosed;
- Parking spaces in tandem count towards meeting minimum parking requirements at a rate of one space for every 20 linear feet, with any necessary provisions for turning radius;
- The existence of non-conforming gravel surfacing in existing designated parking areas may not be a reason for prohibiting the use of existing space in the parking area to meet local parking standards;
- Parking spaces may not be required to exceed 8 feet by 20 feet, except for parking designed under the requirements of the Americans with Disabilities Act (ADA);
- Parking spaces that consist of grass block pavers may count towards minimum parking regulations;
- Existing parking spaces that do not conform to these requirements are not required to be modified or resized, except for compliance with the ADA;
- Existing paved parking lots are not required to change the size of existing parking spaces during resurfacing if doing so will be more costly or require significant reconfiguration of the parking space’s locations;
- Any county planning under the GMA, and any city within the county with a population greater than 6,000, may not require off-street parking as a condition of permitting a residential project if

compliance with tree retention would otherwise make a proposed residential development or redevelopment infeasible; and

- Portions of cities within a one-mile radius of a commercial airport with at least 9 million annual enplanements are exempt from the requirements of this act.

The guidance published by the Washington State Department of Commerce for residential parking regulations includes additional information regarding parking space dimensions, tandem parking, enclosed and unenclosed spaces, paving materials, nonconformities, and tree retention. The interim regulations adopted by Ordinance No. 24C-08 are sufficient for the City to remain in compliance with SB 6015, however, this guidance will need to be reviewed and incorporated into the permanent regulations where necessary.

NEXT STEPS

If adopted, Ordinance No. 25C-08 will take effect on June 3, 2025.

RECOMMENDED ACTIONS

Adopt Ordinance No. 25C-08 renewing interim regulations for residential parking regulations in response to SB 6015 with an effective date of June 3, 2025.

**CITY OF MERCER ISLAND
ORDINANCE NO. 25C-08**

**AN ORDINANCE OF THE CITY OF MERCER ISLAND, WASHINGTON,
RENEWING INTERIM ZONING REGULATIONS ADOPTED BY ORDINANCE
24C-08 ON RESIDENTIAL PARKING IN RESPONSE TO SENATE BILL 6015;
PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE
DATE.**

WHEREAS, the Legislature of the State of Washington passed Substitute Senate Bill 6015, effective June 6, 2024, adopting minimum parking requirements for residential development by adding a new section to chapter 36.70A RCW; and

WHEREAS, the City of Mercer Island must amend several code sections to ensure that the Mercer Island City Code (MICC) is consistent with state requirements for residential parking configurations; and

WHEREAS, the City of Mercer Island must adopt regulations consistent with state requirements for residential parking configurations; and

WHEREAS, to be compliance with Substitute Senate Bill 6015 and prevent the potential harm to public health, safety, property, and welfare resulting from the MICC being noncompliant with state requirements, the City Council found that immediate action was necessary to adopt the interim zoning regulations in Ordinance Number 24C-08; and

WHEREAS, the City Council adopted Ordinance No. 24C-08 on June 4, 2024, effective immediately for a period of one year; and

WHEREAS, the City is authorized under RCW 35A.63.220 and 36.70A.390 to renew interim zoning and official controls for an additional six-month period, provided a public hearing is held prior to renewal; and

WHEREAS, the City Council held a public hearing on May 6, 2025 which satisfies the requirements on RCW 35A.63.220 and RCW 36.70A.390; and

WHEREAS, this ordinance, as an interim zoning and official control ordinance, is not subject to referendum;

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

Section 1. Findings. The findings adopted for Ordinance No. 24C-08 and the “Whereas Clauses” set forth in the recitals of this ordinance are hereby adopted as the findings of fact of the City Council for passing this ordinance.

Section 2. Renewed. The interim regulations adopted by Ordinance No. 24C-08 are renewed.

Section 3. Duration of Interim Zoning and Official Controls. The interim zoning and official controls renewed by this ordinance shall be effective for a period of six-months, unless repealed, extended or modified by the City Council pursuant to RCW 35A.63.220 and RCW 36.70A.390.

Section 4. Severability. If any section, sentence, clause, or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, or its application held inapplicable to any person, property, or circumstance, such invalidity or unconstitutionality shall not affect the validity of any other section, sentence, clause, or phrase of this ordinance or its application to any other person, property, or circumstance.

Section 5. Effective Date. This ordinance shall take effect and be in force on June 3, 2025, provided 5 days have passed since its passage and publication.

PASSED BY THE CITY COUNCIL OF THE CITY OF MERCER ISLAND, WASHINGTON, AT ITS MEETING ON XX.

CITY OF MERCER ISLAND

Salim Nice, Mayor

APPROVED AS TO FORM:

ATTEST:

Bio Park, City Attorney

Andrea Larson, City Clerk

Date of Publication: XX



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6685
May 20, 2025
Consent Agenda

AGENDA BILL INFORMATION

TITLE:	AB 6685: Public Display of Fireworks Permit Issuance for Summer Celebration	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Approve and authorize the Fire Marshal to sign and issue an operational permit to Western Display Fireworks.	

DEPARTMENT:	Fire
STAFF:	Ben Lane, Fire Chief Jeromy Hicks, Fire Marshal
COUNCIL LIAISON:	n/a
EXHIBITS:	1. Insurance Verification 2. Site Layout, Display Area Map, Safety Information, Pyrotechnician License
CITY COUNCIL PRIORITY:	n/a

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

EXECUTIVE SUMMARY

The purpose of this agenda item is to issue a public display of firework permit as required under the International Fire Code (IFC) section 105 and Mercer Island City Code [\(MICC\) 8.35.020](#) for Summer Celebration on July 15, 2025.

- Western Display Fireworks has applied for an operational permit for the public display of fireworks during the City of Mercer Island's Summer Celebration on July 12, 2025 at 2200hrs (10pm).
- The operational permit conforms to applicable City adopted codes and Washington State RCW 70.77.295.
- The Fire Marshals Office is required to investigate the validity of the permit application and make a recommendation for approval or denial to the City Council.
- The Fire Marshals Office recommends approval of the permit.

BACKGROUND

On average, the City of Mercer Island approves one to two public fireworks displays per year. Western Fireworks has applied for an operational permit for the public display of fireworks during the City of Mercer Island's Summer Celebration on July 12, 2025 at 2200hrs (10 pm). The information provided by Western

Display Fireworks meets submission requirements. The applicant provided information containing MICC required insurance (Exhibit 1), discharge location, loading, firework manifest, safety plan, security plan, timing and applicable licenses (Exhibit 2).

In addition, Mercer Island Marine Patrol was contracted to provide security of the required isolation zone as done with previous displays of this type. Professional public displays provide a safe and controlled environment for spectators to observe from a distance. These displays are designed with a high level of safety margin and operated by a licensed pyrotechnician.

ISSUE/DISCUSSION

While this display is being conducted on a barge in a waterway, the jurisdiction for the barge location falls under the Mercer Island Fire Marshals Office for a *public display of fireworks* permit and is subject to adopted City code.

Adopted Mercer Island Municipal Code (8.35.020) states:

The local fire official shall conduct an investigation and submit a report of findings and recommendation for or against the issuance of the permit to the city council. The city council shall have the power in its discretion to grant or deny the application, subject to such reasonable conditions, if any, as it shall prescribe.

During the application review it was found that the applicant meets all state and local requirements, including licensed pyrotechnician, General Display Fireworks License, barge layout and manifest, isolation area, and safety plan. Additionally, the applicant provided a Certificate of Liability Insurance (see Exhibit 1) with the proper insurance limits required by [RCW 70.77.295](#) and [MICC 8.35.020 \(F\)](#).

The discharge of fireworks occurs on a barge in the water. In our area, firework displays are conducted in/around water areas due to the increased safety margin. The applicant will secure proper waterway permits (where applicable) and security for exclusion zones.

NEXT STEPS

If approved, the Fire Marshals Office will issue an operational permit to Western Display Fireworks. This permit will contain specific conditions as outlined by best practices, applicable laws, and industry standards. The operational permit is only valid for this one event. Any further displays requests will follow the same requirements and brought before council.

RECOMMENDED ACTION

Approve and authorize the City of Mercer Island Fire Marshal to sign the submitted operational permit for Western Display Firework's application for a Public Display of Fireworks to be discharged per the permit conditions on July 12, 2025 at 2200hrs (10:00 pm) for a total duration of approximately 20 minutes pursuant to MICC 8.35.020(C).



CERTIFICATE OF LIABILITY INSURANCE

Item 6.

DATE (MM/DD/YYYY)
1/22/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Acrisure Great Lakes Partners Insurance Services 223 West Grand River Ave #1 Howell MI 48843		CONTACT NAME: PHONE (A/C, No, Ext): 216-658-7100 FAX (A/C, No): 216-658-7101 E-MAIL ADDRESS:		
INSURED Western Display Fireworks Ltd. P. O. Box 932 Canby OR 97013		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A : Everest Indemnity Insurance Company		10851
		INSURER B : Everest Denali Insurance Company		16044
		INSURER C : AXIS Specialty Insurance Company		15610
		INSURER D : Chesapeake Employers Insurance Company		11039
		INSURER E :		
INSURER F :				

COVERAGES**CERTIFICATE NUMBER:** 1925485201**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATION MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC			GCI0010117-251	1/15/2025	1/15/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			GCD0010050-251	1/15/2025	1/15/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			P-001-000069176-07	1/15/2025	1/15/2026	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y / N <input type="checkbox"/> N / A			8025102	1/15/2025	1/15/2026	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Additional Insured extension of coverage is provided by above referenced General Liability policy where required by written agreement.

Display Date: July 12, 2025

Display Site: Barge on Lake Washington in front Luther Burbank Park, 2040 84th Ave SE, Mercer Island, WA 98040

Additional Insured:

City of Mercer Island and it's employees

City of Bellevue

City of Medina

San Juan Enterprises

CERTIFICATE HOLDER**CANCELLATION**City of Mercer Island
8236 SE 24th St.
Mercer Island WA 98040

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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POLICY NUMBER: GCI0010117-251

COMMERCIAL GENERAL LIABILITY
ECG 20 592 05 09**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.****ADDITIONAL INSURED – DESIGNATED
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE**Name Of Additional Insured Person(s) Or Organization(s)**

ANY PERSON OR LEGAL ENTITY IN WHICH YOU HAVE A WRITTEN CONTRACT, AGREEMENT, OR PERMIT WHICH REQUIRES THAT YOU NAME THE CONTRACTING PARTY AS AN ADDITIONAL INSURED.

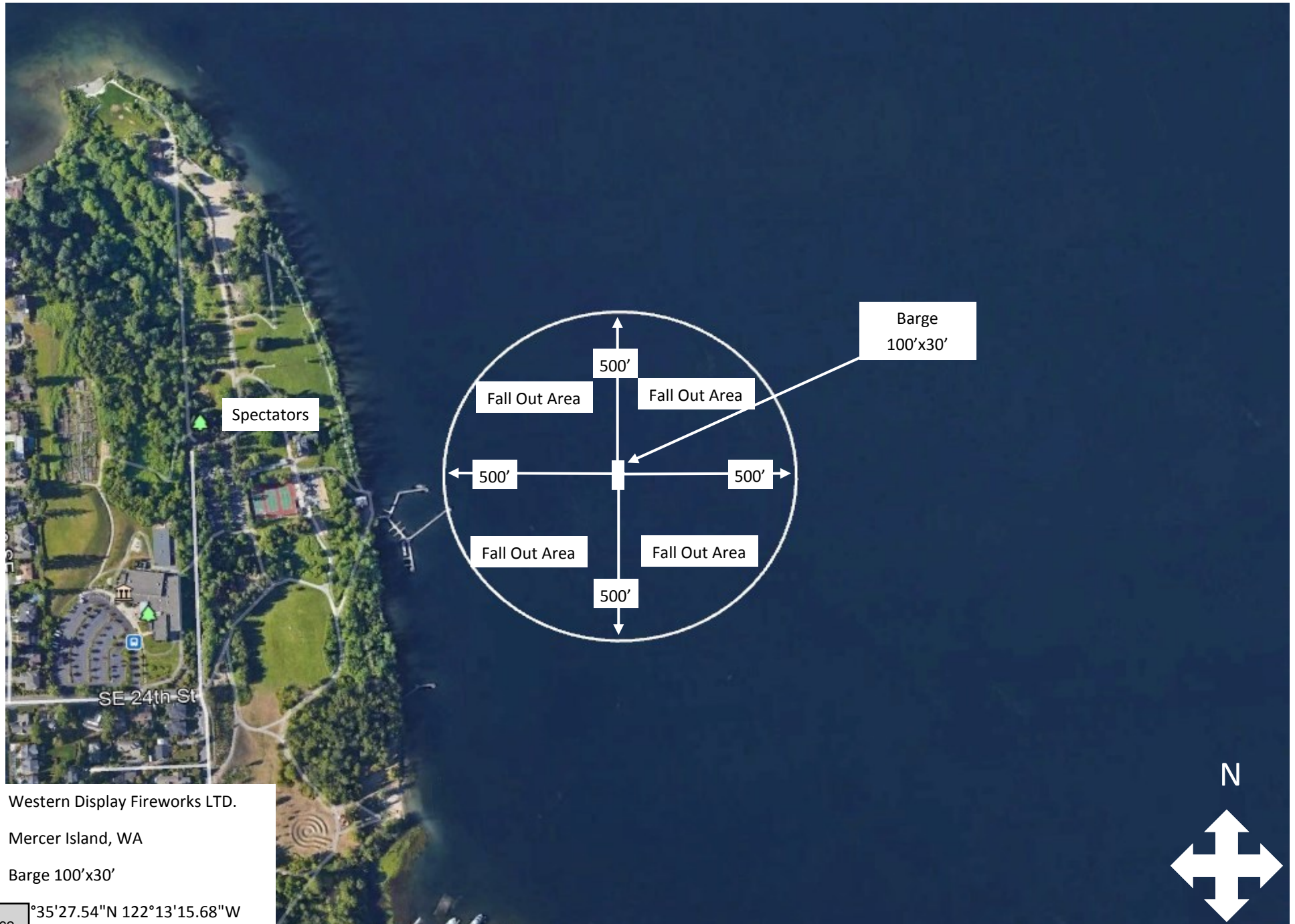
City of Mercer Island and it's employees
 City of Bellevue
 City of Medina
 San Juan Enterprises

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

- A. Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" but only to the extent caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:
1. In the performance of your ongoing operations; or
 2. In connection with your premises owned by or rented to you.
- B.** The insurance afforded to an additional insured shall only include the insurance required by the terms of the written agreement and shall not be broader than the coverage provided within the terms of the Coverage Part.
- C.** The Limits of Insurance afforded to an additional insured shall be the lesser of the following:
1. The Limits of Insurance required by the written agreement between the parties; or
 2. The Limits of Insurance provided by this Coverage Part.
- D.** With respect to the insurance afforded to an additional insured, the following additional exclusion applies:
- This insurance does not apply to "bodily injury", "property damage" or "personal and advertising injury" arising out of any act or omission of an additional insured or any of its employees.

Exhibit A—Display Site Map—Mercer Island

Item 6.



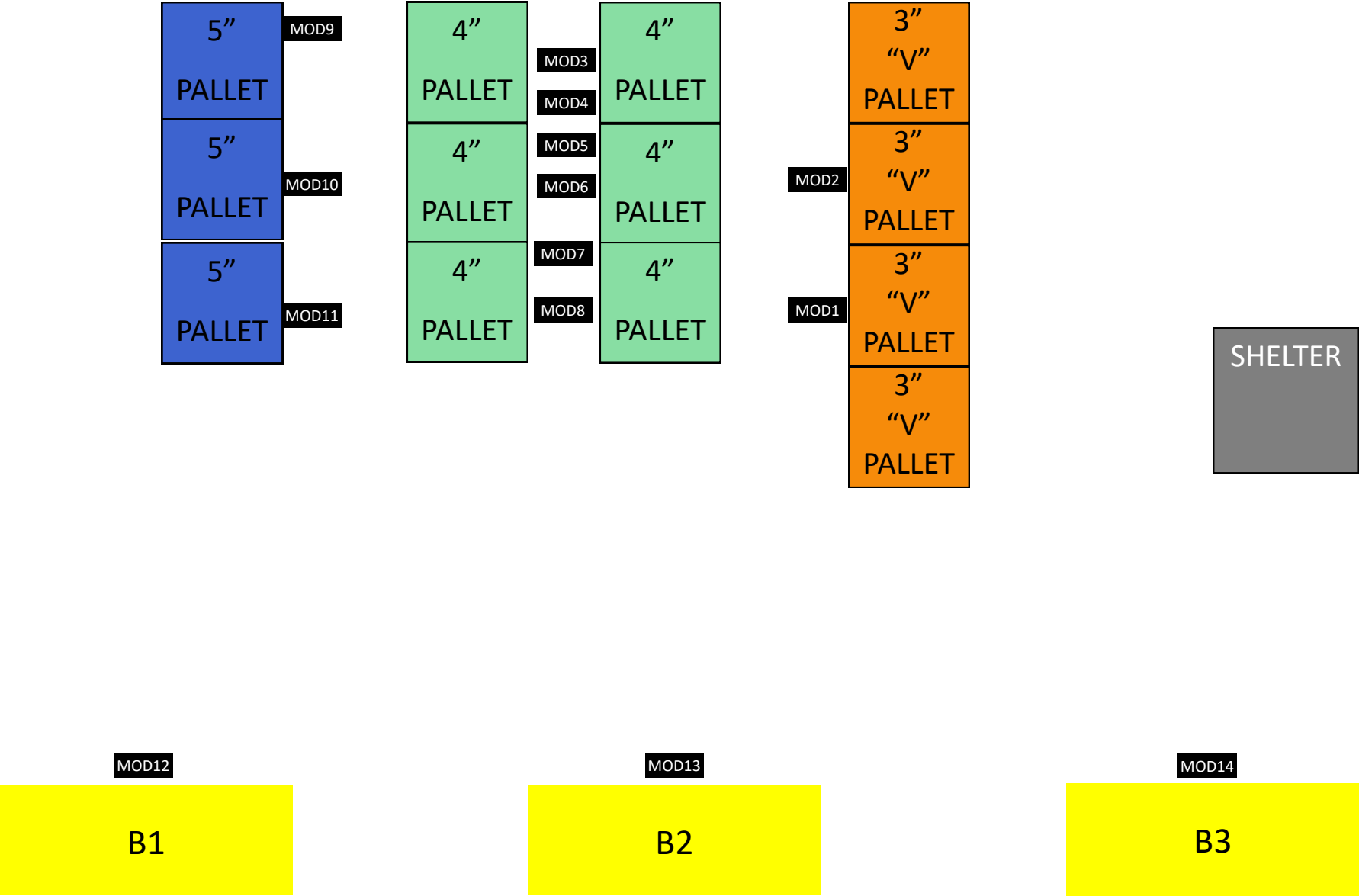
Western Display Fireworks LTD.

Mercer Island, WA

Barge 100'x30'

62 °35'27.54"N 122°13'15.68"W

Site Layout—Mercer Island 2025



SHOW SHELL COUNT

2177

Item 6.

SPONSOR Mercer Island, City of
SHOW NAME Mercer Island Summer Celebration
SHOW DATE Sat, July 12, 2025
TYPE OF SITE BARGE

SHOW # 7691

SHELLS

	2.5" SHELLS	6" SHELLS
114	3" SHELLS	8" SHELLS
197	4" SHELLS	10" SHELLS
89	5" SHELLS	

CAKES, BOXES, CANDLES, SINGLE SHOT, & MODULAR ITEMS

	1.75" AND SMALLER CAKES	3	2.5" BOXES
6	1.75" AND SMALLER ZIP / FAN CAKES	7	2.5" FANNED BOXES
	2" BOXES		3" BOXES
	2" FANNED BOXES		3" FANNED BOXES
12	1.2" AND SMALLER MODULAR ITEMS		
	2" MODULAR ITEMS		CANDLES
	2.5" MODULAR ITEMS		SINGLE SHOT

SET PIECES, CLOSE PROXIMATE

SET PIECES

CLOSE PROXIMATE

ADDITIONAL PRODUCT NOTE 1

ADDITIONAL PRODUCT NOTE 2

NOTES

US Coast Guard Permit – has been submitted to the USCG as of 3/11/25.

Communication information –

Lead Pyrotechnician Jason Veentjer Cell 206-612-7642

- No Smoking signs posted, no smoking allowed.
- Personal safety devices (PFD life jacket) shall be worn by all individuals.
- During continuity checks, all personal will be moved away from discharge area.
- Fire suppression equipment will be located for easy access during the display
- Safety shelter will be installed for crew on barge
- Towing vessel will be always attached to the barge (Landing Craft)
- Communications with the (Landing Craft) will be by Cell Phone
- Emergency personal will be nearby during the show in case of emergency
- Egress for crew to the cabin of the landing craft will be available throughout the show in case of emergency
- Notify Coast Guard Vessel Traffic Service Puget sound (VTS) at least one hour prior to and upon conclusion of event via phone 206-217-6152
- Show will start approximately 10:00 PM
- Following the display, Pyrotechnician and crew will perform a safety check, and barge will be in contact with Mercer Island Boat Patrol to open safety zone to the public.
- In an emergency where there are injuries on the barge, Western Display will call the Mercer Island Boat Patrol. We will also notify the Coast Guard via phone at 206-217-6152.
- If there is any polluting spill into the water, we will notify the National Response Center at (800) 424-8802 or Sector Puget Sound Operation Center at (206) 217-6001.

3/18/2025 10:01:20 AM

WASHINGTON STATE PUBLIC FIREWORKS DISPLAY PERMIT

Applicant

Name of Event Mercer Island Summer Celebration
Street Address Barge in Lake Washington in front Luther Burbank Park, 2040 84th Ave SE
City Mercer Island **County** King
Event Date 7/12/2025 **Event Time** Approx. 10:00 ☐ AM ☒ PM
Applicant's/Sponsor's Name City of Mercer Island **Phone No.** 206-795-8518
Pyrotechnic Operator Jason Veentjer **License No.** P-04344
Experienced Assistant's Name Allan McDonald
General Display Company Name Western Display Fireworks Ltd **Phone No.** 503-656-1999

Attach a separate piece of paper and/or copies of the following documents:

- The number of set pieces, shells (specify single or multiple break), and other items.
- The manner and place of storage of such fireworks prior to the display.
- A diagram of the grounds on which the display is to be held showing the point at which the fireworks are to be discharged; the location of all buildings, highways, and other lines of communication; the lines behind which the audience will be restrained; and the location of all nearby trees, telegraph or telephone lines, or other overhead obstruction.
- Documentary proof of procurement of Surety bond or public liability insurance.

Local Fire Code Authority

Authority Having Jurisdiction Eastside Fire & Rescue- City of Mercer Island
Name of Permitting Official Jeromy Hicks
Title Fire Marshal **Phone No.** 425-313-3323
Permit Granted: ☐ Yes ☐ Yes, with Restrictions (see "Notations" below) ☐ No
Restrictions/Notations _____

Signature of Permitting Official

Date of Approval

Permit Number

If approved, this permit is granted for the date and time noted herein under the authority of the International Fire Code in accordance with Revised Code of Washington 70.77 and all applicable rules and ordinances pertaining to fireworks in this jurisdiction. This permit is INVALID unless in the possession of a properly licensed Pyrotechnic Operator, who is responsible for any and all activities associated with the firing of this show.

MUST BE APPROVED BY THE AUTHORITY HAVING JURISDICTION



Washington State Patrol Fire Protection Bureau
Office of the State Fire Marshal

11415P

Pyrotechnic Operator License

Licensee Data

Jason A. Veentjer
7511 52nd Place Northeast
Marysville, WA 98270
License Number: P-04344

Phone Number: (206) 612-7642
Email Address: ranchhandv@msn.com
Date of Issue: February 21, 2025
Date of Expiration: January 31, 2026


State Fire Marshal


Licensee Signature

3000-420-043 (10/18)

Licensee Wall Mount Card



Washington State Patrol Fire Protection Bureau
Office of the State Fire Marshal

11415P

Pyrotechnic Operator License

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Marysville, WA 98270
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Date of Issue: February 21, 2025
Date of Expiration: January 31, 2026


State Fire Marshal


Licensee Signature

3000-420-043 (10/18)

General Display Employer Portion

- 1) Cut along dotted lines to release the four license cards.
- 2) All four license cards are individually legal and valid evidence of licensing.
- 3) All four cards constitute an entire license for a single operator.
- 4) The Licensee must sign all four portions of the license.
- 5) ALL four license cards are legal and valid evidence of licensing.
- 6) The Licensee must carry either the wallet (landscape) or the lanyard card (portrait).

License Number: P-04344

Pyrotechnic Operator License



Washington State Patrol
Fire Protection Bureau

11415P

January 31, 2026

Jason A. Veentjer

Current/Valid Until

Pyrotechnic Operator

State Fire Marshal

Licensee Signature



11415P

License Number: P-04344

Washington State Patrol
Fire Protection Bureau

Pyrotechnic Operator

Licensing Type

January 31, 2026

Current and Valid Until

Jason A. Veentjer

Pyrotechnic Operator

Licensee Signature

State Fire Marshal



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6690
May 20, 2025
Consent Agenda

AGENDA BILL INFORMATION

TITLE:	AB 6690: Contractor Selection for Water Supply Pipeline	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Approve Scarsella Brothers, Inc. as the Heavy Civil General Contractor/Construction Manager for the Water Supply Pipeline Project and authorize the City Manager to sign any necessary contract documents with the GC/CM.	

DEPARTMENT:	Public Works
STAFF:	Jason Kintner, Public Works Chief of Operations Clint Morris, Capital Division Manager Elayne Grueber, Utilities Engineer Allen Hunter, Utilities Operations Manager
COUNCIL LIAISON:	n/a
EXHIBITS:	1. Project Location Map 2. Water Supply Pipeline Project
CITY COUNCIL PRIORITY:	3. Make once-in-a-generation investments to update and modernize aging infrastructure, capital facilities, and parks.

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

EXECUTIVE SUMMARY

The purpose of this agenda item is to approve Scarsella Brothers, Inc. as the Heavy Civil General Contractor/Construction Manager (GC/CM) Manager for the new water supply pipeline for the City of Mercer Island. This project will improve the resiliency of the City's water distribution system by replacing 3,500 feet of aging Seattle Public Utilities (SPU) supply pipeline with 4,800 feet of earthquake resistant ductile iron pipe in a new alignment.

- In April 2024, a leak from the Seattle Public Utilities (SPU) 24-inch diameter water supply pipeline on Mercer Island was discovered. This is the supply pipeline that brings water to the City's reservoirs (Exhibit 1).
- The leak limited the Island's water supply until repairs to SPU's pipeline were completed in August 2024.

- During the water supply emergency, the City began exploring options to replace this segment of the SPU pipeline with a more resilient, earthquake-resistant supply pipeline in an alternative alignment away from the steep slope on SE 40th Street (Exhibit 2).
- In October 2024, the City Council authorized staff to include design and construction of the new water supply pipeline in the 2025-2030 Capital Improvement Plan ([AB 6530](#)).
- The scope of the project includes water infrastructure improvements, as well as roadway and pedestrian enhancements to improve efficiency, scheduling, and reduce overall construction impacts.
- The City is utilizing an alternative delivery method for this project, which was approved by the Washington State Project Review Committee in December 2024.
- The City completed an interview and scoring process for selection of the GC/CM and selected Scarsella Brothers, Inc. in April 2025 as the GC/CM for the water supply pipeline project.
- Retaining the Scarsella Brothers, Inc. as the GC/CM at this stage of the project is needed to aide with design and construction considerations as the project moves thru the design phase which supports a more efficient and cost-effective project outcome.
- Design and permitting is anticipated to be completed this year, with construction schedule to begin in late 2025 or early 2026.

BACKGROUND

SPU is the sole provider of potable water to Mercer Island (Exhibit 1). The SPU 24-inch water supply pipeline was constructed in 1956. A portion of the pipeline is located in the SE 40th Street public right-of-way and has required several leak repairs over the decades. Most recently, in April 2023 ([AB6281](#)) and April 2024, the City was notified of major system failures on the SPU water supply pipeline. Although circumstances for each event were different, both events resulted in major water emergencies impacting the community.

The City and Shorewood Apartments are the two wholesale customers served by SPU's water supply pipeline. The City is responsible for 97.2% of the costs associated with this water pipeline; the balance is the responsibility of Shorewood Apartments. Given the overwhelming cost responsibility held by the City, and the importance of this water supply pipeline, the City began exploring options to replace this segment of the SPU pipeline with a more resilient, earthquake resistant supply pipeline in an alternative alignment away from the steep slope on SE 40th Street.

APRIL 2024 EVENT

On April 3, 2024, the City learned that the SPU 24-inch water supply pipeline to Mercer Island was leaking in the steep sloped area in the SE 40th Street public right-of-way, just north of where Mercerwood Drive meets SE 40th Street. Consequently, SPU crews significantly reduced and then shut off flow to the pipeline, eliminating its use as the primary water supply pipeline. Mercer Island received water through a smaller backup pipeline beginning April 4, 2024, and implemented emergency conservation actions due to the constrained water supply.

SPU and their specialty contractor, in coordination and collaboration with the City, completed repairs and testing, restoring flow through the SPU water supply pipeline on August 1, 2024. The repaired section was slip-lined with approximately 1,300 feet of structural liner, reducing its diameter from 24-inches to 17.4-inches. This loss of carrying capacity was analyzed to determine the impact on the City's water supply and was deemed acceptable.

REPLACEMENT SUPPLY PIPELINE PROJECT

In October 2024, the City Council authorized staff to include design and construction of the new water supply pipeline in the 2025-2030 Capital Improvement Plan ([AB 6530](#)). Although the primary driver for construction includes the installation of a new water supply pipeline, the project scope also includes other infrastructure improvements aimed at optimizing construction costs, scheduling, and minimizing impacts. The following is a summary of the primary project components.

New Water Supply Pipeline

The project includes the construction of an earthquake-resistant 24-inch diameter water supply pipeline along a new alignment (Exhibit 2). This pipe will replace a significant segment of the existing SPU 24-inch diameter concrete cylinder water pipeline. The existing SPU pipeline is not considered resilient in seismically active areas, even under conditions of minor slope movement.

The planned alignment for the new 24-inch water supply pipeline starts at SPU water supply pipeline near the Boat Ramp area, then continues north on East Mercer Way, west on SE 36th Street, southwest along SE Gallagher Hill Road to SE 40th Street, and east on SE 40th to 92nd Avenue SE (Exhibit 2).

AC Watermain Replacement

To minimize construction disruptions along SE Gallagher Hill Road and achieve cost savings through economies of scale, the replacement of an existing asbestos-cement (AC) water main within the roadway has been incorporated into this project (Exhibit 2). In recent years, the City has prioritized removing AC pipe from the water system with the goal of having all AC water main replaced by 2030. There is approximately 4 miles of AC pipe remaining in the City's water distribution system. This project will replace approximately 1,500 feet of existing 8-inch and 10-inch AC pipeline, along with a large Pressure Reducing Valve (PRV) at the bottom of SE Gallagher Hill Road.

Roadway Improvements

Roadway improvements will be constructed, following the water supply pipeline installation, testing, and startup. The scope of these improvements include:

- **SE 36th Street (Gallagher Hill Road to East Mercer Way)** – Restore roadway and sidewalks removed for pipeline construction, upgrade all sidewalk ramps to meet current ADA standards, mill and repave the roadway with a hot mix asphalt (HMA) overlay, raise utilities to grade, and install new pavement markings.
- **Gallagher Hill Road (SE 40th Street to SE 36th Street)** – Construct new curb and sidewalk along the east side (downhill lane), provide a paved shoulder suitable for bicycle use on the west side (uphill lane), install a HMA overlay, raise utilities to grade, and install new pavement markings.
- **SE 40th Street (Gallagher Hill Road to 93rd Avenue)** – Construct new curbs, sidewalks and bike lanes on both sides of the road, install a HMA overlay, raise utilities to grade, and install new pavement markings.

Together, these improvements will repave approximately one mile of arterial roadways. These road projects are identified in the TIP for construction in 2026, funded through the Street Fund.

Shorewood Apartment Connection

Shorewood Apartments is currently a direct customer of SPU and is served through a connection along SE 40th Street (Exhibit 1). However, with the construction of a new water supply pipeline, the existing SPU supply pipeline may be decommissioned, and Shorewood Apartments will require a new water connection. The City Council approved the installation of two connections and master meters, fed from SE 36th Street at 88th and 90th Avenues SE (Exhibit 2), as part of this project to provide water service to Shorewood Apartments. Following the completion of these connections, Shorewood Apartments will become a wholesale customer of the City of Mercer Island.

Design

The City successfully completed the procurement process for engineering services. RH2 was selected as the design firm for the project in January 2025 and is currently working on the preliminary design for the project. The final design for the project is expected to be completed by December 2025.

ISSUE/DISCUSSION

The City has chosen to utilize the GC/CM project delivery method as an alternative approach to design and construction for this project. This method allows the City to bring a contractor on board early in the design phase to work collaboratively with the design team. The GC/CM contributes valuable expertise in construction feasibility, cost estimation, and scheduling, which supports a more efficient and cost-effective project outcome.

Unlike the low-bid process used in design-bid-build, the GC/CM is selected through a qualifications-based process. The City received six Statements of Qualifications (SOQs) from interested construction firms. The SOQs were evaluated based on key criteria including relevant project experience, proposed project team, past performance, and capacity to successfully deliver the work. Four firms were shortlisted for interviews, which focused on their experience with similar infrastructure projects, approach to collaboration, and understanding of the GC/CM delivery method. Following the interviews, two firms were invited to submit cost proposals. Final selection was based on a combined score from both the interview and cost proposal evaluations.

Scarsella Brothers, Inc. was selected as the GC/CM for this project based on their strong qualifications and overall value. They are an experienced GC/CM with a proven track record in delivering complex utility and infrastructure projects. Notably, Scarsella successfully completed a similar project in the City of Puyallup involving the replacement of over 8,000 feet of 24-inch water main along city and residential streets. This work included careful coordination to minimize impacts on the community. Reference checks confirmed their history of successful project delivery, effective communication, and collaborative work with public agencies. Their qualifications and approach align well with the needs of this project.

Staff recommend approving the selection of Scarsella Brothers, Inc. as the GC/CM for the water supply pipeline project.

NEXT STEPS

Once approved, Scarsella Brothers, Inc. will work with RH2 on the design of the new water supply pipeline project which is expected to be completed by December 2025. Following design, Scarsella Brothers, Inc. will be the contractor for the construction of the project.

Staff will return to the City Council in Q3 2025 with a project update that includes proposed budget and appropriation amounts for the construction phase of the project. This update will also incorporate funding received through the state legislature, currently anticipated at \$1.2 M.

RECOMMENDED ACTION

Approve Scarsella Brothers, Inc. as the Heavy Civil General Contractor/Construction Manager (GC/CM) for the Water Supply Pipeline Project and authorize the City Manager to sign any necessary contract documents with the GC/CM.

OVERVIEW OF SPU TRANSMISSION LINE

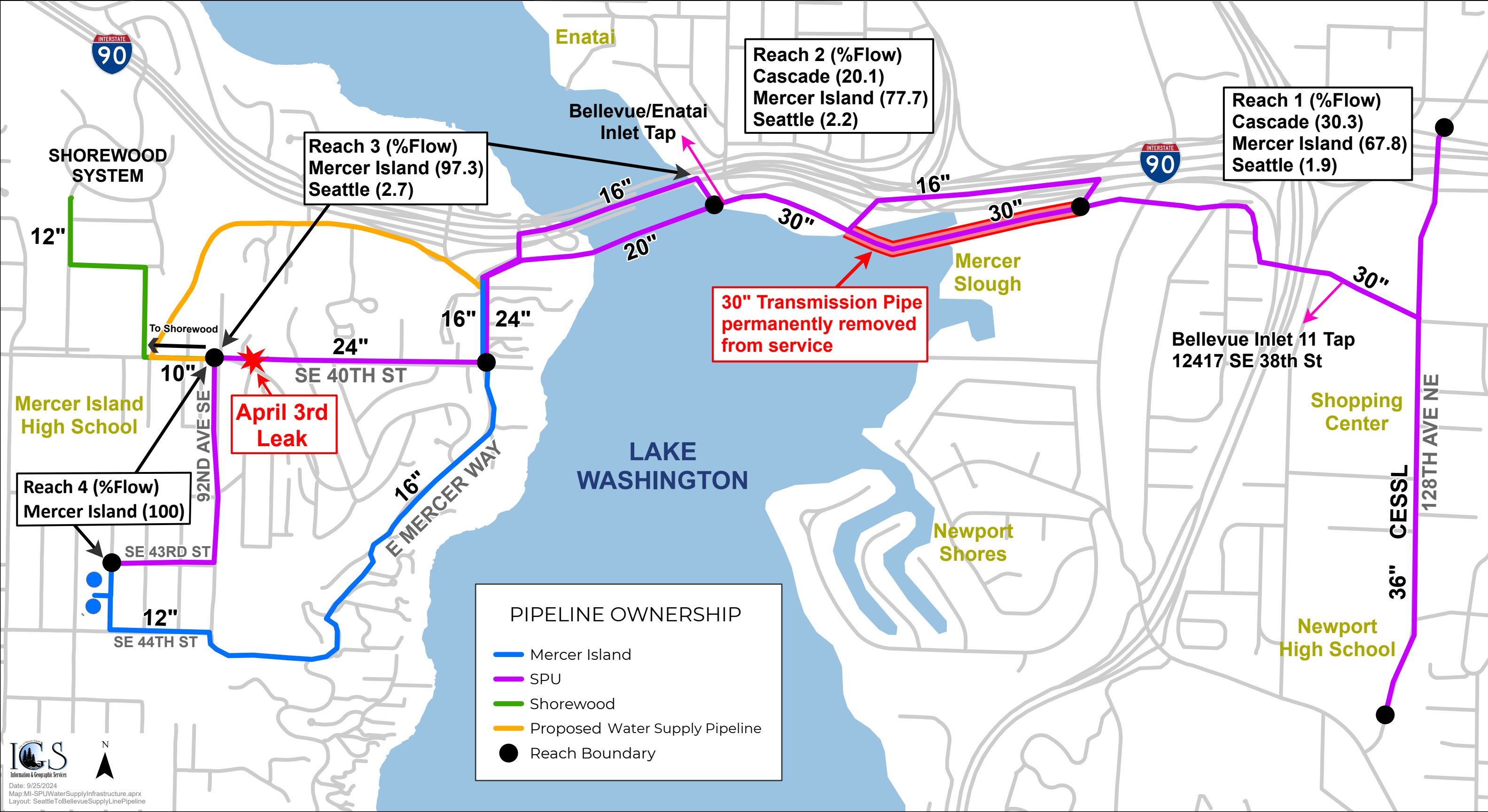


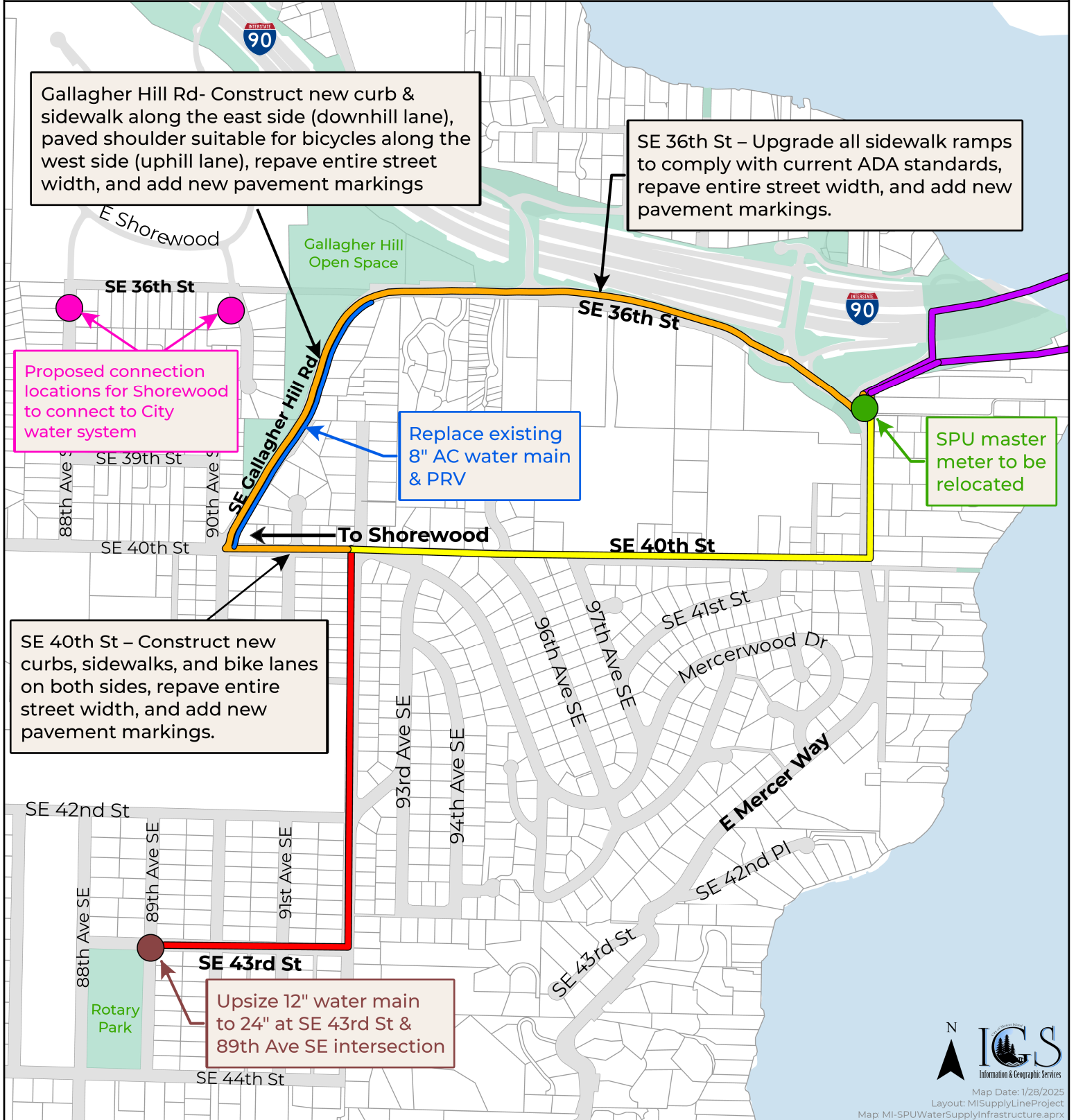
EXHIBIT 1



WATER SUPPLY LINE PROJECT

Item 7.

Mercer Island, WA



- Proposed new Mercer Island Water Supply Pipeline
- Existing SPU line to be taken out of service
- Existing Mercer Island 8" AC line to be replaced
- Existing SPU line - Proposed transfer to Mercer Island ownership
- Existing SPU line to remain in service



Map Date: 1/28/2025
Layout: MISupplyLineProject
Map: MI-SPUWaterSupplyInfrastructure.aprx



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6691
May 20, 2025
Consent Agenda

AGENDA BILL INFORMATION

TITLE:	AB 6691: National Police Week 2025 (Proclamation No. 359)	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Proclaim May 12-18, 2025 as Police Week on Mercer Island and designate May 15, 2025 as Peace Officers Memorial Day.	

DEPARTMENT:	Police
STAFF:	Salim Nice, Mayor Chris Sutter, Chief of Police Michelle Bennett, Deputy Chief of Police
COUNCIL LIAISON:	n/a
EXHIBITS:	1. Proclamation No. 359
CITY COUNCIL PRIORITY:	n/a

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

EXECUTIVE SUMMARY

The purpose of this agenda bill is to proclaim May 12-18, 2025 as Police Week on Mercer Island and to designate May 15, 2025 as Peace Officers Memorial Day in honor of fallen officers and their families.

ISSUE/DISCUSSION

Since 1962, when President John F. Kennedy proclaimed May 15 as Peace Officers Memorial Day, this day has served as a time to honor the law enforcement officers who serve across the United States and to remember the nearly 27,000 officers who have been killed in the line of duty since the first recorded death in 1786. The names of these dedicated public servants are permanently engraved on the walls of the National Law Enforcement Officers Memorial in Washington, D.C.

On the evening of May 13, 2025, the National Law Enforcement Officers Memorial Fund hosted the 37th Annual Candlelight Vigil, a solemn event to honor the service and sacrifice of all officers killed in the line of duty.

May 15 is observed as Peace Officers Memorial Day, and the week of May 12–18, 2025, is recognized as National Police Week, a time to acknowledge and appreciate the commitment of law enforcement officers serving communities across the nation.

To honor this important week, the Mercer Island Police Department will host two department-sponsored employee appreciation events. In addition, Officer of the Year, Supervisor of the Year, and Support Staff of the Year will be recognized at the events.

RECOMMENDED ACTION

Approve Proclamation No. 359 proclaiming May 12-18, 2025 as Police Week on Mercer Island and designating May 15, 2025 as Peace Officers Memorial Day.



City of Mercer Island, Washington

Proclamation

WHEREAS, In 1962, President John F. Kennedy signed a proclamation designating May 15 as Peace Officer Memorial Day and the week in which it falls as National Police Week. Each year we pause to recognize the 900,000+ law enforcement officers serving across the United States and remember the nearly 27,000 law enforcement officers who have been killed in the line of duty since the first recorded death in 1786.

Since Washington became a state in 1889, 319 officers have been killed in Washington State, the most recent being Washington State Trooper Christopher Gadd on March 2, 2024.

In 2024, 147 law enforcement and corrections officers lost their lives in the line of duty across the United States. And as of this date, 25 officers nationwide have already fallen in the line of duty this year.

The names of these dedicated public servants are engraved on the walls of the National Law Enforcement Officers Memorial in Washington, D.C.

The service and sacrifice of all officers killed in the line of duty were honored during the National Law Enforcement Officers Memorial Fund's 37th Annual Candlelight Vigil, on the evening of May 13, 2025.

May 15 is designated as Peace Officers Memorial Day, in honor of all fallen officers and their families.

NOW, THEREFORE, I, Salim Nice, Mayor of the City of Mercer Island, do hereby proclaim May 12 – 18, 2025 as

NATIONAL POLICE WEEK 2025

and publicly salute the service of law enforcement officers in our community and in communities across the nation.

APPROVED, this 20th day of May 2025.

Mayor Salim Nice

Proclamation No. 359





BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6686
May 20, 2025
Regular Business

AGENDA BILL INFORMATION

TITLE:	AB 6686: 2025 Board & Commission Annual Appointments (Resolution No. 1677)	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution
RECOMMENDED ACTION:	Approve Resolution No. 1677, appointing members to vacant and expiring advisory board and commission positions.	

DEPARTMENT:	City Council
STAFF:	Salim Nice, Mayor Andrea Larson, City Clerk
COUNCIL LIAISON:	n/a
EXHIBITS:	1. 2025-2026 Board and Commission Vacancies 2. List of Board and Commission Applicants 3. City Council Rules of Procedure, Section 8 4. Resolution No. 1677
CITY COUNCIL PRIORITY:	n/a

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

EXECUTIVE SUMMARY

The purpose of this agenda item is to appoint members to vacant and expiring positions on the Arts Council, Design Commission, Open Space Conservancy Trust, Parks and Recreation Commission, and Utility Board.

BACKGROUND

Each spring, the City conducts the annual recruitment process to fill positions expiring and/or vacant on the City's advisory boards and commissions. The following board and commission positions were advertised in March-April:

- [Arts Council](#) (1 position; term expires May 31, 2029)
- [Design Commission](#) (2 positions; terms expire May 31, 2029)
- [Open Space Conservancy Trust](#) (3 positions; terms expire May 31, 2029)
- [Parks and Recreation Commission](#) (2 position2; term2 expires May 31, 2029)
- [Utility Board](#) (4 positions; 1 term expires May 31, 2026, and three terms expire May 31, 2029)

ISSUE/DISCUSSION

RECRUITMENT PROCESS

Position vacancies (see Exhibit 1) were advertised across several platforms, including a website news release, City Manager Reports, the MI Weekly newsletter, social media, and City Council and boards and commission meetings. Emails were also sent to board and commission members with expiring terms, encouraging them to reapply if interested. Additionally, all members were urged to reach out to community members who might be willing to volunteer for a position.

In response to outreach efforts, 20 applications (see Exhibit 2) were received by the May 9, 2025 deadline. The breakdown of the applications received is as follows:

- Two for the Arts Council.
- Six for the Open Space Conservancy Trust.
- Eight for the Parks and Recreation Commission.
- Four for the Utility Board.
- No applications were received for the Design Commission.

Three applicants applied for more than one position.

Five applications for reappointment were received:

- Two for the Open Space Conservancy Trust.
- One for the Parks and Recreation Commission.
- Two for the Utility Board.

The application materials were forwarded to the City Council for review on May 13, 2025.

APPOINTMENT PROCESS

The board and commission appointment process as detailed in Section 8.12 of the City Council Rules of Procedure (see Exhibit 3) provides that all appointments are made by a vote of the City Council during a regularly scheduled meeting. Each Councilmember will complete a written ballot, casting a vote for the identified open seat on a board or commission. If there is more than one open seat on a board or commission, then each position will be voted on separately (the position with the longest term will be voted on first). Ballots will be submitted to the City Clerk via email for Councilmembers attending the meeting virtually to comply with the Rules of Procedure and [RCW 42.30.060\(2\)](#). The City Clerk will read aloud the votes by each Councilmember.

The applicant(s) that receive the most votes, provided they have received a minimum of four votes, will be appointed to the open seats on the Arts Council, Open Space Conservancy Trust, Parks & Recreation Commission, and Utility Board. The names of the applicants selected will be added to a resolution (see Exhibit 4), with final approval required by a vote of the City Council.

Design Commission

Since there were no applicants for the Design Commission vacancies, staff will begin recruiting to fill these positions.

RECOMMENDED ACTION

1. Vote on applicants to fill open board and commission positions.
2. Approve Resolution No. 1677, appointing those voted on to fill the vacancies on the Arts Council, Open Space Conservancy Trust, Parks and Recreation Commission, and Utility Board.



City of Mercer Island Board and Commission Rosters through May 31, 2025

BOARD OR COMMISSION	POS #	APPOINTMENT	TERM
Arts Council	1	Suzanne Skone	2027
	2	Hannah Youn	2027
	3	Katie Kratzer	2026
	4	Jonathan Harrington	2026
	5	Daniel Becker	2028
	6	Irene Rajagopal	2028
	7	<i>Elizabeth Mitchell</i>	<i>2025</i>
Design Commission	1	Megan Atkinson – Landscape Architect	2027
	2	Traci Granbois – Lay Person	2027
	3	Laura Uskevich – Lay Person	2028
	4	John Xu – Lay Person	2028
	5	<i>Suzanne Zahr – Civil Engineer & Architect</i>	<i>2025</i>
	6	<i>Catherine Lategan – Lay Person</i>	<i>2025</i>
	7	Christopher Patano – Architect	2026
Open Space Conservancy Trust	1	Hilary Ethe	2028
	2	Carol Lynn Berseth	2026
	3	<i>Vacant – Councilmember Seat</i>	<i>2025</i>
	4	Thomas Hildebrandt	2026
	5	<i>Marie Bender</i>	<i>2025</i>
	6	Brian Gaspar	2028
	7	<i>Geraldine Poor</i>	<i>2025</i>

Parks and Recreation Commission	1	Don Cohen	2027
	2	Ashley Hay	2027
	3	Jodi McCarthy	2026
	4	Rory Westberg	2026
	5	<i>Sara Marxen</i>	<i>2025</i>
	6	<i>Paul Burstein</i>	<i>2025</i>
	7	Peter Struck	2028
Utility Board	1	Craig Olson	2028
	2	Todd White	2028
	3	<i>Steve Milton</i>	<i>2025</i>
	4	<i>George Marshall</i>	<i>2025</i>
	5	<i>Tim O'Connell</i>	<i>2025</i>
	6	Meredith Lehr	2026
	7	<i>Vacant</i>	<i>2026</i>

2025-2026 Boards Commission Annual Recruitment List of Applicants

Item 9.

First Name	Last Name	Current Member	Board	Notes
ARTS COUNCIL (AC)				
Britta	Echtle		Arts Council	
Pam	Rock		Arts Council	Applied for a position on the Arts Council or Parks & Recreation Commission
OPEN SPACE CONSERVANCY TRUST (OSCT)				
Marie	Bender	Yes - OSCT	Open Space Conservancy Trust	
Laura	Crawford		Open Space Conservancy Trust	
Sarina	Feldman		Open Space Conservancy Trust	
Jordan	Friedman		Open Space Conservancy Trust	
Geraldine	Poor	Yes - OSCT	Open Space ConservancY Trust	Applied for a position on the Open Space Conservancy Trust, Parks & Recreation Commission, or Utility Board.
Michael	Rosen		Open Space Conservancy Trust	Applied for a positon on the Open Space Conservancy Trust or Parks & Recreation Commission
PARKS & RECREATION COMMISSION (PRC)				
Carol Lynn	Berseth	Yes - OSCT	Parks & Recreation Commission	Current OSCT member, term expires 5/31/2026
Mar	Brettmann		Parks & Recreation Commission	
Stephen	Majewski		Parks & Recreation Commission	
Sarah	Marxen	Yes - PRC	Parks & Recreation Commission	
Geraldine	Poor	Yes - OSCT	Parks & Recreation Commission	Applied for a position on the Open Space Conservancy Trust, Parks & Recreation Commission, or Utility Board.
Pam	Rock		Parks & Recreation Commission	Applied for a position on the Arts Council or Parks & Recreation Commission
Michael	Rosen		Parks & Recreation Commission	Applied for a positon on the Open Space Conservancy Trust or Parks & Recreation Commission
Sierra	Young		Parks & Recreation Commission	
UTILITY BOARD (UB)				
George	Marshall	Yes - UB	Utility Board	
Stephen	Milton	Yes - UB	Utility Board	
Geraldine	Poor	Yes - OSCT	Utility Board	Applied for a position on the Open Space Conservancy Trust, Parks & Recreation Commission, or Utility Board.
Brian	Thomas		Utility Board	

SECTION 8. CITY ADVISORY BOARDS AND COMMISSIONS

- 8.1** Mercer Island's advisory boards and commissions provide an invaluable service to the City. Their advice on a wide variety of subjects aids the City Council in the decision-making process. Effective resident participation is an invaluable tool for representative government.
- 8.2** These advisory bodies originate from different sources. Some are established by [Title 3](#) of the Mercer Island City Code while others are established by motion or ordinance of the City Council. It is at the discretion of the City Council as to whether any advisory body should be established by ordinance. The following advisory boards and commissions are established:
- A.** Design Commission
 - B.** Planning Commission
 - C.** Utility Board
 - D.** Mercer Island Arts Council
 - E.** Open Space Conservancy Trust Board
 - F.** Parks & Recreation Commission
- 8.3** Each board and commission shall adopt rules of procedure (or bylaws) to guide governance of its board or commission, including the number of meetings unless set forth in a resolution or ordinance or unless the number of meetings adversely impacts City staff resources, as determined by the City Manager.
- 8.4** The City Council may dissolve any advisory body that, in its opinion, has completed its working function or for any other reason.
- 8.5** Lengths of terms vary from one advisory body to another, but in all cases overlapping terms are intended.
- 8.6** All meetings of advisory bodies are open to the public in accordance with Chapter 42.30 RCW, [Open Public Meetings Act](#), and require a minimum 24-hour advance written notice.
- 8.7** Members may be removed from any advisory board or commission prior to the expiration of their terms of office, in accordance with the provisions of the ordinance or resolution establishing such advisory board or commission.
- 8.8** All members of advisory boards and commissions shall sign a statement acknowledging they have received, read, and agree to be bound by the City's Code of Ethics, MICC Chapter 2.60 and RCW Chapter 42.23. The City shall provide new members with a presentation on the Code of Ethics. If the required Code of Ethics presentation has not

been completed within **45** days of appointment, the member will be referred to City Council Leadership for potential removal.

- 8.9** The City Council transmits referrals for information or action through the City Manager and the City Council liaison to the advisory boards and commissions. Staff liaisons, on behalf of advisory boards and commissions, transmit findings, recommendations, reports, etc., to the full City Council as part of the City Council Agenda Packet.
- 8.10** The City Manager shall appoint City staff to assist advisory boards and commissions. City staff are not employees of such bodies and take direction only from the Department Director or the City Manager. Boards and commissions shall not direct City staff to perform research, gather information, or otherwise engage in activities involving projects or matters that are not listed on the work plan unless approved by the City Council or City Manager.
- 8.11** As part of the biennial budget process, the City Council shall adopt a citywide work plan. Staff liaisons shall present the work plan to the boards and commissions and set the appropriate meeting schedule to achieve the deliverables in the work plan.
- 8.12 Appointment Process.** Annually, the City Clerk will advertise for applicants to fill expiring positions on the boards and commissions as follows, unless otherwise provided by law:
- A.** Available positions are advertised.
 - B.** Once the application deadline has passed, all applications received by the deadline will be forwarded to the City Council for review.
 - C.** The City Clerk will include the appointment process on the agenda for the next regularly scheduled City Council meeting.
 - D.** The City Clerk will prepare a ballot for each board or commission, listing applicants alphabetically by last name.
 - E.** The voting process for appointment to each board and commission shall be as follows:
 - 1. Each City Councilmember completes a written ballot, casting a vote for the identified open seat on the board or commission. If there is more than one open seat on a board or commission, then each position will be voted on separately. If there are multiple positions open for a given board or commission, the position(s) with the longest term shall be voted on first.
 - 2. The City Clerk will collect the ballots, tally the votes, and read aloud the votes and outcome of the voting process.
 - 3. The applicant that receives the most votes, provided they have received a minimum of four votes, will be appointed to the open seat on the board or commission. In the event of a tie or if no applicant receives four votes, the procedures in Section 8.12(E)(4) and (5) shall be followed.

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

8.13 Vacancies.

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

8.14 Open Government Training Requirement. Within 45 days of the appointment to a board or commission, all new members must complete the Open Government Trainings Act requirements, which includes training on the Open Public Meetings Act, the Public Records Act, and public records retention. Members will provide proof of completion of

these trainings to the City Clerk. If the required Open Government Trainings have not been completed within 45 days of appointment, the member will be referred to City Council Leadership for potential removal.

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

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

**CITY OF MERCER ISLAND, WASHINGTON
RESOLUTION NO. 1677**

**A RESOLUTION OF THE CITY OF MERCER ISLAND, WASHINGTON
APPOINTING MEMBERS TO THE MERCER ISLAND BOARDS AND
COMMISSIONS**

WHEREAS, Mercer Island's advisory boards and commissions provide an invaluable service to the City and their advice on a wide variety of subjects aids the City Council in the decision-making process; and

WHEREAS, there are currently eleven vacancies on the City Council Boards and Commissions; and

WHEREAS, the City Clerk solicited applications for said positions; and

WHEREAS, the appointment for each board and commission is established by ordinance and is to be made by a vote of the City Council during a regularly scheduled meeting.

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

Section 1. Appointment of Arts Council. Pursuant to MICC 3.55.030(C), the City Council hereby appoints the following individual to the Mercer Island Arts Council for the designated term hereafter set forth:

_____, Position #7, Term Expires May 31, **2029**

Section 2. Appointment of Open Space Conservancy Trust. Pursuant to Open Space Conservancy Trust bylaws, the City Council hereby appoints the following individuals to the Mercer Island Open Space Conservancy Trust for the designated terms hereafter set forth:

_____, Position #5, Term Expires May 31, **2029**

_____, Position #7, Term Expires May 31, **2029**

Section 3. Appointment of Parks and Recreation Commission. Pursuant to MICC 3.53.030(C), the City Council hereby appoints the following individuals to the Mercer Island Parks and Recreation Commission for the designated term hereafter set forth:

_____, Position #5, Term Expires May 31, **2029**

_____, Position #6, Term Expires May 31, **2029**

Section 4. Appointment of Utility Board. Pursuant to MICC 3.52.030(C), the City Council hereby appoints the following individuals to the Mercer Island Utility Board for the designated terms hereafter set forth:

_____, Position #3, Term Expires May 31, **2029**

_____, Position #4, Term Expires May 31, **2029**

_____, Position #5, Term Expires May 31, **2029**

_____, Position #7, Term Expires May 31, **2026**

Section 5. Open Government Training Requirement. Within 45 days of the appointment to a board or commission, all new members must complete the Open Government Trainings Act requirements, which includes training on the Open Public Meetings Act, the Public Records Act, and public records retention. Members will provide proof of completion of these trainings to the City Clerk. If the required Open Government Trainings have not been completed within 45 days of appointment, the member will be referred to City Council Leadership for potential removal.

PASSED BY THE CITY COUNCIL OF THE CITY OF MERCER ISLAND, WASHINGTON, AT ITS MEETING ON MAY 20, 2025.

CITY OF MERCER ISLAND

Salim Nice, Mayor

ATTEST:

Andrea Larson, City Clerk



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6687
May 20, 2025
Regular Business

AGENDA BILL INFORMATION

TITLE:	AB 6687: Public Hearing on a King County Public Benefit Rating System (PBRs) Application (Resolution No. 1674)	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution
RECOMMENDED ACTION:	Conduct public hearing and approve Resolution No. 1674.	

DEPARTMENT:	Community Planning and Development
STAFF:	Jeff Thomas, Community Planning and Development Director Grace Manahan, Code Compliance Planner
COUNCIL LIAISON:	n/a
EXHIBITS:	1. Resolution No. 1674 2. Public Benefit Rating System Application Materials
CITY COUNCIL PRIORITY:	n/a

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

EXECUTIVE SUMMARY

The purpose of this agenda item is to conduct a public hearing on a King County Public Benefit Rating System (PBRs) Application and consider approval of Resolution No. 1674 (Exhibit 1) for a PBRs current use assessment for a portion of the property located at 5045 Forest Ave SE, Mercer Island, WA.

- The Public Benefit Rating System (PBRs) offers an incentive to preserve open space on private property in King County by providing a tax reduction.
- The subject property is owned by the TN-7747-ANSNS-GNRRN Trust and is developed with an existing single-family residence and cabin.
- The subject property is currently enrolled in King County's PBRs program as authorized under [RCW 84.34](#) and [KCC 20.36](#). The subject property was enrolled in the PBRs program in 1997.
- The subject property is 4.09 acres in area; the PBRs tax reduction affects 2.91 acres of the site (Exhibit 2).
- The trustee of the TN-7747-ANSNS-GNRRN Trust, Joseph D. Supple, has requested approval of additional tax relief by updating their PBRs Resource Inventory (Exhibit 2).
- The application must be reviewed and approved by both the Mercer Island City Council and the King County Council to receive the requested tax reduction. Both granting authorities are required to act on the application before July 1, 2025 for the tax reduction to take effect for the 2026 fiscal year.

BACKGROUND

The Washington State Open Space Taxation Act, [RCW 84.34](#), provides for assessment practices to reflect current use of property, rather than “highest and best use,” as an incentive for property owners to retain large tracts of open space and to provide public access to open space. The Open Space Taxation Act provides for three current use classifications: open space land, farm and agricultural land, and timber land. This open space current use taxation program is implemented in King County through the PBRs program, which provides a point system to rate properties.

If land contains one or more open space resources as defined by the PBRs and is enrolled in the PBRs, then the King County Assessor will assess the land at “current use” value instead of at its highest and best use. The annual tax reduction ranges from 50% to 90% for the property enrolled. PBRs lists 20 categories of open space resources that could be generally grouped as recreational, natural or scenic, trail linkage, historic/archaeological, farm/rural, shorelines, or urban open space. The reduction in property tax is based upon the accrual of “points” under the program; a summary of the point system is contained in the King County staff report (Exhibit 2).

The last PBRs application was received by the City of Mercer Island in 2017. A public hearing was conducted under [AB 5303](#) and [Resolution No. 1531](#) was approved.

ISSUE/DISCUSSION

Joesph D. Supple (applicant) submitted a request for approval of additional tax relief, which was received on January 14, 2025 (Exhibit 2). Mr. Supple is seeking to increase their property tax reduction from 80% to 90%. If approved, the property will receive a lower tax assessment than property that is similarly zoned.

The application was forwarded to the City from the King County Department of Natural Resources and Parks (King County file No. E24CT005MI). The application must be reviewed and approved by both the Mercer Island City Council and the King County Council to receive the requested tax reduction. Both granting authorities are required to act on the application before July 1, 2025 for the tax reduction to take effect for the 2026 fiscal year.

King County held a public hearing for this application on March 20, 2025. The King County staff report (Exhibit 2) describes the subject site’s compliance with the applicable King County Code, and the staff report recommends approval of this application. If approved by both granting authorities, an Open Space Taxation Agreement will be produced for the subject property later this summer, which must be signed by the Chair of the County Council and all owners then recorded. The Agreement should be recorded by June 30, 2025.

The subject property is currently participating in the PBRs open space (Exhibit 2) because of open space resources associated with the property such as:

1. Significant plant, wildlife, or salmonid habitat
2. Surface water quality buffer
3. Urban or growth area open space
4. Conservation easement
5. Limited public access

The applicant’s property is currently entitled to 20 points under the PBRs program. This allows assessment of

the eligible open space at 20% of the market value, a reduction of 80% in taxable value for the portion of the land enrolled in the program.

The applicant is requesting approval of additional tax relief because of open space resources associated with the property including:

1. Watershed protection area
2. Surface water quality buffer
3. Urban open space
4. Conservation easement

If the updated resources of the applicant's property are approved, the property would be entitled to 36 points under the PBRS program. This allows assessment of the eligible open space at 10% of the market value, a reduction of 90% in taxable value for the portion of the land enrolled in the program.

Participation in the PBRS reduces the appraised land value for the portion of the property enrolled resulting in a lower taxable value. Parcel #242404-9035 appraised value for 2024 (based on Assessor's information dated 3/6/2025):

	Land	Improvements	Total
Assessed Value	\$5,152,000	\$5,814,000	\$10,966,000
Tax Applied	\$33,714	\$38,046	\$71,760
Tax applied with 80% PBRS Reduction	\$14,524	\$38,046	\$52,570

According to the King County Assessor's Office, the City's share of the property tax is approximately 10.9% of the total tax collected. Therefore, the City received approximately \$2,090 less in 2024 tax revenue specific to this property's current 80% reduction.

NEXT STEPS

If the PBRS application is approved by the City Council, the tax reduction will take effect for the 2026 fiscal year. After approval, an Open Space Taxation Agreement will be produced for the subject property later this summer, which must be signed by the Chair of the County Council and all owners then recorded no later than June 30, 2025.

RECOMMENDED ACTION

1. Conduct the Public Hearing for the proposed property tax reduction.
2. Approve Resolution No. 1674 for the proposed public benefit rating system current use assessment for 2.91 acres of the property located at 5045 Forest Ave SE, Mercer Island, WA.

**CITY OF MERCER ISLAND, WASHINGTON
RESOLUTION NO. 1674**

**A RESOLUTION OF THE CITY OF MERCER ISLAND, WASHINGTON APPROVING
A PUBLIC BENEFIT RATING SYSTEM CURRENT USE ASSESMENT FOR A
PORTION OF THE TN-7747-ANSNS-GNRRN TRUST – KING COUNTY TAX
PARCEL 2424049001 AND 2424049035.**

WHEREAS, the TN-7747-ANSNS-GNRRN Trust submitted an application to King County for the Public Benefit Rating System, which is attached as Exhibit 2 to City of Mercer Island City Council Agenda Bill 6687; and

WHEREAS, pursuant to The Washington State Open Space Taxation Act, Chapter 84.34 RCW and Chapter 458-30 WAC, provides for assessment practices to reflect current use of property, rather than “highest and best use,” as an incentive to property owners to retain large tracts of open space and to provide public access to open space; and

WHEREAS, pursuant to Chapter 458-30 WAC, this open space current use taxation program is implemented in King County through the Public Benefit Rating System (PBRs), which provides a point system to rate properties; and

WHEREAS, pursuant to Chapter 458-30 WAC, after a public hearing both the King County Council and the Mercer Island City Council shall consider and act upon an application for a PBRs tax reduction of property in Mercer Island, within six months of application; and

WHEREAS, King County has provided a staff report (File Number E24CT005MI) evaluating said request for current use taxation “Open space” classification with a Public Benefit Rating of 38 points and is recommending approval; and,

WHEREAS, the City Council conducted a public hearing on May 20, 2025; and,

WHEREAS, the City Council finds that the PBRs Current Use Assessment for a 2.91 acre portion of the TN-7747-ANSNS-GNRRN Trust property located at 5045 Forest Ave SE, Mercer Island, WA, meets the criteria for approval;

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

Section 1. Adoption of King County’s Recommendation. The City Council hereby adopts the findings, conclusions, and recommendations of the King County Department of Natural Resources and Parks Water and Land Resources Division, dated April 21, 2025 for the TN-7747-ANSNS-GNRRN Trust property Public Benefit Rating System, Current Use Assessment Request for 2.91 acres of the property identified as King County Tax Parcel 2424049035 in the City of Mercer Island. The findings, conclusions and recommendations are included in Attachment A to this resolution.

Section 2. Grant of Approval. The City Council hereby approves the Public Benefit Rating System, Current Use Assessment request by the TN-7747-ANSNS-GNRRN Trust, subject to the conditions of approval as recommended in the King County staff report included in Attachment A, and authorizes filing of the approval with the Metropolitan King County Council for the second public hearing.

Section 3. Severability. Should any section, paragraph, sentence, clause or phrase of the Resolution, or its application to any person or circumstances, be declared unconstitutional or otherwise invalid for any reason, or should any portion of the Resolution be pre-empted by state or federal law or regulation, such decision or

preemption shall not affect the validity of the remaining portions of this Resolution or its application to other persons or circumstances

PASSED BY THE CITY COUNCIL OF THE CITY OF MERCER ISLAND, WASHINGTON, AT ITS MEETING ON MAY 20, 2025.

CITY OF MERCER ISLAND

Salim Nice, Mayor

ATTEST:

Andrea Larson, City Clerk

Attachment A to Resolution No. 1674**KING COUNTY****DEPARTMENT OF NATURAL RESOURCES AND PARKS
WATER AND LAND RESOURCES DIVISION****Report to the City of Mercer Island for
Property Enrollment in the Public Benefit Rating System (PBRs)****April 21, 2025****APPLICANT: TN-747-ANSNS-GNRRN TRUST****File No. E24CT005MI****A. GENERAL INFORMATION:**

1. Owner: TN-747-ANSNS-GNRRN TRUST (represented by Joseph Supple, Trustee)
5045 Forest Avenue SE
Mercer Island, WA 98040
2. Property location: 5045 Forest Avenue SE
Mercer Island, WA 98040
3. Zoning: R-15
4. STR: NE-24-24-04
5. PBRs categories requested by applicant and recommended by program staff:

NOTE: The property is currently participating in PBRs (File No. E96CT046MI). The landowner has reapplied to improve their participation status and level of tax savings. The new open space taxation agreement should supersede the existing agreement for this property's PBRs participation.

Open space resources

Surface water quality buffer

Urban open space

Watershed protection area

Bonus category

Conservation easement or historic easement

NOTE: Enrollment in PBRs for property within an incorporated area requires approval by impacted granting authorities following public hearing(s). For this application, the granting authorities are the King County Council and the City of Mercer Island. King County heard this application on March 20, 2025.

6. Parcel:	242404-9035
Total acreage:	4.09
Requested PBRS:	2.91
Home site/excluded area:	1.18
Recommended PBRS:	2.91

NOTE: The portion recommended for enrollment in PBRS is the entire property less the excluded area as measured. The attached 2023 aerial photo outlines the parcel in yellow and the area proposed to be excluded from PBRS in blue. In the event the Assessor's official parcel size is revised, PBRS acreage should be administratively adjusted to reflect that change.

B. FACTS:

1. Zoning in the vicinity: Properties in the vicinity are zoned R-15.
2. Development of the subject property and resource characteristics of open space area: The property contains a single-family residence, garden, landscaping, access driveway, small studio and additional personal use areas. The open space is a mix of coniferous and deciduous forest with mostly native understory. Additionally, there are portions of two perennial streams on the property running northwesterly along ravines, crossing the north property line, merging into one, and eventually draining into Lake Washington.
3. Site use: The property is used as a single-family residence.
4. Access: The property is accessed from Forest Avenue SE.
5. Appraised value for 2024 (based on Assessor's information dated 3/6/2025):

<u>Parcel #242404-9035</u>	<u>Land</u>	<u>Improvements</u>	<u>Total</u>
Assessed value	\$5,152,000*	\$5,814,000	\$10,966,000
Tax applied	\$33,714	\$38,046	\$71,760

NOTE: *This value is presently impacted by the land's participation in the PBRS program, which is reflected in the land's current and lower taxable value of \$2,219,517 (tax applied \$14,524). Participation in PBRS reduces the **appraised land value** for the **portion** of the property enrolled resulting in a lower taxable value.

C. REQUIREMENTS SPECIFIED BY KING COUNTY CODE (KCC):

KCC 20.36.010 Purpose and intent.

It is in the best interest of the county to maintain, preserve, conserve and otherwise continue in existence adequate open space lands for the production of food, fiber and forest crops, and to assure the use and enjoyment of natural resources and scenic beauty for the economic and social well-being of the county and its citizens.

It is the intent of this chapter to implement RCW Chapter 84.34, as amended, by establishing procedures, rules and fees for the consideration of applications for public benefit rating system assessed valuation on "open space land" and for current use assessment on "farm and agricultural land" and "timber land" as those lands are defined in RCW 84.34.020. The provisions of RCW chapter 84.34, and the regulations adopted thereunder shall govern the matters not expressly covered in this chapter.

KCC 20.36.100 Public benefit rating system for open space land – definitions and eligibility.

- A. To be eligible for open space classification under the public benefit rating system, property must contain one or more qualifying open space resources and have at least five points as determined under this section. The department will review each application and recommend award of credit for current use of property that is the subject of the application. In making such recommendation, the department will utilize the point system described in section B. and C. below.
- B. The following open space resources are each eligible for the points indicated:
 - 1. Active trail linkage – fifteen or twenty-five points
 - 2. Aquifer protection area – five points
 - 3. Buffer to public or current use classified land – three points
 - 4. Ecological enhancement land – eighteen points
 - 5. Equestrian-pedestrian-bicycle trail linkage – thirty-five points
 - 6. Farm and agricultural conservation land – five points
 - 7. Forest stewardship land – five points
 - 8. Historic landmark or archaeological site: buffer to a designated site – three points
 - 9. Historic landmark or archaeological site: designated site – five points
 - 10. Historic landmark or archaeological site: eligible site – three points
 - 11. Public recreation area – five points
 - 12. Rural open space – five points
 - 13. Rural stewardship land – five points
 - 14. Scenic resource, viewpoint, or view corridor – five points
 - 15. Significant plant or ecological site – five points
 - 16. Significant wildlife or salmonid habitat – five points
 - 17. Special animal site – three points
 - 18. Surface water quality buffer – five points, eight or ten total points
 - 19. Urban open space – five points
 - 20. Watershed protection area – five points

C. Property qualifying for an open space category in subsection B. of this section may receive credit for additional points as follows:

1. Conservation easement or historic preservation easement – eighteen points
2. Contiguous parcels under separate ownership – minimal two points
3. Easement and access – thirty-five points
4. Public access - points dependent on level of access
 - a. Unlimited public access - five points
 - b. Limited public access because of resource sensitivity - five points
 - c. Seasonal limited public access - three points
 - d. Environmental education access – three points
 - e. None or members only – zero points
5. Resource restoration – five points

D. 2020 COMPREHENSIVE PLAN POLICIES AND TEXT:

E-101 In addition to its regulatory authority, King County should use incentives to protect and restore the natural environment whenever practicable. Incentives shall be monitored and periodically reviewed to determine their effectiveness in terms of protecting natural resources.

NOTE: Monitoring of participating lands is the responsibility of both department PBRS staff and the landowner. This issue is addressed in the Resource Information document (page 4) and detailed below in Recommendation #B12.

E-112a The protection of lands where development would pose hazards to health, property, important ecological functions or environmental quality shall be achieved through acquisition, enhancement, incentive programs and appropriate regulations. The following critical areas are particularly susceptible and shall be protected in King County:

- a. Floodways of 100-year floodplains;
- b. Slopes with a grade of 40% or more or landslide hazards that cannot be mitigated;
- c. Wetlands and their protective buffers;
- d. Aquatic areas, including streams, lakes, marine shorelines and their protective buffers;
- e. Channel migration hazard areas;
- f. Critical Aquifer Recharge Areas;
- g. Fish and Wildlife Habitat Conservation Areas; and
- h. Volcanic hazard areas.

E-421 Terrestrial and aquatic habitats should be conserved and enhanced to protect and improve conditions for fish and wildlife.

NOTE: PBRS is an incentive program provided to encourage voluntary protection of open space resources and maintain high quality resource lands.

E-429 King County should provide incentives for private landowners who are seeking to remove invasive plants and noxious weeds and replace them with native plants, such as providing technical assistance or access to appropriate native plants.

NOTE: Participation in PBRS requires landowners address invasive plant and noxious weed control and removal within enrolled portions of a property. Replacement with native vegetation is also encouraged via the implementation of approved forest stewardship, rural stewardship or resource restoration plans.

E-443 King County should promote voluntary wildlife habitat enhancement projects by private individuals and businesses through educational, active stewardship, and incentive programs.

E-476 King County should identify upland areas of native vegetation that connect wetlands to upland habitats and that connect upland habitats to each other. The county should seek protection of these areas through acquisition, stewardship plans, and incentive programs such as the Public Benefit Rating System and the Transfer of Development Rights Program.

E-504 King County should protect native plant communities by encouraging management and control of nonnative invasive plants, including aquatic plants. Environmentally sound methods of vegetation control should be used to control noxious weeds.

NOTE: Lands participating in PBRS provide valuable resource protection and promote the preservation or enhancement of native vegetation. Addressing nonnative vegetation (invasive plant species), through control and eradication is a PBRS requirement.

E-449 King County shall promote retention of forest cover and significant trees using a mix of regulations, incentives, and technical assistance.

R-605 Forestry and agriculture best management practices are encouraged because of their multiple benefits, including natural resource preservation and protection.

NOTE: The implementation of an approved forest stewardship, farm management or rural stewardship plan benefits natural resources, such as wildlife habitat, stream buffers and groundwater protection, as well as fosters the preservation of sustainable resources.

E. PBRs CATEGORIES REQUESTED and DEPARTMENT RECOMMENDATIONS:

Open space resources

- Surface water quality buffer
The property contains portions of two streams (Type Np) on the property running northwesterly along ravines, crossing the north property line and eventually draining into Lake Washington. As required by the City of Mercer Island's comprehensive code (19.07.180(C)(1)), the buffer width required for Type Np waters is 60 feet. To be eligible for this category, the participating land must provide a buffer greater than 1.5 times that required (or 90 feet) for five points to be awarded, provide a buffer greater than two times that required (or 120 feet) for eight points to be awarded, or provide a buffer greater than three times that required (or 180 feet) for ten points to be awarded. The owner is providing a buffer of native vegetation to the west of the westernmost stream that averages more than 225 feet in width, which is more than three times the buffer required. Credit for this category is recommended at the ten-point award level. King County approved award of this category.
- Urban open space
The property is located within the City of Mercer Island. The enrolling forested area consists primarily of native vegetation and be more than one acre in size. Credit for this category is recommended. King County approved award of this category.
- Watershed protection area
To be eligible for this category, the enrolling forested area must consist of additional forest cover beyond that required by county or applicable local government regulation and must be at least one acre or sixty-five percent of the property acreage, whichever is greater. By voluntarily enrolling the property in PBRs and not pursuing development or land use that might be allowed under current zoning regulation, the owners are directly contributing to the preservation of forest and open spaces within the city limits. Retention of this urban forest will surpass this category's requirement and promote wildlife habitat, stabilize and enrich existing soils and slow runoff from precipitation, as well as provide many other resource benefits to the surrounding area and City. 2.91 acres of forest will be enrolled which represents 71% of the property, which exceeds category requirements.
Credit for this category is recommended. King County approved award of this category.

Bonus category

- Conservation easement or historic easement
A Forterra conservation easement (recording #9512281971) was established on the property in 1999, which protects valuable natural resources and restricts further development of the property in perpetuity. Credit for this category is recommended. King County approved award of this category.

NOTE: It is important to note that enrollment in the PBRs program requires the control and removal of invasive plant species. This issue is addressed in the Resource Information document (page 3) and below in Recommendation #B6.

CONCLUSIONS AND RECOMMENDATIONS

A. CONCLUSIONS:

1. Approval of the subject request would be consistent with the specific purpose and intent of KCC 20.36.010.
2. Approval of the subject request would be consistent with policy E-101 of the King County Comprehensive Plan.
3. Of the points recommended, the subject request meets the mandatory criteria of KCC **20.36.100 as indicated:**

Open space resources

Surface water quality buffer	10
Urban open space	5
Watershed protection area	5

Bonus category

Conservation easement or historic easement	18
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TOTAL 38 points

PUBLIC BENEFIT RATING

For the purpose of taxation, 38 points result in 10% of market value and a 90% reduction in taxable value for the portion of land enrolled. The property is currently receiving an 80% reduction in taxable value for the portion of land participating.

B. RECOMMENDATION:

APPROVE the request for current use taxation "Open space" classification with a Public Benefit Rating of 38 points, subject to the following requirements:

**Requirements for Property Participating in the
Public Benefit Rating System Current Use Assessment Program for Open Space**

1. Compliance with these requirements is necessary for property participating ("Property") in King County's Public Benefit Rating System ("PBRs"), a current use assessment program for open space. Failure to abide by these requirements can result in removal of PBRs designation and subject Property owner ("Owner") to penalty, tax, and interest provisions of RCW 84.34. King County Department of Assessments ("DoA") and King County Water and Land Resources Division, Agriculture, Forestry, and Incentives Unit, PBRs Program or its successor ("PBRs Program") may re-evaluate Property to determine whether removal of PBRs designation is appropriate. Removal shall follow the process in Chapter 84.34 RCW, Chapter 458.30 WAC and Chapter 20.36 KCC.

2. Revisions to any of these requirements may only occur upon mutual written approval of Owner and granting authority. These conditions shall apply so long as Property retains its PBRS designation. If a conservation easement acceptable to and approved by City of Mercer Island and King County is granted by Owner in interest to Department of Natural Resources and Parks, King County or a grantee approved by King County, these requirements may be superseded by the terms of such easement, upon written approval by PBRS Program.
3. The PBRS designation for Property will continue so long as it meets the PBRS criteria for which it was approved. Classification as open space will be removed upon a determination by PBRS Program that Property no longer meets PBRS criteria for which it was approved. A change in circumstances, which diminishes the extent of public benefit from that approved by City of Mercer Island and King County Council in the open space taxation agreement, will be cause for removal of the PBRS designation. It is Owner's responsibility to notify DoA and PBRS Program of a change in Property circumstance, which may impact PBRS participation.
4. When a portion of Property is withdrawn or removed from the program, the remaining Property shall be re-evaluated by PBRS Program and DoA to determine whether it still meets the criteria for PBRS categories as approved.
5. Notwithstanding the provisions of Section 11, tree(s) posing a hazard to a structure, road or property access may be removed from Property, provided that Owner shall first notify the PBRS Program prior to taking such action. Native vegetation must be introduced for any tree(s) removed and must be planted within a reasonable location of where the tree(s) previously existed. It is Owner's responsibility to apply for and receive any necessary consent from applicable state and local governmental agencies for activities that may require a permit or approval.
6. If an area of Property becomes or has become infested with noxious weeds or non-native species, Owner may be required to submit a control and enhancement plan to PBRS Program in order to remove such vegetation and, if necessary, replace with native vegetation.
7. If it is determined by PBRS Program that Property vegetation near structures is prone to wildland fire and poses a fire hazard, management activities as allowed under KCC 16.82.051 may be implemented as long as those activities do not cause significant adverse impact to the resource values of awarded PBRS categories. Prior to undertaking any wildfire risk reduction activities on Property, a summary of any proposed work must first be submitted to and approved by PBRS Program.
8. There shall be no motorized vehicle driving or parking allowed on Property, except for medical, public safety or police emergencies, or for an approved management activity (such as forestry, farm, or restoration activities) detailed in an approved plan.
9. Grazing of livestock is prohibited unless Property is receiving credit for the farm and agricultural conservation land or resource restoration PBRS categories. In those cases,

grazing may occur in areas being farmed as defined in the approved farm management plan or to be restored as defined in the approved resource restoration plan.

10. Owner of Property participating in PBRs may be required to submit a monitoring report on an annual or less frequent basis as requested by the PBRs Program. This report must include a brief description of how Property still qualifies for each awarded resource category. It must also include photographs from established points on Property and any observations by Owner. If requested, Owner must submit this report to the PBRs Program by email, through the PBRs monitoring form provided on the PBRs Program's website, or by other mutually agreed upon method annually by December 31 or as directed by the PBRs Program. An environmental consultant need not prepare this report.
11. No alteration of Property or resources shall occur without prior written approval (such as an approved plan) by PBRs Program, except for selective cutting for personal firewood, maintaining areas for approved passive recreational uses (such as walking or horseback riding trails) or for removal of non-native species. **Any unapproved alteration may constitute a departure from an approved open space use and be deemed a change of use, and subject Owner to the additional tax, interest, and penalty provisions of RCW 84.34.080.** "Alteration" means any human-induced action that adversely impacts the existing condition of Property or resources including, but not limited to, the following:
 - a. erecting structures;
 - b. grading;
 - c. filling;
 - d. dredging;
 - e. channelizing;
 - f. modifying land or hydrology for surface water management purposes;
 - g. cutting, pruning, limbing or topping, clearing, mowing, or removing native vegetation;
 - h. introducing non-native species (as defined in KCC 21A.06.790);
 - i. applying herbicides or pesticides or any hazardous or toxic substance, without prior written approval;
 - j. discharging pollutants except for stormwater;
 - k. paving or application of gravel;
 - l. storing or dumping equipment, construction materials, garbage, vehicles, household supplies, or compost;
 - m. engaging in any other activity that adversely impacts existing native vegetation, hydrology, wildlife, wildlife habitat, or awarded program categories.
12. Participation in PBRs does not exempt Owner from obtaining any required permit or approval for activity or use on Property.

TRANSMITTED to the parties listed hereafter:

Joseph Supple, applicant
Grace Manahan, Code Compliance Planner, City of Mercer
Island Elenore Bonyeau, King County Department of
Assessments

Public Benefit Rating System

APPLICATION



King County

Department of Natural Resources and Parks
Water and Land Resources Division

Alternate Format Available

TTY Relay: 711

PUBLIC BENEFIT RATING SYSTEM

Application for Open Space Land Classification

The Public Benefit Rating System (PBRs) offers an incentive to preserve open space on private property in King County by providing a tax reduction. A participating property is assessed at a "current use" value, which is lower than the "highest and best use" assessment value that would otherwise apply to the property (see King County Code, Chapter 20.36).

PBRs is based on a point system. Points are assigned to each qualifying resource category as described in King County's *Public Benefit Rating System Resource Information* document (found on the PBRs website, www.kingcounty.gov/incentives). The total points awarded for a property's PBRs resources translate into a 50% to 90% reduction in **land appraised value for the portion of the property participating** (see Valuation Schedule on page A-6).

The area consisting of home, landscaping, driveway, and other personal uses does not qualify for PBRs and is referred to as the excluded area. It is acceptable to exclude an area for a future home and/or potential use/development. To enroll in PBRs, the property or portion thereof **must qualify for one or more identified open space resource resulting in the award of five or more points**

FILING YOUR APPLICATION

Please read the *Public Benefit Rating System Resource Information* document for general program details, requirements and resource category eligibility before submitting your application. To qualify for a resource category, a property must meet specific requirements of that category. Besides category specifics, there is an Ineligible Lands section in the Public Benefit Rating System Resource Information document that should be reviewed as well.

Where to File Your Application: King County Water and Land Resources Division. It must be postmarked (or hand delivered) no later than the annual deadline and sent to:

King County WLRD
PBRs Program
201 South Jackson Street, Suite 5600
Seattle, WA 98104-3855

Annual Deadline: December 31st

Fee: \$620. This **non-refundable** fee must be paid by check or money order for the full amount and made payable to the **King County Office of Finance**.

Questions: Frequently Asked Questions (FAQs) can be found on the PBRs website and on page three of this application. If you need one-on-one assistance, PBRs staff are available to answer questions and can help informally evaluate property eligibility prior to application submittal. If your property is within a city, it is advisable to contact city staff to help determine qualification based on city specific policy or regulations.

APPLICATION PACKET

Your submitted application must include each of the following documents:

☒ **Original Application Form:**

If completing the form by hand, please complete the entire application form legibly. **Page A-2 must be notarized and signed by each owner.**

☒ **Documents detailing any resource protection, conservation or historic designations already in place on property:**

Provide copies of relevant property records detailing existing use limitations or restrictions that may impact the property's PBRS eligibility such as farm preservation, conservation, transfer of development rights or trails easements, historic landmark designations, native growth retention areas and stream/wetland critical area designations (including maps).

☒ **Site plan map:**

Provide a site plan map for the property. This map illustrates what portion of your land you wish to enroll in PBRS and should detail where improvements are or will be located, if part of the owner's future plans. Your best *approximation* is all that is needed; no formal survey is required. PBRS staff will confirm delineation of enrolled and excluded areas as part of the application review process. See the example of Site Map below on page five.

Details of your site plan:

On a copy of a King County Assessor's map, other scaled map or using software such as iMap (<https://www.kingcounty.gov/services/gis/Maps/imap.aspx>):

- As accurately as possible, provide the dimensions and location of the area to be excluded from PBRS, in relation to the property's boundary lines.
- Indicate location and dimensions of improvements (house, yard, septic field, driveway, well, etc.) and roads, as well as any planned future improvements.
- Indicate location of any noteworthy physical or natural characteristics of the property (creek, wetland, cliff, ravine, etc.).

☒ **Additional documents, if pertinent:**

- Photographs, illustrations or other documentation which might support the award of a requested open space resource category (photos of rare or endangered wildlife or plant species, for example)
- Although not required at time of application, additional documentation may be required later in the process if requesting credit for certain program categories:
 - Letters of support by users for public access categories
 - Management or stewardship plan for the farm and agricultural conservation land, forest stewardship land, resource restoration, ecological enhancement land or rural stewardship land category
 - Additional information may be requested by staff during review of an application to help assess qualification

PBRS CLARIFICATIONS and APPROVAL PROCESS

Please know this application is not intended to be a test of your PBRS knowledge. Your enrollment is not solely based on how well questions are answered or if supporting information is absent at the time the application is filed. During staff's review of the application, revisions can be made. Revisions include recommending the award of additional resource categories, including those contingent on receipt of additional documentation such as a stewardship or management plan. PBRS staff are advocates for your property's participation and will help enroll whatever qualifying portion of your property you desire. Upon enrollment, it's anticipated the applicant will understand participation requirements and enjoy the benefits this program offers.

PBRS is a complex program that is commonly misunderstood. Answers to the following questions should help clarify some general concerns:

- **"Will I see a reduction on my entire tax bill?"** It depends! If there is no development on the property and all of the acreage is included, then the answer is yes. If there are structures, you live on the property, and areas for personal use will be excluded, then the answer is no. Enrollment in PBRS only reduces the appraised land value for the portion of a property participating. Since most properties have a home, the entire parcel can't be enrolled. This means the improvement value (home) and the value of the land excluded from the program do not receive a tax reduction. The amount of tax savings varies and depends on the land's appraised value, amount of property to be enrolled and level of PBRS qualification.
- **"Do I have to reapply each year?"** No. Once enrolled you're in. There is no need to renew your property's participation. However, if you wish to improve your enrollment status (increase PBRS points and/or PBRS acreage), then you do need to reapply.
- **"I heard I can withdraw after ten years and owe nothing back."** This is not true. If any part of the land enrolled in PBRS is withdrawn or removed, then the owner will owe back the most recent seven-years of tax savings received on that area, plus interest, and potentially a penalty as well. Exceptions to this can be found on A-3 of the application.
- **"Will county staff or the public now be coming on my property?"** Enrollment in PBRS does not mean your land must be accessible to the general public (unless of course you're receiving PBRS credit for providing public access). Program staff may need a scheduled visit to review your participation status. Participation does not otherwise require any additional access permissions.
- **"Can I enroll just my wetland area, since I can't do anything with it anyway?"** In a word, no. Enrolled PBRS land must provide extra resource protection beyond what's already required by existing land use restrictions. An owner must voluntarily restrict activities/uses that might impact a resource. This extra protection is what justifies the tax reduction.

- **“Can I remove a tree in the open space area that’s about to fall on my house?”** Health and safety come first, so the answer is yes as it relates to the PBRs program, but there are other agencies who may need to approve such action. Contact Department of Local Services to see if a clearing permit is required and consider consulting with an arborist. Also, take a photo before removal and then contact PBRs program staff to communicate the issue.
- **“Am I allowed to walk on my land once it’s enrolled in the program?”** PBRs hopes you enjoy your land and that you continue to be good stewards of your property. The use/creation of foot paths/trails is allowed, but please know certain restrictions on constructing or clearing for trails in designated critical areas may exist and a County permit is likely required. There are management limitations so please consult with PBRs staff before developing trails.
- **“Is there anything I need to report on to program staff once enrolled?”** Participation requires owners to annually check in (self-monitor) with program staff, especially to report on the status of approved stewardship activities or awarded public access occurring in participating open space areas. Please refer to page four of the *Public Benefit Rating System Resource Information* document for more information on program monitoring requirements and acceptable reporting methods.

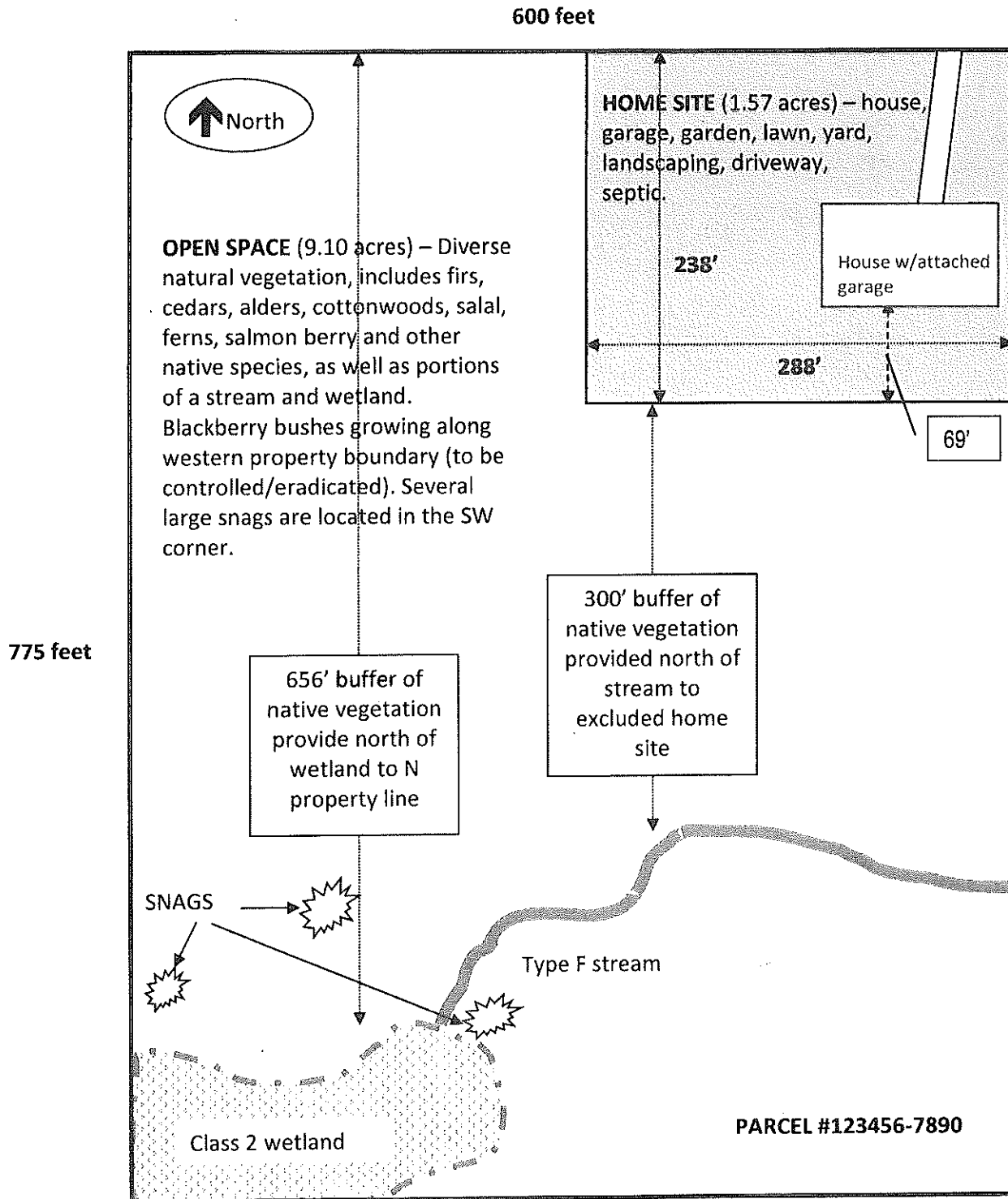
Approval Process

Participation in PBRs program requires approval by the King County Council (and city council if applicable). It will normally take approximately 4-6 months for your application to be acted on by council. Applying this year will result in changes to your tax rolls next year (if approved), followed by a reduction in the following year’s appraised land value, which means your property tax savings will begin in two calendar years.

Once an application is received, the following actions will occur prior to enrollment in PBRs:

- Review of your submitted PBRs application by PBRs staff. If property is located within a city, the application is forwarded to that city for action
- Site visit from PBRs staff to help determine property eligibility
- Review and approval of any forest stewardship, farm management, rural stewardship, or resource restoration plan, if pertinent (*there are four PBRs categories, if pursued, that require a plan*)
- Staff report with enrollment recommendation is presented at a scheduled public hearing. This hearing is held before the King County Hearing Examiner. If your property is located in a city, then a second hearing is also held by the city
- Affirmative action and approval is required for enrollment in PBRs. If your property is located in a city, then affirmative action of that city’s council is also needed
- County Council approval (and city council approval, if applicable) allows for the execution of an Open Space Taxation Agreement, which is produced and sent to owner(s) by the Hearing Examiner’s office.
- PBRs staff completes final administrative actions
- Formal enrollment occurs once the signed Open Space Taxation Agreement is recorded

EXAMPLE of a Site Map



Scale: 1 inch = 100 feet

PUBLIC BENEFIT RATING SYSTEM

Application

Open Space Land Classification for Property within King County, Washington In Accordance with RCW 84.34 and K.C.C. 20.36

Original Application, Application Fee and Supporting Documents Must Be Submitted To:
King County Water and Land Resources Division, 201 South Jackson Street, Suite 5600,
Seattle, WA 98104-3855

1. NAME of APPLICANT: Joseph D. Supple, Trustee

Day Phone: _____ Evening Phone: _____ Email: jssupple@perkinscoie.com

2. MAILING ADDRESS of APPLICANT: _____

3. PROPERTY ADDRESS: 5045 Forest Ave SE
Mercer Island WA 98040

Is the property located in an incorporated city? Yes ☒ City: Mercer Island No ☐
From what road is the property accessed? Forest Ave SE

4. PROPERTY HISTORY: Is the property presently participating in a current use assessment program (RCW 84.34 or RCW 84.33)? Yes ☒ No ☐

5. APPLICANT'S INTEREST in PROPERTY: Owner Yes _____ No ☒
Purchasing through contract Yes _____ No ☒
Other _____ Explain Joseph D. Supple, Trustee of TN-747-ANSNS-GNRRN Trust

6. PARCEL NUMBER and ACREAGE

<u>Tax Assessor Parcel #</u>	<u>Total Acres in Parcel</u>	<u>Acres Requested for PBRS</u>
a. <u>2424049035</u>	<u>4.09</u>	<u>2.91</u>
b. _____	_____	_____
c. _____	_____	_____
d. _____	_____	_____
e. _____	_____	_____
TOTAL	<u>4.09</u>	<u>2.91</u>

AFFIRMATION

As owner(s) of the land described above, I hereby indicate by my signature that I am aware of the potential tax liability involved when the land ceases to be classified under the provisions of Chapter 84.34 RCW. I also declare under the penalties for false swearing that this application and any accompanying documents have been examined by me and to the best of my knowledge it is a true, correct, and complete statement.

The agreement to tax according to use of the property is not a contract and can be annulled or canceled at any time by the Legislature (RCW 84.34.070).

Joseph D. Supple, Trustee

Print Name


Signature

Print Name

Signature

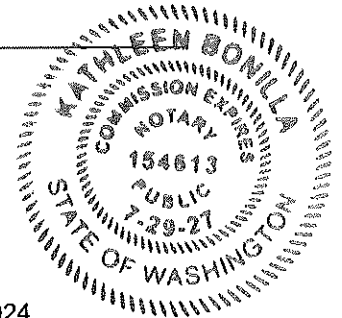
State of Washington

County of King

Subscribed and affirmed to before me this 14th day of August, 2024


Notary's Signature

7-29-27
My Appointment Expires



Statement Of Additional Tax, Interest, And Penalty Due Upon Removal Of Classification

1. Upon removal of classification, an additional tax shall be imposed which shall be due and payable to the county treasurer 30 days after removal or upon sale or transfer, unless the new owner has signed the Notice of Continuance. The additional tax shall be the sum of the following:
 - (a) The difference between the property tax paid as "Open Space Land" and the amount of property tax otherwise due and payable for the last seven years had the land not been so classified; plus
 - (b) Interest upon the amounts of the difference (a), paid at the same statutory rate charged on delinquent property taxes.

- (c) A penalty amounting to 20% of the sum of (a) and (b) shall be applied to the additional tax if the classified land is applied to some other use except through compliance with the property owner's request for withdrawal process, or except as a result of those conditions listed in (2) below. A penalty is not imposed when the land has been classified for at least ten assessment years at the time it is withdrawn from classification and the owner submitted a request to withdraw classification to the assessor.
2. The additional tax, interest, and penalty specified in (1) above shall not be imposed if removal resulted solely from:
- (a) Transfer to a government entity in exchange for other land located within the State of Washington.
 - (b) A taking through the exercise of the power of eminent domain, or sale or transfer to an entity having the power of eminent domain in anticipation of the exercise of such power.
 - (c) A natural disaster such as a flood, windstorm, earthquake, wildfire or other such calamity rather than by virtue of the act of the landowner changing the use of such property.
 - (d) Official action by an agency of the State of Washington or by the county or city where the land is located disallows the present use of such land.
 - (e) Transfer of land to a church when such land would qualify for exemption pursuant to RCW 84.36.020.
 - (f) Acquisition of property interests by State agencies or agencies or organizations qualified under RCW 84.34.210 and 64.04.130 (See RCW 84.34.108(6)(f)).
 - (g) Removal of land classified as farm and agricultural land under RCW 84.34.020(2)(f) (farm homesite).
 - (h) Removal of land from classification after enactment of a statutory exemption that qualifies the land for exemption and receipt of notice from the owner to remove the land from classification.
 - (i) The creation, sale, or transfer of forestry riparian easements under RCW 76.13.120.
 - (j) The creation, sale, or transfer of a conservation easement of private forestlands within unconfined channel migration zones or containing critical habitat for threatened or endangered species under RCW 76.09.040.
 - (k) The sale or transfer of land within two years after the death of the owner of at least a fifty percent interest in the land if the land has been assessed and valued as designated forest land under chapter 84.33 RCW, or classified under this chapter 84.34 RCW continuously since 1993. The date of death shown on a death certificate is the date used.
 - (l) The discovery that the land was classified in error through no fault of the owner.

I. GENERAL

- A. Describe all present and proposed uses within the PBRS area (**participating area**). Uses might include enjoyment of paths/trails, bird watching, forestry, farm activities or simply staying out of the open space. Please attach additional page if necessary to respond.

Enjoyment of open space.

- B. Describe all existing improvements on the property (**excluded area**). This would include home, driveway, road, drainage system, well, yard, landscaping, garden and other personal-use areas. Please attach additional page if necessary to respond.

Dock, Driveway, Yard , House(s), Caboose, Gate

- C. Describe all potential or planned improvements and where they might be located on the property. Excluding an area now that might be later developed, such as a future home site, should be considered, but is not required. Please attach additional page if necessary to respond.

Dock maintenance, Driveway Maintenance, Yard Maintenance, House(s) Maintenance, Caboose Maintenance. Gate

- D. Is the land subject to lease or other agreements (such as CCR's, utility, natural or native growth protection, conservation, trail, or road easement) that may limit the property's use or development?

Yes ☒ No ☐

If "yes", then what type of lease/agreement/easement is it? Conservation Easement

Please attach copies of all leases, options, easements or any other such agreements.

II. RESOURCE INVENTORY/PBRS Categories

Property may receive points as indicated for an open space resource or bonus category listed below. On page A-7, please provide justification for each category requested (refer to the *Public Benefit Rating System Resource Information* document found at www.kingcounty.gov/incentives).

Open Space Resources

- | | |
|----------|---|
| _____ | 1. Active trail linkage - 15 or 25 points |
| _____ | 2. Aquifer protection area - 5 points |
| _____ | 3. Buffer to public or current use classified land - 3 points |
| _____ | 4. Ecological enhancement land – 18 points |
| _____ | 5. Equestrian-pedestrian-bicycle trail linkage- 35 points |
| _____ | 6. Farm and agricultural conservation land - 5 points |
| _____ | 7. Forest stewardship land - 5 points |
| _____ | 8. Historic landmark or archaeological site: buffer to a designated site - 3 points |
| _____ | 9. Historic landmark or archaeological site: designated site - 5 points |
| _____ | 10. Historic landmark or archaeological site: eligible site - 3 points |
| _____ | 11. Public recreation area - 5 points |
| _____ | 12. Rural open space - 5 points |
| _____ | 13. Rural stewardship land - 5 points |
| _____ | 14. Scenic resource, viewpoint or view corridor - 5 points |
| _____ | 15. Significant plant or ecological site - 5 points |
| _____ | 16. Significant wildlife or salmonid habitat - 5 points |
| _____ | 17. Special animal site - 3 points |
| <u>8</u> | 18. Surface water quality buffer – 5, 8 or 10 total points |
| <u>5</u> | 19. Urban open space - 5 points |
| <u>5</u> | 20. Watershed protection area - 5 points |

18 = total open space resource points

Bonus Categories

- | | |
|-----------|--|
| <u>18</u> | 1. Conservation easement or historic easement - 18 points |
| _____ | 2. Contiguous parcels under separate ownership – minimal 2 points |
| _____ | 3. Easement and access - 35 points |
| <u>0</u> | 4. Public access – points depend on type and frequency of access allowed |
| _____ | _____ Unlimited public access - 5 points |
| _____ | _____ Limited public access because of resource sensitivity - 5 points |
| _____ | _____ Environmental education access - 3 points |
| _____ | _____ Seasonally limited public access - 3 points |
| _____ | _____ None or members only - 0 points |
| _____ | 5. Resource restoration - 5 points |

18 = total bonus category points

36 = Total of open space resource and bonus category points results in a Public Benefit Rating (see valuation schedule on page A-6)

If public access points are requested, please list the user group(s) presently allowed access to the property. For what purpose does the public use the property? Please attach documentation that supports this type of use, such as letters from user groups. **For a property to be eligible, the owner must demonstrate the property is currently used by the public or will be used by the public within the property's first year of participation.**

If proposing public access, describe how the land can be reached. Are there private or public roads to the site? Are there any restrictions, such as an easement or physical barriers, which would inhibit public access? Are there any specific restrictions you think are necessary, such as hours, seasons or activities?

III. Estimate of Percentage Reduction (for your information only)

Please remember county (and city staff, if applicable) will review your application and determine category eligibility. Final approval/decision will be made by the granting authority. When estimating the actual effect on your property's valuation and your tax bill, please remember your assessment as open space/current use land will be calculated **only on the land value of the portion of the property enrolled.** *The property will still be assessed at "highest and best use" rates for the residence/improvements and for any other non-participating land.*

18 Open space resource points

18 Bonus category points

36 = Total of points, resulting in a Public Benefit Rating

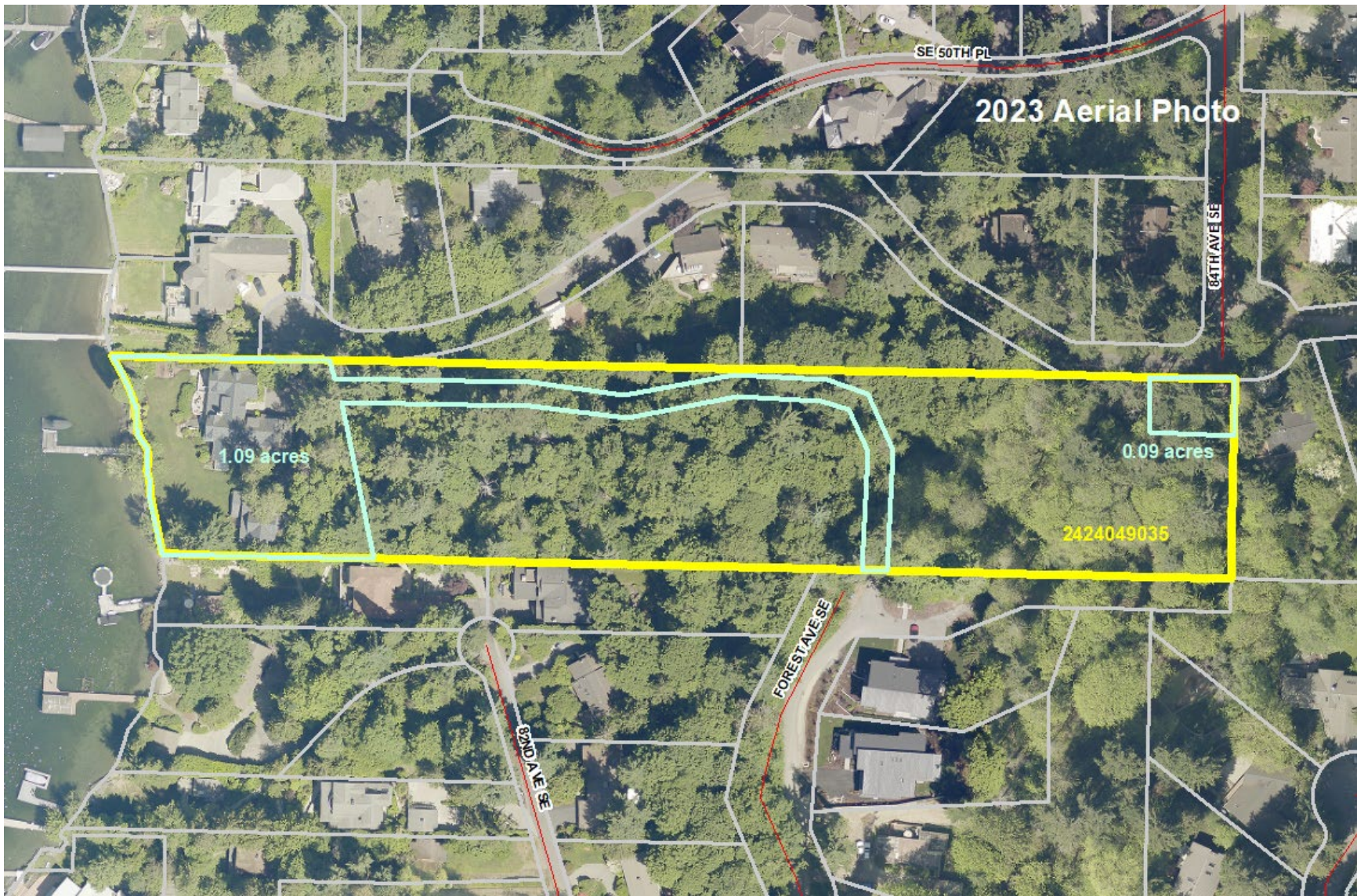
VALUATION SCHEDULE

<u>Public Benefit Rating</u>	<u>Assessed Value Reduction</u>	<u>Current Use Value</u>
0 - 4 points	0 %	100 % of Market Value
5 - 10 points	50 %	50 % of Market Value
11 - 15 points	60 %	40 % of Market Value
16 - 20 points	70 %	30 % of Market Value
21 - 34 points	80 %	20 % of Market Value
35 points and above	90 %	10 % of Market Value

RESOURCE CATEGORY JUSTIFICATION

In the space provided, please explain why credit should be awarded for each category marked on page A-5. If additional space is needed, please use a separate sheet of paper and attach it to back of the application.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



**KING COUNTY
DEPARTMENT OF NATURAL RESOURCES AND PARKS
WATER AND LAND RESOURCES DIVISION**

**Report to the City of Mercer Island for
Property Enrollment in the Public Benefit Rating System (PBRs)**

April 21, 2025

APPLICANT: TN-747-ANSNS-GNRRN TRUST

File No. E24CT005MI

A. GENERAL INFORMATION:

1. Owner: TN-747-ANSNS-GNRRN TRUST (represented by Joseph Supple, Trustee)
5045 Forest Avenue SE
Mercer Island, WA 98040
2. Property location: 5045 Forest Avenue SE
Mercer Island, WA 98040
3. Zoning: R-15
4. STR: NE-24-24-04
5. PBRs categories requested by applicant and recommended by program staff:

NOTE: The property is currently participating in PBRs (File No. E96CT046MI). The landowner has reapplied to improve their participation status and level of tax savings. The new open space taxation agreement should supersede the existing agreement for this property's PBRs participation.

Open space resources

Surface water quality buffer

Urban open space

Watershed protection area

Bonus category

Conservation easement or historic easement

NOTE: Enrollment in PBRs for property within an incorporated area requires approval by impacted granting authorities following public hearing(s). For this application, the granting authorities are the King County Council and the City of Mercer Island. King County heard this application on March 20, 2025.

6. Parcel:	242404-9035
Total acreage:	4.09
Requested PBRS:	2.91
Home site/excluded area:	1.18
Recommended PBRS:	2.91

NOTE: The portion recommended for enrollment in PBRS is the entire property less the excluded area as measured. The attached 2023 aerial photo outlines the parcel in yellow and the area proposed to be excluded from PBRS in blue. In the event the Assessor's official parcel size is revised, PBRS acreage should be administratively adjusted to reflect that change.

B. FACTS:

1. Zoning in the vicinity: Properties in the vicinity are zoned R-15.
2. Development of the subject property and resource characteristics of open space area: The property contains a single-family residence, garden, landscaping, access driveway, small studio and additional personal use areas. The open space is a mix of coniferous and deciduous forest with mostly native understory. Additionally, there are portions of two perennial streams on the property running northwesterly along ravines, crossing the north property line, merging into one, and eventually draining into Lake Washington.
3. Site use: The property is used as a single-family residence.
4. Access: The property is accessed from Forest Avenue SE.
5. Appraised value for 2024 (based on Assessor's information dated 3/6/2025):

<u>Parcel #242404-9035</u>	<u>Land</u>	<u>Improvements</u>	<u>Total</u>
Assessed value	\$5,152,000*	\$5,814,000	\$10,966,000
Tax applied	\$33,714	\$38,046	\$71,760

NOTE: *This value is presently impacted by the land's participation in the PBRS program, which is reflected in the land's current and lower taxable value of \$2,219,517 (tax applied \$14,524). Participation in PBRS reduces the **appraised land value** for the **portion** of the property enrolled resulting in a lower taxable value.

C. REQUIREMENTS SPECIFIED BY KING COUNTY CODE (KCC):

KCC 20.36.010 Purpose and intent.

It is in the best interest of the county to maintain, preserve, conserve and otherwise continue in existence adequate open space lands for the production of food, fiber and forest crops, and to assure the use and enjoyment of natural resources and scenic beauty for the economic and social well-being of the county and its citizens.

It is the intent of this chapter to implement RCW Chapter 84.34, as amended, by establishing procedures, rules and fees for the consideration of applications for public benefit rating system assessed valuation on "open space land" and for current use assessment on "farm and agricultural land" and "timber land" as those lands are defined in RCW 84.34.020. The provisions of RCW chapter 84.34, and the regulations adopted thereunder shall govern the matters not expressly covered in this chapter.

KCC 20.36.100 Public benefit rating system for open space land – definitions and eligibility.

- A. To be eligible for open space classification under the public benefit rating system, property must contain one or more qualifying open space resources and have at least five points as determined under this section. The department will review each application and recommend award of credit for current use of property that is the subject of the application. In making such recommendation, the department will utilize the point system described in section B. and C. below.
- B. The following open space resources are each eligible for the points indicated:
 - 1. Active trail linkage – fifteen or twenty-five points
 - 2. Aquifer protection area – five points
 - 3. Buffer to public or current use classified land – three points
 - 4. Ecological enhancement land – eighteen points
 - 5. Equestrian-pedestrian-bicycle trail linkage – thirty-five points
 - 6. Farm and agricultural conservation land – five points
 - 7. Forest stewardship land – five points
 - 8. Historic landmark or archaeological site: buffer to a designated site – three points
 - 9. Historic landmark or archaeological site: designated site – five points
 - 10. Historic landmark or archaeological site: eligible site – three points
 - 11. Public recreation area – five points
 - 12. Rural open space – five points
 - 13. Rural stewardship land – five points
 - 14. Scenic resource, viewpoint, or view corridor – five points
 - 15. Significant plant or ecological site – five points
 - 16. Significant wildlife or salmonid habitat – five points
 - 17. Special animal site – three points
 - 18. Surface water quality buffer – five points, eight or ten total points
 - 19. Urban open space – five points
 - 20. Watershed protection area – five points

C. Property qualifying for an open space category in subsection B. of this section may receive credit for additional points as follows:

1. Conservation easement or historic preservation easement – eighteen points
2. Contiguous parcels under separate ownership – minimal two points
3. Easement and access – thirty-five points
4. Public access - points dependent on level of access
 - a. Unlimited public access - five points
 - b. Limited public access because of resource sensitivity - five points
 - c. Seasonal limited public access - three points
 - d. Environmental education access – three points
 - e. None or members only – zero points
5. Resource restoration – five points

D. 2020 COMPREHENSIVE PLAN POLICIES AND TEXT:

E-101 In addition to its regulatory authority, King County should use incentives to protect and restore the natural environment whenever practicable. Incentives shall be monitored and periodically reviewed to determine their effectiveness in terms of protecting natural resources.

NOTE: Monitoring of participating lands is the responsibility of both department PBRs staff and the landowner. This issue is addressed in the Resource Information document (page 4) and detailed below in Recommendation #B12.

E-112a The protection of lands where development would pose hazards to health, property, important ecological functions or environmental quality shall be achieved through acquisition, enhancement, incentive programs and appropriate regulations. The following critical areas are particularly susceptible and shall be protected in King County:

- a. Floodways of 100-year floodplains;
- b. Slopes with a grade of 40% or more or landslide hazards that cannot be mitigated;
- c. Wetlands and their protective buffers;
- d. Aquatic areas, including streams, lakes, marine shorelines and their protective buffers;
- e. Channel migration hazard areas;
- f. Critical Aquifer Recharge Areas;
- g. Fish and Wildlife Habitat Conservation Areas; and
- h. Volcanic hazard areas.

E-421 Terrestrial and aquatic habitats should be conserved and enhanced to protect and improve conditions for fish and wildlife.

NOTE: PBRS is an incentive program provided to encourage voluntary protection of open space resources and maintain high quality resource lands.

E-429 King County should provide incentives for private landowners who are seeking to remove invasive plants and noxious weeds and replace them with native plants, such as providing technical assistance or access to appropriate native plants.

NOTE: Participation in PBRS requires landowners address invasive plant and noxious weed control and removal within enrolled portions of a property. Replacement with native vegetation is also encouraged via the implementation of approved forest stewardship, rural stewardship or resource restoration plans.

E-443 King County should promote voluntary wildlife habitat enhancement projects by private individuals and businesses through educational, active stewardship, and incentive programs.

E-476 King County should identify upland areas of native vegetation that connect wetlands to upland habitats and that connect upland habitats to each other. The county should seek protection of these areas through acquisition, stewardship plans, and incentive programs such as the Public Benefit Rating System and the Transfer of Development Rights Program.

E-504 King County should protect native plant communities by encouraging management and control of nonnative invasive plants, including aquatic plants. Environmentally sound methods of vegetation control should be used to control noxious weeds.

NOTE: Lands participating in PBRS provide valuable resource protection and promote the preservation or enhancement of native vegetation. Addressing nonnative vegetation (invasive plant species), through control and eradication is a PBRS requirement.

E-449 King County shall promote retention of forest cover and significant trees using a mix of regulations, incentives, and technical assistance.

R-605 Forestry and agriculture best management practices are encouraged because of their multiple benefits, including natural resource preservation and protection.

NOTE: The implementation of an approved forest stewardship, farm management or rural stewardship plan benefits natural resources, such as wildlife habitat, stream buffers and groundwater protection, as well as fosters the preservation of sustainable resources.

E. PBRs CATEGORIES REQUESTED and DEPARTMENT RECOMMENDATIONS:

Open space resources

- Surface water quality buffer
The property contains portions of two streams (Type Np) on the property running northwesterly along ravines, crossing the north property line and eventually draining into Lake Washington. As required by the City of Mercer Island's comprehensive code (19.07.180(C)(1)), the buffer width required for Type Np waters is 60 feet. To be eligible for this category, the participating land must provide a buffer greater than 1.5 times that required (or 90 feet) for five points to be awarded, provide a buffer greater than two times that required (or 120 feet) for eight points to be awarded, or provide a buffer greater than three times that required (or 180 feet) for ten points to be awarded. The owner is providing a buffer of native vegetation to the west of the westernmost stream that averages more than 225 feet in width, which is more than three times the buffer required. Credit for this category is recommended at the ten-point award level. King County approved award of this category.
- Urban open space
The property is located within the City of Mercer Island. The enrolling forested area consists primarily of native vegetation and be more than one acre in size. Credit for this category is recommended. King County approved award of this category.
- Watershed protection area
To be eligible for this category, the enrolling forested area must consist of additional forest cover beyond that required by county or applicable local government regulation and must be at least one acre or sixty-five percent of the property acreage, whichever is greater. By voluntarily enrolling the property in PBRs and not pursuing development or land use that might be allowed under current zoning regulation, the owners are directly contributing to the preservation of forest and open spaces within the city limits. Retention of this urban forest will surpass this category's requirement and promote wildlife habitat, stabilize and enrich existing soils and slow runoff from precipitation, as well as provide many other resource benefits to the surrounding area and City. 2.91 acres of forest will be enrolled which represents 71% of the property, which exceeds category requirements. Credit for this category is recommended. King County approved award of this category.

Bonus category

- Conservation easement or historic easement
A Forterra conservation easement (recording #9512281971) was established on the property in 1999, which protects valuable natural resources and restricts further development of the property in perpetuity. Credit for this category is recommended. King County approved award of this category.

NOTE: It is important to note that enrollment in the PBRs program requires the control and removal of invasive plant species. This issue is addressed in the Resource Information document (page 3) and below in Recommendation #B6.

CONCLUSIONS AND RECOMMENDATIONS

A. CONCLUSIONS:

1. Approval of the subject request would be consistent with the specific purpose and intent of KCC 20.36.010.
2. Approval of the subject request would be consistent with policy E-101 of the King County Comprehensive Plan.
3. Of the points recommended, the subject request meets the mandatory criteria of KCC 20.36.100 as indicated:

Open space resources

Surface water quality buffer	10
Urban open space	5
Watershed protection area	5

Bonus category

Conservation easement or historic easement	18
--	----

TOTAL 38 points

PUBLIC BENEFIT RATING

For the purpose of taxation, 38 points result in 10% of market value and a 90% reduction in taxable value for the portion of land enrolled. The property is currently receiving an 80% reduction in taxable value for the portion of land participating.

B. RECOMMENDATION:

APPROVE the request for current use taxation "Open space" classification with a Public Benefit Rating of 38 points, subject to the following requirements:

Requirements for Property Participating in the Public Benefit Rating System Current Use Assessment Program for Open Space

1. Compliance with these requirements is necessary for property participating ("Property") in King County's Public Benefit Rating System ("PBRs"), a current use assessment program for open space. Failure to abide by these requirements can result in removal of PBRs designation and subject Property owner ("Owner") to penalty, tax, and interest provisions of RCW 84.34. King County Department of Assessments ("DoA") and King County Water and Land Resources Division, Agriculture, Forestry, and Incentives Unit, PBRs Program or its successor ("PBRs Program") may re-evaluate Property to determine whether removal of PBRs designation is appropriate. Removal shall follow the process in Chapter 84.34 RCW, Chapter 458.30 WAC and Chapter 20.36 KCC.

2. Revisions to any of these requirements may only occur upon mutual written approval of Owner and granting authority. These conditions shall apply so long as Property retains its PBRs designation. If a conservation easement acceptable to and approved by City of Mercer Island and King County is granted by Owner in interest to Department of Natural Resources and Parks, King County or a grantee approved by King County, these requirements may be superseded by the terms of such easement, upon written approval by PBRs Program.
3. The PBRs designation for Property will continue so long as it meets the PBRs criteria for which it was approved. Classification as open space will be removed upon a determination by PBRs Program that Property no longer meets PBRs criteria for which it was approved. A change in circumstances, which diminishes the extent of public benefit from that approved by City of Mercer Island and King County Council in the open space taxation agreement, will be cause for removal of the PBRs designation. It is Owner's responsibility to notify DoA and PBRs Program of a change in Property circumstance, which may impact PBRs participation.
4. When a portion of Property is withdrawn or removed from the program, the remaining Property shall be re-evaluated by PBRs Program and DoA to determine whether it still meets the criteria for PBRs categories as approved.
5. Notwithstanding the provisions of Section 11, tree(s) posing a hazard to a structure, road or property access may be removed from Property, provided that Owner shall first notify the PBRs Program prior to taking such action. Native vegetation must be introduced for any tree(s) removed and must be planted within a reasonable location of where the tree(s) previously existed. It is Owner's responsibility to apply for and receive any necessary consent from applicable state and local governmental agencies for activities that may require a permit or approval.
6. If an area of Property becomes or has become infested with noxious weeds or non-native species, Owner may be required to submit a control and enhancement plan to PBRs Program in order to remove such vegetation and, if necessary, replace with native vegetation.
7. If it is determined by PBRs Program that Property vegetation near structures is prone to wildland fire and poses a fire hazard, management activities as allowed under KCC 16.82.051 may be implemented as long as those activities do not cause significant adverse impact to the resource values of awarded PBRs categories. Prior to undertaking any wildfire risk reduction activities on Property, a summary of any proposed work must first be submitted to and approved by PBRs Program.
8. There shall be no motorized vehicle driving or parking allowed on Property, except for medical, public safety or police emergencies, or for an approved management activity (such as forestry, farm, or restoration activities) detailed in an approved plan.

9. Grazing of livestock is prohibited unless Property is receiving credit for the farm and agricultural conservation land or resource restoration PBRs categories. In those cases, grazing may occur in areas being farmed as defined in the approved farm management plan or to be restored as defined in the approved resource restoration plan.
10. Owner of Property participating in PBRs may be required to submit a monitoring report on an annual or less frequent basis as requested by the PBRs Program. This report must include a brief description of how Property still qualifies for each awarded resource category. It must also include photographs from established points on Property and any observations by Owner. If requested, Owner must submit this report to the PBRs Program by email, through the PBRs monitoring form provided on the PBRs Program's website, or by other mutually agreed upon method annually by December 31 or as directed by the PBRs Program. An environmental consultant need not prepare this report.
11. No alteration of Property or resources shall occur without prior written approval (such as an approved plan) by PBRs Program, except for selective cutting for personal firewood, maintaining areas for approved passive recreational uses (such as walking or horseback riding trails) or for removal of non-native species. **Any unapproved alteration may constitute a departure from an approved open space use and be deemed a change of use, and subject Owner to the additional tax, interest, and penalty provisions of RCW 84.34.080.** "Alteration" means any human-induced action that adversely impacts the existing condition of Property or resources including, but not limited to, the following:
 - a. erecting structures;
 - b. grading;
 - c. filling;
 - d. dredging;
 - e. channelizing;
 - f. modifying land or hydrology for surface water management purposes;
 - g. cutting, pruning, limbing or topping, clearing, mowing, or removing native vegetation;
 - h. introducing non-native species (as defined in KCC 21A.06.790);
 - i. applying herbicides or pesticides or any hazardous or toxic substance, without prior written approval;
 - j. discharging pollutants except for stormwater;
 - k. paving or application of gravel;
 - l. storing or dumping equipment, construction materials, garbage, vehicles, household supplies, or compost;
 - m. engaging in any other activity that adversely impacts existing native vegetation, hydrology, wildlife, wildlife habitat, or awarded program categories.
12. Participation in PBRs does not exempt Owner from obtaining any required permit or approval for activity or use on Property.

TRANSMITTED to the parties listed hereafter:

Joseph Supple, applicant
Grace Manahan, Code Compliance Planner, City of Mercer Island
Elenore Bonyeau, King County Department of Assessments



King County
Water and Land Resources Division

Department of Natural Resources and Parks

King Street Center

201 South Jackson Street, Suite 6300

Seattle, WA 98104-3855

206-296-6519 Fax 206-296-0192

TTY Relay: 711

January 14, 2025

Dear Applicant:

Thank you for applying to the Public Benefit Rating System (PBRs), a current use assessment program described in Chapter 84.34, Revised Code of Washington and Chapter 20.36, King County Code. Several important steps must occur prior to your property being enrolled.

- ☐ Review of the PBRs application by county staff, which includes forwarding a copy to the City of Seattle for their review
- ☐ Staff schedules and conducts **site visit** for resource/property analysis
- ☐ **Staff prepares report/recommendation** (applicant, city and Assessor receive copy) and presents this report and comments at a **scheduled public hearing** held before the city council (*approval requires action by city council members*)
- ☐ King County will also hold a **scheduled public hearing** (*for a property located within a city, approval from both the city and county is required for PBRs enrollment*)
- ☐ Open Space Taxation Agreement prepared
- ☐ Agreement signed by Chair of County Council and then sent to owner(s) for signature
- ☐ **Agreement recorded** by the Assessor's Office with the King County Records, Elections and Licensing Services Division (copy sent to owner) – *the property is now formally enrolled*

Once the review and approval process begins, it will take approximately 4-6 months for an application to be acted on by council. Although your direct involvement may be needed during specific phases, most of the administrative actions occur without a landowner's participation. An application received in 2024 that is subsequently approved will initially impact an owner's 2026 tax bill.

Additional program information is located at www.kingcounty.gov/incentives.

Sincerely,

Bill Bernstein

(206) 477-4643

PBRs Program Coordinator

Agriculture, Forestry and Incentives Unit

Return Address:

Dept of Assessments
853 King County Admin Bldg
Seattle, Wa 98104



Please print or type information

WASHINGTON STATE RECORDER'S Cover Sheet (RCW 65.04)

Document Title(s) (or transactions contained therein): (all areas applicable to your document must be filled in)

1. OPEN SPACE TAXATION AGREEMENT
- 2.
- 3.
- 4.

Reference Number(s) of Documents assigned or released:

Additional reference #'s on page _____ of document

Grantor(s) (Last name first, then first name and initials)

1. Davidson, Barbara L
- 2.
- 3.
- 4.

☐ Additional names on page _____ of document.

Grantee(s) (Last name first, then first name and initials)

1. King County, Washington
- 2.
- 3.
- 4.

☐ Additional names on page _____ of document.

Legal description (abbreviated: i.e. lot, block, plat or section, township, range)

portion of GL 7 in Sec 24, Twp 24N, Rge 4E, W.M.

☒ Additional legal is on page 4 of document.

Assessor's Property Tax Parcel/Account Number

242404-9001

☐ Assessor Tax # not yet assigned

242404-9035

The Auditor/Recorder will rely on the information provided on the form. The staff will not read the document to verify the accuracy or completeness of the indexing information provided herein.

9709231087

570923-1087 12:41:03 PM KING COUNTY RECORDS 014 JD .00

After Recording, Return to:
 Department of Assessments
 500 Fourth Avenue, Room 708
 Seattle, WA 98104
 ATTN: George Kritsonis

OPEN SPACE TAXATION AGREEMENT

(To be used for "Open Space" or "Timber Land" Classification, only)

This Agreement between Barbara L. Davidson hereinafter called the "owner", and
 (granting authority) King County, Washington

Whereas the owner of the following described real property having made application for
 classification of that property under provisions of RCW 84.34.

And whereas, both the owner and legislative authority desire to limit the use of said property,
 recognizing that such land has substantial public value as open space and that the preservation of
 such land constitutes an important physical, social, esthetic and economic asset to the public, and
 both parties agree that the classification of the property during the life of this Agreement shall be
 for:

Open Space
 (Open Space or Timber Land)

Now, therefore, the parties, in consideration of the mutual covenants and conditions set forth
 herein, do agree as follows:

- (1) During the term of this Agreement, the land shall only be used in accordance
 with the preservation of its classified use.
- (2) This agreement shall be effective commencing on the date the legislative body
 receives the signed Agreement from the property owner.
- (3) This Agreement shall run with the land described herein and shall be binding
 upon the heirs, successors and assigns of the parties hereto.
- (4) Withdrawal: The land owner may withdraw from this Agreement if after a
 period of eight years the land owner makes a withdrawal request to the
 assessor. When two assessment years have elapsed following the date of that
 request the assessor shall withdraw the land from the classification, and the
 applicable taxes and interest shall be imposed as provided in RCW 84.34.070
 and 84.34.108
- (5) Breach: After land has been classified and an Agreement executed, any
 change of the use of the land, except through compliance with items (4) or (6)
 of this Agreement, shall be considered a breach of this Agreement, and subject
 to applicable taxes, penalties and interest as provided in RCW 84.34.080 and
 84.34.108.

E96CT046MI, Davidson

9709231087

- 9709231087
- (6) A breach of Agreement shall not occur and the additional tax shall not be imposed if the removal of designation resulted solely from:
- (a) Transfer to a government entity in exchange for other land located within the state of Washington;
 - (b) A taking through the exercise of the power of eminent domain, or sale or transfer to an entity having the power of eminent domain in anticipation of the exercise of such power said entity having manifested its intent in writing or by other official actions;
 - (c) A natural disaster such as a flood, windstorm, earthquake, or other such calamity rather than by virtue of the act of the landowner changing the use of such property.
 - (d) Official action by the state of Washington or by the county or city within which the land is located which disallows the present use of such land.
 - (e) Transfer to a church and such land would qualify for exemption pursuant to RCW 84.36.020.
 - (f) Acquisition of property interests by state agencies or organizations qualified under RCW 84.34.210 and 64.04.130 (See RCW 84.34.108 (5)(f)).
- (7) The county assessor may require an owner to submit data relevant to continuing the eligibility of any parcel of land described in this Agreement.
- (8) Reclassification as provided in chapter 84.34. RCW

Legal Description of Classified Land:

See "Attachment A" which is incorporated by reference and made a part of this agreement.

Assessor's Parcel or Account Numbers: 242404-9001 and 242404-9035

Conditions:

This agreement shall be subject to the following conditions set forth in the attached report and recommendation "Attachment B" which is incorporated by reference and made part

of this agreement. "Attachment B" was approved by the City of Mercer Island June 16, 1997, and the Utilities and Natural Resources Committee of the Metropolitan King County Council June 26, 1997.

It is declared that this agreement contains the classification and conditions as provided for in RCW 84.34 and the conditions imposed by the Granting Authority.

Dated Aug 29, 1997

Granting Authority:

King County, Washington
City or County

By

Jane Hague
Jane Hague
Chair of Council

As owner(s) of the herein described land I (we) indicate by my (our) signature(s) that I (we) are aware of the potential tax liability and hereby accept the classification and conditions of this Agreement.

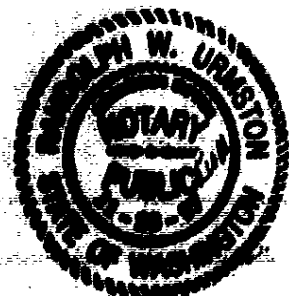
Dated 9/7/97

Barbara L. Davidson, in and for
Owner(s)
Barbara L. Davidson as trustee of Trusts and under will of
Samuel H. Davidson, dated April 29, 1986 (Must be signed by all owners)

Subscribed and sworn to before me this 7th day of September 1997

Randolph L. Hunter
Notary Public
Residing at Seattle, WA

Date signed Agreement received by Legislative Authority
September 10, 1997



ATTACHMENT A
Barbara L. Davidson
E96CT046MI

LEGAL DESCRIPTION

PARCEL 242404-9001

S 91.18 FT OF GL 7 & SHORE LANDS ADJ
LESS BEG AT NW COR W 200 FT AND LESS 15 FT WIDE DRIVE MEANDER NLY
APPROX 100 FT FROM FOREST AVE TO PARCEL 242404-9035.

PARCEL 242404-9035

BEG AT 91.18 FT N OF SE COR OF GL 7 TH CONTG N 90 FT TH S 89-56-30 W 1015 FT
M/L TO SHORE OF LAKE WASHINGTON TH SELY ALG SH LN 90.8 FT M/L TO PT S 89-
56-30 W OF BEG TH N 89-56-30 E 976 FT M/L TO BEG TOW SH LDS ADJ
LESS BEG AT NE COR TH W 75 FT ALG N PROP LN TH S 50 FT PLW E PROP LN TH E
75 FT TO E PROP LN TH N TPOB AND LESS BEG AT SW COR W 200 FT AND LESS 15
FT WIDE DRIVE MEANDER APPROXIMATELY 550 FT NLY TH WLY FROM PARCEL
242404-9001 TO EXCLUDED AREA DESC.

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ATTACHMENT B

**CITY OF MERCER ISLAND
KING COUNTY DEPARTMENT OF NATURAL RESOURCES
WATER AND LAND RESOURCES DIVISION**

**REPORT AND RECOMMENDATION TO THE METROPOLITAN
KING COUNTY COUNCIL UTILITIES AND
NATURAL RESOURCES COMMITTEE**

June 26, 1997

APPLICANT: Barbara L. Davidson

FILE NO: E96CT046MI

A. GENERAL INFORMATION:

**Owner: Barbara L. Davidson
5045 Forest Ave. SE
Mercer Island, WA 98040
Phone: (206) 232-1061**

Location: Same as above

Priority Resources Requested:

HIGH PRIORITY RESOURCES

Scenic resource, viewpoint or view corridor
Urban or growth area open space
Significant plant, wildlife, or salmonid habitat area
Significant aquatic ecosystem

MEDIUM PRIORITY RESOURCES

Special native plant site
Shoreline: "Natural" environment
Special animal sites

BONUS RESOURCES

Bonus surface water quality buffer area
Contiguous parcels under separate ownership
Conservation easement

PUBLIC ACCESS

Limited public access - Due to resource sensitivity

SUPER BONUS CATEGORY

Zoning: R-15

Acreage

Total: 4.20

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Requested for Open Space: 3.70
 Recommended Open Space: 2.91

STR: NE-24-24-04

B. FACTS:

1. Zoning in the Vicinity: Zoning in the area of this property is R-15.
2. Development of the subject property: The property contains a single family home with an attached carport, cabin built by original homesteader, remodeled caboos used as a studio apartment, a small shed, wooden bulkhead, small parking area and paved driveway
3. Site Use: The property is used as a residence.
4. Access: The property is accessed from Forest Ave. SE.
5. Assessor Valuation (Dated: 04/29/97)

<u>Parcel #</u>	<u>Land Assessed Value</u>
242404-9035	Market \$973,000
242404-9001	Market \$450,500

C. REQUIREMENTS SPECIFIED BY KING COUNTY CODE (KCC):

1. KCC 20.36.010 Purpose and intent.

"It is the in the best interest of the county to maintain, preserve, conserve and otherwise continue in existence adequate open space lands for the production of food, fiber and forest crops, and to assure the use and enjoyment of natural resources and scenic beauty for the economic and social well-being of the county and its citizens.

It is the intent of this chapter to implement RCW 84.34, as amended, by establishing procedures, rules and fees for the consideration of applications for public benefit rating system assessment on "open space lands" and for current use assessment on "farm and agricultural land" and "timber land" as those lands are defined in RCW 84.34.020. the provisions of Chapter 84.34, and the regulations adopted thereunder shall govern the matters not expressly covered by this chapter. (Ord. 10511 Sec. 3, 1992: Ord. 1886 Sec. 1, 1974: Ord. 1076 Sec. 1, 1971.)"

COMMENT: The appropriate application was received and all documentation was complete upon submittal.

2. KCC 20.36.100 Criteria for approval - public benefit rating system for open space lands.

A. Rating system. To be eligible for open space classification under the public benefit rating system, property must contain one or more priority open space resources. These resources are ranked as high priority, medium priority and low priority resources and are based on the adopted King County Open Space Plan referenced in K.C.C. 20.12.380. High priority resources receive five points each, medium priority resources receive three points each and low priority resources receive one point each. Properties can receive a maximum of thirty points from no more than six open space priority resources. In addition, bonus points and super bonus points may be awarded pursuant to Subsection B and C and a property can achieve a maximum of fifty-two points through the rating system and the bonus system. Portions of property may also qualify for open space designation. Complete definitions of each resource, sources and eligibility standards are fully described in the summary report adopted by reference by K.C.C. 20.36.150.

1. High priority resources - five points each.
 - a. Active or passive recreation area.
 - b. Property under option for purchase as park, recreation, open space land or CIP mitigation site.
 - c. Aquifer protection area.
 - d. Shoreline: "Conservancy" environment.
 - e. Scenic resource, viewpoint, and view corridor.
 - f. Surface water quality buffer area.
 - g. Rural or low density open space close to urban growth area.
 - h. Urban or growth area open space.
 - i. Significant plant, wildlife and salmonid habitat area.
 - j. Significant aquatic ecosystem.
 - k. Historic landmark/archaeological site: designated site.
 - l. Trail linkage.
 - m. Farm and agricultural conservation land.
2. Medium priority resources - three points each.
 - a. Public lands and right-of-way buffer.
 - b. Special native plant site.
 - c. Shoreline: "Natural" environment.
 - d. Geological feature.
 - e. Eligible historic landmark or archaeological site.
 - f. Buffer to designated historic landmark/archaeological site.
 - g. Special animal site.
3. Low priority resource - one point.
 - a. Buffer to eligible historic landmark/archaeological site.

B. **Bonus System.** Properties qualifying in the specific high, medium or low priority categories may receive up to twelve bonus points in at least three categories if the following additional qualifications are met:

1. Resource restoration - five points.
2. Bonus surface water quality buffer - three or five points.
3. Contiguous parcels under separate ownership - two points.
4. Conservation/historic easement in perpetuity - five points.
5. Bonus public access points (granted only in categories that require public access).
 - a. Unlimited public access - five points.
 - b. Limited public access - sensitive areas - five points.
 - c. Limited public access - non-sensitive areas - three points.

C. **Super bonus system.** Properties with at least one high priority resource and which allow unlimited public access, or limited public access if due to resource sensitivity, and which convey a conservation, historic, or trail easement in perpetuity, in a form approved by the county, shall be automatically eligible for current use value at 10% of market value.

COMMENT: Points requested by the applicants and comments follow:

HIGH PRIORITY RESOURCES

1. Scenic resource, viewpoint, or view corridor
The owner has allowed natural vegetation to flourish on the property which provides an addition to the scenic quality of Lake Washington. Although the property is greater than one acre it does not create a view corridor critical to maintaining a view of a scenic resource. Credit for this category can not be recommended.
2. Surface water quality buffer area
Although the applicant did not request this category, the property contains sections of a creek which runs into Lake Washington. The applicant is providing protective buffers to this creek which are larger than 25 feet and throughout much of the property are between 175 to 350 feet in width. The average of these buffers is greater than three times those required by Mercer Island and by King County's Sensitive Areas Ordinance. Credit for this category is recommended.
3. Urban or growth area open space
The property is located the City of Mercer Island, is larger than one acre, and the zoning allows for more intense development. The applicant has decided not to develop the property any further and is providing protection to the creek and is conserving natural resources. Credit for this category is recommended.
4. Significant plant, wildlife or salmonid habitat area
The majority of the property is undeveloped and undisturbed. This naturally vegetated property provides habitat for numerous species of wildlife, including eagle, herons, and other bird species. Credit for this category is recommended.

5. Significant aquatic ecosystem

The property is located along Lake Washington. However, at this time, the property is not listed in the Natural Heritage Data Base. Credit for this category can not be recommended.

MEDIUM PRIORITY RESOURCES

1. Special native plant site

Numerous native plants exist on the property and are listed in the application. Although the applicant provides for significant plant habitat, it is not known if any of the plants listed on Washington Natural Heritage Data Base exist naturally on the property. At this time, credit for this category can not be recommended.

2. Shoreline: "Natural" environment

At this time, there has been no designation of this property in the Shoreline Master Plan. Also, credit for this category can not overlap with the surface water quality buffer area category. Credit for this category can not be recommended.

3. Special animal site

Although the property contains habitat for numerous wildlife species, it is not known to have an identified wildlife habitat network. If the City of Mercer Island has identified this property as one which contains a wildlife network then credit for this category could be recommended. At this time, credit for this category can not be recommended.

BONUS RESOURCES

1. Bonus surface water quality buffer area

The property contains sections of a creek which runs into Lake Washington. The applicant is providing protective buffers to this creek which are between 175 and 350 feet in width. These buffers are greater than three times those required by Mercer Island and by King County's Sensitive Areas Ordinance. Credit for this category is recommended.

2. Contiguous parcels under separate ownership

The parcels contain the same resources and the applicant would agree to the same conditions on each. However, to qualify for this category the parcels must be owned by separate individuals. Credit for this category can not be awarded.

3. Conservation easement

The applicant has voluntarily recorded a conservation easement on the property, Recording No. 9512281971, to the Seattle-King County Land Conservancy. This easement will, in perpetuity, restrict further development and uses of the property. Credit for this category is recommended.

PUBLIC ACCESS

1. Limited public access - Due to resource sensitivity

The applicant has requested this category due to the sensitive nature of the open space area. The applicant has recorded on the property a conservation easement with the Seattle-King County Land Conservancy. The language in the Deed of Conservation Easement, section IV C, requires that access occur no more than quarterly. Due to the restriction of this language, section IV C, public access is limited beyond what is

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acceptable for this PBR category. At this time, credit for this category can not be recommended.

2. **Limited access**

Although the applicant did not request this category, award of this category is more appropriate than the above mentioned access category. The Deed of Conservation Easement, Section IV C, limits access to quarterly only, less than access for the full year. This is too restrictive and not acceptable for the limited access category due to resource sensitivity. At this time, credit is recommended for this category.

SUPER BONUS CATEGORY

To qualify for this category a property must receive credit for at least one high priority resource, allow unlimited public access, or limited public access if due to resource sensitivity, and convey a conservation easement, in a form approved by the county. Although the property does qualify for several one high priority resources and for the conservation easement category, it does not qualify for either the unlimited access or limited access due to resource sensitivity category. Without award of either of these access categories, credit can not be recommended.

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D. 1994 COMPREHENSIVE PLAN POLICIES AND TEXT:

Policy # PR-105

"A variety of measures should be used to preserve regional and local parks, trails and open space. King County will rely on incentives, regulations, trades or purchase of lands or easements."

COMMENT: Current use taxation is an incentive to maintain high quality lands as open space.

Policy # NE 101

"In addition to its regulatory authority, King County should use incentives to protect and restore the natural environment whenever practicable. Incentives should be monitored to determine their effectiveness."

COMMENT: The Public Benefit Rating System is an incentive program which protects natural resources voluntarily.

CONCLUSIONS AND RECOMMENDATIONS

A. CONCLUSIONS:

1. Approval of the subject request, as modified, would be consistent with the specific purpose and intent of KCC 20.36.010.

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2. Approval of the subject request, as modified, would be consistent with Policies PR-105 and NE-101 of the 1994 King County Comprehensive Plan.
3. Of the points requested, the subject request meets the mandatory criteria of KCC 20.36.100 as indicated:

HIGH PRIORITY RESOURCES

• Scenic resource, viewpoint, or view corridor	0
• Surface water quality buffer area	5
• Urban or growth area open space	5
• Significant plant, wildlife, or salmonid habitat area	5
• Significant Aquatic Ecosystem	0

MEDIUM PRIORITY RESOURCE

• Special native plant site	0
• Special animal site	0

Subtotal 15

(Count points from no more than six categories...30 points maximum)

BONUS RESOURCE

• Bonus surface water quality buffer area	5
• Contiguous parcels under separate ownership	0
• Conservation easement	5

PUBLIC ACCESS

• Limited access - Due to resource sensitivity	0
• Limited access	3

SUPER BONUS CATEGORY

0

Subtotal 13

TOTAL 28 points

PUBLIC BENEFIT RATING

28 points results in 20% of market value or an 80% reduction.

B. RECOMMENDATION:

APPROVE the request, as modified, for current use taxation "Open space" classification with a Public Benefit Rating of 28 points, subject to the following conditions:

CONDITIONS

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1. Failure of the owner to comply with these conditions shall be basis for removal, by King County, of the current use designation, in which case the land shall be subject to the penalty, tax, and interest provisions of RCW 84.34 and assessed at true and fair value. The County Assessor and the Land Resources Section may re-evaluate the property to determine whether removal of the open space designation is appropriate. Removal shall follow the process in RCW 84.34.108.
2. Revisions to this agreement may only occur upon mutual written approval of the owner and granting authority. These conditions shall apply so long as the property retains its open space designation or until a conservation easement is granted to King county or an approved grantee by the applicant or his successors or assigns.
3. The open space classification for this land will continue so long as it is primarily devoted to and used for the purpose of protecting open space. Classification will be removed if dedication to this purpose ceases to exist. A change in circumstances which diminishes the extent of public benefit from that generally outlined in the City of Mercer Island and Water and Land Resources Division Report and Recommendation to the Metropolitan King County Council Utilities and Natural Resources Committee will be cause for removal of the current use assessment classification. It is the owner's responsibility to notify the Assessor of a change in circumstance.
4. When a portion of the open space land is withdrawn or removed from the program, the Land Resources Section and the Assessor shall re-evaluate the remaining land to determine its continued qualification under the program. If the remaining portion meets the criteria for priority resources, it may continue under current use taxation.
5. Except as otherwise stated in section 6 of this agreement, there shall be no alteration of the open space land or resources. Any alteration may constitute a change of use and subject the property to the additional tax, interest, and penalty provisions of RCW 84.34.080 "Alteration" means any human-induced action that adversely impacts the existing condition of the open space land or resources including but not limited to the following: *(Walking, horseback riding, passive recreation or actions taken in conjunction with a resource restoration plan, or other similar activities are permitted.)*
 - a) erecting structures;
 - b) grading;
 - c) filling;
 - d) dredging;
 - e) channelizing;
 - f) modifying land or hydrology for surface water management purposes;
 - g) cutting, pruning, limbing or topping, clearing, planting, introducing, relocating or removing vegetation, however, selective cutting may be permitted for firewood;

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- h) applying herbicides or pesticides or any hazardous or toxic substance;
 - i) discharging pollutants excepting stormwater;
 - j) paving, construction, application of gravel;
 - k) storing of equipment, household supplies, play equipment, or compost;
 - l) engaging in any other activity that adversely impacts the existing vegetation, hydrology, wildlife, wildlife habitat, or other open space resource.
6. Notwithstanding the provisions of Section 5, the following limited uses, activities and alterations are permitted, following receipt of written approval as set forth below:
- a) In areas which have become infested by noxious weeds, the Owner shall submit a control and enhancement plan to the King County Land Resources Section and local jurisdiction for approval prior to removing the weeds.
 - b) In areas invaded by non-native invasive species, replacement with native species or other appropriate vegetation may be allowed subject to approval of an enhancement plan by the King County Land Resources Section.
 - c) Trees posing a hazard to structures or major roads may be removed. Any trees removed must be replaced.
7. There shall be no motorized vehicle driving or parking allowed on the open space land with the exception of along driveways.
8. Grazing of livestock shall be prohibited on the open space land.
9. Limited public access will be permitted upon appointment with owner.

TRANSMITTED to the parties listed hereafter:

Barbara Davidson, applicant
 City of Mercer Island
 King County Council Utilities and Natural Resources Committee
 George Kritsonis, King County Assessor's Office
 Randolph Urmston, Attorney for applicant



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6679
May 20, 2025
Regular Business

AGENDA BILL INFORMATION

TITLE:	AB 6679: Fiscal Year 2024 Year-End Financial Status Update and Budget Amending Ordinance	<input type="checkbox"/> Discussion Only <input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Receive the Fiscal Year 2024 Year-end Financial Status Update and Adopt Ordinance No. 25-10, Amending the 2025-2026 Biennial Budget.	

DEPARTMENT:	Finance
STAFF:	Matt Mornick, Finance Director LaJuan Tuttle, Deputy Finance Director Ben Schumacher, Financial Analyst
COUNCIL LIAISON:	n/a
EXHIBITS:	1. FY 2024 Year-End Financial Status Update 2. Ordinance No. 25-10 2025-2026 Budget Amendments
CITY COUNCIL PRIORITY:	3. Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community.

EXECUTIVE SUMMARY

This agenda bill summarizes the City's financial position at the end of fiscal year 2024.

- The City's General Fund balance at 2024 year-end is \$12.3 million (M). Of this amount, \$7.0 M is committed to prior City Council actions, including restricted uses and appropriations based on established financial policies.
- The remaining \$5.3 M represents the available or unassigned fund balance in the General Fund. This one-time revenue surplus is due to better than anticipated revenues related to interest earnings and sales tax, among others.
- General Fund expenditures were 96.7% of the amended budget, resulting in additional year-end savings.
- For 2024, total REET revenues were \$3.9 M, \$183,000 below budget expectations yet up from \$3.4 M in 2023. Relative to 2023, total properties sold increased 2.8% while the average sale price increased 10.5%.
- Detailed analysis across all funds is provided in the FY 2024 Year-end Financial Status Update (Exhibit 1). This includes budget actuals along with amendments adopted by the City Council from January 1 through December 31, 2024.
- Ordinance No. 25-10 (Exhibit 2) outlines budget carryforward requests for work underway in 2024 that will be completed in 2025. It also formalizes budget adjustments previously approved by the City Council this year.

ISSUE/DISCUSSION

During the 2025-2026 mid-biennial budget workshops last fall, the City Council received a revenue forecast ([AB 6555](#)). At the time, General Fund expenditures were tracking within budget expectations. Revenues were forecasted to exceed budget estimates and continue along healthy trendlines. This proved to be the case through the end of the year.

General Fund Revenues

At the end of 2024 the General Fund posted \$38.7 M in revenues. Excluding authorized use of prior year one-time revenue surplus – most notably \$3.4 M the City Council committed to the Municipal Facility Replacement Fund – revenues ended the year roughly \$4.4 M more than the amended budget. Overall, major revenues that exceeded budget expectations include interest earnings, sales tax, and license, permit, and zoning fees (see Exhibit 1).

The City received \$5.8 M in sales tax revenues, about \$1.0 M more than budget expectations. Sales tax activity in 2024 remained healthy across most sectors, with construction as well as retail and wholesale trade proving the top performing business sectors. Overall, sales tax revenues were \$48,000 more than the prior year.¹

Increased earnings on the City's investments reached an all-time high in 2024, amounting to \$2.1 M in the General Fund, \$438,058 more than 2023, which at the time was a historic high.

Many factors influence interest earnings with the earnings rate being a primary factor. In 2024 the City earned an average 5.32% on resources invested with the Washington State Local Government Investment Pool (LGIP). In 2022, the average earnings rate was 1.33%.

Between 2020 and 2022, the City's General Fund received no interest earnings (see Figure 1). This served as the basis for developing the 2023-2024 biennial budget and informs in large part why the year-end revenue surplus in both 2023 and 2024 was so significant.

Figure 1

GENERAL FUND	
Year	Interest Earnings
2024	\$ 2,142,037
2023	\$ 1,703,978
2022	\$ -
2021	\$ -
2020	\$ -

The fourfold increase in the earnings rate from 2022 to 2024 corresponded with changes to the Federal Reserve's federal funds target rates. Changes in the federal funds target rates are the Federal Reserve's primary tool to implement monetary policy. In the wake of the COVID-19 Pandemic, the Federal Reserve increased the federal funds target rates to help slow the pace of inflation. It also increased the LGIP's earnings rate.

License, permit, and zoning fees outperformed budget expectations due to high permit activity and revenues collected from three high valuation projects. Overall, net operating revenue tied to development services amounted to just over \$420,000. This surplus is restricted fund balance in the General Fund at the end of 2024.

¹ This figure reflects a February thru December comparison given sales tax revenue was impacted by the City's transition to the cash-basis accounting method on January 1, 2024. With this change, the sales tax distribution received in January 2024 was accrued and reported as revenue in December 2023 and is excluded from FY 2024. These receipts impact year-to-year comparisons during the 2024-2025 transition years. See Exhibit 1 for more information about the City's change to cash basis financial reporting.

As outlined in Exhibit 2, staff recommends this surplus be transferred to the new Development Services Fund operating fund to address temporary revenue losses due to economic downturns or to provide resources for one-time strategic investments in development service operations.

General Fund Expenditures

At the end of 2024, General Fund expenditures were 96.7% of the amended budget, ending the year \$1.4 M under budget. Of this amount, staff recommends \$151,000 be carried forward from 2024 into 2025 (see Exhibit 2). This includes resources for election expenses that were initially anticipated in 2024 but are now likely to take place in 2025.

Fund Balance

The fund balance in the General Fund at the end of 2024 is \$12.3 M. Of this, \$7.0 M is reserved based on prior City Council actions. The remaining \$5.3 M unassigned fund balance in Figure 2 represents the year-end revenue surplus in the General Fund.

Per the City's financial management policies, the five categories of fund balance in the General Fund include:

1. **Non-spendable** fund balance which cannot be spent, such as the principle of an endowment or inventories.
2. **Restricted** fund balance, which has externally enforceable limitations on the use imposed by creditors, grantors, laws, or regulations from other governments.
3. **Committed** fund balance that encompasses long-term limitations imposed by the City Council. For example, the City Council has committed a portion of fund balance to offset the long-term liability from the Washington Law Enforcement Officers' and Firefighters' System (LEOFF I) retirement plan.
4. **Assigned** fund balance, which the City Council earmarks for an intended use that may be temporary or short-term in nature.
5. **Unassigned** fund balance comprises what is left after considering the other four categories. The use is least constrained and is also referred to as available fund balance.

Figure 2

GENERAL FUND BALANCE FOR 2024	TOTAL
RESERVED	
NON-SPENDABLE	
Petty cash	\$ 1,000
Inventory of supplies	120,857
RESTRICTED	
Law enforcement restricted	81,793
Development services customer deposits	64,462
Deferred development fee revenue	553,913
Permit fee revenue surplus	1,146,386
COMMITTED	
LEOFF I long-term care reserve	2,751,343
Compensated absences reserve	675,299
WSDOT lease deposit	11,667
Unearned recreation revenue	413,304
ASSIGNED	
Expenditure carryforward to 2025 budget	151,000
Budgeted fund balance 2025 budget	1,037,211
Expenditure control budgeting reserve	45,092
RESERVED SUBTOTAL	\$ 7,053,327
UNASSIGNED - AVAILABLE BALANCE	\$ 5,284,283
TOTAL FUND BALANCE	\$ 12,337,610

Use of ARPA Funds

The American Rescue Plan Act (ARPA) was a Federal economic stimulus package signed into law in March 2021 in response to the economic and public safety impacts of the COVID-19 Pandemic ("Pandemic"). Of the \$1.9 trillion legislation, \$19.53 billion was set aside for cities and towns with less than 50,000 residents to aid in their response and recovery. The City of Mercer Island received \$7,235,319 in ARPA funding in two equal tranches in 2021 and 2022. The City was required to commit ARPA funds by December 2024 and fully expend the funds no later than December 2026.

Under the City Council's leadership and direction, the City effectively spent all \$7.23 M of ARPA funds by December 31, 2024. Figure 3 summarizes how ARPA funds were invested within the Mercer Island community.

Figure 3

Investment Using ARPA Funds	2021 Actuals	2022 Actuals	2023 Actuals	2024 Actuals	4-Year Total
1 Pandemic legal Impacts	\$ 4,481	\$ 6,750	\$ -	\$ -	\$ 11,231
2 Personnel	-	69,074	131,263	188,458	388,795
3 Pandemic Response Supplies	\$ -	\$ 11,323	\$ 2,356	\$ 1,853	\$ 15,532
4 Utility Relief Grant Program	-	33,131	4,000	-	37,131
5 City Hall Closure Impacts	\$ -	\$ -	\$ 368,421	\$ 1,346,683	\$ 1,715,104
6 Facility Planning & Improvements	-	-	-	1,267,447	1,267,447
7 Parks Maintenance	\$ 121,793	\$ 58,932	\$ 4,500	\$ 4,500	\$ 189,725
8 Recreation Restart Initiative	-	347,218	-	-	347,218
9 Aubrey Davis Park Asphalt Repairs	\$ -	\$ -	\$ -	\$ 35,437	\$ 35,437
10 Luther Burbank Sport Courts	-	-	-	642,655	642,655
11 Bike Skills Park	\$ -	\$ -	\$ -	\$ 302,500	\$ 302,500
12 Open Space Improvements	-	-	-	131,195	131,195
13 Sustainability Initiatives	\$ -	\$ -	\$ 19,603	\$ 119,330	\$ 138,933
14 Water and Sewer System Improvements	-	344,457	217,209	110,196	671,862
15 Youth & Family Services	\$ -	\$ 200,000	\$ 522,343	\$ 618,211	\$ 1,340,554
Total ARPA Investment	\$ 126,274	\$ 1,070,885	\$ 1,269,695	\$ 4,768,465	\$ 7,235,319

In 2021 and 2022, these one-time resources equipped the City to respond to the community's immediate needs and stabilize government operations. Maintenance services in parks, public spaces, and right of way were reinstated. Recreation facilities reopened with recreational programming and rental services.

Direct relief was provided to households. This included support via gift cards to local grocery stores, emergency assistance support, and mental health services at Mercer Island schools and for families in need. Households who incurred past due utility bills during the pandemic received support through the City's utility relief grant program. In 2023 and 2024, under the Council's direction, the City invested ARPA funds in critical infrastructure improvements including City parks, public facilities, and the water distribution and sewer conveyance systems.

REET Revenues

Real Estate Excise Tax (REET) is the primary revenue source for both the Steet Fund and Capital Improvement Fund. It is currently split into two revenue streams – REET-1 and REET-2 – each with restricted uses per State law. Figure 4 outlines REET revenues for the past four years and the year-over-year (YOY) percent change.

Figure 4

Real Estate Excise Tax (REET)	2021 Actuals	2022 Actuals	2023 Actuals	2024 Actuals
Revenues	\$ 7,738,640	\$ 4,043,922	\$ 3,431,558	\$ 3,943,842
YOY % CHG	78%	-48%	-15%	15%

* REET revenues in 2020 were \$4.35 million.

REET revenue is highly volatile. The slowing of real estate activity on the Island in the latter part of 2022 through 2024 mirrored the Federal Reserve's adjustments to the federal funds rate. Although the increased federal funds rate slowed the pace of inflation, it simultaneously increased borrowing costs and reduced the number of property transactions on the island.

Total REET revenues were \$3.9 M in 2024, about \$180,000 below budget expectations yet up \$512,000 from the nine-year historic low experienced in 2023. The lower-than-expected returns are due to 298 property sales in 2024, similar to the 290 property sales in 2023. In 2021, Total property sales of 530 resulted in an all-time high.

The volatility in REET revenues recently experienced comes during a time of significant capital investment within the Mercer Island community. Staff is closely tracking cash flow needs to support ongoing capital project work. Should a funding gap in the Capital Improvement Fund or the Street Fund result in a substantial impact on planned construction projects, staff will return to the City Council to discuss funding alternatives including using unassigned year-end surplus, project delays, or adjustments to project scopes.

Carry Forward Requests

A budget carry forward allows for funding allocated in the prior biennium to "carry forward" to the current biennium to support completion of projects authorized in the 2023-2024 budget but not complete by December 2024. Within a two-year budget, funding and the expenditure authority in the first year are automatically "carried over" to the second year of the budget. In between biennia, staff present a list of resources for the City Council's consideration to "carry forward" from the previous biennial budget into the current biennial budget.

Ordinance No. 25-10 (Exhibit 2) outlines the budget authority that staff recommends the City Council carry forward into the 2025-2026 biennial budget. Most of the carry forward requests are tied to the Capital Improvement Program. Staff identified \$18.9 M across ten different funds to be carried forward into the current biennium to complete capital project work that began during previous biennia.

NEXT STEPS

The \$5.3 M General Fund year-end unassigned fund balance largely represents a one-time revenue surplus in line with prior year-end financial outcomes. Adequate fund balance is a key element of the City's long-term fiscal management strategy. In times when economic health yields a year-end surplus, the City's financial policies ([Resolution No. 1667](#)) provide guidance on how to use unassigned fund balance. Examples include replenishing operating reserves to target levels and investing in one-time work items.

Staff will return to Council later this year with recommendations on the potential disposition of the 2024 unassigned fund balance in the General Fund.

RECOMMENDED ACTION

Adopt Ordinance No. 25-10, amending the 2025-2026 Biennial Budget.

INTRODUCTION

The Financial Status Update provides a budget to actual comparison of revenues and expenditures for the General Fund and all other funds from January through December 2024. This report is comprised of the following four sections:

- General Fund
- Utility Funds
- All Other Funds
- Budget Adjustment Summary

Beginning Fund Balance represents the net resources remaining from the prior year that have been allocated to support budgeted expenditures in fiscal year 2024.

Accounting Procedure Change

As of January 1, 2024, the City updated its accounting procedures to transition from full accrual financial reporting (also known as Generally Accepted Accounting Practices/GAAP) to the cash basis method as defined by the Washington State Auditor's Office (SAO).

The primary impact of this change is the timing of when revenues and expenditures are recognized. Under accrual-based accounting, revenues are recorded in the period earned regardless of when payment is received. An expenditure is recognized when the liability for goods or services is incurred.

Cash basis accounting recognizes revenues when the payment is received and expenditures when the payment is issued.

The change to cash-basis accounting impacts how financial information is reported in 2024 relative to prior years. Most notable impacts in 2024 include State shared revenues (e.g., sales tax, fuel taxes), Real Estate Excise Taxes, and limited external utility taxes. Distributions of these revenues received in January 2024 were accounted as revenue earned and reported in December 2023. These receipts are not being reported again, impacting year-to-year comparisons throughout the 2024-2025 transition years. Staff will highlight the related changes in each quarterly financial status update.

MAY 20, 2024

FINANCIAL STATUS UPDATE

DECEMBER 31, 2024

2024 General Fund

Adopted Revenue Budget
\$36.2 million

Amended Revenue Budget
\$43.3 million

**Revenue Actuals
as of December 31,**
\$38.6 million
(89.2% of amended budget)

Adopted Expenditure Budget
\$36.2 million

Amended Expenditure Budget
\$43.3 million

**Expenditure Actuals
as of December 31,**
\$41.9 million
(96.7% of amended budget)

Contingency Fund Balance
\$4.9 million

GENERAL FUND

Revenues

Overall, General Fund revenues were on track with budget expectations through the end of the 2024 fiscal year. The 2024 amended revenue budget is included in the table below along with year-to-date (YTD) actuals, and YTD actuals as a percentage of the amended budget. Prior YTD actuals are presented for comparative purposes.

The budget and actual amounts are for the entirety of 2024. Additional detail regarding primary General Fund revenues and material variances from the original budget is discussed in the narrative below.

GENERAL FUND: Revenues

As of December 31, 2024

Revenue Category	2024 Adopted Budget	2024 Amended Budget	Prior YTD 12/31/2023	YTD 12/31/2024	YTD Revenue as % of Amended Budget
Property Tax	\$ 13,726,032	\$ 13,726,032	\$ 13,429,844	\$ 13,734,426	100.1%
Sales Tax - General	4,847,450	4,847,450	6,395,651	5,887,597	121.5%
Sales Tax - Criminal Justice	752,419	752,419	941,734	848,874	112.8%
Utility Taxes	4,342,112	4,342,112	4,807,546	4,270,073	98.3%
B&O Taxes	706,483	706,483	935,727	998,679	141.4%
Shared Revenues	1,603,017	1,789,417	1,937,854	1,596,077	89.2%
Cost Allocation-Overhead	1,105,166	1,105,166	1,013,823	1,041,309	94.2%
EMS Revenues	1,850,872	2,064,389	1,894,687	1,727,957	83.7%
Parks & Recreation	1,413,501	1,413,501	1,159,581	1,410,541	99.8%
License, Permit & Zoning	2,924,101	3,056,101	3,986,657	4,383,067	143.4%
Municipal Court	192,895	192,895	220,647	139,729	72.4%
Miscellaneous Revenue	250,333	250,333	474,277	358,887	143.4%
Interest Earnings	10,828	10,828	1,843,214	2,294,206	21187.7%
Interfund Transfers	0	0	0	0	N/A
Total Revenues	\$ 33,725,209	\$ 34,257,126	\$ 39,041,243	\$ 38,691,423	112.9%
Beginning Fund Balance	2,495,149	9,095,970	0	0	0.0%
Total Resources	\$ 36,220,358	\$ 43,353,096	\$ 39,041,243	\$ 38,691,423	89.2%

Property Tax is 100.1 percent of the budget at the end of December. This slight variance is due to the King County Assessor's Office recouping funds for tax payment errors or adjustments from the prior year.

General Sales Tax is 121.5 percent of the adopted budget through the end of the year. This revenue category exceeded budget expectations. It is also impacted by the change to cash basis reporting. The sales tax distribution received in January 2024 was accrued and reported as revenue in December 2023 and is excluded from FY 2024.

Sales tax revenues remained consistent throughout 2024 despite economic uncertainties expected to stymie the pace of consumer spending. Construction has historically been the largest component of sales tax revenue and has outperformed the Retail & Wholesale Trade sector in both 2023 and 2024. Retail &

Wholesale Trade is performing slightly better in 2024 compared to the previous year, while construction has declined but maintains its place as the top performing business sector. The following table compares Sales Tax revenue by business sector from February through December for 2023 and 2024.

2023-2024 General Sales Tax Revenue by Business Sector (\$ in thousands)						
Business Sector	FEB thru DEC 2023	FEB thru DEC 2024	Increase / (Decrease)	% of Total		
				2023	2024	Sector Totals Change
Construction	\$2,379	\$2,337	(\$42)	40.7%	39.7%	-1.0%
Retail & Wholesale Trade	\$1,720	\$1,748	\$28	29.5%	29.7%	0.2%
All Other Sectors	\$505	\$505	(\$1)	8.7%	8.6%	-0.1%
Admin & Support Services	\$449	\$490	\$41	7.7%	8.3%	0.6%
Food Services	\$273	\$271	(\$2)	4.7%	4.6%	-0.1%
Professional, Scientific & Tech	\$192	\$210	\$18	3.3%	3.6%	0.3%
Finance/Insurance/Real Estate	\$182	\$174	(\$8)	3.1%	3.0%	-0.2%
Telecommunications	\$138	\$153	\$15	2.4%	2.6%	0.2%
Total	\$5,839	\$5,888	\$48	100.0%	100.0%	

*For comparison sake the table excludes January for 2023 and 2024 due to the change in accounting procedures.

Criminal Justice Sales Tax is 112.8 percent of the adopted budget at the end of December. This revenue consists of a 0.1 percent sales tax imposed by King County that is shared amongst cities in the county on a per capita (population) basis. It is closely tied to county wide taxable sales numbers. According to the most recent data from King County's Office of Economic and Financial Analysis, taxable sales are down from the end of the prior fiscal year by 0.6 percent.

Utility Taxes are 98.3 percent of budget at the end of the year due to the change to cash basis reporting and the delay in both monthly and quarterly (e.g., cable and garbage) utility tax remittances. However, this revenue category is performing consistent with historical trends.

Business & Occupation (B&O) Tax is 141.4 percent of budget at the end of December. Most of the City's registered businesses file an annual B&O tax return where the deadline for remitting annual taxes is April 15 of the following year. This revenue exceeds budget expectations for the fiscal year, but is within expectations when compared to prior year actuals.

Shared Revenues are 89.2 percent of the budget through the end of the year. This revenue category is impacted by the change to cash basis reporting. State shared revenues received in January 2024 were accrued and reported as revenue in December 2023 and are excluded from FY 2024. However, this revenue category is performing consistent with historical trends.

Major revenue sources include State shared taxes; hazardous waste grants; the I-90 corridor landscape maintenance revenue from the Washington State Department of Transportation; vessel registration fees received from the state through King County; the marine patrol services contract revenue from multiple contract cities; and financial support for the School Resource Officer received from the Mercer Island School District. The timing of these revenues is variable with most received in the fourth quarter of the year.

EMS Revenues are 83.7 percent of budget at the end of December. Revenues in this line are impacted by the change to cash basis reporting – funds associated with the King County EMS Levy that have historically been received in April and accrued back to March are now recognized in the second quarter of the fiscal year. Other revenues in this category align with historical expectations.

Parks and Recreation revenues are 99.8 percent of budget at the end of December. Revenue sources include field rentals, boat launch fees, program fees, and rent payments from the annex building outside the Mercer Island Community and Event Center (MICEC). Recreation program revenues are above prior year totals primarily due to Community Center rentals and the Drop-In Sports program, which are up \$206,000 and \$29,000 respectively compared to the prior year.

License, Permit, and Zoning Fees are 143.4 percent of budget at the end of the year. This revenue category consists of fees related to development services, business licenses, and a cable franchise. Revenues are performing well in part due to higher-than-expected permit activity. Permit revenues are also trending higher than the previous year due to work on the Riot Games building in Town Center and the King County North Mercer Sewer Upgrade Project that has continued into fiscal year 2024, as well as slightly more than \$1.0 million in permit revenue received due to the Xing Hua Mixed-Use Development project in Town Center.

Municipal Court revenues are performing below budget expectations, amounting to 72.4 percent of budget through the end of December. Revenues in this category are impacted by the transition to cash basis. Total revenues have also decreased compared to the prior year due to the volume of case filings declining throughout the year, from 1,426 cases filed in 2023 to 931 in 2024. Case filings in 2024, however, are on par with those observed throughout fiscal year 2022.

Interest Earnings are based on the City's idle cash resources that are invested in the State Treasury Local Government Investment Pool (LGIP). Per current budget policy, interest earnings are distributed to the various funds based on their relative cash balances at the end of each quarter.

Revenues continue to be higher than anticipated in this category for two primary reasons. First, LGIP yields remain higher than anticipated through the end of 2024. The federal funds target rate was reduced 0.75 percentage points in the fall of 2024, which in turn reduced the LGIP earnings rate from 5.42 percent at the beginning of September to 4.62 percent by the end of December.

Second, when the 2023-2024 budget was adopted, staff assumed interest earnings would be allocated to the Contingency Fund as required to maintain its funding target level. The Contingency Fund achieved and maintained its funding target at 12.5 percent of budgeted General Fund expenditures throughout the biennium. As a result, most interest earnings have remained in the General Fund. The disposition of these one-time revenues will be determined by the City Council at a later date.

All other revenues are within budget expectations through the end of December.

Expenditures

Overall, General Fund expenditures are within budget estimates at the end of the year. The table below lists the 2024 amended expenditure budget, year-to-date actuals, and year-to-date actuals as a percentage of the amended budget. Prior year actuals are presented for comparative purposes.

The budget and actual amounts are for the entire 2024 fiscal year. Additional details of material variances from the adopted budget are discussed in the narrative below.

GENERAL FUND: Expenditures

As of December 31, 2024

General Fund Department	2024 Adopted Budget	2024 Amended Budget	Prior YTD 12/31/2023	YTD 12/31/2024	YTD Expense as % of Amended Budget
Administrative Services	\$ 483,807	\$ 483,807	\$ 614,657	\$ 479,187	99.0%
City Attorney's Office	988,464	988,464	955,977	946,599	95.8%
City Council	55,404	55,404	45,251	53,556	96.7%
City Manager's Office	1,158,166	1,299,166	938,139	1,276,149	98.2%
Community Planning & Development	3,411,393	3,809,893	3,068,462	3,198,954	84.0%
Finance	1,410,476	1,445,476	1,145,211	1,311,344	90.7%
Fire	7,898,317	8,829,737	8,503,196	9,114,731	103.2%
Human Resources	861,493	861,493	842,327	792,997	92.0%
Information & Geographic Services	194,981	194,981	178,641	187,478	96.2%
Municipal Court	549,259	584,249	451,430	522,972	89.5%
Non-Departmental	2,323,526	4,316,454	2,473,934	3,808,107	88.2%
Parks & Recreation	2,217,919	2,217,919	1,950,325	2,200,529	99.2%
Police	8,978,307	8,978,307	8,484,630	9,029,214	100.6%
Public Works	5,353,668	5,402,568	5,357,607	5,078,263	94.0%
Total Expenditures	\$ 35,885,180	\$ 39,467,918	\$ 35,009,786	\$ 38,000,078	96.3%
Interfund Transfers	335,178	3,885,178	1,240,465	3,923,083	101.0%
Total Expenditures + Interfund Transfers	\$ 36,220,358	\$ 43,353,096	\$ 36,250,251	\$ 41,923,161	96.7%

In reviewing expenditures by department, the following are noteworthy:

Community Planning & Development expenditures ended the year at 84.0 percent of budget. Budget savings are result of professional services related work being moved to the 2025-2026 biennium to align with the department's work plan.

Fire department expenditures are 103.2 percent of budget at the end of December. This reflects payment of one-time transition costs in the first year of the City's interlocal agreement (ILA) with Eastside Fire & Rescue (EF&R) to provide fire and emergency medical services on Mercer Island beginning January 1, 2024. All other expenditures are within budget.

Overall, the City spent \$9.1 million on fire and emergency medical services in the first year of the EF&R interlocal agreement. This amounted to \$612,000 more in comparison to 2023 total related expenditures primarily due to the aforementioned one-time costs, nearly \$370,000 related to the first of three payments to establish a time accrued liability fund and the remaining \$242,000 related to wage increases following the 2023 June CPI-W of 3.6% that EF&R staff received per their contracted bargaining agreement.

However, in 2024 the City spent \$250,000 less on overtime related to fire and emergency medical service operations. What is more, the City realized a \$432,000 reduction in the other costs related to fire and emergency medical services. This includes a \$164,000 reduction in liability insurance, a \$36,000 reduction in building maintenance expenses, and based on the City's cost allocation policy, a savings of approximately \$232,000 in General Fund resources previously committed to supporting fire and emergency medical service operations.

Municipal Court expenditures are 89.5 percent of budget at the end of 2024. Spending is down from the prior year due to unspent funding from a grant award near the end of 2022 to improve the audio-visual capabilities of the Court ([AB 6139](#)). The operating budget remained within expectations throughout the year.

Non-Departmental expenditures ended December at 88.2 percent of budget. The largest line-item expenditure in this department is the annual payment of liability and property insurance that occurs in full in January. Other expenditures in the category remained within budget throughout the year.

Police expenditures are 100.6 percent of budget at the end of the year. Operating expenditures were within budget expectations. The slight overage can be attributed to a higher than anticipated retirement service benefit and longevity payout to two retiring staff members.

All other expenditures are within expectations through the end of the fiscal year.

Fund Balance

The General Fund's 2024 year-end balance amounts to \$5.2 million and represents the working capital (i.e., current assets less current liabilities) in the fund. The following table summarizes the restricted and unrestricted amounts.

Working Capital 12/31/2024	Amount
Budgeted fund balance 2025 budget	1,037,211
LEOFF I long-term care reserve	2,751,343
Compensated absences reserve	675,299
WSDOT site lease deposit	11,667
Deferred development fee revenue	553,913
Restricted - Permit fee revenue surplus	1,146,386
Unearned Recreation revenue	413,304
Inventory of supplies	120,857
Law Enforcement and Criminal Justice restricted	81,793
Expenditure budget carryovers to 2025 budget	151,000
Expenditure Control Budgeting reserve	45,092
Customer deposits	64,462
Petty cash	1,000
Subtotal (restricted)	7,053,327
Available balance	5,284,284
Total	12,337,610

The 2024 available fund balance surplus in the General Fund can be attributed to:

- Interest earnings far exceeding budget expectations.
- General sales tax revenues exceeding budget expectations.
- Business & occupation tax and miscellaneous state shared revenues exceeding budget expectations.
- Expenditure actuals ending the year 3.3% under budget.

UTILITY FUNDS

At the end of December, all three Utility funds are within expectations for operating revenues and expenditures.

Revenues

The table below lists the 2024 adopted and amended revenue budget, 2024 actuals, and a percentage of budget received. Prior year actuals are presented for comparative purposes. Additional detail regarding major variances is discussed in the narrative following the table.

UTILITY FUNDS: Revenues

As of December 31, 2024

Revenue Category	2024 Adopted Budget	2024 Amended Budget	Prior YTD 12/31/23	YTD 12/31/24	YTD Revenue as % of Amended Budget
Operating Revenues					
Water Utility	\$ 11,695,463	\$ 11,695,463	\$ 11,214,401	\$ 11,405,409	97.5%
Sewer Utility	12,022,731	12,022,731	11,329,932	12,181,273	101.3%
Storm Water Utility	2,716,585	2,716,585	2,563,724	2,668,401	98.2%
Interest Earnings					
Water Utility	87,729	87,729	910,259	1,048,218	1194.8%
Sewer Utility	38,881	38,881	508,522	509,163	1309.5%
Storm Water Utility	21,422	21,422	237,976	248,899	1161.9%
Proceeds of Debt Issuance					
Water Utility	-	29,886,813	-	29,886,813	100.0%
Sewer Utility	-	-	-	-	N/A
Storm Water Utility	-	-	-	-	N/A
Total Revenues	\$ 26,582,811	\$ 56,469,624	\$ 26,764,814	\$ 57,948,176	102.6%

Water, Sewer, and Storm Water Utility operating revenues are within budget expectations and reflect the seasonality of utility revenues. Adopted rate increases that became effective January 1, 2024, result in revenue increases compared to fiscal year 2023 revenues during the same period.

Interest earnings for the Water, Sewer, and Storm Water Utility funds have continued to exceed revenue expectations. The Local Government Investment Pool held a relatively high yield throughout fiscal year 2024, ranging from 5.45 percent at the beginning of January 2024 to 4.62 percent through the end of December 2024.

In 2023, no debt was issued for the Water Utility Fund as originally budgeted. Finance and Public Works staff completed the sale of limited tax general obligation (LTGO) bonds to finance and refinance capital improvements to the City's water distribution system on October 24, 2024. Jefferies, LLC was awarded the bid and the City received the full amount of the bond sale award in early November. Total revenues generated from the bond sale are \$26.6 million and have been received. The additional \$3.2 million bond revenue received is a result of the Public Works Trust Fund (PWTF) low-interest loan awarded to fund the Booster Chlorination System improvements ([AB 6142](#)).

Expenditures

The table below summarizes the 2024 adopted and amended expenditure budget by Utility fund and category including the actuals, and a percentage of budget spent. Prior year actuals are presented for comparative purposes. Additional details of major variances are discussed following the table.

UTILITY FUNDS: Expenditures

As of December 31, 2024

Category	2024 Adopted Budget	2024 Amended Budget	Prior YTD 12/31/23	YTD 12/31/24	YTD Expense as % of Amended Budget
Operating Expenditures					
Water Utility	\$ 6,884,883	\$ 7,256,382	\$ 6,051,153	\$ 6,431,498	88.6%
Sewer Utility	8,893,670	9,056,097	8,098,540	8,413,567	92.9%
Storm Water Utility	2,276,786	2,445,866	2,081,012	1,895,025	77.5%
Capital Projects					
Water Utility	12,272,064	28,759,157	8,641,969	15,030,232	52.3%
Sewer Utility	3,753,377	8,243,881	3,112,012	2,706,167	32.8%
Storm Water Utility	1,399,235	1,884,238	629,815	651,174	34.6%
Debt Service					
Water Utility	1,581,973	1,581,973	107,070	585,412	37.0%
Sewer Utility	1,031,829	1,031,829	1,020,762	1,031,829	100.0%
Storm Water Utility	-	-	-	-	N/A
Total Expenditures	\$ 38,093,817	\$ 60,259,423	\$ 29,742,335	\$ 36,744,903	61%

Expenditures in the Water and Sewer Utility funds are within expectations at the end of the fiscal year. Operating expenditures in the Storm Water Utility appear underspent due to budgeted interfund transfers from the Street fund that did not occur. Interfund transfers between funds only occur after the related project work has been completed. This means that if a project was delayed in the Street fund into the next biennium, the related interfund transfer to the Storm Water Utility would not occur until the next biennium as well.

The Water Utility debt service expenditures are much lower than budgeted due to not paying principal and interest on debt that was originally budgeted to start in 2023. Through the end of fiscal year 2024, multiple large capital improvement projects are either in the design phase or continuing construction. Staff is prioritizing work in the Water Utility to spend down time limited revenues related to the bond issuance in November. Notable capital projects are described in further detail below.

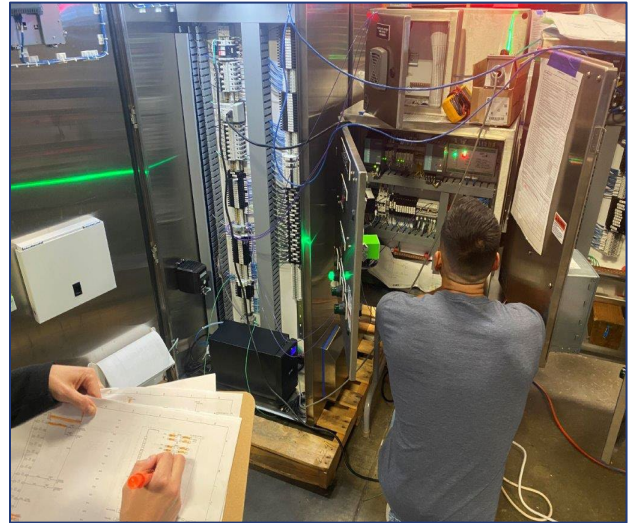
The **Water Reservoir Improvements** project will replace the interior coatings of both the City's water reservoirs, repaint the exteriors of both tanks, and install numerous safety improvements such as stairways and hand railings. Council awarded this contract in 2023 ([AB 6211](#)). Construction on this \$7 M investment began in Q4 2023 following material procurement and permitting. Because only one reservoir can be taken out of service at a time, this project will take until Q3 2025 to be completed. During Q3 2024, the coatings on the north reservoir roof were removed and replaced with a primer coat. The final coat was applied in Q4 while the south reservoir remained drained, and sand blasting commenced on the interior of the reservoir. The south reservoir interior painting wrapped up in April 2025. The contractor is now starting the final phase of work – the process of preparing and painting the roof and exterior walls.



The **Meter Replacement Project** is a multi-year project to replace aging water meter infrastructure. The City Council awarded the bid for the installation of this system in July 2022 ([AB 6112](#)). Meter deployment began in March 2024 and was completed in August 2024 resulting in the replacement of 7,900 aging water meters throughout the City. Work on data collector station permitting and installation is ongoing. Of the six total data collectors needed for the AMI system, three are operational, while the remaining three are awaiting permit approval and/or installation. When the AMI system is fully operational, the new meters will send water usage data directly to the City's utility billing system and will allow customers to access information about water use, leak notifications, and alerts via an online portal. Total project costs are nearly \$5.8 in the 2023-2024 biennium, and approximately \$1.4 M in the 2025-2026 biennium.

Design work for the **Sewer SCADA System Replacement** was completed in Q3 2022, and a construction contract ([AB 6190](#)) was awarded in Q4 2022. Due to ongoing supply chain delays, construction was delayed until Q4 of 2024. Throughout Q1 and Q2 2024, the project team held regular meetings to finalize construction work plans and approve necessary submittals.

In Q3 2024, all required permits were secured, including shoreline development, right-of-way use, electrical, and commercial fire alarm permits. City staff approved the final layouts of the sewer SCADA screens, completed factory acceptance testing, installed new communications antennas, and performed resident notifications for the first batch of sites to be upgraded. Construction is expected to wrap up in Q2 2025.



The current **Comprehensive Pipeline Replacement Rehabilitation & Replacement Program** involves relining existing sewer mains using a cured-in-place pipe process in the Mercerwood neighborhood (Sewer Basin 40).

The project occurred in two phases. Phase 1 was completed in 2023. Phase 2 was completed in Q2 of 2024. The project lined more than 12,000 feet of existing sewer main with cured-in-place pipe and installed 111 service connection seals. As a result of the project, the majority of Sewer Basin 40, previously the oldest sewer collection area on the Island, is now the newest with a 50-year design life.

Fund Balance

Fund balances, excluding fixed assets, as of December 31, 2024, for the Utility funds are detailed below.

Water Utility Fund

Working Capital 12/31/2024	Amount
Available fund balance*	17,911,082
Budgeted fund balance (2025 budget)	9,651,261
Expenditure budget carryovers to 2025 budget	10,411,104
Operating Fund Balance minimum	1,034,000
Capital reserve	784,000
Total	39,791,447

*-Capital budget assumes cash available from bond issuance

Sewer Utility Fund

Working Capital 12/31/2024	Amount
Available fund balance	2,054,251
Budgeted fund balance (2025 budget)	2,277,964
Sewer lake line reserve	1,500,000
Operating Fund Balance minimum	757,000
Capital reserve	501,200
Expenditure budget carryovers to 2025 budget	3,347,658
Total	10,438,073

Storm Water Utility Fund

Working Capital 12/31/2024	Amount
Available fund balance	3,771,630
Budgeted fund balance (2025 budget)	821,576
Operating Fund Balance minimum	224,000
Expenditure budget carryovers to 2025 budget	282,405
Basin improvement reserve	24,694
Total	5,124,305

ALL OTHER FUNDS

Revenues

The table below lists the 2024 amended revenue budget, fourth quarter actuals, and the percentage of budget received. Prior year actuals are presented for comparative purposes. Additional details of major variances are discussed in the narrative following the table.

ALL OTHER FUNDS: Revenues

As of December 31, 2024

Fund Name	2024 Adopted Budget	2024 Amended Budget	Prior YTD 12/31/2023	YTD 12/31/2024	YTD Revenue as % of Amended Budget
Self Insurance Claim	\$ 10,000	\$ 10,000	\$ 5,250	\$ -	N/A
Street	5,998,008	6,599,129	4,656,974	5,711,155	86.5%
Contingency	151,805	151,805	522,423	65,712	43.3%
1% for the Arts	25,000	25,000	30,915	68,106	272.4%
Youth & Family Services	3,368,606	3,468,606	3,665,938	3,776,857	108.9%
ARPA	-	3,041,190	1,269,695	4,768,466	156.8%
Bond Redemption (Non-Voted)	-	-	142,800	-	N/A
Town Center Parking Facilities	-	-	-	35,489	N/A
Capital Improvement	10,929,288	11,821,443	3,769,437	10,236,747	86.6%
Technology & Equipment	268,000	268,000	280,000	280,000	104.5%
Municipal Facility Replacement	-	1,000,000	579,808	3,400,000	N/A
Equipment Rental	1,505,420	1,505,420	1,412,275	1,611,904	107.1%
Computer Equipment	1,305,536	1,305,536	1,270,644	1,335,305	102.3%
Firefighter's Pension	68,210	68,210	118,630	118,129	173.2%

Street Fund revenues are 86.5 percent of budget at the end of December. The primary revenue sources in the Street Fund for fiscal year 2024 are Real Estate Excise Tax (REET) and expected reimbursements from the 2017 Sound Transit Settlement Agreement. Just over \$2.6 million of Sound Transit Mitigation reimbursements was received in 2024. Work is underway to expend the remaining \$4.8 million for traffic safety enhancement projects.

The Street Fund is impacted by the change to cash basis reporting. REET distribution received in January 2024 was accrued and reported as revenue in December 2023 and is excluded from FY 2024. REET also underperformed compared to recent historical trends.

Property sales recorded in February through December of 2024 were slightly higher compared to the same period in 2023, however the property sales recorded for both 2023 and 2024 are well below the 10-year historical average. It is worth noting that the average property sale price increased in 2024 when compared to 2023 by nearly \$200,000 per property, which was the primary driver of the increase in total REET revenues.

Revenues in the **Contingency Fund** are made up of interest earnings. The Contingency Fund achieved its desired cash balance, dictated by the City's financial management policies, of at least 12.5 percent of the

General Fund expenditures budget at the end of fiscal year 2023. Staff will evaluate whether an additional allocation in Q1 2025 is required to meet the funding target for the new biennium.

Youth & Family Services revenues ended December at 108.9 percent of the amended budget due to grant reimbursements from the Federal Stop grant received in late October. Thrift shop revenues are up nearly \$83,500 in fiscal year 2024 compared to the prior year. Other revenues are within budget expectations.

Capital Improvement Fund revenues are 86.6 percent of budget at the end of the fourth quarter. Similar to the Street Fund, REET is a primary revenue source in the Capital Improvement Fund. Staff will continue to monitor factors relating to REET to better inform expectations for FY 2025 and beyond.

In addition, the budget for revenues in 2024 includes \$3.4 million in State Grant funding, of which 7.7 percent has been collected to date.

Firefighter's Pension Fund revenues are 173.2 percent of budget at the end of 2024. This increase in interest earnings comes as local government investment pool yields have remained consistently high through August 2024, only dropping in the fourth quarter due to Federal Reserve rate cuts conducted in September and November.

All other revenues are within expected norms through the end of December.

Expenditures

The table below lists the 2024 amended expenditures budget by fund, end of December actuals, and a percentage of budget spent. Prior year actuals are presented for comparative purposes. Additional details of major variances are discussed in the narrative following the table.

ALL OTHER FUNDS: Expenditures

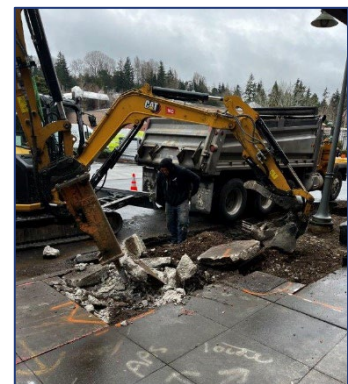
As of December 31, 2024

Fund Name	2024 Adopted Budget	2024 Amended Budget	Prior YTD 12/31/2023	YTD 12/31/2024	YTD Expense as % of Amended Budget
Self Insurance Claim	\$ 10,000	\$ 10,000	\$ -	\$ -	N/A
Street	9,658,917	12,658,086	4,532,541	9,119,869	72.0%
Contingency	-	-	217,725	-	N/A
1% for the Arts	15,000	45,060	53,521	27,995	62.1%
Youth & Family Services	3,368,606	3,511,053	3,234,791	3,412,533	97.2%
ARPA	2,807,243	4,768,465	1,269,695	4,768,465	100.0%
Bond Redemption (Non-Voted)	-	-	142,758	-	N/A
Capital Improvement	11,121,741	19,223,366	3,337,179	8,434,426	43.9%
Technology & Equipment	145,250	745,650	598,201	295,077	39.6%
Municipal Facility Replacement	-	785,000	-	-	0.0%
Equipment Rental	1,377,116	2,200,428	1,493,036	1,572,976	71.5%
Computer Equipment	1,316,488	1,316,488	1,266,697	1,324,575	100.6%
Firefighter's Pension	103,000	130,267	111,833	124,019	95.2%

Street Fund: Total expenditures are 72.0 percent of budget at the end of December. Operating expenditures are within budget expectations. This level of expenditure for the capital projects in the Street Fund was expected given that many capital projects are currently underway, resulting in notable expenditures beyond the end of 2024. Project work that is still underway is expected to be carried forward into FY 2025.

The **80th Avenue Sidewalk Improvements** consists of replacing sidewalks along the east side of 80th Avenue from SE 27th Street to SE 32nd Street. Much of the sidewalk removal is the result of street tree roots raising sidewalk panels. Many of the trees will be removed and replaced based on declining health and impact on sidewalks. New trees will be planted, and in some areas planting cells will be installed underneath the new sidewalks.

In addition, street lighting will be replaced on both sides of 80th Avenue and a small area of sidewalk in the 3000 block of 78th Avenue will be rebuilt. The project was awarded to Always Active Services ([AB 6513](#)) in July of 2024. Construction started in early December of 2024 with completion expected in Q2 of 2025.



ARPA Fund: Total expenditures are 100.0 percent of budget at the end of 2024. The largest expenditure lines for 2024 are related to the modular buildings currently serving as the base of operations for the City's

Police Department and two interfund transfers tied to funding human services provided by Youth and Family Services and facility and park capital improvement projects.

Capital Improvement Fund expenditures ended December at 43.9 percent of budget. This level of expenditure for capital projects was expected given that many capital projects are currently underway. Expenditures are \$5.0 million more compared to 2023, reflecting the staff's aggressive focus on tackling significant capital reinvestments. Notable projects are described in further detail below.

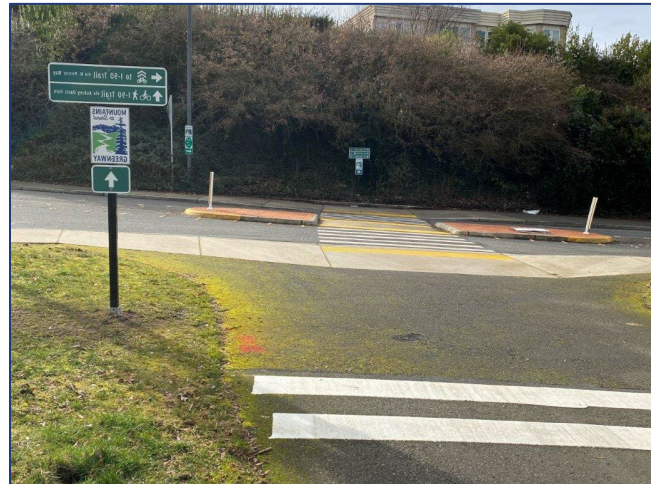
The **Luther Burbank Park Sport Courts Renovation** project was awarded in July 2023 ([AB 6309](#)). This project was identified as part of the 2022 Parks, Recreation, and Open Space (PROS) program. The scope of this project has been altered twice, [AB 6465](#) and [AB 6533](#), with the latter concerning subgrade remediation work that was identified during project construction. Excavation of the existing subgrade was completed in September. Paving work began in late September and was completed by the end of October. The newly paved courts were opened for public use in November for the entirety of the Winter season. The courts will be closed again in Q2 2025 for the installation of the permanent acrylic surfacing.



The **Luther Burbank Boiler Building Improvements Phase 1** project was awarded in January 2024 ([AB 6380](#)). This project reinforced the building's structure against earthquake damage and installed a new roof. It also renovated the restroom annex.

Construction began in Q1 2024. At the end of 2024, the work is 95% complete. Issues with the building's sewer and electrical service have resulted in scope changes. A new electrical service and sewer vault will be installed by Q2 2025.

The **Aubrey Davis Park Trail Improvements** project was awarded in June 2024 ([AB 6482](#)). The project is 90% complete. New concrete paving in the ballfield/restroom area has been installed, along with pavement markings to alert trail users at intersections. Fencing has been installed to guide where foot traffic can cross the trail. Shoulder improvements and landscaping are underway. Lighting, signage and park furnishings were delayed due to supply issues and are expected to wrap up in Q2 2025. This project is funded by the Washington State legislature through a grant from the Department of Commerce.



Technology & Equipment Fund: Total expenditures are 39.6 percent of budget at the end of December. This is a result of a handful of technology projects planned for 2024 that are not proceeding due to the permanent closure of City Hall. For example, the Municipal Court Technology improvements (GT0115) will not proceed. Projects with notable expenditures through the fourth quarter include Fire self-contained breathing apparatus, the new financial software implementation, and the Mercer Island Community Center Technology & Equipment Replacement Program.

Equipment Rental Fund expenditures ended December at 39.6 percent of budget. Expenditures in this fund consist of Honeywell Site Remediation costs and fleet services, including replacements. Funds that were previously encumbered for fleet replacements have been expended as new vehicles have arrived, albeit later than anticipated due to supply-chain delays. New vehicles and equipment prices are 15 to 70% higher than anticipated and these revised projections have been incorporated into the 2025-2026 biennial budget.

All other variances meet budget expectations through the end of December.

Fund Balance

The composition of the fund balance as of December 31, 2024 in each of these other funds is detailed below.

All Other Funds (Excluding Utilities)

Fund / Working Capital Composition, 12/31/24	Amount
Self Insurance	
Available fund balance	60,000
Budgeted fund balance (2025 budget)	-
Total	60,000
Street	
Available fund balance	842,045
Budgeted fund balance (2025 budget)	80,397
Expenditure budget carryovers to 2025 budget	1,455,306
Transportation impact fee reserve	260,633
Operating Fund Balance minimum	87,000
Town Center street (north) reserve	99,684
Total	2,825,066
Contingency	
Contingency reserve	4,871,961
Total	4,871,961
1% for the Arts	
Expenditure budget carryovers to 2025 budget	17,000
Available fund balance	176,420
Total	193,420
Youth & Family Services	
Operating Fund Balance	618,369
Emergency & Rental Assistance	25,279
Opioid Settlement funds	261,462
Expenditure budget carryovers to 2025 budget	-
Budgeted fund balance (2025 budget)	523,003
Total	1,428,112
Bond Redemption--Voted	
Available fund balance	18,943

Fund / Working Capital Composition, 12/31/24	Amount
Equipment Rental	
Vehicle replacement reserve	1,248,060
2025 vehicle replacements	1,665,908
Expenditure budget carryovers to 2025 budget	195,537
Fire apparatus replacement sinking fund	713,662
800 MHz radio replacement reserve	373,610
Total	4,196,777
Municipal Facility Replacement	
Expenditure budget carryovers to 2025 budget	785,000
Available Fund Balance	3,194,808
Total	3,979,808

Fund / Working Capital Composition, 12/31/24	Amount
Bond Redemption--Non Voted	
Debt service reserve	5,080
Long Term Parking - Capital	
Available Fund Balance	744,082
Expenditure budget carryovers to 2025 budget	-
Total	744,082
Capital Improvement	
Available Fund Balance*	2,026,972
Budgeted fund balance (2025 budget)	3,318,845
King County Parks Expansion Levy	757,202
Expenditure budget carryovers to 2025 budget	2,226,939
Turf Fields Replacement Sinking Fund	555,162
Reserve - Freeman Landing	329,891
Operating Fund Balance minimum	114,000
Impact Fees	288,277
Reserve - RCO property	28,400
Total	9,645,687
Technology & Equipment	
Available fund balance	883,150
Expenditure budget carryovers to 2025 budget	202,208
Budgeted fund balance (2025 budget)	-
MICEC equipment replacement sinking fund	24,632
Operating Fund Balance minimum	-
Police car camera replacement sinking fund	73,710
State seizure funds (criminal justice)	41,345
Total	1,225,045
Firefighter's Pension	
Pension reserve	-
Total	0

*Capital budget assumes cash available from grants

Fund / Working Capital Composition, 12/31/24	Amount
Computer Equipment	
2025 computer replacements	225,400
Expenditure budget carryovers to 2025 budget	-
Computer replacement reserve	745,570
Total	970,970
ARPA Projects fund	
Available fund balance	-
Budgeted fund balance (2025 budget)	-
Expenditure budget carryovers to 2025 budget	-
Total	0

Two summary listings of the originally adopted 2023-2024 Budget (expenditures only), broken down by year, and amendments adopted by Ordinance through November 19, 2024 are presented below.

Fund Type / Fund Name	Original 2023 Budget	2023 Budget Adjustments					Amended 2023 Budget
		Administrative Biennial Corrections	ORD 23-05 22 to 23 Carry forward	ORD 23-06 Q1 FSU	ORD 23-12 Q2 FSU	ORD 23-20 Q3 FSU	
General Purpose Funds:							
General	34,796,307	(602,407)	440,209	676,090	159,525	1,109,176	36,578,900
Self-Insurance	10,000						10,000
Youth Services Endowment	-						-
Special Revenue Funds:							
Street*	5,136,091	(2,343,048)	1,505,480		250,000		4,548,523
Contingency	-				217,725		217,725
1% for the Arts	15,000	(10,060)			50,000		54,940
Youth & Family Services	3,325,282		64,863				3,390,145
ARPA Funds	1,983,672	(1,025,885)	857,218		291,000	(765,000)	1,341,005
Debt Service Funds:							
Bond Redemption (Voted)	-						-
Bond Redemption (Non-Voted)	142,800						142,800
Capital Projects Funds:							
Town Center Parking Facilities*	-						-
Capital Improvement*	10,664,404	(7,026,909)	571,905			(760,000)	3,449,400
Technology & Equipment*	495,186	(600,400)	708,140				602,926
Capital Reserve*	-						-
Enterprise Funds:							
Water*	22,052,286	(15,765,232)	9,168,243	1,245,279			16,700,576
Sewer*	14,120,007	(4,134,689)	809,688	1,533,625			12,328,631
Stormwater*	3,192,949	(650,003)	168,366				2,711,312
Internal Service Funds:							
Equipment Rental*	1,610,914	(823,312)	596,861		145,750		1,530,213
Computer Equipment*	1,155,078						1,155,078
Trust Funds:							
Firefighter's Pension	100,000	11,833					111,833
Total	98,799,975	(32,970,112)	14,890,973	3,454,994	1,114,000	(415,824)	84,874,006

* Capital Improvement Program (CIP) projects are accounted for in these funds.

Fund Type / Fund Name	Original 2024 Budget	2024 Budget Adjustments							Amended 2024 Budget
		Administrative Biennial Corrections	ORD 23-06 Q1 FSU	ORD 23-12 Q2 FSU	ORD 23-20 Q3 FSU	ORD 24-04 Q4 FSU	ORD 24-11 Q1 FSU	ORD 24-13 Q2 FSU	
General Purpose Funds:									
General	36,220,358	602,407	1,587,500	132,000	1,035,831	75,000	2,700,000	1,000,000	43,353,096
Self-Insurance	10,000								10,000
Youth Services Endowment	-								-
Special Revenue Funds:									
Street*	9,658,917	2,343,048		55,000			601,121		12,658,086
Contingency	-								-
1% for the Arts	15,000	10,060					20,000		45,060
Youth & Family Services	3,368,606				142,447				3,511,053
ARPA Funds	1,259,017	1,025,885		594,500	550,000		701,390	637,673	4,768,465
Debt Service Funds:									
Bond Redemption (Voted)	-								-
Bond Redemption (Non-Voted)	-								-
Capital Projects Funds:									
Town Center Parking Facilities*	-								-
Capital Improvement*	11,121,741	7,026,909			180,000	152,561	453,890	288,265	19,223,366
Technology & Equipment*	145,250	600,400							745,650
Capital Reserve*	-							785,000	785,000
Enterprise Funds:									
Water*	20,738,920	15,765,232				1,075,000	18,360		37,597,512
Sewer*	13,678,876	4,134,689					18,360	698,650	18,530,575
Stormwater*	3,676,021	650,003					4,080		4,330,104
Internal Service Funds:									
Equipment Rental*	1,377,116	823,312							2,200,428
Computer Equipment*	1,316,488								1,316,488
Trust Funds:									
Firefighter's Pension	103,000	(11,833)					39,100		130,267
Total	102,689,310	32,970,112	1,587,500	781,500	1,908,278	1,302,561	4,556,301	3,409,588	149,205,150

**CITY OF MERCER ISLAND
ORDINANCE NO. 25-10**

**AN ORDINANCE OF THE CITY OF MERCER ISLAND, WASHINGTON,
INCORPORATING CERTAIN BUDGET REVISIONS TO THE 2025-2026
BIENNIAL BUDGET AND AMENDING ORDINANCE NO 24-21.**

(BUDGET AMENDMENT NO. 1)

WHEREAS, the City Council adopted the 2025-2026 Budget by Ordinance No. 24-21 on December 3, 2024, representing the total for the biennium of estimated resources and expenditures for each of the separate funds of the City; and

WHEREAS, budget adjustments are needed that have been previously approved by the City Council, as noted in the following table;

Fund	Department	Description	Agenda Bill	Budget Year	Expenditure Adjustment	Revenue Adj / Funding Source
General	Non-Departmental	Transfer to CPD Fund - Prior year permit fee reserved dollars		2025	\$ 1,700,299	Reserved Fund Balance
	Public Works	Sustainability Ramp Litter Cleanup Grant	AB6663	2025	\$ 60,000	DOE Grant
Capital Improvement	Public Works	Public works building seismic retrofit	AB6616	2025	\$ 1,138,420	Unappropriated Fund Balance
Water	Public Works	Reservoir improvement project	AB6659	2025	\$ 514,505	Unappropriated Fund Balance
		Reservoir Booster Pump Station	AB6655	2025	\$ 175,000	

WHEREAS, budget adjustments are needed that have not been previously approved by the City Council, as noted in the following tables;

Operating Budget Carryovers (From 2024 budget to 2025-2026)

Fund	Department	Description	Budget Year	Expenditure Adjustment	Revenue Adj / Funding Source
General	Non-Departmental	Election Expenses	2025	\$ 151,000	Unappropriated Fund Balance
Municipal Arts	Public Works	Totem Restoration	2025	\$ 17,000	Unappropriated Fund Balance
Stormwater	Public Works	Stormwater Capacity Grant	2025	\$ 50,000	Grant Funding

Capital Program Budget Carryovers (From 2024 budget to 2025-2026)

Fund	Department	Description	Budget Year	Amount	Funding Source
Street	Public Works	80th Ave SE Sidewalk Improvements	2025	\$ 874,727	Unappropriated Fund Balance
		ADA Compliance Plan Implementation	2025	\$ 59,654	
		ICW Corridor Improvements	2025	\$ 436,048	
		Traffic Signal Safety Improvements	2025	\$ 69,877	
		4004 ICW Property	2025	\$ 15,000	
Capital Improvement	Public Works	Public Woks Building Safety	2025	\$ 20,000	Unappropriated Fund Balance
		Luther Burbank Facility Repairs	2025	\$ 20,000	
		Thrift Shop Improvements	2025	\$ 520,000	
		Station 91 & 91 Repairs	2025	\$ 115,000	
		HVAC Repairs / Siemens Controls	2025	\$ 525,000	
		ADA Improvements	2025	\$ 15,000	
		Facility Access Controls	2025	\$ 171,434	
		Aubrey Davis Park Trail Safety	2025	\$ 161,436	
		Luther Burbank Boiler Bldg	2025	\$ 232,470	
		Pioneer Park/Engstrom Open Space	2025	\$ 74,000	
		Roanoke Playground Replacement	2025	\$ 191,234	
		Luther Burbank South Shoreline	2025	\$ 10,000	
		Luther Burbank Sport Courts	2025	\$ 171,365	
Technology & Equipment	Finance	Tyler Munis ERP Software Implementation	2025	\$ 202,208	Unappropriated Fund Balance
Municipal Facility Replacement	Public Works	Schematic Design Public Safety & Maintenance Building	2025	\$ 785,000	Unappropriated Fund Balance

Capital Program Budget Carryovers (From 2024 budget to 2025-2026) continued

Fund	Department	Description	Budget Year	Amount	Funding Source
Water	Public Works	Water SCADA	2025	\$ 75,000	Unappropriated Fund Balance
		Reservoir Improvements	2025	\$ 2,160,736	
		Meter Replacement Project	2025	\$ 1,432,866	
		Reservoir Generator	2025	\$ 502,588	
		Reservoir Pump Replacement	2025	\$ 1,244,326	
		2023 Water System Improvements	2025	\$ 15,000	
		2024 AC Main Replacements	2025	\$ 3,880,720	
		PRV Station Replacements	2025	\$ 1,099,868	
Sewer	Public Works	Sewer SCADA	2025	\$ 1,367,868	Unappropriated Fund Balance
		Sewer Generator Replacement	2025	\$ 1,069,826	
		Sewer Pump Station Improvements	2025	\$ 909,964	
Storm Water	Public Works	Sub Basin 46a	2025	\$ 50,000	Unappropriated Fund Balance
		Sub Basin 29.3	2025	\$ 132,405	
		Basin 18C Drainage improvements	2025	\$ 50,000	
Equipment Rental	Public Works	Vehicle replacements - 3 replacements in progress at year end	2025	\$ 195,537	Unappropriated Fund Balance

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

Section 1. Amending the 2025-2026 Budget

The 2025-2026 Budget for the City of Mercer Island, as adopted in Ordinance No. 24-21, is hereby amended to incorporate increases in resources and expenditures in the following funds for the 2025-2026 biennium:

Fund	Fund Name	Resources	Expenditures
001	General Fund	\$ 1,911,299	\$ 1,911,299
110	Street Fund	\$ 1,455,306	\$ 1,455,306
140	Municipal Arts	\$ 17,000	\$ 17,000
320	Capital Improvement	\$ 3,365,359	\$ 3,365,359
330	Technology & Equipment	\$ 202,208	\$ 202,208
350	Municipal Facility Replacement	\$ 785,000	\$ 785,000
410	Water Utility	\$ 11,100,609	\$ 11,100,609
420	Sewer Utility	\$ 3,347,658	\$ 3,347,658
430	Stormwater Utility	\$ 282,405	\$ 282,405
510	Equipment Rental	\$ 195,537	\$ 195,537
Total		\$ 22,662,381	\$ 22,662,381

Section 2. Amending Previously Adopted Budget Ordinances

City Ordinance 24-21, as previously adopted and as hereby amended, is hereby ratified, confirmed, and continued in full force and effect.

Section 3. Effective Date

This Ordinance shall take effect and be in force 5 days after passage and publication.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF MERCER ISLAND, WASHINGTON, AT ITS MEETING ON THE 20TH DAY OF MAY 2025.

CITY OF MERCER ISLAND

Salim Nice, Mayor

ATTEST:

Andrea Larson, City Clerk

APPROVED AS TO FORM:

Bio Park, City Attorney

Date of Publication: _____



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6680
May 20, 2025
Regular Business

AGENDA BILL INFORMATION

TITLE:	AB 6680: Forecast on the City's Financial Position through the First Quarter 2025	<input checked="" type="checkbox"/> Discussion Only <input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Receive report. No action necessary.	

DEPARTMENT:	Finance
STAFF:	Matthew Mornick, Finance Director Ben Schumacher, Financial Analyst
COUNCIL LIAISON:	n/a
EXHIBITS:	1. May 2025 Financial Forecast
CITY COUNCIL PRIORITY:	n/a

EXECUTIVE SUMMARY

This agenda item summarizes financial projections for the City's operating funds – the General Fund and Youth and Services (YFS) Fund – through the current biennium to 2030.

- With significant policy changes at the national level, the State of Washington grappling with a budget deficit, and the City anticipating a structural deficit in 2027, staff made the decision to present the long-term financial forecast earlier in the year than usual to help inform upcoming work on the mid-biennial budget update and other policy decisions.
- The past five years represent one of the most atypical periods in the City's financial history.
 - During the COVID-19 Pandemic, the City instituted immediate cost saving measures to stabilize operations.
 - New financial management policies were adopted and provide clear direction for careful stewardship of finite resources and a focus on the City's long-term financial goals.
 - The City Council approved historic investments in City infrastructure – water, sewer, transportation, stormwater, and parks. Notable projects include the design of the new Public Safety and Maintenance Facility to house essential public safety, emergency management, and maintenance operations following the unexpected permanent closure of City Hall in 2023 due to asbestos contamination.
 - The Council also directed the replacement of the City's main water supply pipeline following two significant Island-wide water emergencies.
 - The City Council allocated \$7.2 Million in ARPA Funds over the past four years to support Youth and Family Services and critical infrastructure investments.
 - The City Council established the Municipal Facility Replacement Fund in 2023, a reserve created in the wake of City Hall's closure to help fund short and long-term facility needs.
 - The City invested in a major upgrade to the enterprise-wide financial software system, providing modern tools to improve operations and efficiency.

- To help navigate future policy discussions and strategic decisions, the May 2025 financial forecast (“forecast”) provides the City Council with an up-to-date outlook of the City’s primary operating funds (Exhibit 1).
- At the end of 2024, the General Fund available fund balance was \$5.3 million (M), due to better than anticipated revenues tied to general sales taxes and interest earnings, and 2024 expenditure savings.
- For the General Fund, the Revenue Forecast includes three scenarios reflecting different economic conditions that vary between favorable, most probable, and unfavorable across a six-year timeframe.
- The YFS Fund’s operating balance is projected to be fully spent this biennium. By 2027, projections indicate an \$800,000 annual operating deficit that will grow over time. Use of the operating fund balance during the current biennium affords the City time to develop and commit to a financial plan that sustainably funds Youth and Family Services beyond 2026.

Staff is closely tracking the City’s financial activity as well as current and future economic conditions. Staff will present recommendations to bolster the operating funds for City Council consideration during the mid-biennial budget process this fall. These fiscal policy discussions are anticipated to continue into 2026 and inform development of the 2027-2028 Biennial Budget.

BACKGROUND

The past five years represent one of the most atypical periods in the City’s financial history. During the COVID-19 Pandemic, the City instituted immediate cost saving measures to stabilize government operations. Amidst significant uncertainty in 2021, the City Council developed and unanimously adopted new financial management policies that established clear direction for careful stewardship of finite resources, and a shared focus on the City’s long-term financial goals.

These new policies guided the City out of the global pandemic, helped reshape City operations, and resulted in staff completing a body of work that included completion of major capital improvements to the City’s streets, parks and underground utilities; passage of a parks levy lid lift to fund long-term playground replacements and open space management; and replacing antiquated enterprise-wide financial software with modern streamlined software systems, to name a few.

With careful stewardship of the City’s operating budget, the City’s General Fund had available fund balance at year-end in fiscal years 2021, 2022, and 2023 that collectively amounted to \$9.7 M. The City Council made measured investments in government operations but set aside most of these one-time resources in the Municipal Facility Replacement Fund, a reserve created in the wake of the City Hall closure to help fund short and long-term facility needs.

As part of the 2025-2026 biennial budget process, the City Council received a revenue forecast in October 2024 that informed spending levels for the current biennium ([AB 6555](#)). The October 2024 forecast was based on recent financial data from 2021 through the first six months of 2024 budget actuals, along with the timely local, regional, and national information. Staff projected local economic conditions would return to what was normal prior to the pandemic. General Fund revenues were projected to slow compared to growth rates in prior years yet remain healthy through the end of the biennium. The October 2024 Revenue Forecast anticipated structural deficits in the General Fund and the YFS Fund in 2027.

At the end of 2024, the General Fund available fund balance was \$5.3 M, due to better than anticipated revenues tied to general sales taxes and interest earnings, and 2024 expenditure savings. Refer to AB 6679 in the May 20, 2025 City Council meeting packet for more information on the City’s financial performance at fiscal year-end 2024.

ISSUE/DISCUSSION

To help navigate future policy discussions and strategic decisions, staff made the decision to present the long-term financial forecast earlier in the year than usual to help inform upcoming work on the mid-biennial budget update and other policy decisions. The May forecast (Exhibit 1) provides the City Council updated financial information on the City's primary operating funds – the General Fund and Youth and Services (YFS) Fund.

The May 2025 Forecast anticipates the General Fund will end 2025 at \$38.4 M, exceeding the 2025 adopted budget by \$0.6 M at year-end. The projected increase in 2025 revenues is the result of healthy economic trends from 2024 continuing through the first quarter of 2025 and anticipated to continue through 2026.

General Fund expenditures are projected to meet budget expectations this biennium. Beginning in 2027, however, General Fund expenditures are projected to outpace revenues by approximately \$1.6 M. The General Fund's available fund balance buoys operations until early 2029, when the available fund balance is projected to go negative. Refer to Exhibit 1 for detailed information.

The YFS Fund's operating balance is projected to be fully spent this biennium. By 2027, projections indicate an \$800,000 operating deficit that will grow over time. Use of the operating fund balance affords the City time to develop and commit to a financial plan that sustainably funds Youth and Family Services beyond 2026.

Staff is closely tracking the City's financial activity as well as current and future economic conditions. Staff will present recommendations to bolster the operating funds for City Council consideration during the mid-biennial budget update this fall. These fiscal policy discussions are anticipated to continue into 2026 and inform development of the 2027-2028 Biennial Budget.

NEXT STEPS

Staff will address City Council questions on May 20 and will return to the Council during the mid-biennial budget workshops this fall with additional information and potential recommendations on how to address near and long-term financial impacts to the City's operating funds.

RECOMMENDED ACTION

Receive report. No action necessary.

INTRODUCTION

The May financial forecast (“forecast”) provides an overview of the City’s financial position through the 2025-2026 biennium and beyond.

The May forecast focuses on the City’s primary operating funds: the General Fund and the Youth and Family Services (YFS) Fund. Projections of real estate excise taxes – a key revenue that supports the Capital Improvement Program (CIP) – is also included. Analysis is based on information from fiscal years 2022 through the first quarter 2025 budget actuals, along with the latest local, regional, and national information available.

The May forecast presents three scenarios in which the City’s General Fund endures economic conditions that vary between favorable, most probable, and unfavorable across a six-year timeframe. This proactive approach is intended to assist the City's leadership in their ongoing efforts to balance competing needs with limited resources, protect the City’s long-term financial position, and make strategic investments in the Mercer Island community.



2025-2026
BIENNIAL BUDGET
FINANCIAL
FORECAST
MAY 20, 2025

**GENERAL FUND
REVENUES**

<u>Fiscal Year 2025</u>
Adopted Budget
\$37.8 million
May Forecast
\$38.4 million
<u>Fiscal Year 2026</u>
Adopted Budget
\$38.7 million
May Forecast
\$39.3 million



Figure 1 includes General Fund revenue projections for fiscal 2025 through 2030. A summary of each revenue category in the left column is listed below.

Figure 1: General Fund Six-Year Forecast

RESOURCES	2025F	2026F	2027F	2028F	2029F	2030F
Beginning Fund Balance (Net of Reserves)	\$ 2,500,000	\$ 3,472,082	\$ 3,906,320	\$ 2,350,961	\$ 190,412	\$ (2,413,925)
REVENUES						
Appropriated Fund Balance	391,273	645,938	-	-	-	-
Property Tax	13,960,148	14,199,616	14,443,233	14,691,071	14,943,203	15,199,704
General Sales Tax	7,765,271	8,075,882	8,318,159	8,567,703	8,824,735	9,089,477
Utility Taxes	5,375,656	5,514,905	5,626,495	5,754,425	5,887,853	6,026,965
Business & Occupation Tax	968,778	985,300	985,300	985,300	985,300	985,300
Parks & Recreation Programs	1,421,500	1,434,250	1,447,934	1,462,019	1,476,299	1,491,306
Overhead Allocation Charges	2,411,870	2,527,397	2,156,781	2,217,069	2,279,768	2,344,975
Licenses & Permits	243,961	244,556	246,349	248,170	250,017	251,892
State Shared Revenues	1,314,600	1,287,759	1,276,322	1,295,044	1,326,057	1,358,311
Miscellaneous Revenues	2,792,153	2,846,281	2,927,471	3,011,240	3,097,671	3,186,849
Interest Earnings	1,585,612	1,363,871	1,022,903	869,468	825,994	801,215
Municipal Court	175,000	185,000	190,550	196,267	198,229	200,211
Interfund Transfers	-	-	-	-	-	-
Total Revenues	38,405,821	39,310,756	38,641,497	39,297,775	40,095,125	40,936,205
Total Fund Resources	40,905,821	42,782,838	42,547,817	41,648,736	40,285,538	38,522,280
EXPENDITURES						
Personnel	17,400,311	18,258,307	18,831,782	19,423,438	19,993,962	20,581,558
Supplies	841,820	866,260	990,385	1,019,500	1,049,362	1,080,025
Contractual Services	9,311,130	9,631,760	9,918,813	10,214,425	10,500,428	10,794,440
Other Services & Charges	7,138,596	7,382,057	7,717,742	8,062,827	8,417,576	8,782,260
Interfund Transfers	2,741,882	2,738,134	2,738,134	2,738,134	2,738,134	2,738,134
Total Expenditures	37,433,739	38,876,518	40,196,856	41,458,324	42,699,463	43,976,417
Net Operating - Over/(Under)	972,082	434,238	(1,555,359)	(2,160,549)	(2,604,338)	(3,040,212)
Ending Fund Balance (Net of Reserves)	\$ 3,472,082	\$ 3,906,320	\$ 2,350,961	\$ 190,412	\$ (2,413,925)	\$ (5,454,138)

Pending further analysis.

Note: Slight differences may occur due to rounding.

Figure 1 represents the Probable Scenario further explained in the [General Fund - Fund Balance Forecast](#) section. Based on Figure 1, the General Fund is structurally sound through 2025 and 2026, meaning overall revenues exceed overall expenditures. It is not until the end of fiscal year 2027 that expenditures are projected to outpace revenues by \$1.55 M, as indicated in the “Net Operating – Over/(Under)” row at the bottom of the expenditure table.

The General Fund remains solvent by relying on the available or unassigned fund balance, as indicated by the “Beginning Fund Balance (Net of Reserves)” row at the top of Figure 1. The ending fund balance in the General Fund at the end of 2024 was \$5,284,283.

For the purposes of this forecast, staff estimates the 2025 beginning fund balance to be \$2,500,000. Available fund balance at the end of 2027 is projected to be \$2.3 M. By the end of 2029, the May forecast projects available fund balance will go negative.

PROPERTY TAX

The 2025 Adopted Budget assumed \$13.9 million (M) in property tax revenue, representing 37% of total General Fund revenues. This is a stable revenue source with payments received in April and October of each calendar year.

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

SALES TAX

The 2025 Adopted Budget assumed \$7.6 M in total sales tax revenues (general and local criminal justice sales tax revenues), representing 20% of total General Fund revenues. Total sales tax earnings in 2024 were \$7.3 M, on par with 2023 revenues. Overall, sales tax revenues are up 7% during the first quarter of 2025 compared to the prior year, primarily driven by activity in the construction sector. While this trend is positive, underlying consumer spending shows mixed signals with a 1% decline in the first quarter of 2025 in Retail and Wholesale trade relative to the same period in the prior year.

For a long-term view of general sales tax activity, Figures 2 and 3 illustrate historical revenues and year-over-year trends for the City from 2008 through 2024, with 2025 and 2026 projections included for reference.

Figure 2: Total General Sales Tax Revenues

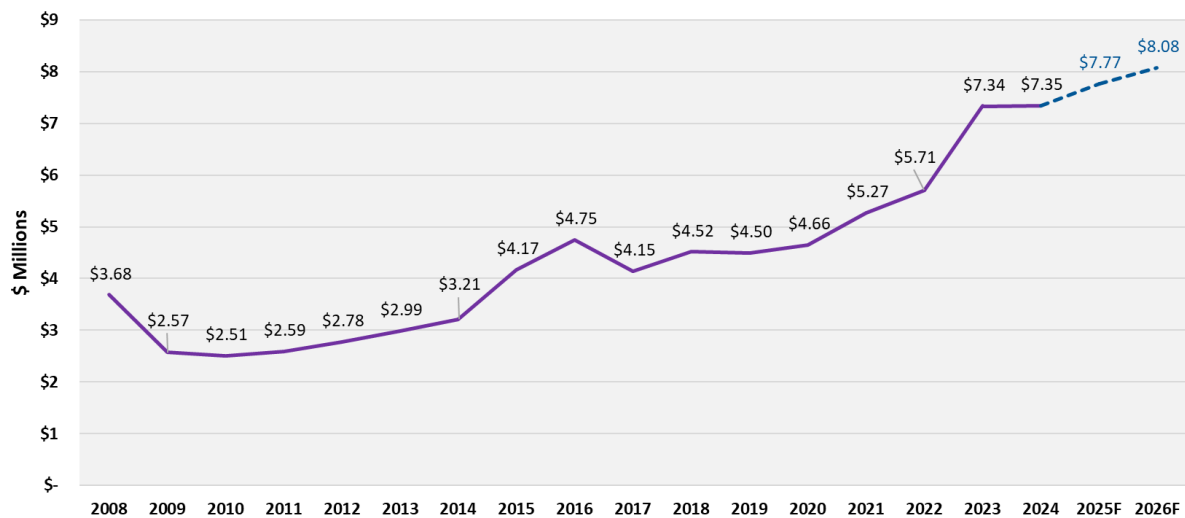
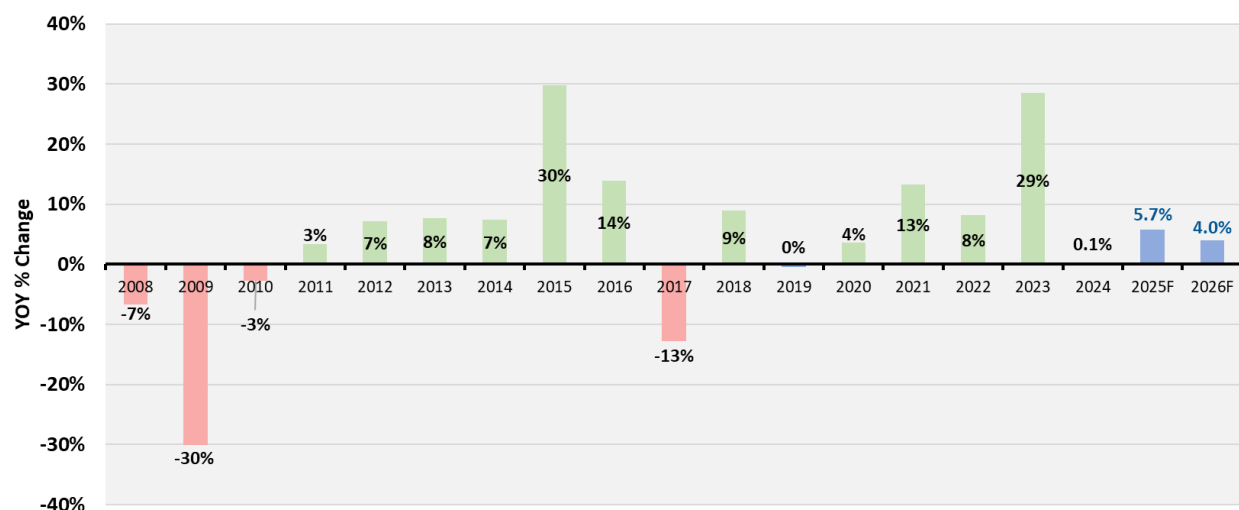


Figure 3: General Sales Tax
Year-over-Year Percent Change



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

The significant increase in sales tax revenues in 2023 was largely driven by the construction sector including two high valuation construction projects: Riot Games building renovations and the King County Pump Station and North Mercer Island/Enatai Sewer Upgrade. This trend continued through 2024.

Based on trends through the end of 2024 and the first quarter of 2025, the May forecast projects a 5.7% increase in sales tax revenues in 2025 compared to 2024, with a 4.0% increase projected in 2026. These projections are also informed by the King County Office of Economic and Financial Analysis and the Washington State Economic and Revenue Forecast.

UTILITY TAXES

The 2025 Adopted Budget assumed \$5.3 M in utility tax revenues, representing 14% of total General Fund revenues. A utility user tax is a tax imposed on utility services provided on Mercer Island, such as cellular phone service, natural gas, electricity, along with City utilities (water, sewer, and stormwater).

This revenue stream is, for the most part, not subject to economic volatility. The forecast assumes utility tax revenues will finish the year on track with budget estimates at \$5.3 M. Staff projects utility tax revenues will increase 3% in 2026, with minor declines anticipated in the telephone and cellular sectors.

BUSINESS AND OCCUPATION (B&O) TAXES

The 2025 Adopted Budget assumed \$748,500 in B&O tax revenue, representing 2% of total General Fund revenues. B&O tax is paid annually before April 15 unless a business earns greater than \$1 M annually in gross receipts, in which case the tax is paid quarterly.

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

Revenues for the first quarter of 2025 exceed budget estimates. The May forecast projects a notable increase in B&O tax revenue, exceeding budget expectations by \$220,000 in 2025 and \$230,000 in 2026.

PARKS & RECREATION PROGRAM REVENUES

The 2025 Adopted Budget assumed \$1.37 M in Parks and Recreation revenues, representing 4% of total General Fund revenues. Revenues include field and community center rental fees, boat launch fees, program fees, and rent payments from the annex building located behind the Community Center.

Recreation program revenues through the first quarter are 8% higher than the same period in 2024. Revenues are forecasted to finish the year at \$1.42 M, 4% above 2025 budget expectations, which is due to hourly rentals and community center bookings secured through the end of the year. Revenues are projected to incrementally improve in 2026, increasing to \$1.43 M.

COST ALLOCATION

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

The cost allocation revenue category recovers overhead costs from the Utility and Capital Funds through internal transfers. The 2025 Adopted Budget assumed roughly \$2.4 M in cost allocation transfers, representing 6% of total General Fund revenues. These revenues are forecasted to meet budget expectations through the end of 2025 and 2026.

LICENSE & PERMITS

The 2025 Adopted Budget assumed \$244,000 in license and permit revenues, representing 0.6% of total General Fund revenues. Beginning in 2025, all revenues unique to development services transitioned out of the General Fund and into a newly established Development Services Fund.

The remaining revenues include business license fees and fees related to fire inspection services. Revenues in 2024 amounted to \$292,000, while revenues through the first quarter of 2025 are tracking with budget estimates. Collectively, the May forecast projects no changes in the 2025 or 2026 adopted budgets.

STATE SHARED REVENUES

The 2025 Adopted Budget assumed \$1.25 M in shared/intergovernmental revenues, representing 3% of total General Fund revenues. This category combines a variety of revenues and includes State shared tax revenues, grants, and the Department of Transportation (WSDOT) funds collected for landscape services agreement for Aubrey Davis Park, among others.

Revenues in 2025 are projected to end the year 5% or \$62,100 above budget estimates. This is mainly due to increased grant funding from the King County 4Culture Arts program through 2027.

Revenues in 2026 and through the next biennium are projected to stabilize and remain relatively flat at \$1.3 M in 2026 and beyond.

MISCELLANEOUS REVENUES

The 2025 Adopted Budget assumed \$2.8 M in miscellaneous revenues, representing 7% of General Fund revenues. This category includes the emergency medical service (EMS) utility, the King County EMS levy, judgment settlements, cell tower leases, and disability reimbursements received from the Washington State Department of Labor and Industries, among others.

The May forecast assumes miscellaneous revenues will end the year in line with budget estimates, both for 2025 and 2026 and that the King County EMS levy will be renewed in 2025. Overall, this revenue category is projected to incrementally increase through the six-year forecast.

INTEREST EARNINGS

The 2025 Adopted Budget assumed \$1.4 M in General Fund revenue from interest earned on the City's holdings in the Local Government Investment Pool (LGIP). Interest earnings in the General Fund amounted to \$2.1 M in 2024 – a historic high. Trendlines at the end of 2024 continued through the first quarter of 2025.

The May forecast considers the projected principal balance, the annual LGIP 30-day yield, and the General Fund portion of the City's principal investments. For 2025, staff anticipate the LGIP's average 30-day yield will drop to 4.14% and 3.39% in 2026. Interest earnings in the out-years are currently projected to stabilize and return to historical averages.

Per current budget policy, interest earnings are distributed quarterly to various funds based on their relative cash balances at quarter end. The Contingency Fund achieved its funding target at 12.5% of

budgeted General Fund expenditures at the beginning of the year and will continue to receive a proportion of interest earnings as the budget is amended, per the City Council's adopted financial management policies.

Background Information on Interest Earnings

Aside from the cash on-hand required for paying bills and managing daily operations, the City invests in the WA State Local Government Investment Pool (LGIP). The LGIP saw a continued increase in the true 30-day yield interest rates through December 2024, ending at 5.32% compared to 0.73% in June 2022.

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

Figure 4: WA State Treasurer Local Government Investment Pool
June 2022 - April 2025

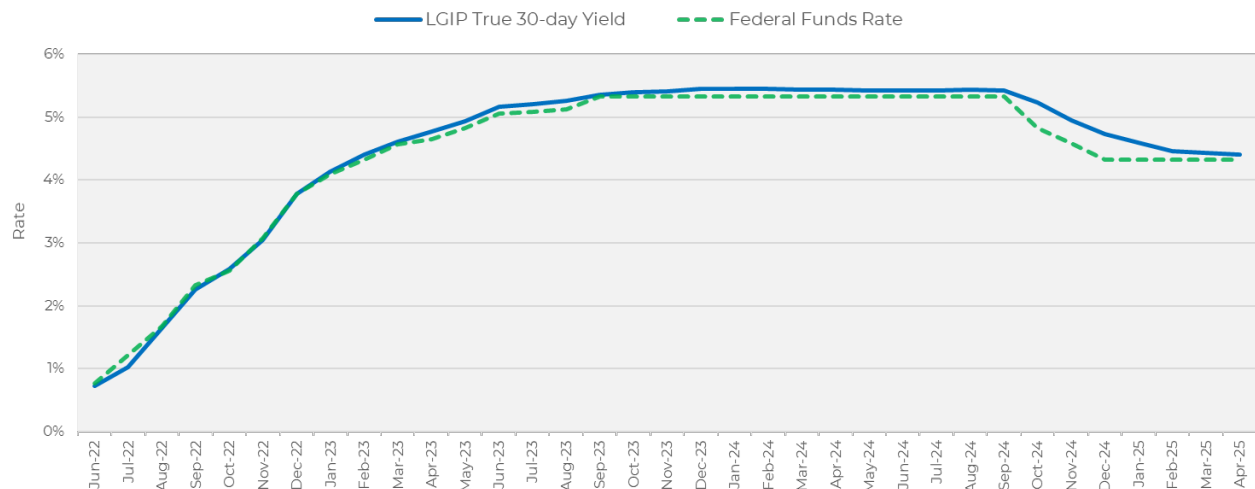
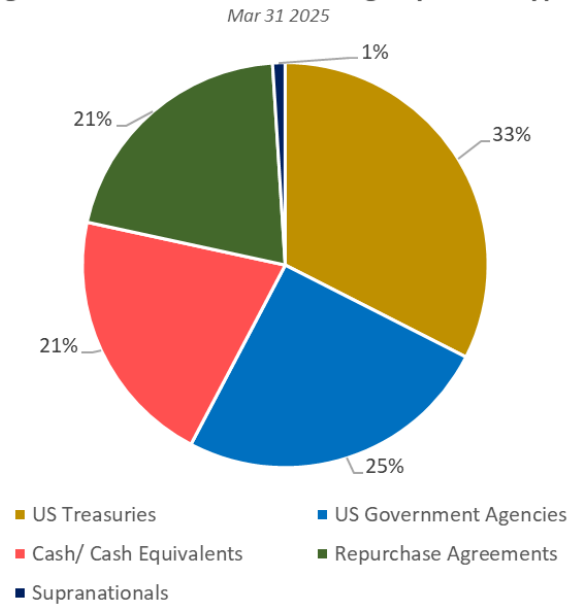


Figure 5 illustrates the average balance of holdings in the LGIP as of March 2025. These include:

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

Figure 5: WA State LGIP Holdings by Issuer Type



Staff is closely tracking economic projections from the Federal Reserve. The Federal Open Market Committee (FOMC) is the policy-making body of the Federal Reserve System, the central bank of the United States. Based on indications from FOMC economic projections, the forecast assumes at least one additional cut in the federal funds rate before the end of 2025.

MUNICIPAL COURT REVENUES

The 2025 Adopted Budget assumed \$175,000 in General Fund revenue collected from fines, forfeitures, fees, costs, and penalties associated with the enforcement of local and State law. In 2024, total revenues amounted to \$140,000.

Court revenues depend on the caseload. Relative to the first quarter of 2024, case filings were up 93% in Mercer Island and 7% in Newcastle in the first quarter of 2025. The May forecast projects revenues will meet budget expectations in both 2025 and 2026, and return to historical averages, increasing on average 2% per year in 2027 – 2030.

GENERAL FUND – AVAILABLE FUND BALANCE FORECAST

Figure 6 illustrates the General Fund unassigned fund balance – also referred to as available fund balance – through 2030. Unassigned Fund Balance comprises all fund balances that are left after considering the fund balance resources that are restricted, committed, assigned, or are otherwise unavailable due to external limitations or policies imposed by the City Council.

The six-year pro forma includes three scenarios.

The **Probable Scenario** represents the financial figures as outlined in the May 2025 financial forecast. It is based on up-to-date financial data through the end of fiscal year 2024 and the first quarter of 2025. In simplest terms, it represents a status quo projection – that the rate of change recently experienced in both the General Funds revenues and expenditures will continue.

Despite the regional and national economy proving resilient through the end of 2024, there is a heightened level of uncertainty through the first quarter of 2025. The **Unfavorable Scenario** sets aside trend data and considers the scale of disruption occurring in real time from significant federal spending cuts to US trade policies, particularly tariffs.

According to the University of Michigan’s Survey of Consumers, results from March indicate consumer sentiment fell for the third straight month, down 30% since November 2024. The March decline of 12% from February reflects shared concern across all demographic and political affiliations in expressing worsening expectations for personal finances, business conditions, unemployment, and inflation. The unfavorable scenario presents what would happen to the General Fund available fund balance if an economic recession were to unfold in the second half of 2025.

In contrast, the **Favorable Scenario** extends the growth rates observed between July 2024 through March 2025 among the City’s larger revenue categories (e.g., General Sales Tax, Interest Earnings, B&O Tax) through the end of 2025. With strong economic activity continuing through the end of 2025, growth rates remain at healthy levels between 2026-2030.

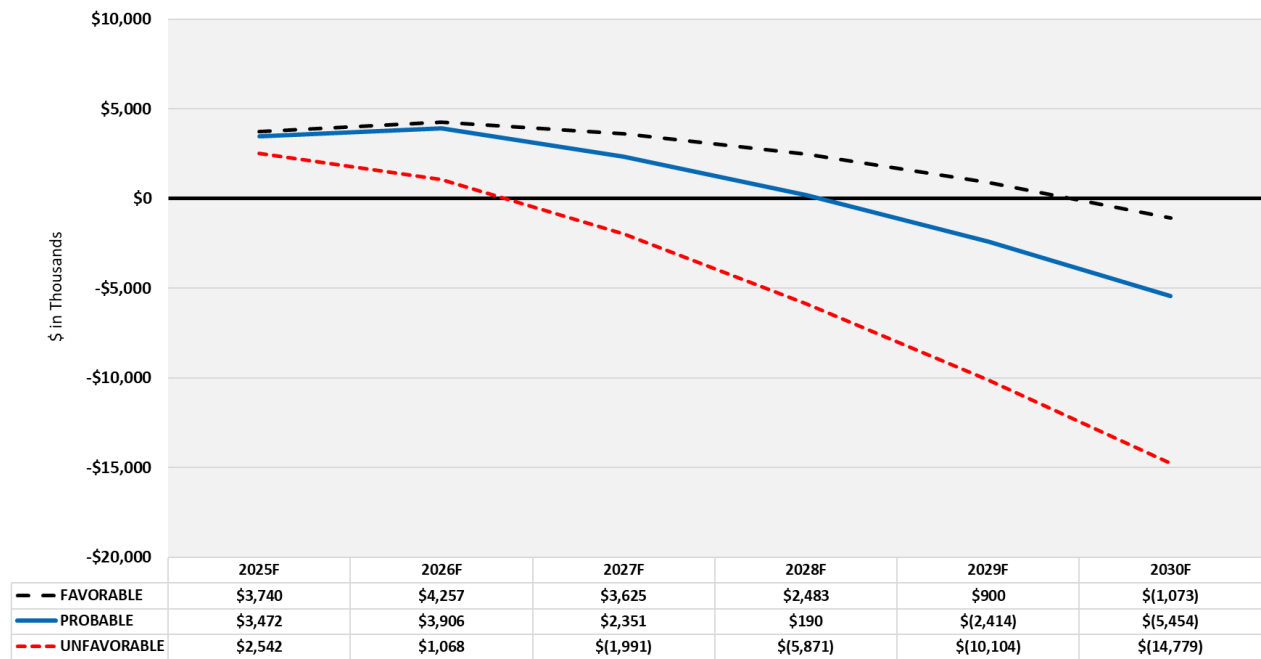
BASELINE ASSUMPTIONS

Employee Compensation

- The cost-of-living adjustment (COLA) in 2025 is 4.2%. For 2026, staff assumed 3.5%.
- COLA is based on the average percentage change over the first six months of the prior year of the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) for the region.

Expenditures

- Staff assumed an annual rate of change of 3.1% for the General Fund and 3.0% for the YFS Fund in 2027 and 2028.
- For 2029-2030, staff assumed a 3.0% annual rate of change for both operating funds.

Figure 6 - General Fund - Available Fund Balance Forecast

*Differences may occur due to rounding.

NON-GENERAL FUND REVENUES

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

REAL ESTATE EXCISE TAX (REET)

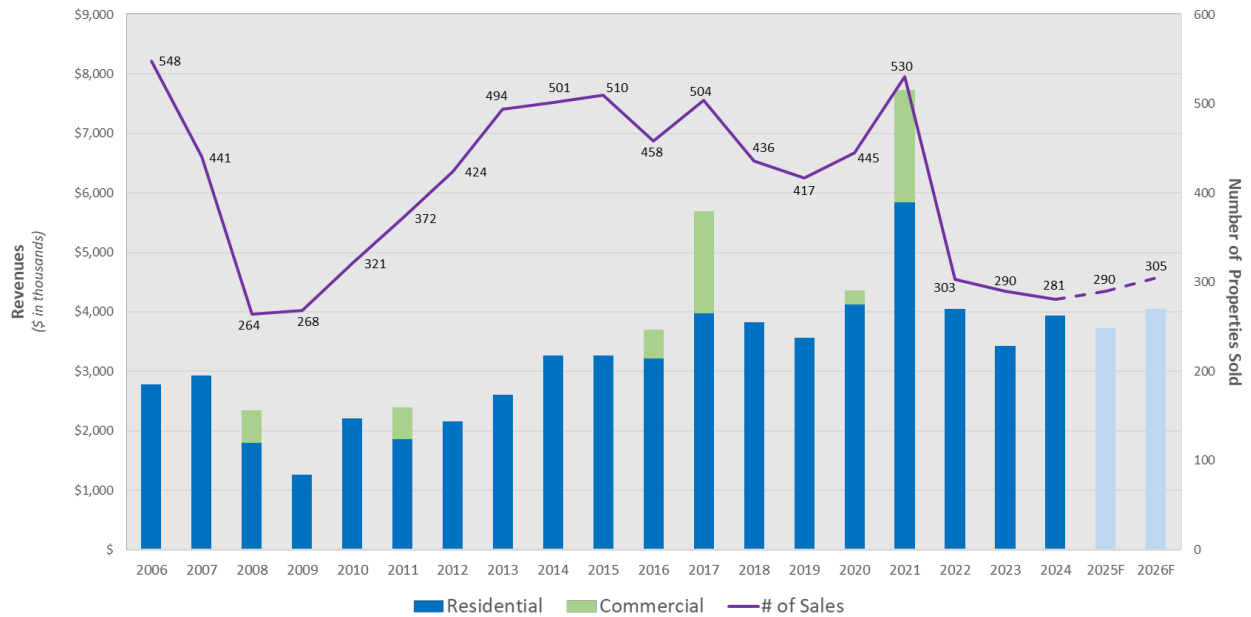
REET revenues support the City's Street and Capital Improvement Funds. This revenue stream results from a 0.5% tax levied on all sales of real estate, measured by the full selling price, including the amount of any liens, mortgages, and other debts given to secure the purchase.

Figure 7 illustrates the number of property sales each year and the resulting REET revenues from 2006 through 2024, with revenue projections in 2025-2026. REET revenues in 2021 were the highest on record, due to a historically high volume of homes sold and two commercial property sales that generated a combined \$1.8 M in revenue. The total number of property sales in 2021 was 530. By comparison, total property sales were 290 in 2023 and 281 in 2024. Compared to 2024, total property sales in 2021 represent a 47% decrease.

REET revenues for the first three months of 2025 are up over \$137,000 relative to FY 2024, but down \$117,000 when compared to FY 2023. The increase over 2024 is a result of revenues not reported in January of 2024 due to the timing of the City's transition to the cash basis accounting methodology. The decrease when compared to 2023 is due to current market conditions and the low volume of property sales observed in Q1 2025.

Figure 7: 2006 – 2026 REET Revenue

Mercer Island Property Sales and Total Revenues 2006-2026



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

The Federal Reserve reduced the federal funds rate on three separate occasions in 2024 that resulted in a full percentage point reduction between September and the end of the year. Average property sale prices on Mercer Island are dropping slightly in Q1 2025 and may continue to stay lower than the prior year. Indicators point to activity in the real estate market remaining stagnant.

Staff projects REET revenues will remain low in 2025 before improving in 2026 as outlined in Figure 8. This projection is informed by the average price of homes sold in 2025 to date, the number of homes in the past eighteen months, and the estimated number of homes that will sell based on historic seasonal trends.

Figure 8: 2024 – 2026 REET Revenue Forecast

(\$ in thousands)	2023A	2024A	2025F	2026F
REET	\$ 3,428	\$ 3,933	\$ 3,728	\$ 4,047

CONTINGENCY FUND

At the end of 2024, the Contingency Fund balance was \$4.9M, meeting the target per the City's financial policies. The balance remains \$4.9M, representing 13.1% of the adopted expenditure budget, and will be adjusted as the budget is amended, per the City Council's adopted financial management policies.

YOUTH & FAMILY SERVICES (YFS) FUND

Aside from Thrift Shop revenues and contributions from the Mercer Island Youth and Family Services Foundation, key factors stabilizing the Youth and Family Services Fund in the 2025-2026 biennium include use of the Operating Fund Balance and a \$350,000 interfund transfer from the General Fund. Combined, they amount to \$873,003 in 2025 and \$908,833 in 2026. The Operating Fund Balance is projected to be fully spent in fiscal year 2027, resulting in a \$802,000 operating deficit in 2027 that grows over time.

Use of the Operating Fund Balance and General Fund contributions affords the City time to develop and commit to a financial plan that sustainably funds Youth and Family Services beyond 2026.

Figure 9 outlines the six-year forecast for the YFS Fund. Figure 10 illustrates the YFS Fund operating fund balance through 2030. The operating fund balance was established by the City Council in 2021 to address temporary revenue losses due to economic cycles or other time-limited causes.

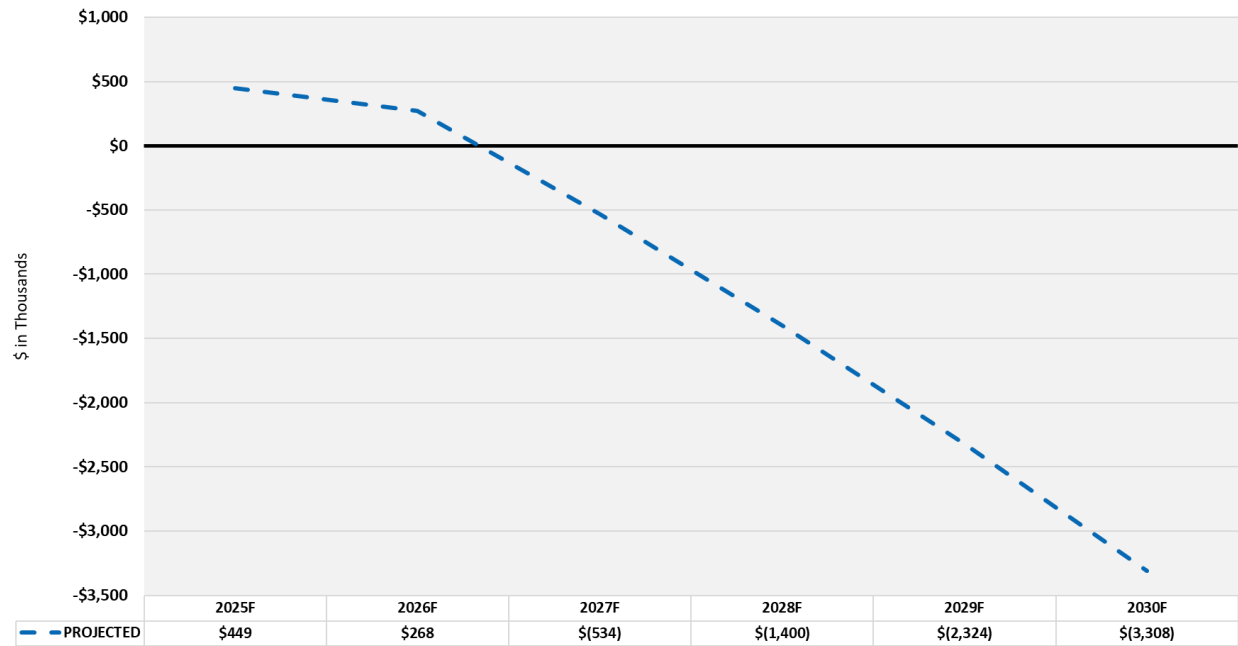
Figure 9: Youth & Family Services Fund Six Year Forecast

RESOURCES	2025F	2026F	2027F	2028F	2029F	2030F
Beginning Fund Balance (Net of Reserves)	618,369	449,330	268,344	(533,643)	(1,399,771)	(2,324,011)
REVENUES						
Use of Operating Reserves	523,003	558,833	-	-	-	-
Federal, State & Local Grants	40,000	40,000	40,000	40,000	40,000	40,000
Healthy Youth Initiative Grants	90,000	92,500	92,500	92,500	92,500	92,500
School Counselor Program Support	60,000	60,000	60,960	61,935	62,926	63,933
Thrift Shop	1,730,520	1,903,572	1,960,679	2,019,500	2,080,085	2,142,487
Emergency Assistance Program Support	15,000	15,000	15,000	15,000	15,000	15,000
MIYFS Foundation Support	515,000	515,000	515,000	515,000	515,000	515,000
Opioid Settlements	42,000	42,000	42,000	42,000	42,000	42,000
Affordable and Supplemental Housing	35,441	35,441	35,441	35,441	35,441	35,441
Program Fees & Donations	306,500	317,500	322,260	327,096	332,010	337,002
Interfund Transfer	350,000	350,000	350,000	350,000	350,000	350,000
Total Revenues	3,707,464	3,929,846	3,433,840	3,498,472	3,564,962	3,633,363
Total Fund Resources	4,325,833	4,379,176	3,702,184	2,964,829	2,165,190	1,309,352
EXPENDITURES						
YFS Administration	495,755	519,783	533,188	546,991	560,197	573,767
Thrift Shop	1,272,773	1,372,915	1,416,742	1,461,864	1,505,985	1,551,343
School Counselor Program	997,985	1,046,010	1,077,384	1,109,699	1,140,218	1,171,576
Family Counseling & Outreach	583,973	632,617	653,053	674,158	694,768	716,022
Emergency Assistance & Food Pantry	333,558	340,544	350,383	360,506	370,520	380,811
Healthy Youth Initiative Grants	192,459	198,963	205,077	211,381	217,515	223,829
Interfund Transfers	-	-	-	-	-	-
Total Expenditures	3,876,503	4,110,832	4,235,827	4,364,600	4,489,201	4,617,348
Net Operating - Over/(Under)	(169,039)	(180,986)	(801,987)	(866,128)	(924,240)	(983,985)
Ending Fund Balance (Net of Reserves)	449,330	268,344	(533,643)	(1,399,771)	(2,324,011)	(3,307,996)

*Pending further analysis.

Note: Slight differences may occur due to rounding.

Figure 10 - Youth & Family Services Operating Fund Balance



FEDERAL, STATE, AND LOCAL GRANTS

The 2025 Adopted Budget included \$45,000 in grant funding to support preschool initiatives and an ongoing King County grant to support YFS school-based programs. The May forecast recognizes the preschool initiative grant from 2024 will not continue into 2025. Meanwhile, the King County grant supporting YFS school-based programs is assumed in the financial forecast to be receipted through the end of 2030.

HEALTHY YOUTH INITIATIVE GRANTS

The 2025 Adopted Budget included \$90,000 in grant funding to support the YFS Department Healthy Youth Initiative. In Fall 2024, King County's Best Start for Kids (BSK) Positive Family Connections Program awarded the YFS department a \$288,000 grant, spread across 2025 – 2027. The grant will fund a portion of various YFS positions and result in establishing stronger parent support groups, parent-focused Town Hall events, and connections between healthy parenting and healthy youth.

The May forecast projects these programmatic grants funds will continue through 2027 and renew thereafter.

SCHOOL COUNSELOR PROGRAM SUPPORT

The 2025 Adopted Budget included \$60,000 in revenues from additional YFS services, representing the annual contribution from the Mercer Island School District (MISD) to support YFS school counseling services.

The May forecast anticipates MISD's annual contribution will continue through the end of the current biennium and through the remainder of the forecast period.

MERCER ISLAND THRIFT SHOP

The 2025 Adopted Budget included \$1.89 M in Thrift Shop revenues, representing 49% of YFS Fund revenues.

The Thrift Shop was closed for a significant portion of February and March while staff completed much-needed building improvements. As a result, the May forecast projects the Thrift Shop will not meet budget expectations in 2025, generating \$1.72 M in gross revenues, \$165,000 less than budget estimates. Gross revenues are projected to increase 10% in 2026 compared to 2025. A 3% annual rate of growth is projected from 2027 – 2030.

YFS EMERGENCY ASSISTANCE PROGRAM SUPPORT

This revenue category includes revenues from pass-through fundraising generated at the Thrift Shop and direct donations that are restricted for emergency assistance. At the end of 2024, \$25,279 remained in the Emergency & Rental Assistance Reserve within the YFS restricted fund balance. This ongoing revenue is projected to meet budget expectations in 2025 and 2026 and continue through 2030.

YOUTH & FAMILY SERVICES FOUNDATION

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

The new funding level goes towards funding the second Mental Health Counselor position at the Middle School, extending the position through June 2026. It will also support rental assistance and food security programs through the Emergency Assistance Program and provide general YFS budget support for Community-Based and School-Based programs. The forecast assumes the 2025 and 2026 funding levels will remain at \$515,000 and continue through 2030.

OPIOID SETTLEMENTS

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

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

As of 2024, Mercer Island has received \$261,462 of a total projected payment of \$782,913 from opioid settlement funds. Funds are distributed annually through 2038 based on population and opioid impacts within each jurisdiction, among other factors. The May forecast projects the City will receive \$42,000 in 2025 and 2026 and through 2030.

AFFORDABLE AND SUPPLEMENTAL HOUSING

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

Mercer Island collects this credit to support rental assistance through the City's Youth and Family Services Department, specifically for emergency rental assistance. The forecast assumes the City will receive HB 1406 funding in both 2025 and 2026, and this revenue will continue through 2030.

YFS PROGRAM FEES & DONATIONS

The 2025 Adopted Budget included \$350,000 in this revenue category, representing 9% of the YFS Fund revenues. These revenues include fees from family counseling, food pantry donations, and related services.

In 2024, family counseling service fees generated \$113,618 in revenues, exceeding budget expectations. In 2025, counseling fees increased, resulting in revenues through the first quarter of 2025 being up 29% compared to the same period the year prior. The May forecast projects \$150,000 will be received by 2025 year-end and 2026. Overall, this revenue category is projected to meet budget expectations.



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6688
May 20, 2025
Regular Business

AGENDA BILL INFORMATION

TITLE:	AB 6688: 2025-2026 Workplan Update and Legislative Session Impacts	<input checked="" type="checkbox"/> Discussion Only <input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	No action necessary. Receive report.	

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

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

EXECUTIVE SUMMARY

The purpose of this agenda item is to provide the City Council with an update and review of the 2025-2026 Work Plan.

- As part of a year-long process leading up to the adoption of each biennial budget, staff work with the City Council to develop priorities that guide the budget process and the City's biennial work plan.
- The City's work plan is developed to meet legal (federal, state, and local) requirements as well as to achieve the City Council's priorities.
- The Work Plan matrix now includes all work items from the adopted 2025-2026 Budget, along with recent additions from the City Council and City Manager (see Exhibit 1).
- The Work Plan is organized by department to provide a clear picture of each department's responsibilities, with some items appearing in multiple departments due to shared responsibilities and the collaborative nature of the work.
- Some work items were added during the budget discussions by the City Council or introduced in early 2025 by the City Manager due to changing needs. These items are flagged to ensure visibility.
- This work plan update is also timed to coincide with the conclusion of the State Legislative Session as there are often bills that require City response and action. The 2025 Washington State Legislative session concluded on April 27, 2025 and there were many bills that will be incorporated in the Work

Plan now and in the future, primarily related to housing and land use as summarized below. Staff will continue to monitor other legislative impacts and ensure the City is compliant with State law.

As a reminder, the City Council will begin developing the next biennial Work Plan in 2026, as part of the 2027-2028 Budget development process.

BACKGROUND

The City's work plan is developed both to ensure compliance with all applicable legal requirements - including federal, state, and local laws - and to implement and advance the strategic priorities established by the City Council. This dual focus ensures that the City operates lawfully and efficiently while also addressing the needs and expectations of the community through thoughtful policy direction and service delivery.

As part of a year-long process leading up to the adoption of each biennial budget, staff work with the City Council to develop priorities that guide the budget process and the City's biennial work plan. The 2025-2026 City Council Priorities are as follows:

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

During the February 4, 2025 City Council meeting, staff provided an update to the City Council on major work plan items in the 2023-2024 Work Plan and reviewed the 2025-2026 Work Plan ([AB 6618](#)).

While it had previously been customary to highlight select initiatives in the Work Plan matrix, the City Council requested that all work items be included to provide a more complete picture of City operations. The result is a comprehensive document (see Exhibit 1) that captures the full scope of work identified in the adopted 2025-2026 Budget, along with recent additions initiated by the City Council and City Manager. The Work Plan is organized by department to provide a clear picture of each department's responsibilities, with some items appearing in multiple departments due to shared responsibilities and the collaborative nature of the work.

ISSUE/DISCUSSION

The 2025-2026 Work Plan (Exhibit 1) has been updated to reflect City Council direction received during the budget discussions, additions made by the City Manager due to changing work priorities, and impacts from the recent State Legislative Session. These changes are summarized below.

New Work Items

The following work items were added to the 2025-2026 Work Plan at the direction of the City Council or by the City Manager due to changing needs:

- Ensure that the City's websites and mobile apps comply with the Web Content Accessibility Guidelines (WCAG) Version 2.1, Level AA by April 26, 2027 (deadline set by the Department of Justice)

- Absent a dedicated webmaster, form a Website Working Group with representatives from each Department/Division to implement a content review process and create a system for centralizing and reporting needed website updates.
- Develop a system to organize and archive the City's photographs. If funding is needed for a digital photo inventory system, prepare a budget proposal for the 2027-2028 budget.
- Complete the digitization of the remaining hard copy files located in the former City Hall building in preparation for demolition of the building.
- In collaboration with the City Manager's Office, participate in the design of the technology and communications systems for the new Public Safety and Maintenance Facility.
- Develop a shopping cart regulation ordinance aimed at deterring and managing organized retail crime by regulating cart containment, retrieval, and misuse to prevent their use in organized theft.
- Develop an ordinance to amend business license criteria, allowing for revocation or suspension in cases where businesses fail to take proactive measures against organized retail crime and do not collaborate with law enforcement.
- Develop an ordinance introducing mandatory minimum sentences for repeat offenders of public disorder crimes, with treatment options as alternatives, to reduce recidivism and encourage rehabilitation.
- Develop a public awareness campaign, with the suggested title "See Something, Say Something - A Community Response to Shoplifting and Organized Retail Crime," aimed at educating the public on the impact of organized retail crime, encouraging safe reporting practices, and promoting community involvement in crime prevention.
- Develop an ordinance regulating the operation of e-bikes and e-motorcycles on the Island.
- Complete the Marine Patrol vessel replacement procurement process with delivery expected in 2026.
- Conduct a comprehensive workplace assessment of the Police Department. Use the assessment findings to develop a strategic plan that includes actionable recommendations related to technology, tools, and other resources necessary to support a high-performing, modern Police Department. Prepare budget proposals for the 2027-2028 budget.
- Prepare an informational presentation to the City Council on the use of Stationary Automatic License Plate Reader (ALPR) technology on Mercer Island. Stationary ALPR technology may be used to record the license plates of vehicles entering and leaving Mercer Island. The analysis will include integration with current MIPD tools and systems, a legal analysis, and records retention requirements. The analysis will also evaluate the manner by which data gathered by privately owned Stationary ALPR systems could be shared with the City.
- Update the franchise agreement with Puget Sound Energy for electricity.
- Work with the Finance Department to monitor and administer the interlocal agreement with Eastside Fire & Rescue for fire and emergency medical services.
- Work with the Finance Department and Eastside Fire and Rescue on the acquisition and financing for replacing three fire trucks.

Work Plan Impacts from 2025 Legislative Session

The 2025 Washington State Legislative session concluded on April 27, 2025. As seen in previous legislative sessions, several bills were passed that will affect future work plans of Community Planning and Development (CPD).

Recent City and AWC legislative advocacy work has focused on requesting the state legislature include longer implementation timelines on housing and land use legislation. In general, bills passed this year responded to

these requests by including longer implementation timelines, minimizing the impact on the City's 2025-2026 work plan. However, these longer timelines do result in significant work plan impacts in future biennia.

Legislative Session Impact to 2025-2026 CPD Work Plan

There are two bills from the 2025 legislative session that impact the 2025 – 2026 CPD work plan.

- [HB 1576](#) - Concerning the designation of historic landmarks by cities.
 - This bill requires Cities to prohibit the designation of a property as a historic landmark outside a designated historic district if the property is less than 40 years old, or, if the designation would restrict the use of the property and the property is less than 125 years old, if the property owner has not given written consent to the designation.
 - This bill will require a code change by July 26, 2026. It does not affect the land use code, so this will not require Planning Commission review.
- [HB 1757](#) - Modifying regulations for existing buildings used for residential purposes.
 - This bill prohibits a city from requiring a change of use permit for the conversion of an existing building to residential purposes and exempts converted portions of a building to be used for residential purposes from State Energy Code requirements if certain conditions are met.
 - This bill must be implemented by June 30, 2026. It is possible the changes required can be included in an ordinance on a similar bill from an earlier session.

Legislative Session Impact on Future CPD Work Plans

There are several bills from the 2025 legislative session that will impact future CPD work plans.

- [HB 1096](#) - Lot Splitting
 - This bill requires cities to establish an administrative approval process for a lot split, which may be combined with concurrent review of a residential building permit for new single-family or middle housing.
 - City must comply with the bill within two years of the effective date of the bill, likely resulting in a July 2027 implementation deadline and inclusion in 2027-2028 CPD work plan.
- [HB 1183](#) - Development Regulations
 - This bill requires cities to modify, reduce, or eliminate upper-story setbacks, maximum building height, off-street parking minimums, minimum unit size for affordable housing, and gross floor area requirements for specified types of developments.
 - The City must comply six months after its next comprehensive plan implementation progress report, which for Mercer Island is December 31, 2029. Meaning the City must implement the bill by June 30, 2030 and include this item in the 2029-2030 CPD work plan.
- [HB 1491](#) - Transit Oriented Development
 - This bill requires cities to allow new residential and mixed-use development, with affordability requirements/incentives and restrictions on off-street parking requirements, within a station area at certain transit-oriented development (TOD) densities. Any city required to review its comprehensive plan by December 31, 2024 must comply with this bill by the earlier of December 31, 2029, or its first implementation progress report due after December 31, 2024.
 - For Mercer Island, this results in a compliance deadline of December 31, 2029 and inclusion in the 2029–2030 CPD work plan.
- [SB 5559](#) - Streamlining Subdivision Process
 - This bill requires cities to adopt or enact procedures for unit lot subdivisions by certain deadlines and sets specific requirements for the procedures.

- City must comply with the bill within two years of the effective date of the bill, likely resulting in a July 2027 implementation deadline and inclusion in 2027-2028 CPD work plan.
- [SB 5509](#) – Siting of Child Care Centers
 - This bill requires childcare centers to be permitted as outright permitted uses in all zones except industrial zones.
 - City must comply with the bill within two years of the effective date of the bill, likely resulting in a July 2027 implementation deadline and inclusion in 2027 – 2028 CPD work plan.

The preceding list of bills focuses primarily on housing and land use. Staff are still reviewing bills that impact other facets of the operation – transportation, public records, personnel, etc. – and will ensure the City is compliant with State law.

NEXT STEPS

The next City Council update on the 2025-2026 Work Plan is scheduled for fall of 2025 as part of the Mid-Biennial Budget update. As a reminder, the City Council will begin developing the next biennial Work Plan in 2026, as part of the 2027-2028 Budget development process.

RECOMMENDED ACTION

No action necessary. Receive report.

Community Planning & Development

					2025				2026				2027			
#	ITEM	PROGRESS	START	END	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1.0	Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community. (City Council 2025-2026 Priority)															
1.1	Work with the City Manager's Office and the Finance Department to develop the 2027-2028 budget recommendation.				This work item is being tracked on the Finance Department Work Plan - see Item 1.1.											
1.2	Implement state legislation related to changes in the Growth Management Act and affordable housing initiatives by the mandated deadlines.	20%	1/22	6/29												
1.3	Implement the 2024 Comprehensive Plan Periodic Update including economic development and housing strategies.	Ongoing	N/A	N/A												
1.4	Support the City Manager's Office in developing a new Parks Zone for consideration by the Parks and Recreation Commission, the Planning Commission and the City Council to include a community outreach and engagement process. Work is anticipated to be completed by Q4 2025.				This work item is being tracked on the City Manager's Office Work Plan - see Item 3.7.											
1.5	Continue representation on the A Regional Coalition for Housing (ARCH) Executive Board and serve as the liaison between the City Council and ARCH. Support City Council with review and approval of the annual ARCH work program and budget, and the allocation to the Housing Trust Fund.	Ongoing	N/A	N/A												
1.6	Support the City Manager's Office with the development of legislative priorities. Engage with the City Council and lobbyist team to develop strategies for successful implementation, to include providing testimony when legislation is being considered. Coordinate with intergovernmental organizations and other local government jurisdictions on legislative advocacy.	Ongoing	N/A	N/A												
1.7	Complete the annual docket process and work towards completion of work program additions. Compile and analyze potential improvements to the development codes and propose such for the annual docket as appropriate. This work is ongoing.	Ongoing	N/A	N/A												
1.8	Provide administrative support to the Planning Commission as well as staff recommendations for legislative reviews.	Ongoing	N/A	N/A												
1.9	Provide administrative support to the Design Commission as well as staff recommendations for design review permits.	Ongoing	N/A	N/A												
1.10	Provide administrative support to the Hearing Examiner as well as staff recommendations for land use permits and appeals.	Ongoing	N/A	N/A												
1.11	Work with the Mercer Island School District (MISD) to update school impact fees as appropriate in coordination with the annual adoption of its Capital Facilities Plan.	Ongoing	N/A	N/A												
1.12	Update construction permit fees annually and include as part of the Master Fee Schedule (Q4).	Ongoing	N/A	N/A												

Community Planning & Development

#	ITEM	PROGRESS	START	END	2025				2026				2027			
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1.13	Continue succession planning for staff within the Department to address upcoming retirements within the team. Identify and nurture talent within the Department, cross-train maintenance and operations staff to ensure continuity of services across all lines of business; provide staff opportunities to improve knowledge and skills with an emphasis on leadership development training and strategically position the Department to fill key roles to sustain momentum. This work is ongoing.	Ongoing	N/A	N/A												
1.14	Index and digitize old records to make them easily accessible to the public and continue to provide support for public records requests. This work is ongoing.	Ongoing	N/A	N/A												
1.15	Implement required code changes related to HB 1576 (2025) by Q3 2025, which requires cities to prohibit the designation of a property as a historic landmark outside a designated historic district if the property is less than 40 years old, or, if the designation would restrict the use of the property and the property is less than 125 years old, if the property owner has not given written consent to the designation.	0%	5/25	9/25												
1.16	Implement required code changes related to HB 1757 (2025) by Q2 2025, which prohibits a City from requiring a change of use permit for the conversion of an existing building to residential purposes and exempts converted portions of a building to be used for residential purposes from State Energy Code requirements if certain conditions are met.	0%	5/25	6/25												
2.0	Engage the qualified expertise necessary to provide the guidance to enable the development of a comprehensive long-range plan for Town Center which recognizes, addresses, and balances business, housing, and parking uses. (City Council 2025-2026 Priority)															
2.1	Support implementation of the actions identified in the Town Center Parking Plan. Strengthen the relationship between the City and the local business community by providing transparent and timely information.	Ongoing	N/A	N/A												
2.2	Collaborate with the Mercer Island Chamber of Commerce to continue supporting local businesses.	Ongoing	N/A	N/A												
3.0	Provide basic permitting service levels (including construction permit reviews, land use decisions, inspections, code compliance, noticing and public outreach, customer service and data reporting).															
3.1	Analyze and implement measures to reduce building, planning, and land-use permit plan review times through appropriate staffing and on-call support levels. Routinely analyze data and gather feedback from customers to inform decision-making and process improvements.	Ongoing	N/A	N/A												
3.2	Strive to provide responses to all general inquiries within one business day. Collaborate with the Customer Service team to improve access to frequently asked questions.	Ongoing	N/A	N/A												
3.3	Maintain current service levels of “next day” inspections through appropriate staffing and on-call support levels.	Ongoing	N/A	N/A												
3.4	Reestablish the OTC (over the counter) permit program when in-person customer services resume.	Ongoing	N/A	N/A												

Community Planning & Development

					2025				2026				2027			
#	ITEM	PROGRESS	START	END	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
3.5	Update the construction codes according to state requirements by Q4 2026.	0%	01/26	06/26												
3.6	Continue to participate in and track efforts for online permit software options at the regional and state levels.	Ongoing	N/A	N/A												
4.0	Goal: Provide safe, functional, and efficient delivery of public services and ensure preservation and maintenance of critical public infrastructure.															
	Make once-in-a-generation investments to update and modernize aging infrastructure, capital facilities, and parks. (City Council 2025-2026 Priority)															
4.1	Provide support to the City Manager's Office in the design of the new Public Safety and Maintenance Building.	30%	01/24	12/26												
4.2	Provide support to the Public Works Capital Project team by ensuring collaboration on capital projects and timely issuance of permits.	Ongoing	N/A	N/A												
4.3	In conjunction with Information Technology staff, evaluate options for permitting software updates or upgrades.	10%	01/25	12/26												

Administrative Services

					2025				2026				2027			
#	ITEM	PROGRESS	START	END	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1.0	Goal: Coordinate and oversee the internal and support services teams for the City of Mercer Island.															
1.1	Work with the City Manager's Office and the Finance Department to develop the 2027-2028 budget recommendation.				This work item is being tracked on the Finance Department Work Plan - see Item 1.1.											
1.2	Review and update citywide policies (Purchasing Policies, and Expense and Travel Policy).	0%	1/25	6/26												
1.3	Review and update the Mercer Island City Code for outdated and obsolete references.	Ongoing	N/A	N/A												
1.4	Administer contracts for public defense services.	Ongoing	N/A	N/A												
1.5	*New Work Item* Ensure that the City's websites and mobile apps comply with the Web Content Accessibility Guidelines (WCAG) Version 2.1, Level AA by April 26, 2027 (deadline set by the Department of Justice)	25%	1/25	4/27												
1.6	*New Work Item* Work with the Finance Department to monitor and administer the interlocal agreement with Eastside Fire & Rescue for fire and emergency medical services.	Ongoing	N/A	N/A												
1.7	*New Work Item* Work with the Finance Department and Eastside Fire and Rescue on the acquisition and financing to replace three fire trucks.	15%	4/25	12/25												
2.0	Goal: Provide a single and centralized customer service experience for Mercer Island residents, businesses, and visitors to access City services.															
2.1	Maintain customer relationship management (CRM) software to track and manage customer interactions.	Ongoing	N/A	N/A												
2.2	Track progress through data collection of calls and emails and establish performance objectives. Hold weekly interdepartmental training opportunities to increase response without forwarding to departments percentages by 1-3% over prior year.	Ongoing	N/A	N/A												
2.3	Provide citywide support for special projects and routine records maintenance.	Ongoing	N/A	N/A												
2.4	Meet with work teams and communications staff in advance of major Citywide projects to prepare tools for customer service use and community response.	Ongoing	N/A	N/A												
2.5	Collaborate with the City Manager's Office, IT, and other stakeholders to evaluate and plan for the implementation of AI tools to enhance customer service efficiency and interaction.	Ongoing	N/A	N/A												
3.0	Goal: Administer uniform Human Resources policies, procedures, and programs and process the payroll for all City employees.															
3.1	Implement semi-monthly payroll schedule and process by Q2 2025.	100%	01/24	02/25												
3.2	Research recruiting and hiring module in ADP software. If the module meets City needs, prepare a budget proposal for implementation consideration in 2026.	0%	7/25	12/25												
3.3	Negotiate a successor collective bargaining agreement with the Police and Police Support bargaining groups for the years 2027 through 2029.	0%	4/26	12/26												

Administrative Services

					2025				2026				2027			
#	ITEM	PROGRESS	START	END	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
3.4	Negotiate a successor collective bargaining agreement with the AFSCME bargaining group for the years 2026 through 2028.	0%	5/25	12/25												
3.4	Develop and implement succession planning strategies including hire ahead policies, retirement notification incentives, etc. for non-represented staff. This work is ongoing.	Ongoing	N/A	N/A												
3.6	Administer citywide training programs and develop standardized supervisor training by Q1 2026.	0%	04/25	12/25												
3.7	Develop a comprehensive onboarding program for new employees. This work began in 2023-2024 and is in progress. Staff aim to complete the work by Q2 2025.	75%	01/24	6/25												
3.8	Create employee benefit statements to communicate the value of employees' total compensation package by Q4 2025.	0%	09/25	12/25												
3.9	Manage the citywide performance evaluation process and employee recognition and service award programs. This work is ongoing.	Ongoing	N/A	N/A												
3.10	Review and digitize human resources and payroll records, identifying destruction and/or archival requirement. This work began in 2024 and will be complete by the end of 2026.	75%	01/24	12/26												
4.0	Goal: Plan, organize, and supervise the City's community outreach efforts and media relations to educate residents and encourage informed input from the Mercer Island community.															
4.1	Develop and manage communications plans and provide support or outreach/engagement management for other departments.	Ongoing	N/A	N/A												
4.2	Maintain range of communications platforms (website, Let's Talk, social media, MI Weekly, news releases, etc.).	Ongoing	N/A	N/A												
4.3	Develop, deploy, and ensure consistent branding across departments and materials.	Ongoing	N/A	N/A												
4.4	Oversee the City's website, adding news and calendar items, updating content, and designing new webpages as needed. Continue citywide partnerships and training to ensure department staff are regularly updating and monitoring website content.	Ongoing	N/A	N/A												
4.4.1	*New Work Item* Absent a dedicated webmaster, form a Website Working Group with representatives from each Department/Division to implement a content review process and create a system for centralizing and reporting needed website updates.	0%	07/25	12/26												
4.5	Collaborate with the City Manager's Office, IT, and others to evaluate the current website and Let's Talk platform for future integration with AI tools.	0%	07/26	12/27												
4.6	Conduct a biennial public opinion survey in 2026 to inform the 2027-2028 budget process; collaborate on promotion and assist with distribution and explanation of results.	0%	1/26	6/26												
4.7	*New Work Item* Develop a system to organize and archive the City's photographs. If funding is needed for a digital photo inventory system, prepare a budget proposal for the 2027-2028 budget.	0%	01/26	12/28												

Administrative Services

					2025				2026				2027			
#	ITEM	PROGRESS	START	END	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
5.0	Goal: Serve the public by striving for excellence in preparation of agendas and minutes of meetings and provide complete and accurate information while preserving the records of the City.															
5.1	Coordinate City Council meeting agenda packet creation and distribution and assist with meeting management.	Ongoing	N/A	N/A												
5.2	Manage the City's municipal code and official City records including ordinances, resolutions, agreements, and minutes.	Ongoing	N/A	N/A												
5.3	Provide administrative support to the City Manager, Chief of Administration, and City Council.	Ongoing	N/A	N/A												
5.4	Advertise, recruit, and fill vacancies for the City's boards and commissions. Update rosters, initiate and track Open Public Meetings Act (OPMA) and Public Records Act (PRA) training needs, and train support staff.	Ongoing	N/A	N/A												
5.5	Assist with processing public records requests.	Ongoing	N/A	N/A												
5.6	Provide training to employees regarding City Clerk and City Council policies and procedures, including Public Records Act training.	Ongoing	N/A	N/A												
5.7	Manage the digitization of City records including indexing, digitizing, preparing for destruction and/or long-term storage.	Ongoing	N/A	N/A												
5.7.1	*New Work Item* Complete the digitization of the remaining hard copy files located in the former City Hall building in preparation for demolition of the building.	50%	01/24	03/25												
6.0	Goal: Provide excellent support and management of the City's technology, operations, and initiatives and the City's Geographic Information System and related products and services.															
6.1	Procure, implement, and maintain all information and technology infrastructure, systems, and software to ensure efficient and reliable service delivery to the public.	Ongoing	N/A	N/A												
6.1.1	*New Work Item* In collaboration with the City Manager's Office, participate in the design of the technology and communications systems for the new Public Safety and Maintenance Facility.				This work item is being tracked on the City Manager's Office Work Plan - see Item 2.1.											
6.2	Mitigate and respond to cyber and information security risks, complete cyber security audits, and conduct ongoing training for all technology users (employees, volunteers, City Council, and boards and commissioners) on cyber and information security.	Ongoing	N/A	N/A												
6.3	Collaborate with the City Manager's Office on the needs assessment to identify areas of City operations where AI can drive efficiency (e.g. data analysis, project tracking, report generation, language translation, and customer service). Complete by Q3 2026.	0%	1/25	12/26												
6.3.1	Develop an AI training program for staff to enhance their understanding and effective use of AI tools.	0%	01/26	12/27												
6.3.2	Create ongoing support resources for AI, including FAQs, policies, user manuals, and a helpdesk for technical assistance.	0%	07/26	12/27												

Administrative Services

#	ITEM	PROGRESS	START	END	2025				2026				2027			
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
6.3.3	Identify pilot projects within key service areas to test AI applications. Gather feedback and assess outcomes to refine approaches before broader rollout. Implement a feedback loop for continuous improvement.	0%	01/26	12/27												
6.3.4	Conduct an analysis of existing City software systems to evaluate the compatibility with AI tools under consideration for City use. Perform a gap analysis to determine what changes or upgrades are necessary to facilitate AI tool integration. Identify systems that may require replacement or significant upgrades to be compatible with AI technologies.	0%	01/26	12/27												
6.4	Update data for interactive map services (WebGIS, Cityworks, ArcGIS Hub, GeoEvent, Image Server).	Ongoing	N/A	N/A												
6.5	Maintain and enhance mapping software (ESRI and VertiGIS) including procurement, licensing, and administration.	Ongoing	N/A	N/A												
6.6	Consult with staff on implementing projects approved in the Capital Improvement Plan and provide project management support when needed.	Ongoing	N/A	N/A												
6.7	Support citywide technology projects and business system upgrades as described in the following subgoals.	Ongoing	N/A	N/A												
6.7.1	Assist the Finance Department with integration of the new enterprise-wide financial management software system.	75%	01/24	12/26												
6.7.2	Assist the Public Work Department with integrating Cityworks (asset management system) with other City platforms.	Ongoing	N/A	N/A												
6.7.3	Support the Police Department in the development of a recommendation/budget proposal to update the City's digital evidence management system to allow for better storage, ease of indexing and retrieval, and the ability to interface with City operating systems by Q3 2026.	0%	09/25	08/26												
6.7.4	Support the Police Department's recommendation/budget proposal to replace in-car camera systems with an updated system that integrates City operating systems by Q3 2026.	0%	09/25	08/26												
6.7.5	Collaborate with the Recreation Division to explore expand, upgrade, or replace the PerfectMind/Xplore Recreation booking software. Support development of a budget proposal for consideration as part of the 2027-2028 biennial budget.	0%	09/25	08/26												
6.8	Assist staff in identifying and prioritizing technology projects for the 2027-2028 biennium.	0%	09/25	08/26												

City Attorney's Office

					2025				2026				2027			
#	ITEM	PROGRESS	START	END	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1.0	Provide legal advice and guidance to the City Council, City Manager, City departments, and boards and commissions.															
1.1	Conduct legal research for civil matters, and ensure actions taken by the City are consistent with state and federal laws. Attend City Council meetings, Executive Sessions, and other meetings as needed; provide legal guidance and advice.	Ongoing	N/A	N/A												
1.2	Prepare draft ordinances for City Council consideration and adoption as City law. Monitor status Interim Regulations and provide support for adoption of permanent regulations.	Ongoing	N/A	N/A												
1.3	Negotiate contracts in a variety of areas, including Right of Way (ROW) franchises, real estate and development services, land use, environmental law, public works, and professional services.	0%	4/25	2/26												
1.4	Manage administrative claims and advise the City Manager and departments on risk management. Reviews incident reports City-wide for potential liability. The City receives an average of 20 claims and 30 incident reports per year.	Ongoing	N/A	N/A												
1.5	Continue to assist the City Manager's Office on effectuating and administering the terms of the 2017 Sound Transit Settlement agreement.	90%	01/25	03/26												
1.6	Support the City Manager's Office on real estate matters related to the closure of City Hall.	75%	1/25	03/26												
1.7	File and prosecute claims to recover damages and losses suffered by City.	Ongoing	N/A	N/A												
1.8	Provide legal support in environmental clean up of City properties and facilities.	Ongoing	N/A	N/A												
1.9	Ensure compliance with procurement laws, draft and review public works and services contracts, and advise and represent City on contract disputes.	Ongoing	N/A	N/A												
2.0	Represent the City in civil litigation and prosecution of criminal citations.															
2.1	Advise and represent the City in civil lawsuits, administrative appeals, and employment matters.	Ongoing	N/A	N/A												
2.2	Monitor and enforce terms of the Sound Transit Settlement Agreement.	90%	01/25	03/26												
2.3	Manage and coordinate work assigned to outside legal counsel.	Ongoing	N/A	N/A												
2.4	Oversee prosecution of misdemeanor citations issued by the Police Department and management of criminal cases and infractions before the City's municipal court.	Ongoing	N/A	N/A												
2.5	Administer contracts for prosecutorial services.	Ongoing	N/A	N/A												
3.0	Respond to public records requests pursuant to Public Records Act.															
3.1	Coordinate timely response to public records requests.	Ongoing	N/A	N/A												

City Attorney's Office

					2025				2026				2027			
#	ITEM	PROGRESS	START	END	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1.0	Provide legal advice and guidance to the City Council, City Manager, City departments, and boards and commissions.															
3.2	Ensure compliance with the Public Records Act and proper application of exemptions.	Ongoing	N/A	N/A												
3.3	Stay current with changes to public records laws.	Ongoing	N/A	N/A												
3.4	Review and identify destruction and/or archival requirements for records. Provide support to City departments for records retention.	Ongoing	N/A	N/A												
3.5	Develop a citywide training schedule for employees regarding records storage, retention, and destruction.	0%	01/26	12/26												
3.6	Review and update policies that identify the minimum requirements to lawfully destroy paper records after conversion to a digital format, ensuring access to, and retrieval of, digital images throughout the minimum retention period.	0%	07/26	06/26												
3.7	Collaborate with the City Manager's Office, IT, Customer Service, and other staff teams on the implementation of citywide AI tools. Review current public records policies to identify necessary updates or changes that accommodate the use of AI technologies in City operations. Consider opportunities to use AI tools in public records management and explore opportunities for pilot projects to test products.	0%	01/26	12/27												

City Manager's Office

					2025				2026				2027			
#	ITEM	PROGRESS	START	END	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1.0	Goal: Engage the qualified expertise necessary to provide the guidance to enable the development of a comprehensive long-range plan for Town Center which recognizes, addresses, and balances business, housing, and parking uses. (City Council 2025-2026 Priority)															
1.1	Continue to prepare for the opening of the Sound Transit Light Rail Station. Work with internal teams and other agencies to ensure safe design and implementation. This work is ongoing.	Ongoing	N/A	N/A												
1.2	Administer the Sound Transit Settlement Agreement to include tracking of appropriations and expenditures, contract management, and submission of invoices. This work is ongoing.	90%	01/25	03/26												
1.3	Oversee the construction and activation of the former Tully's Property for long-term regional transit commuter parking. Construction is scheduled for completion Q2 2025.	80%	01/24	08/26												
1.4	Continue to coordinate implementation of the programs and policies identified in the Town Center Parking Plan.	Ongoing	N/A	N/A												
1.4.1	*Revised Goal* Implement an on-street parking system in Town Center with two-hour parking. Monitor parking impacts upon the opening of the ST Station.	50%	01/24	12/25												
1.4.2	Work with the Community Planning and Development to evaluate Public-Use agreements to use underutilized parking in privately owned parking lots and garages.	0%	07/26	12/27												
1.5	Implementation of the actions identified in the Town Center Parking Plan. This work is ongoing.	Ongoing	N/A	N/A												
2.0	Goal: Sustain and enhance our natural environment, especially parks and open spaces, to benefit this generation and others that follow. (City Council 2025-2026 Priority)															
	Goal: Make once-in-a-generation investments to update and modernize aging infrastructure, capital facilities, and parks. (City Council 2025-2026 Priority)															
2.1	In response to the closure of City Hall and functional obsolescence of the existing Public Works building, manage the design of a new Public Safety and Maintenance Building (PSM), prepare for a ballot measure to fund its construction, and re-house other displaced City services.	30%	01/24	12/27												
2.1.1	Proceed to schematic design phase of the PSM building and continue to engage the City Council on space and operational needs of staff teams housed there.	80%	01/24	07/25												
2.1.2	Prepare a ballot ordinance for the November 2025 election with ballot language, cost estimates, bond financing, and supporting PSM design documents for City Council consideration by Q2 2025.	25%	01/25	08/25												
2.1.3	Continue the comprehensive assessment work on City facilities to identify further opportunities to maintain safe and operationally efficient City buildings. Continue work on the long-term vision for the next generation of City facilities.	0%	10/26	12/27												
2.1.4	Prepare communications materials and conduct community outreach related to the design and future operations of the PSM building.	25%	01/24	07/25												
2.2	Support the Public Works Department in the delivery of capital projects including parks levy initiatives. This work is ongoing.	Ongoing	N/A	N/A												

City Manager's Office

					2025				2026				2027			
#	ITEM	PROGRESS	START	END	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
2.3	Manage real estate matters related to the closure of City Hall.	Ongoing	N/A	N/A												
3.0	Goal: Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community. (City Council 2025-2026 Priority)															
3.1	Implement the adopted 2025-2026 budget with a continued focus on fiscal sustainability.	Ongoing	N/A	N/A												
3.2	Prepare and transmit a 2027-2028 biennial budget recommendation to include policy revisions and updates at the direction of the City Council.				This work item is being tracked on the Finance Department Work Plan - see Item 1.1.											
3.3	*Work item Removed* All goals are included in Administrative Services work plan.															
3.4	Continue work on long-term financial strategies; including ongoing implementation of policies related to the long-term forecast, reserves, and operating contingencies. This work is ongoing.	Ongoing	N/A	N/A												
3.5	Research and develop a new Parks Zone in coordination with the Community Planning and Development Department and the Recreation Division. Support the Parks and Recreation Commission in developing a recommendation for consideration by the Planning Commission and the City Council and facilitate a community engagement process. Work is anticipated to be completed by Q4 2025.	70%	10/24	12/25												
3.6	Complete an overhead cost analysis of the municipal court services interlocal agreement with the City of Newcastle to ensure the agreement is in alignment with the new cost allocation policy. Revise the interlocal agreement based on the findings. Work is anticipated to be complete by Q4 2025.	25%	01/25	12/25												
3.7	Track the Washington State Supreme Court's decision regarding the proposed changes to the Standards for Indigent Defense. Collaborate with the Association of Washington Cities (AWC) to participate in the public engagement process and conduct a budget impact analysis of the Supreme Court's decision once it has been issued.	10%	09/24	12/25												
3.8	Support the Finance Department and the Police Department to implement a new cost sharing model for marine patrol services with contract cities by Q4 2026 in alignment with the City's cost allocation policy.				This work item is being tracked on the Finance Department Work Plan - see Item 2.9.											
3.9	Implement the organizational structure as approved in the 2025-2026 budget.	Ongoing	N/A	N/A												
3.9.1	Continue to work towards filling interim/vacant positions.	Ongoing	N/A	N/A												
3.9.2	Provide support to the organization to ensure succession planning remains a priority to address upcoming retirements.	Ongoing	N/A	N/A												
3.9.3	Emphasize building and developing future leaders throughout the organization through continuing education, cross-training, and other opportunities for professional growth	Ongoing	N/A	N/A												

City Manager's Office

					2025				2026				2027			
#	ITEM	PROGRESS	START	END	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
4.0	Goal: Provide leadership and planning support to the City Council.															
4.1	Manage the City Council Planning Schedule to ensure timely delivery of work plan items. Evaluate the need for Special Meetings and "Joint Meetings" with other boards or governing bodies.	Ongoing	N/A	N/A												
4.2	Provide support to the City Council in setting the agendas and preparing for the Annual Planning Session.	Ongoing	N/A	N/A												
4.3	Prepare the annual legislative priorities with direction from the City Council. Conduct research, legislative analysis, and prepare talking points to conduct robust engagement with legislators and other key actors at the State and Federal level.	Ongoing	N/A	N/A												
4.3.1	Coordinate closely with the Association of Washington Cities (AWC), A Regional Coalition for Housing (ARCH), and other regional associations as appropriate to support the City's legislative priorities.	Ongoing	N/A	N/A												
4.3.2	Manage City contract lobbyists and City government relations staff to support the legislative work.	Ongoing	N/A	N/A												

Finance

					2025				2026				2027			
#	ITEM	PROGRESS	START	END	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1.0	Goal: Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community. (City Council 2025-2026 Priority)															
1.1	Oversee the mid-biennial budget update and develop the 2027-2028 biennial budget using the new financial management software.	10%	01/25	12/26												
1.2	Complete annual financial reports as specified by the State Auditor's Office each year.	Ongoing	N/A	N/A												
1.3	Implement new financial management software modules to simplify the process of accepting payments for municipal services and streamline business and occupation tax processing by Q4 2025.	30%	01/25	12/25												
1.4	Collaborate with the City Manager's Office, IT, Customer Service and other staff teams to evaluate the financial implications and develop funding strategies to support the analysis, testing, evaluation, and implementation of AI technologies across City operations.	0%	01/26	12/27												
1.5	Complete an audit of the City's account payables and implement best practices to coincide with the implementation of the City's new enterprise-wide financial management software by Q4 2025.	40%	01/25	12/25												
1.6	Track the disposition of the City's American Relief Plan Act (ARPA) funds through Q4 2026 and meet all federal reporting requirements. This work is ongoing through the biennium.	90%	01/25	12/26												
1.7	Work with the City Manager's Office, Administrative Services, and community partners on a stabilization plan for Youth and Family Services revenues. This work is tied to Thrift Shop operations and development of a sustainable long-term funding strategy.	20%	01/25	12/26												
1.8	Oversee the State Auditor's Office (SAO) Annual Financial audit, Accountability audit, and in years where the City spends \$750,000+ in Federal dollars, the Federal Single audit, as required. Provide all documentation, resources, and staff support as required. This work is ongoing.	Ongoing	N/A	N/A												
1.9	Review and update the City's financial management policies regarding the following:	Ongoing	N/A	N/A												
1.9.1	Utility billing policies and procedures by Q4 2025.	100%	01/25	12/25												
1.9.2	Equipment surplus policy, including review of the valuation threshold for City Council approval by Q4 2026.	0%	01/26	12/26												
1.9.3	Purchasing and procurement procedures and written policies by Q4 2026.	0%	01/26	12/26												
1.10	Develop a new system to forecast employee compensation costs as part of the biennial budget based on the compensation plan and collective bargaining agreements by Q4 2025.	20%	01/25	12/25												
1.11	Crosstrain staff in utility billing, payroll management, month-end reconciliation, financial reporting, and other internal service workflows within the department. This work is ongoing.	Ongoing	N/A	N/A												
1.12	Support implementation of the actions identified in the Town Center Parking Plan.	Ongoing	N/A	N/A												

Finance

					2025				2026				2027			
#	ITEM	PROGRESS	START	END	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1.13	*New Work Item* Work with Administrative Services to monitor and administer the interlocal agreement with Eastside Fire & Rescue for fire and emergency medical services.				This work item is being tracked on the Admin Services Work Plan - see Item 1.6.											
1.14	*New Work Item* Work with Administrative Services and Eastside Fire and Rescue on the acquisition and financing to replace three fire trucks.				This work item is being tracked on the Admin Services Work Plan - see Item 1.7.											
2.0	Goal: Provide excellent service to internal and external customers.															
3.1	Support Finance staff who are working remotely and on-site while short and long-term plans for City facilities are developed. This work is ongoing.	Ongoing	N/A	N/A												
2.2	Share supervisory responsibilities with Administrative Services to help the Mercer Island Thrift Shop enhance operations.	Ongoing	N/A	N/A												
2.3	Support Public Works with a comprehensive performance review of the Recology solid waste contract relative to the requirements and standards established within the contract by Q4 2026.	0%	01/26	12/26												
2.4	Begin quarterly staff trainings in Q3 2025 to develop advanced use of the new financial management software. This work is ongoing through the biennium.	0%	08/25	12/26												
2.4.1	Develop and conduct on-boarding training for new hires using the financial management software.	50%	01/25	12/26												
2.4.2	Maintain user permissions in the financial management software with employee turnover. This work is ongoing.	Ongoing	N/A	N/A												
2.5	In concert with Youth and Family Services, connect utility billing customers to financial assistance programs. This work is ongoing.	Ongoing	N/A	N/A												
2.6	Incorporate monthly financial reporting by Q4 2025 into City operations. Implementation of this goal is tied to the use of the new financial software system.	40%	01/25	12/25												
2.7	Provide collective bargaining support for the Administrative Services Department. This work is ongoing.	Ongoing	N/A	N/A												
2.8	Provide regular opportunities for City staff to provide feedback on interdepartmental budget development and financial system trainings throughout the biennium.	Ongoing	N/A	N/A												
2.9	Work with the Police Department and the City Manager’s Office to implement a new cost sharing model for marine patrol services with contract cities by Q4 2026 in alignment with the City’s cost allocation policy.	50%	1/25	12/26												
2.1	Support the City Manager’s Office in completing an overhead cost analysis to ensure the interlocal with the City of Newcastle for municipal court services aligns with the City’s cost allocation policy. Revise the Interlocal Agreement based on findings by Q4 2025.				This work item is being tracked on the City Manager's Office Work Plan - see item 3.6.											
2.11	Support Administrative Services as the City transitions from bi-weekly to semi-monthly payroll processing by Q1 2025.	100%	01/24	02/25												
3.0	Goal: Make once-in-a-generation investments to update and modernize aging infrastructure, capital facilities, and parks. (City Council 2025-2026 Priority)															
3.1	Support the City Manager’s Office on real estate matters related to the closure of City Hall.	Ongoing	N/A	N/A												

Finance

					2025				2026				2027			
#	ITEM	PROGRESS	START	END	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
3.2	Assist the City Manager's Office with short and long-term financing strategies for the future Public Safety and Maintenance Building. Provide support for the November 2025 ballot measure.	50%	01/25	11/25												
3.3	In partnership with Public Works and other operating departments, develop the City's 2027-2032 Capital Improvement Program for City Council review and approval.	0%	12/25	12/26												
3.3.1	Develop a six-year cash flow that balances anticipated resources with future community infrastructure needs.	0%	01/26	12/26												
3.3.2	Evaluate and pursue outside funding as needed to support infrastructure investments that at minimum cost \$2.5 million with a useful life of at least 20 years This work is ongoing.	Ongoing	N/A	N/A												
3.3.3	Conduct a utility rate study to inform service rate adjustments for Utility Board review as part of the 2027-2028 biennial budget by Q3 2026.	0%	10/25	09/26												
3.3.4	Explore new long-term funding mechanisms for ongoing technology investments by Q4 2026.	0%	01/26	12/26												
3.3.5	Revisit the funding plan (aka the sinking fund) for the replacement of synthetic turf athletic fields by Q4 2026.	30%	01/26	12/26												
3.4	Assist with the implementation of the Meter Replacement Project, develop new internal business operations, and train staff based on this infrastructure improvement. This work is ongoing.	Ongoing	N/A	N/A												

Fire

					2025				2026				2027			
#	ITEM	PROGRESS	START	END	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1.0	Goal: Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community. (City Council 2025-2026 Priority)															
1.1	Deploy personnel and resources in an efficient and effective manner to remain responsive to community needs.	Ongoing	N/A	N/A												
1.2	Review and provide data driven updates specific to fee collection policies (ambulance transport fee, fire permit fees, GEMT, etc.), new or updated requests for contracts, and/or strategies to the City Manager in September of each year.	Ongoing	N/A	N/A												
1.3	Coordinate with Administrative Services and Finance to update the Master Fee Schedule annually to include all associated fire permit fees.	Ongoing	N/A	N/A												
2.0	Goal: Keep the Mercer Island community safe through effective planning, training, response, and mitigation of emergencies.															
2.1	Evaluate turnout and travel times to possibly modify the geographical response boundaries between Station 91, Station 92, and regional partners by Q2 2026.	0%	1/25	12/26												
2.2	Strive to meet the following standards adopted by Eastside Fire & Rescue:	Ongoing	N/A	N/A												
2.2.1	Turnout Time (the time beginning when units receive notification of the emergency to the beginning point of response time): 75 seconds for daytime EMS Incidents 90 seconds for nighttime EMS Incidents 105 seconds for daytime Fire incidents 150 seconds for nighttime Fire incidents	Ongoing	N/A	N/A												
2.2.2	Travel Time – EMS: Urban response/travel time of 6:30 minutes Suburban response/travel time 7:30 minutes	Ongoing	N/A	N/A												
2.2.3	Travel Time – Fire: Urban response/travel time 7:00 minutes Suburban response/travel time 8:00 minutes	Ongoing	N/A	N/A												
2.3	Continue utilization of Mobile Integrated Health (MIH) funds from King County Emergency Medical Services (KCEMS) for CORE Connect (Eastside Fire & Rescue's Mobile Integrated Healthcare response unit). This work is ongoing.	Ongoing	N/A	N/A												
3.0	Goal: Emphasize community risk reduction through fire prevention and public education.															
3.1	Work with Sound Transit on design, plan review, and installation of fire suppression systems for the light rail station by Q4 2025. This work is ongoing.	25%	1/25	12/25												
3.2	Continue work to improve the Washington Surveying & Rating Bureau (WSRB) rating to lower insurance costs for Mercer Island residents.	Ongoing	N/A	N/A												
3.3	Work with the Community Planning & Development Department and the City Council to adopt and streamline fire code amendments as needed. This work is ongoing.	Ongoing	N/A	N/A												

Fire

					2025				2026				2027			
#	ITEM	PROGRESS	START	END	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
3.4	Strengthen brand recognition and enhance communications on Mercer Island by improving and standardizing public education and outreach efforts.	Ongoing	N/A	N/A												

Municipal Court

					2025				2026				2027			
#	ITEM	PROGRESS	START	END	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1.0	Goal: Resolve cases in a fair and just manner in accordance with the laws of Washington State and provide a legal venue for individuals to adjudicate civil infractions and criminal cases.															
1.1	Hold court hearings in a timely fashion as required by the Washington State Supreme Court.	Ongoing	N/A	N/A												
1.2	Adjudicate civil infractions and set hearing dates.	Ongoing	N/A	N/A												
1.3	Prepare and submit monthly reports to the Office of Administrator of the Courts.	Ongoing	N/A	N/A												
1.4	Facilitate probation and court monitoring services to ensure compliance with judgments and sentencings. Set and hold post-sentence compliance review hearings when appropriate.	Ongoing	N/A	N/A												
1.5	Collect court fines.	Ongoing	N/A	N/A												
1.6	Continue to provide municipal court services to the City of Newcastle via the current interlocal agreement.	Ongoing	N/A	N/A												
1.7	Adjudicate certain identified civil code infractions and set hearing dates.	Ongoing	N/A	N/A												
2.0	Goal: Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community. (City Council 2025-2026 Priority)															
2.1	Implement paperless court file maintenance, including outside pleading filings, discovery and records request transfers, and court file depository and usage.	<div><div></div></div> 10%	1/25	12/26												
2.2	Continue to evaluate court technology upgrades for remote hearings to facilitate more immediate access to the Court for in-custody defendants and limit jail and transport costs.	<div><div></div></div> 10%	1/25	12/26												
2.3	Continue updating court operations procedures for improved notice to defendants, counsel, and the Police Department to increase access to justice and improve court time efficiency for all parties.	Ongoing	N/A	N/A												
2.4	Support the City Manager’s Office in completing an overhead cost analysis to ensure the interlocal with the City of Newcastle for municipal court services is in alignment with the new cost allocation policy. Revise the Interlocal Agreement based on findings. Complete by Q4 2025.	<div><div></div></div> 25%	01/25	12/25												
3.0	Goal: Make once-in-a-generation investments to update and modernize aging infrastructure, capital facilities, and parks. (City Council 2025-2026 Priority)															
3.1	Support the City Manager’s Office in assessing future municipal court facility needs.	Ongoing	N/A	N/A												

Police

					2025				2026				2027			
#	ITEM	PROGRESS	START	END	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1.0	Goal: Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community. (City Council 2025-2026 Priority)															
1.1	Work with the City Manager's Office and the Finance Department to develop 2027-2028 budget recommendations.				This work item is being tracked on the Finance Department Work Plan - see Item 1.1.											
1.2	Work with City Leadership to provide adequate, temporary facilities for Police operations and continue planning for future improved accommodations.	50%	4/23	12/25												
1.3	Collaborate with Administrative Services on succession planning. This work is ongoing.	Ongoing	N/A	N/A												
1.3.1	Develop succession plans for all ranks within the Police Department and identify pathways to achieve each of those ranks. Provide mentoring and leadership development for the Department's future leaders.	Ongoing	N/A	N/A												
1.3.2	Expand career development and leadership training opportunities for all ranks.	Ongoing	N/A	N/A												
1.3.3	Develop recruitment and retention strategies to ensure adequate staffing levels are maintained to allow service levels to continue at the current level.	50%	1/25	Ongoing												
1.3.4	Host recruitment open houses to share police career information and recruit local candidates to join the Department.	Ongoing	N/A	N/A												
1.3.5	*New Work Item* Complete the Marine Patrol vessel replacement procurement process with delivery expected in 2026.	Ongoing	1/25	12/26												
1.4	Provide each officer annual training each year in State-mandated topics that include crisis intervention, de-escalation, cultural awareness, and anti-biased policing, updated Use of Force protocols, along with training required by accreditation to maintain certifications and additional specialized continuing education.	Ongoing	N/A	N/A												
1.5	Work with the Finance Department and the City Manager's Office to implement a new cost sharing model for marine patrol services with contract cities by Q4 2026 in alignment with the City's cost allocation policy.				This work item is being tracked on the Finance Department Work Plan - see Item 2.9.											
1.6	Maintain proficiency with the special operations team, dive team, and bicycle team via regularly scheduled training sessions. This work is ongoing.	Ongoing	N/A	N/A												
1.7	Support the City Manager's Office with the development of legislative priorities. Engage with the City Council and lobbyist team to develop strategies for successful implementation, to include providing testimony when legislation is being considered. This work is ongoing.	Ongoing	N/A	N/A												
1.8	Re-establish law enforcement agency accreditation by Q4 2026.	0%	01/25	12/26												
1.9	Ensure the Department is following law enforcement standards to re-establish accreditation.	Ongoing	N/A	N/A												
2.0	Goal: Continue to focus on community safety, outreach, and education.															

Police

#	ITEM	PROGRESS	START	END	2025				2026				2027			
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
2.1	Recruit and retain officers to maintain minimum authorized staffing level requirements.	Ongoing	N/A	N/A												
2.2	Proactively combat crimes through crime prevention and education programs, by leveraging social media outreach and rigorous investigation efforts. This work is ongoing.	Ongoing	N/A	N/A												
2.3	Conduct traffic safety emphasis patrols and public education to maintain a low motor vehicle collision rate. Continue to partner with Public Works and the Transportation Engineer to identify and mitigate traffic issues. This work is ongoing.	Ongoing	N/A	N/A												
2.4	Recruit volunteers for Community Emergency Response Team (CERT), Map Your Neighborhood Program, and Emergency Preparedness Volunteer Teams.	Ongoing	N/A	N/A												
2.5	Update the City's Emergency Management plans. This work is ongoing.	Ongoing	N/A	N/A												
2.6	Develop a Volunteers in Policing Program structured for greater community involvement in crime prevention efforts by Q4 2026.	0%	01/25	12/26												
2.7	Increase safety in the schools by working with our partners in the Mercer Island School District to identify and address gaps in training and other areas of need. This work is ongoing.	Ongoing	N/A	N/A												
2.8	Support the partnerships the School Resource Officer has with students and their families, the Mercer Island School District, and the Youth and Family Services Department. Maintain the focus on intervention, education, and ways to keep youth out of the Criminal Justice system. This work is ongoing.	Ongoing	N/A	N/A												
2.9	Continue community outreach events including Department community meetings and listening sessions, crime prevention presentations, personal safety classes, Coffee with a Cop, Paws on Patrol, National Night Out and the community drug-takeback event. Support the Recreation Division through participation in community-wide special events.	Ongoing	N/A	N/A												
2.10	Work with the City Manager's Office to re-establish public safety partnership and funding levels to support the Seafair regional special event.	Ongoing	N/A	N/A												
2.11	Participate and engage in educational efforts related to drowning prevention and water safety, to include annual classroom presentations in local Kindergarten classes.	Ongoing	N/A	N/A												
2.12	Work closely with law enforcement partners and affiliated agencies to ensure a safe boating environment. Reduce boating collisions through proactive boating law enforcement and boater education.	Ongoing	N/A	N/A												
2.13	*New Work Item* Develop a shopping cart regulation ordinance aimed at deterring and managing organized retail crime by regulating cart containment, retrieval, and misuse to prevent their use in organized theft.	10%	05/25	12/26												
2.14	*New Work Item* Develop an ordinance to amend business license criteria, allowing for revocation or suspension in cases where businesses fail to take proactive measures against organized retail crime and do not collaborate with law enforcement.	10%	05/25	12/26												

Police

#	ITEM	PROGRESS	START	END	2025				2026				2027			
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
2.15	*New Work Item* Develop an ordinance introducing mandatory minimum sentences for repeat offenders of public disorder crimes, with treatment options as alternatives, to reduce recidivism and encourage rehabilitation.	10%	05/25	12/26												
2.16	*New Work Item* Develop a public awareness campaign, with the suggested title "See Something, Say Something – A Community Response to Shoplifting and Organized Retail Crime," aimed at educating the public on the impact of organized retail crime, encouraging safe reporting practices, and promoting community involvement in crime prevention.	10%	05/25	12/26												
2.17	*New Work Item* Develop an ordinance regulating the operation of e-bikes and e-motorcycles on the Island.	25%	03/25	09/25												
3.0	Goal: Enhance public safety technology and communication. Note: Work Items re-numbered in this section.															
3.1	*New Work Item* Conduct a comprehensive workplace assessment of the Police Department. Use the assessment findings to develop a strategic plan that includes actionable recommendations related to technology, tools, and other resources necessary to support a high-performing, modern Police Department. Prepare budget proposals for the 2027-2028 budget.	0%	01/25	09/25												
3.2	Develop a body-worn camera program recommendation/budget proposal for City Council consideration to include funding options, policy considerations, software fees, data storage, and staff support for the anticipated public records requests by Q3 2025.	0%	01/25	09/25												
3.3	Develop a program recommendation/budget proposal to replace in-car camera systems with an updated system that integrates City operating systems by Q3 2026.	50%	1/24	9/26												
3.4	Develop a program recommendation/budget proposal to update the City's digital evidence management system to allow for better storage, ease of indexing and retrieval, and the ability to interface with City operating systems by Q3 2026.	10%	1/24	9/26												
3.5	*New Work Item* Prepare an informational presentation to the City Council on the use of Stationary Automatic License Plate Reader (ALPR) technology on Mercer Island. Stationary ALPR technology may be used to record the license plates of vehicles entering and leaving Mercer Island. The analysis will include integration with current MIPD tools and systems, a legal analysis, and records retention requirements. The analysis will also evaluate the manner by which data gathered by privately owned Stationary ALPR systems could be shared with the City.	0%	06/25	09/25												
3.6	Support Citywide communications by preparing timely content on public safety matters. This work is ongoing.	Ongoing	N/A	N/A												
3.7	Identify and implement best practice protocols for police related media releases and social media posts working in collaboration with the City's Communications Manager by Q3 2025.	0%	01/25	09/25												
4.0	Goal: Engage the qualified expertise necessary to provide the guidance to enable the development of a comprehensive long-range plan for Town Center which recognizes, addresses, and balances business, housing, and parking uses. (City Council 2025-2026 Priority)															

Police

					2025				2026				2027			
#	ITEM	PROGRESS	START	END	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
4.1	Support implementation of the actions identified in the Town Center Parking Plan. This work is ongoing.	Ongoing	N/A	N/A												
4.2	Collaborate with Sound Transit, King County Metro, and other agencies to ensure safe implementation of the Light Rail Station and bus intercept. This work is ongoing.	Ongoing	N/A	N/A												
4.3	Prepare for the new light rail station (opening date set for early 2026) including response protocols for the two Town Center Officers as well as plan for pedestrian and vehicle safety.	Ongoing	N/A	N/A												

Public Works

					2025				2026				2027			
#	ITEM	PROGRESS	START	END	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1.0	Goal: Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community. (City Council 2025-2026 Priority)															
1.1	Work with the City Manager's Office and the Finance Department to develop 2027-2028 budget recommendations.				This work item is being tracked on the Finance Department Work Plan - see Item 1.1.											
1.2	Work with the City Manager's Office to complete the design of the new Public Safety and Maintenance Building. Provide support for the other capital facility projects and staff relocation initiatives due to the permanent closure of City Hall in October 2023.	30%	01/24	12/27												
1.3	Continue to improve the utility and efficiency of the Cityworks platform for asset management and work tracking.	Ongoing	N/A	N/A												
1.3.1	Increase staff skill, competency, and consistency of use in the Cityworks platform through regular trainings. This work is ongoing.	Ongoing	N/A	N/A												
1.3.2	Refine Cityworks integration with other City software systems (e.g., SeeClickFix, finance system) to enhance operational efficiency by Q4 2026.	Ongoing	01/25	12/26												
1.4	Continue succession planning for staff within the Department to address upcoming retirements within the team. Identify and nurture talent within the Department, cross-train maintenance and operations staff to ensure continuity of services across all lines of business; provide staff opportunities to improve knowledge and skills with an emphasis on leadership development training and strategically position the Department to fill key roles to sustain momentum. This work is ongoing.	Ongoing	N/A	N/A												
1.5	Pursue grant opportunities and alternate funding sources that support City Council-approved projects and initiatives.	Ongoing	N/A	N/A												
1.6	*New Work Item* Update the franchise agreement with PSE.	Ongoing	01/25	12/26												
2.0	Goal: Provide safe, functional, and efficient delivery of public services and ensure preservation and maintenance of critical public infrastructure.															
	Make once-in-a-generation investments to update and modernize aging infrastructure, capital facilities, and parks. (City Council 2025-2026 Priority)															
2.1	Develop and adopt the Transportation Improvement Program (TIP) by July 1 each year.	Ongoing	N/A	N/A												
2.2	In partnership with Finance and other operating departments, develop the City's 2027-2032 Capital Improvement Program for City Council review and approval.	0%	12/25	06/26												
2.3	Develop and begin implementation of the recommendations from the Water System Reliability Action Plan to improve resiliency within the distribution system:	Ongoing	N/A	N/A												
2.3.1	Design new water transmission pipeline in alternate location to replace existing 24" transmission pipeline.	40%	01/25	12/26												
2.3.2	Continue feasibility study on emergency well improvements, including potability and connectivity to distribution system under emergency conditions.	Ongoing	N/A	N/A												
2.3.3	Conduct a feasibility assessment for a second emergency well on the south end of Mercer Island.	0%	10/26	12/27												

Public Works

#	ITEM	PROGRESS	START	END	2025				2026				2027			
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
2.4	Complete a comprehensive performance review of the Recology solid waste contract relative to the requirements and standards established within the contract by Q4 2026.	0%	01/26	12/26												
2.5	Complete the Mercer Way Shoulders Improvement Program; East Mercer Way Roadside Shoulders Phase 11 will complete the Mercer Ways loop by Q3 2027.	0%	01/26	09/27												
2.6	Complete the sewer system Supervisory Control and Data Acquisition (SCADA) Project by Q4 2025.	95%	01/23	12/25												
2.7	Complete the Luther Burbank Docks and Waterfront Renovation project by Q4 2026.	50%	01/23	12/26												
2.8	Complete the Water Reservoir Improvements project to replace and improve aging components, notably the interior and exterior coatings, by Q2 2025.	90%	01/23	09/25												
2.9	Complete the Reservoir Booster Pump Station Upgrade project by Q1 2025.	100%	01/23	03/25												
2.10	Complete the Water Meter Replacement data collector infrastructure by Q4 2025.	70%	01/23	12/25												
2.11	Complete the Deane's Children's Park site design and select playground equipment replacement by Q4 2025. Begin design and public engagement process for Aubrey Davis Park Lid A playground. Continue implementation of the voter approved parks levy including the "base levy", playground replacement, and forest management at Pioneer Park and Engstrom Open Space. Provide an annual report to the City Council on the progress and impact of the parks levy.	30%	01/24	12/25												
2.12	Complete the Groveland and Clarke Beach Community Planning effort by Q4 2026 and identify a preferred concept for shoreline improvements.	30%	01/25	12/26												
2.13	Continue ongoing soil and groundwater remediation at the former Honeywell Site and City Maintenance facility. Compliance is necessary to obtain a No Further Action letter from the Department of Ecology.	Ongoing	N/A	N/A												
2.14	Complete approved capital projects per the schedules identified in the capital improvement program (CIP). Provide regular updates to the City Council and the community on progress.	Ongoing	N/A	N/A												
2.15	Meet the annual National Pollution Discharge Elimination System (NPDES) permit requirements for the Stormwater Utility by March 31 each year.	Ongoing	N/A	N/A												
2.16	Continue the implementation of the Americans with Disabilities Act (ADA) Transition Plan. This work is ongoing.	Ongoing	N/A	N/A												
2.17	Complete the Pedestrian and Bicycle Facilities Plan Update (Q4 2027)	0%	01/26	12/27												
3.0	Goal: Prepare for Sound Transit Interchange and King County Metro sewer construction.															
3.1	Work proactively with King County Metro and Sound Transit to minimize impacts to City infrastructure (streets and utilities), traffic (cars, pedestrians, bicycles), and the public by the sewer interceptor and Mercer Island Transit Interchange (MITI) projects and ensure that City infrastructure is restored to City standards. This work is ongoing.	Ongoing	N/A	N/A												

Public Works

					2025				2026				2027			
#	ITEM	PROGRESS	START	END	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
4.0	Goal: Advance sustainable practices throughout the City organization and community, in partnership with regional initiatives.															
4.1	Implement City Council-directed strategies and actions from the adopted Climate Action Plan (CAP) by Q4 2026. Continue annual tracking and reporting on greenhouse gas emissions and maintain a public dashboard report. This work is ongoing.	Ongoing	N/A	N/A												
4.1.1	Work with the City Manager's Office and Finance Department to pursue grants and additional funding that further the implementation of the CAP, including those related to municipal retrofits, EV charging, fleet electrification, and renewable energy generation and storage.	Ongoing	N/A	N/A												
4.1.2	Develop and implement an EV Charging Infrastructure Plan, in collaboration with Puget Sound Energy (PSE), that guides expansion of EV charging capacity throughout the city. The plan will include analysis and recommendations on the facilities and infrastructure required for the City and the Mercer Island School District to meet 2030 and 2050 fleet electrification goals.	15%	1/25	12/30												
4.1.3	Develop and implement a municipal Environmentally Preferable Purchasing Policy that prioritizes products with the lowest environmental impact. The policy will guide purchasing decisions within each department, including vehicle and fuel purchases, and construction materials.	0%	1/26	12/26												
4.2	Continue implementation of the following initiatives:	Ongoing	N/A	N/A												
4.2.1	Participate in partnerships that promote residential energy-efficient electrification.	Ongoing	N/A	N/A												
4.2.2	Increase the community's and City operations' rate of waste diversion from the landfill through recycling events, enhanced compost education, expanded curbside options and other alternative recycling programs.	Ongoing	N/A	N/A												
4.2.3	Support legislation and programs that align with actions identified in the CAP, including participation in King County-Cities Climate Collaboration (K4C) and the Re+ program. This work is ongoing.	Ongoing	N/A	N/A												
4.2.4	Work towards the CAP goal of carbon neutral municipal operations by 2030. Actions include promoting energy efficient operations, performing energy efficiency retrofits, and using sustainable approaches to building design and deconstruction.	Ongoing	4/23	12/29												
4.2.5	Prepare for compliance with Washington State's Clean Building Performance Standard. Complete and implement an Energy Management Plan and Operations and Maintenance Plan for the Mercer Island Community and Event Center and begin gathering 12 months of data for energy benchmarking by Q2 2026.	Ongoing	N/A	N/A												
4.2.6	Expand climate outreach and education efforts to support ongoing community engagement in climate action. Promote the City's new tree planting incentive program, solar panel expansion, and opting in to PSE's Green Power Program.	Ongoing	N/A	N/A												

Public Works

					2025				2026				2027			
#	ITEM	PROGRESS	START	END	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
4.3	Research and implement mobility initiatives that help commuters access regional transit at the Town Center without single occupant vehicle usage.	Ongoing	N/A	N/A												
4.4	Continue collaboration between the Parks Natural Resources, Stormwater Operations, and Capital Project teams to effectively coordinate maintenance and capital project work and adhere to stormwater best practices. Promote clean water and stormwater management initiatives in the community.	Ongoing	N/A	N/A												
5.0	Goal: Sustain and enhance our natural environment, especially parks and open spaces, to benefit this generation and others that follow. (City Council 2025-2026 Priority)															
5.1	Complete costing analysis, review interlocal agreements, and work with the Mercer Island School District (MISD) to draft a new Master Facility Use Agreement to include facilities shared/jointly maintained between the MISD and the City by Q4 2026.	15%	01/25	12/26												
5.2	Continue implementation of the goals and objectives identified in the Parks, Recreation and Open Space (PROS) Plan.	Ongoing	N/A	N/A												
5.3	Renegotiate the Washington State Department of Transportation (WSDOT) maintenance agreements for Aubrey Davis Park by Q4 2026.	0%	01/25	12/26												
5.4	Continue to implement habitat restoration work in accordance with the Open Space Vegetation Management Plan and the Pioneer Park Forest Management Plan. This work is ongoing.	Ongoing	N/A	N/A												
5.6	Continue efforts to preserve and enhance the City's urban forest. Increase community outreach, education, and incentives to encourage tree planting on private land. Continue robust replanting and tree maintenance program on public lands.	Ongoing	N/A	N/A												
6.0	Engage the qualified expertise necessary to provide the guidance to enable the development of a comprehensive long-range plan for Town Center which recognizes, addresses, and balances business, housing, and parking uses. (City Council 2025-2026 Priority)															
6.1	Support implementation of the actions identified in the Town Center Parking Plan. This work is ongoing.	Ongoing	N/A	N/A												
6.2	Implement Town Center beautification projects including hanging flower baskets, planted median beds, and seasonal tree illumination.	Ongoing	N/A	N/A												

Recreation Division

					2025				2026				2027			
#	ITEM	PROGRESS	START	END	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1.0	Goal: Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community. (City Council 2025-2026 Priority)															
1.1	Work with the Parks and Recreation Commission and Arts Council to develop and update policies identified in the Recreation Reset Strategy and/or as directed by the City Council.	Ongoing	N/A	N/A												
1.1.1	Support the City Manager's Office and Community Development Department in developing a new Parks Zone. Support the Parks and Recreation Commission in their review and development of a recommendation on the new Parks Zone for consideration by the Planning Commission and the City Council to include a community outreach and engagement process. Work is anticipated to be completed by Q4 2025.				This work item is being tracked on the City Manager's Office Work Plan - see Item 3.7.											
1.1.2	Collaborate with the Parks Maintenance Team to identify opportunities for community donations of park assets and establish an annual process of updating the "Gift Needs Inventory" by Q4 2026.	50%	01/26	12/26												
1.1.3	Evaluate and update the Athletic Facilities Allocation and Use Policy and implement procedure changes as applicable. This work is ongoing.	Ongoing	N/A	N/A												
1.1.4	Develop and implement a Sport Court Allocation and Use Policy to address priority use of pickleball and tennis courts for endorsement by the Parks and Recreation Commission by Q2 2025.	50%	01/25	11/25												
1.1.5	Evaluate and update Division policies and procedures to ensure alignment with the Climate Action Plan. This work is ongoing.	Ongoing	N/A	N/A												
1.1.6	Facilitate and promote comprehensive and engaging arts and culture experiences through ongoing community partnerships which are aligned with the biennially established Arts and Culture Priorities. This work is ongoing.	Ongoing	N/A	N/A												
1.1.7	Develop policy and procedures to support reduced-cost rental access to the MICEC for third party coordinated/partnered community events by Q4 2026.	10%	01/26	12/26												
1.1.8	Collaborate with the Parks & Natural Resources Division and Capital Projects Division to expand the Recreation Division Annual Report to incorporate outcomes across all of Parks and Recreation by Q4 2026.	0%	01/26	12/26												
1.1.9	Collaborate with the City Manager's Office, Parks & Natural Resources Division, Public Works leadership and Parks and Recreation Commission to recommend an update to the Municipal Code: Park Rules by Q4 2026.	0%	01/26	12/26												
1.2	Expand drop-in programming and rental opportunities for the Mercer Island Community and Event Center and outdoor facilities.	Ongoing	N/A	N/A												
1.2.1	Achieve and maintain an annual MICEC rental occupancy level of 2,200 bookings by end of Q4 2026, which represents an increase of 23% compared to 2023 bookings.	Ongoing	01/25	12/26												
1.2.2	Achieve and maintain annual drop-in programming participation of 17,000 individual visits by Q4 2026, which represents an increase of 10% compared to 2023 drop-in participants.	Ongoing	01/25	12/26												

Recreation Division

					2025				2026				2027			
#	ITEM	PROGRESS	START	END	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1.2.3	Evaluate and develop plans for seasonal and year-round programming at the Luther Burbank Docks and Boiler Building based on goals and objectives established in the PROS Plan by Q4 of 2026. Prepare budget proposals for funding consideration as part of the 2027-2028 biennial budget.	10%	01/25	12/26												
1.2.4	Create and implement a web-based calendar for the MICEC and athletic fields to enhance ease of access and booking of facilities by Q1 of 2026.	60%	01/25	12/26												
1.3	Collaborate with local community organizations to implement diverse community events annually in park spaces through the application of the Special Event Sponsorship Policy.	Ongoing	N/A	N/A												
1.4	Develop and implement comprehensive marketing and communication plans for Division services focusing on strategies & methods to engage diverse sections of the population by Q4 2026.	20%	01/25	12/26												
1.5	Achieve and maintain post-rental and program participant satisfaction levels of 90% as measured through end-of service surveys.	Ongoing	N/A	N/A												
1.6	Develop and implement fifteen (15) City-coordinated community special events annually by Q4 2025.	Ongoing	N/A	N/A												
1.7	Provide staff support for the Parks & Recreation Commission and the Arts Council.	Ongoing	N/A	N/A												
2.0	Make once-in-a-generation investments to update and modernize aging infrastructure, capital facilities, and parks. (City Council 2025-2026 Priority)															
2.1	Revisit the funding plan (aka the sinking fund) for the replacement of synthetic turf athletic fields by Q2 2026.				This work item is being tracked on the Finance Department Work Plan - see Item 3.5.5.											
2.2	Review user satisfaction and the operational effectiveness of the Division's registration and facility booking software (PerfectMind/Xplore Recreation) by Q2 2025.	50%	01/25	06/25												
2.2.1	Collaborate with the IT Department to identify opportunities for integration with other systems (e.g. Finance Software) to increase staff efficiency in booking and registration processes by Q4 2026.	20%	01/25	12/26												
2.2.2	Dependent on outcomes of 2.2 and 2.2.1, evaluate options to expand, upgrade, or replace the PerfectMind/Xplore Recreation booking software by Q3 2026. Prepare a budget proposal for consideration as part of the 2027-2028 biennial budget.	0%	01/25	09/26												
2.3	Collaborate with the Support Services Division to identify and plan for capital reinvestment at the MICEC. This work is ongoing.	Ongoing	N/A	N/A												
3.0	Goal: Provide emergency response services related to City emergencies.															
3.1	Support the citywide response to the closure of City Hall.	Ongoing	N/A	N/A												
3.2	Utilize the MICEC to host shelter operations, and to meet cooling and warming center needs. Provide staffing support and access to the MICEC for board, commission, and City Council meetings.	Ongoing	N/A	N/A												

Recreation Division

					2025				2026				2027			
#	ITEM	PROGRESS	START	END	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
3.3	Provide facility access and booking support to all City departments.	Ongoing	N/A	N/A												
3.4	Enable and provide community engagement opportunities to all City departments.	Ongoing	N/A	N/A												

Youth & Family Services

					2025				2026				2027			
#	ITEM	PROGRESS	START	END	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1.0	Goal: Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community. (City Council 2025-2026 Priority)															
1.1	Work with the City Manager, Finance, and community partners on a stabilization plan for YFS revenues. This work is tied to Thrift Shop operations and development of a sustainable long-term funding strategy. This work is ongoing.	20%	01/25	12/26												
1.2	Continue to partner and collaborate with the MIYFS Foundation on community fundraising campaigns. Meet regularly with the MIYFS Foundation to coordinate fundraising strategies to address both short-term and long-term funding needs. This work is ongoing.	Ongoing	N/A	N/A												
1.3	Explore new funding opportunities for YFS programming, including grants. This work is ongoing.	Ongoing	N/A	N/A												
2.0	Goal: Provide Access to Mental Health Services to all MISD Students.															
2.1	Renew the Interlocal Agreement with the Mercer Island School District (MISD) annually.	Ongoing	N/A	N/A												
2.2	Ensure YFS mental health and substance use intervention/prevention counseling services are accessible to all students in the MISD by providing at least one Clinical Team staff member at each elementary school and two staff members at the middle school and high school.	Ongoing	N/A	N/A												
2.3	Continue to monitor and integrate behavioral health data and emerging intervention strategies to address the ongoing youth mental health crisis and adverse impacts from the COVID-19 Pandemic. This work is ongoing.	Ongoing	N/A	N/A												
3.0	Goal: Scale Community Based Mental Health Services to Meet Demand															
3.1	Maintain outpatient mental health services and the clinical intern program, with two to four unpaid, 9-12-month, graduate level interns placed annually.	Ongoing	N/A	N/A												
3.2	Continue public outreach campaigns to address community mental health needs related to the COVID-19 Pandemic recovery and other emerging issues.	Ongoing	N/A	N/A												
3.3	Update department outcome/output tracking and develop template for annual reporting mechanism by Q1 2025.	100%	01/25	03/25												
4.0	Goal: Provide Emergency Assistance and Geriatric Case Management															
4.1	Provide food support for residents facing food insecurity.	Ongoing	N/A	N/A												
4.2	Provide emergency financial assistance support including case management and resource/referral support annually. Continue collaboration with the YFS Foundation to raise and pass through funds to support emergency assistance efforts.	Ongoing	N/A	N/A												
4.3	Provide geriatric case management services and resources/referral each year of the biennium	Ongoing	N/A	N/A												

Youth & Family Services

					2025				2026				2027			
#	ITEM	PROGRESS	START	END	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
5.0	Goal: Implement Trauma-Informed Approaches (TIA) Organizational Development															
5.1	Re-implement TIA organizational assessment for the YFS department by Q2 2026	33%	01/25	06/26												
5.2	Continue to integrate TIA concepts into weekly clinical team meetings, monthly YFS All Staff meetings, administrative operations, and direct clinical and case management work.	Ongoing	N/A	N/A												
6.0	Goal: Seek Funding Sustainability for the Healthy Youth Initiative.															
6.1	Monitor regional and federal funding opportunities for substance use prevention and mental health promotion programming to determine eligibility for available funding.	Ongoing	N/A	N/A												
6.2	Maintain regional and national relationships that are conducive to competitive grant applications. This work is ongoing.	Ongoing	N/A	N/A												
6.3	Apply for any eligible funding to sustain Healthy Youth Initiative programming beyond the 2025-2026 biennium. This work is ongoing.	Ongoing	N/A	N/A												
7.0	Goal: Integrate Equity and Social Justice Practices.															
7.1	Schedule annual diversity, equity, and inclusion trainings and consultation targeted for mental-health professionals and human services providers.	Ongoing	N/A	N/A												
7.2	Hold quarterly mental health-specific consultation sessions during clinical team meetings in partnership with regional human service organizations or providers/experts. This work is ongoing.	Ongoing	N/A	N/A												
8.0	Goal: Grow Thrift Shop operations and work towards optimizing sales.															
8.1	Increase annual revenues by 10% each year of the biennium based on FY 2024 gross revenues.	Ongoing	N/A	N/A												
8.2	Utilize sales and special events to draw customers for high-impact sale days.	Ongoing	N/A	N/A												
8.3	Implement a volunteer hiring program that covers specific hours and positions to increase donation processing, production, and customer service efficiency. This work is ongoing.	Ongoing	N/A	N/A												
8.4	Standardize production and donation processes and implement staff cross training to ensure consistency and best practice.	Ongoing	N/A	N/A												
8.5	Develop a marketing and education strategy to better inform the community about the Thrift Shop and its mission to support YFS services and programs by Q4 2025.	0%	01/25	12/25												
8.6	Continue upgrading and expansion of retail space in the shop to increase revenue and customer shopping experience.	Ongoing	N/A	N/A												
8.7	Collaborate with YFS to enhance and expand positive social externalities of Thrift Shop operations.	Ongoing	N/A	N/A												

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Administrative Services

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

requirement. This work is ongoing.

4. **Goal: Plan, organize, and supervise the City's community outreach efforts and media relations to educate residents and encourage informed input from the Mercer Island community.**
 - 4.1 Develop and manage communications plans and provide support or outreach/engagement management for other departments.
 - 4.2 Maintain range of communications platforms (website, Let's Talk, social media, MI Weekly, news releases, etc.).
 - 4.3 Develop, deploy, and ensure consistent branding across departments and materials.
 - 4.4 Oversee the City's website, adding news and calendar items, updating content, and designing new webpages as needed. Continue citywide partnerships and training to ensure department staff are regularly updating and monitoring website content.
 - 4.5 Collaborate with the City Manager's Office, IT, and others to evaluate the current website and Let's Talk platform for future integration with AI tools.
 - 4.6 Conduct a biennial public opinion survey in 2026 to inform the 2027-2028 budget process; collaborate on promotion and assist with distribution and explanation of results.
5. **Goal: Serve the public by striving for excellence in preparation of agendas and minutes of meetings and provide complete and accurate information while preserving the records of the City.**
 - 5.1 Coordinate City Council meeting agenda packet creation and distribution and assist with hybrid meeting management.
 - 5.2 Manage the City's municipal code and official City records including ordinances, resolutions, agreements, and minutes.
 - 5.3 Provide administrative support to the City Manager, Chief of Administration, and City Council.
 - 5.4 Advertise, recruit, and fill vacancies for the City's boards and commissions. Update rosters, initiate and track Open Public Meetings Act (OPMA) and Public Records Act (PRA) training needs, ensure Code of Ethics training and compliance, and train support staff.
 - 5.5 Assist with processing public records requests.
 - 5.6 Provide training to employees regarding City Clerk and City Council policies and procedures, including Public Records Act training.
 - 5.7 Manage the digitization of City records including indexing, digitizing, preparing for destruction and/or long-term storage.
6. **Goal: Provide excellent support and management of the City's technology, operations, and initiatives and the City's Geographic Information System and related products and services.**
 - 6.1 Procure, implement, maintain, and support all information and technology infrastructure, systems, and software that enables City service delivery to the public.
 - 6.2 Mitigate and respond to cyber and information security risks, complete cyber security audits, and conduct ongoing training for all technology users (employees, volunteers, City Council, and boards and commissioners) on cyber and information security.
 - 6.3 Collaborate with the City Manager's Office on the comprehensive needs assessment to identify areas of City operations where AI can drive efficiency (e.g. data analysis, project tracking, report generation, language translation, and customer service). Complete by Q3 2026.
 - 6.3.1 Develop a training program for staff to enhance their understanding and effective use of AI tools.
 - 6.3.2 Create ongoing support resources, including FAQs, policies, user manuals, and a helpdesk for

technical assistance.

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

City Attorney's Office

1. Provide legal advice and guidance to the City Council, City Manager, City departments, and boards and commissions.

- 1.1 Conduct legal research for civil matters, and ensure actions taken by the City are consistent with state and federal laws.
- 1.2 Attend City Council meetings, Executive Sessions, and other meetings as needed; provide legal guidance and advice.
- 1.3 Prepare draft ordinances for City Council consideration and adoption as City law.
- 1.4 Negotiate contracts in a variety of areas, including Right of Way (ROW) franchises, real estate and development services, land use, environmental law, public works, and professional services.
- 1.5 Manage administrative claims and advise the City Manager and departments on risk management. Reviews incident reports City-wide for potential liability. The City receives an average of 20 claims and 30 incident reports per year.
- 1.6 Continue to assist the City Manager's Office on effectuating and administering the terms of the 2017 Sound Transit Settlement agreement.
- 1.7 Support the City Manager's Office on real estate matters related to the closure of City Hall.

2. Represent the City in civil litigation and prosecution of criminal citations.

- 2.1 Advise and represent the City in civil lawsuits, administrative appeals, and employment matters.
- 2.2 Monitor and enforce terms of the Sound Transit Settlement Agreement.
- 2.3 Manage representation and work assigned to outside legal counsel.
- 2.4 Oversee prosecution of misdemeanor citations issued by the Mercer Island Police Department and management of criminal cases and infractions before the City's municipal court.
- 2.5 Administer contracts for prosecutorial services.

3. Respond to public records requests pursuant to Public Records Act.

- 3.1 Coordinate timely response to public records requests.
- 3.2 Ensure compliance with the Public Records Act and proper application of exemptions.
- 3.3 Stay current with changes to public records laws.
- 3.4 Review and identify destruction and/or archival requirements for records. Provide support to City departments for records retention.
- 3.5 Develop a citywide training schedule for employees regarding records storage, retention, and destruction.
- 3.6 Develop/update policies that identify the minimum requirements to lawfully destroy paper records after conversion to a digital format, ensuring access to, and retrieval of, digital images throughout the minimum retention period.
- 3.7 Collaborate with the City Manager's Office, IT, Customer Service, and other staff teams on the implementation of citywide AI tools. Review current public records policies to identify necessary updates or changes that accommodate the use of AI technologies in City operations. Consider opportunities to use AI tools in public records management and explore opportunities for pilot projects to test products.

City Council

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

City Manager's Office

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

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

 - 2.1 In response to the closure of City Hall and functional obsolescence of the existing Public Works building, manage the design of a new Public Safety and Maintenance Building (PSM), prepare for a ballot measure to fund its construction, and re-house other displaced City services.
 - 2.1.1 Proceed to schematic design phase of the PSM building and continue to engage the City Council on space and operational needs of staff teams housed there. Conduct a focused community engagement Complete by Q1 2025.

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

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

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

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

- 4.1 Manage the City Council Planning Schedule to ensure timely delivery of work plan items. Evaluate the need for Special Meetings and "Joint Meetings" with other boards or governing bodies.
- 4.2 Provide support to the City Council in setting the agendas and preparing for the Annual Planning Session.
- 4.3 Prepare the annual legislative priorities with direction from the City Council. Conduct research, legislative analysis, and prepare talking points to conduct robust engagement with legislators and other key actors at the State and Federal level.
 - 4.3.1 Coordinate closely with the Association of Washington Cities (AWC), A Regional Coalition for Housing (ARCH), and other regional associations as appropriate to support the City's legislative priorities.
 - 4.3.2 Manage City contract lobbyists and City government relations staff to support the legislative work.

Community Planning & Development

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

- 1.1 Work with the City Manager's Office and the Finance Department to develop the 2027-2028 budget recommendation.
- 1.2 Implement state legislation related to changes in the Growth Management Act and affordable housing initiatives by the mandated deadlines.
- 1.3 Implement the 2024 Comprehensive Plan Periodic Update including economic development and housing strategies.
- 1.4 Support the City Manager's Office in developing a new Parks Zone for consideration by the Parks and Recreation Commission, the Planning Commission and the City Council to include a community outreach and engagement process. Work is anticipated to be completed by Q4 2025.
- 1.5 Continue representation on the A Regional Coalition for Housing (ARCH) Executive Board and serve as the liaison between the City Council and ARCH. Support City Council with review and approval of the annual ARCH work program and budget, and the allocation to the Housing Trust Fund.
- 1.6 Support the City Manager's Office with the development of legislative priorities. Engage with the City Council and lobbyist team to develop strategies for successful implementation, to include providing testimony when legislation is being considered. Coordinate with intergovernmental organizations and other local government jurisdictions on legislative advocacy.
- 1.7 Complete the annual docket process and work towards completion of work program additions. Compile and analyze potential improvements to the development codes and propose such for the annual docket as appropriate. This work is ongoing.
- 1.8 Provide administrative support to the Planning Commission as well as staff recommendations for legislative reviews.
- 1.9 Provide administrative support to the Design Commission as well as staff recommendations for design review permits.

- 1.10 Provide administrative support to the Hearing Examiner as well as staff recommendations for land use permits and appeals.
 - 1.11 Work with the Mercer Island School District (MISD) to update school impact fees as appropriate in coordination with the annual adoption of its Capital Facilities Plan.
 - 1.12 Update construction permit fees annually and include as part of the Master Fee Schedule (Q4).
 - 1.13 Continue succession planning for staff within the Department to address upcoming retirements within the team. Identify and nurture talent within the Department, cross-train maintenance and operations staff to ensure continuity of services across all lines of business; provide staff opportunities to improve knowledge and skills with an emphasis on leadership development training and strategically position the Department to fill key roles to sustain momentum. This work is ongoing.
 - 1.14 Index and digitize old records to make them easily accessible to the public and continue to provide support for public records requests. This work is ongoing.
- 2. Engage the qualified expertise necessary to provide the guidance to enable the development of a comprehensive long-range plan for Town Center which recognizes, addresses, and balances business, housing, and parking uses. (Adopted City Council 2025-2026 Priority, see AB 6435)**
- 2.1 Support implementation of the actions identified in the Town Center Parking Plan. Strengthen the relationship between the City and the local business community by providing transparent and timely information.
 - 2.2 Collaborate with the Mercer Island Chamber of Commerce to continue supporting local businesses.
- 3. Provide basic permitting service levels (including construction permit reviews, land use decisions, inspections, code compliance, noticing and public outreach, customer service and data reporting).**
- 3.1 Analyze and implement measures to reduce building, planning, and land-use permit plan review times through appropriate staffing and on-call support levels. Routinely analyze data and gather feedback from customers to inform decision-making and process improvements.
 - 3.2 Strive to provide responses to all general inquiries within one business day. Collaborate with the Customer Service team to improve access to frequently asked questions.
 - 3.3 Maintain current service levels of “next day” inspections through appropriate staffing and on-call support levels.
 - 3.4 Reestablish the OTC (over the counter) permit program when in-person customer services resume.
 - 3.5 Update the construction codes according to state requirements by Q2 2026.
 - 3.6 Continue to participate in and track efforts for online permit software options at the regional and state levels.
- 4. Goal: Provide safe, functional, and efficient delivery of public services and ensure preservation and maintenance of critical public infrastructure.**
- Make once-in-a-generation investments to update and modernize aging infrastructure, capital facilities, and parks. (Adopted City Council 2025-2026 Priority, see AB 6435)**
- 4.1 Provide support to the City Manager’s Office in the design of the new Public Safety and Maintenance Building.
 - 4.2 Provide support to the Public Works Capital Project team by ensuring collaboration on capital projects and timely issuance of permits.
 - 4.3 In conjunction with Information Technology staff, evaluate options for permitting software updates or upgrades.

Finance

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

- 1.1 Oversee the mid-biennial budget update and develop the 2027-2028 biennial budget using the new financial management software.
- 1.2 Complete annual financial reports as specified by the State Auditor's Office each year.
- 1.3 Implement new financial management software modules to simplify the process of accepting payments for municipal services and streamline business and occupation tax processing by Q4 2025.
- 1.4 Collaborate with the City Manager's Office, IT, Customer Service and other staff teams to evaluate the financial implications and develop funding strategies to support the analysis, testing, evaluation, and implementation of AI technologies across City operations.
- 1.5 Complete an audit of the City's account payables and implement best practices to coincide with the implementation of the City's new enterprise-wide financial management software by Q4 2025.
- 1.6 Track the disposition of the City's American Relief Plan Act (ARPA) funds through Q4 2026 and meet all federal reporting requirements. This work is ongoing through the biennium.
- 1.7 Work with the City Manager's Office, Administrative Services, and community partners on a stabilization plan for Youth and Family Services revenues. This work is tied to Thrift Shop operations and development of a sustainable long-term funding strategy. This work is ongoing.
- 1.8 Oversee the State Auditor's Office (SAO) Annual Financial audit, Accountability audit, and in years where the City spends \$750,000+ in Federal dollars, the Federal Single audit, as required. Provide all documentation, resources, and staff support as required. This work is ongoing.
- 1.9 Review and update the City's financial management policies regarding the following:
 - 1.9.1 Utility billing policies and procedures by Q4 2025.
 - 1.9.2 Equipment surplus policy, including review of the valuation threshold for City Council approval by Q4 2026.
 - 1.9.3 Purchasing and procurement procedures and written policies by Q4 2026.
- 1.10 Develop a new system to forecast employee compensation costs as part of the biennial budget based on the compensation plan and collective bargaining agreements by Q4 2025.
- 1.11 Crosstrain staff in utility billing, payroll management, month-end reconciliation, financial reporting, and other internal service workflows within the department. This work is ongoing.
- 1.12 Support implementation of the actions identified in the Town Center Parking Plan.

2. Goal: Provide excellent service to internal and external customers.

- 2.1 Support Finance staff who are working remotely and on-site while short and long-term plans for City facilities are developed. This work is ongoing.
- 2.2 Share supervisory responsibilities with Administrative Services to help the Mercer Island Thrift Shop enhance operations.
- 2.3 Support Public Works with a comprehensive performance review of the Recology solid waste contract relative to the requirements and standards established within the contract by Q4 2026.
- 2.4 Begin quarterly staff trainings in Q3 2025 to develop advanced use of the new financial management software. This work is ongoing through the biennium.

- 2.4.1 Conduct on-boarding training for new hires using the financial management software. This work is ongoing.
- 2.4.2 Maintain user permissions in the financial management software with employee turnover. This work is ongoing.
- 2.5 In concert with Youth and Family Services, connect utility billing customers to financial assistance programs. This work is ongoing.
- 2.6 Incorporate monthly financial reporting by Q4 2025 into City operations. Implementation of this goal is tied to the use of the new financial software system.
- 2.7 Provide collective bargaining support for the Administrative Services Department. This work is ongoing.
- 2.8 Provide regular opportunities for City staff to provide feedback on interdepartmental budget development and financial system trainings throughout the biennium.
- 2.9 Work with the Police Department and the City Manager's Office to implement a new cost sharing model for marine patrol services with contract cities by Q4 2026 in alignment with the City's cost allocation policy.
- 2.10 Support the City Manager's Office in completing an overhead cost analysis to ensure the interlocal with the City of Newcastle for municipal court services aligns with the City's cost allocation policy. Revise the Interlocal Agreement based on findings by Q4 2025.
- 2.11 Support Administrative Services as the City transitions from bi-weekly to semi-monthly payroll processing by Q1 2025.

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

- 3.1 Support the City Manager's Office on real estate matters related to the closure of City Hall.
- 3.2 Assist the City Manager's Office with short and long-term financing strategies for the future Public Safety and Maintenance Building. Provide support for the November 2025 ballot measure. This work is ongoing through the biennium.
- 3.3 In partnership with Public Works and other operating departments, develop the City's 2027- 2032 Capital Improvement Program for City Council review and approval.
 - 3.3.1 Develop a six-year cash flow that balances anticipated resources with future community infrastructure needs.
 - 3.3.2 Evaluate and pursue outside funding as needed to support infrastructure investments that at minimum cost \$2.5 million with a useful life of at least 20 years.
 - 3.3.3 Conduct a utility rate study to inform service rate adjustments for Utility Board review as part of the 2027-2028 biennial budget by Q3 2026.
 - 3.3.4 Explore new long-term funding mechanisms for ongoing technology investments by Q4 2026.
 - 3.3.5 Revisit the funding plan (aka the sinking fund) for the replacement of synthetic turf athletic fields by Q2 2026.
- 3.4 Assist with the implementation of the Meter Replacement Project, develop new internal business operations, and train staff based on this infrastructure improvement. This work is ongoing.

Fire

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

Municipal Court

1. **Goal: Resolve cases in a fair and just manner in accordance with the laws of Washington State and provide a legal venue for individuals to adjudicate civil infractions and criminal cases.**
 - 1.1 Hold court hearings in a timely fashion as required by the Washington State Supreme Court.
 - 1.2 Adjudicate civil infractions and set hearing dates.
 - 1.3 Prepare and submit monthly reports to the Office of Administrator of the Courts.
 - 1.4 Facilitate probation and court monitoring services to ensure compliance with judgments and sentencings. Set and hold post-sentence compliance review hearings when appropriate.
 - 1.5 Collect court fines.
 - 1.6 Continue to provide municipal court services to the City of Newcastle via the current interlocal agreement.
 - 1.7 Adjudicate certain identified civil code infractions and set hearing dates.
2. **Goal: Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community. (Adopted City Council 2025-2026 Priority, see AB 6435)**
 - 2.1 Implement paperless court file maintenance, including outside pleading filings, discovery and records request transfers, and court file depository and usage.
 - 2.2 Continue court technology upgrades for remote hearings to facilitate more immediate access to the Court for in-custody defendants and limit jail and transport costs.
 - 2.3 Continue updating court operations procedures for improved notice to defendants, counsel, and the Police Department to increase access to justice and improve court time efficiency for all parties.
 - 2.4 Support the City Manager's Office in completing an overhead cost analysis to ensure the interlocal with the City of Newcastle for municipal court services is in alignment with the new cost allocation policy. Revise the Interlocal Agreement based on findings. Complete by Q4 2025.
3. **Make once-in-a-generation investments to update and modernize aging infrastructure, capital facilities, and parks. (Adopted City Council 2025-2026 Priority, see AB 6435)**
 - 3.1 Support the City Manager's Office in assessing future municipal court facility needs.

Police

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

- 2.6 Develop a Volunteers in Policing Program structured for greater community involvement in crime prevention efforts by Q4 2026.
- 2.7 Increase safety in the schools by working with our partners in the Mercer Island School District to identify and address gaps in training and other areas of need. This work is ongoing.
- 2.8 Support the partnerships the School Resource Officer has with students and their families, the Mercer Island School District, and the Youth and Family Services Department. Maintain the focus on intervention, education, and ways to keep youth out of the Criminal Justice system. This work is ongoing.
- 2.9 Continue community outreach events including Department community meetings and listening sessions, crime prevention presentations, personal safety classes, Coffee with a Cop, Paws on Patrol, National Night Out and the community drug-takeback event. Support the Recreation Division through participation in community-wide special events.
- 2.10 Work with the City Manager's Office to re-establish public safety partnership and funding levels to support the Seafair regional special event.
- 2.11 Participate and engage in educational efforts related to drowning prevention and water safety, to include annual classroom presentations in local Kindergarten classes.
- 2.12 Work closely with law enforcement partners and affiliated agencies to ensure a safe boating environment. Reduce boating collisions through proactive boating law enforcement and boater education.

3. Goal: Enhance public safety technology and communication.

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

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

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

Public Works

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

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

2. Goal: Provide safe, functional, and efficient delivery of public services and ensure preservation and maintenance of critical public infrastructure.

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

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

transmission pipeline.

- 2.3.2 Continue feasibility study on emergency well improvements, including potability and connectivity to distribution system under emergency conditions.
- 2.3.3 Conduct a feasibility assessment for a second emergency well on the south end of Mercer Island.
- 2.4 Complete a comprehensive performance review of the Recology solid waste contract relative to the requirements and standards established within the contract by Q4 2026.
- 2.5 Complete the Mercer Way Shoulders Improvement Program; East Mercer Way Roadside Shoulders Phase 11 will complete the Mercer Ways loop by Q3 2027.
- 2.6 Complete the sewer system Supervisory Control and Data Acquisition (SCADA) Project by Q4 2025.
- 2.7 Complete the Luther Burbank Docks and Waterfront Renovation project by Q4 2026.
- 2.8 Complete the Water Reservoir Improvements project to replace and improve aging components, notably the interior and exterior coatings, by Q2 2025.
- 2.9 Complete the Reservoir Booster Pump Station Upgrade project by Q1 2025.
- 2.10 Complete the Water Meter Replacement data collector infrastructure by Q4 2025.
- 2.11 Complete the Deane's Children's Park site design and select playground equipment replacement by Q4 2025. Begin design and public engagement process for Aubrey Davis Park Lid A playground. Continue implementation of the voter approved parks levy including the "base levy", playground replacement, and forest management at Pioneer Park and Engstrom Open Space. Provide an annual report to the City Council on the progress and impact of the parks levy.
- 2.12 Complete the Groveland and Clarke Beach Community Planning effort by Q4 2026 and identify a preferred concept for shoreline improvements.
- 2.13 Continue ongoing soil and groundwater remediation at the former Honeywell Site and City Maintenance facility. Compliance is necessary to obtain a No Further Action letter from the Department of Ecology.
- 2.14 Complete approved capital projects per the schedules identified in the capital improvement program (CIP). Provide regular updates to the City Council and the community on progress.
- 2.15 Meet the annual National Pollution Discharge Elimination System (NPDES) permit requirements for the Stormwater Utility by March 31 each year.
- 2.16 Continue the implementation of the Americans with Disabilities Act (ADA) Transition Plan. This work is ongoing.
- 2.17 Complete the Pedestrian and Bicycle Facilities Plan Update (Q4 2027)

3. Goal: Prepare for Sound Transit Interchange and King County Metro sewer construction.

- 3.1 Work proactively with King County Metro and Sound Transit to minimize impacts to City infrastructure (streets and utilities), traffic (cars, pedestrians, bicycles), and the public by the sewer interceptor and Mercer Island Transit Interchange (MITI) projects and ensure that City infrastructure is restored to City standards. This work is ongoing.

4. Goal: Advance sustainable practices throughout the City organization and community, in partnership with regional initiatives.

- 4.1 Implement City Council-directed strategies and actions from the adopted Climate Action Plan (CAP) by Q4 2026. Continue annual tracking and reporting on greenhouse gas emissions and maintain a public dashboard report. This work is ongoing.
 - 4.1.1 Work with the City Manager's Office and Finance Department to pursue grants and additional

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

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

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

- 5.1 Complete costing analysis, review interlocal agreements, and work with the Mercer Island School District (MISD) to draft a new Master Facility Use Agreement to include facilities shared/jointly maintained between the MISD and the City by Q4 2026.
- 5.2 Continue implementation of the goals and objectives identified in the Parks, Recreation and Open Space (PROS) Plan.
- 5.3 Renegotiate the Washington State Department of Transportation (WSDOT) maintenance agreements for Aubrey Davis Park by Q4 2026.
- 5.4 Continue to implement habitat restoration work in accordance with the Open Space Vegetation

Management Plan and the Pioneer Park Forest Management Plan. This work is ongoing.

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

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

- 6.1 Support implementation of the actions identified in the Town Center Parking Plan. This work is ongoing.
- 6.2 Implement Town Center beautification projects including hanging flower baskets, planted median beds, and seasonal tree illumination.

Recreation Division

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

- 1.1 Work with the Parks and Recreation Commission and Arts Council to develop and update policies identified in the Recreation Reset Strategy and/or as directed by the City Council.
 - 1.1.1 Support the City Manager's Office and Community Development Department in developing a new Parks Zone. Support the Parks and Recreation Commission in their review and development of a recommendation on the new Parks Zone for consideration by the Planning Commission and the City Council to include a community outreach and engagement process. Work is anticipated to be completed by Q4 2025.
 - 1.1.2 Collaborate with the Parks Maintenance Team to identify opportunities for community donations of park assets and establish an annual process of updating the "Gift Needs Inventory" by Q4 2026.
 - 1.1.3 Evaluate and update the Athletic Facilities Allocation and Use Policy and implement procedure changes as applicable. This work is ongoing.
 - 1.1.4 Develop and implement a Sport Court Allocation and Use Policy to address priority use of pickleball and tennis courts for endorsement by the Parks and Recreation Commission by Q2 2025.
 - 1.1.5 Evaluate and update Division policies and procedures to ensure alignment with the Climate Action Plan. This work is ongoing.
 - 1.1.6 Facilitate and promote comprehensive and engaging arts and culture experiences through ongoing community partnerships which are aligned with the biennially established Arts and Culture Priorities. This work is ongoing.
 - 1.1.7 Develop policy and procedures to support reduced-cost rental access to the MICEC for third party coordinated/partnered community events by Q4 2026.
 - 1.1.8 Collaborate with the Parks & Natural Resources Division and Capital Projects Division to expand the Recreation Division Annual Report to incorporate outcomes across all of Parks and Recreation by Q4 2026.
 - 1.1.9 Collaborate with the City Manager's Office, Parks & Natural Resources Division, Public Works

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

- 1.2 Expand drop-in programming and rental opportunities for the Mercer Island Community and Event Center and outdoor facilities.
 - 1.2.1 Achieve and maintain an annual MICEC rental occupancy level of 2,200 bookings by end of Q4 2026, which represents an increase of 23% compared to 2023 bookings.
 - 1.2.2 Achieve and maintain annual drop-in programming participation of 17,000 individual visits by Q4 2026, which represents an increase of 10% compared to 2023 drop-in participants.
 - 1.2.3 Evaluate and develop plans for seasonal and year-round programming at the Luther Burbank Docks and Boiler Building based on goals and objectives established in the PROS Plan by Q4 of 2026. Prepare budget proposals for funding consideration as part of the 2027-2028 biennial budget.
 - 1.2.4 Create and implement a web-based calendar for the MICEC and athletic fields to enhance ease of access and booking of facilities by Q1 of 2026.
- 1.3 Collaborate with local community organizations to implement diverse community events annually in park spaces through the application of the Special Event Sponsorship Policy.
- 1.4 Develop and implement comprehensive marketing and communication plans for Division services focusing on strategies & methods to engage diverse sections of the population by Q4 2026.
- 1.5 Achieve and maintain post-rental and program participant satisfaction levels of 90% as measured through end-of service surveys.
- 1.6 Develop and implement fifteen (15) City-coordinated community special events annually by Q4 2025.
- 1.7 Provide staff support for the Parks & Recreation Commission and the Arts Council.

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

- 2.1 Collaborate with the Finance Department and Capital Projects Team, revisit the funding plan (aka the sinking fund) for the replacement of synthetic turf athletic fields by Q4 2026.
- 2.2 Review user satisfaction and the operational effectiveness of the Division's registration and facility booking software (PerfectMind/Xplore Recreation) by Q2 2025.
 - 2.2.1 Collaborate with the IT Department to identify opportunities for integration with other systems (e.g. Finance Software) to increase staff efficiency in booking and registration processes by Q4 2026.
 - 2.2.2 Dependent on outcomes of 2.2 and 2.2.1, evaluate options to expand, upgrade, or replace the PerfectMind/Xplore Recreation booking software by Q3 2026. Prepare a budget proposal for consideration as part of the 2027-2028 biennial budget.
- 2.3 Collaborate with the Support Services Division to identify and plan for capital reinvestment at the MICEC. This work is ongoing.

3. Goal: Provide emergency response services related to City emergencies.

- 3.1 Support the citywide response to the closure of City Hall.
- 3.2 Utilize the MICEC to host shelter operations, and to meet cooling and warming center needs. Provide staffing support and access to the MICEC for board, commission, and City Council meetings.
- 3.3 Provide facility access and booking support to all City departments.
- 3.4 Enable and provide community engagement opportunities to all City departments.

Youth & Family Services

1. **Goal: Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community.** (*Adopted City Council 2025-2026 Priority, see AB 6435*)
 - 1.1 Work with the City Manager, Finance, and community partners on a stabilization plan for YFS revenues. This work is tied to Thrift Shop operations and development of a sustainable long-term funding strategy. This work is ongoing.
 - 1.2 Continue to partner and collaborate with the MIYFS Foundation on community fundraising campaigns. Meet regularly with the MIYFS Foundation to coordinate fundraising strategies to address both short-term and long-term funding needs. This work is ongoing.
 - 1.3 Explore new funding opportunities for YFS programming, including grants. This work is ongoing.
2. **Goal: Provide Access to Mental Health Services to all MISD Students.**
 - 2.1 Renew the Interlocal Agreement with the Mercer Island School District (MISD) annually.
 - 2.2 Ensure YFS mental health and substance use intervention/prevention counseling services are accessible to all students in the MISD by providing at least one Clinical Team staff member at each elementary school and two staff members at the middle school and high school.
 - 2.3 Continue to monitor and integrate behavioral health data and emerging intervention strategies to address the ongoing youth mental health crisis and adverse impacts from the COVID-19 Pandemic. This work is ongoing.
3. **Goal: Scale Community Based Mental Health Services to Meet Demand**
 - 3.1 Maintain outpatient mental health services and the clinical intern program, with two to four unpaid, 9-12-month, graduate level interns placed annually.
 - 3.2 Continue public outreach campaigns to address community mental health needs related to the COVID-19 Pandemic recovery and other emerging issues.
 - 3.3 Update department outcome/output tracking and develop template for annual reporting mechanism by Q1 2025.
4. **Goal: Provide Emergency Assistance and Geriatric Case Management**
 - 4.1 Provide food support for residents facing food insecurity.
 - 4.2 Provide emergency financial assistance support as available including case management and resource/referral support each year of the biennium. Continue collaboration with the YFS Foundation to raise and pass through funds to meet additional emergency assistance needs.
 - 4.3 Provide geriatric case management services and resources/referral each year of the biennium
5. **Goal: Implement Trauma-Informed Approaches (TIA) Organizational Development**
 - 5.1 Re-implement TIA organizational assessment for the YFS department by Q2 2026
 - 5.2 Continue to integrate TIA concepts into weekly clinical team meetings, monthly YFS All Staff meetings, administrative operations, and direct clinical and case management work. This work is ongoing.
6. **Goal: Seek Funding Sustainability for the Healthy Youth Initiative.**
 - 6.1 Monitor regional and federal funding opportunities for substance use prevention and mental health promotion programming to determine eligibility for available funding. This work is ongoing.
 - 6.2 Maintain regional and national relationships that are conducive to competitive grant applications. This

work is ongoing.

- 6.3 Apply for any eligible funding to sustain Healthy Youth Initiative programming beyond the 2025-2026 biennium. This work is ongoing.

7. Goal: Integrate Equity and Social Justice Practices.

- 7.1 Schedule annual diversity, equity, and inclusion trainings and consultation targeted for mental-health professionals and human services providers.
- 7.2 Hold quarterly mental health-specific consultation sessions during clinical team meetings in partnership with regional human service organizations or providers/experts. This work is ongoing.

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

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



2025 PLANNING SCHEDULE

Item 14.

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

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

JUNE 3, 2025		DD	FN	CA	Clerk	CM
ABSENCES:		5/23	5/23	5/23	5/27	5/27
ITEM TYPE TIME TOPIC				STAFF		
STUDY SESSION						
SPECIAL BUSINESS						
10	AB 6692: 2024 Community Member of the Year			Mayor Nice/Andrea Larson		
CONSENT AGENDA						
--	AB 6693: May 23, 2025 Payroll Certification			Ali Spietz/Nicole Vannatter		
--	AB 6694: Certification of Claims April 15-30, 2025			LaJuan Tuttle/Ashley Olson		
--	AB 6695: PRIDE Month, Proclamation No. 360			Mayor Nice/Merrill Thomas-Schadt		
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REGULAR BUSINESS						
10	AB 6696: AWC Annual Meeting Voting Delegate			Mayor Nice/Andrea Larson		
30	AB 6697: Public Hearing on Interim Regulations related to Objective Design Review Standards (HB 1293) in Title 19 MICC (First Reading Ordinance No. 25C-11)			Jeff Thomas/Adam Zack		
30	AB 6698: Briefing on Process Options for Design Review			Jeff Thomas/Adam Zack		
15	AB 6699: Briefing on the Evaluation of a Fee-in-Lieu Program Related to Town Center Development			Jeff Thomas/Alison Van Gorp		
30	AB 6700: New Dwellings in Existing Buildings (HB 1042) in Title 19 MICC (First Reading Ordinance No. 25C-12)			Jeff Thomas/Adam Zack		
90	AB 6701: Approval of Schematic Design for Public Safety and Maintenance Facility			Jessi Bon/Robbie Cunningham Adams		
EXECUTIVE SESSION						

JUNE 17, 2025		DD	FN	CA	Clerk	CM
ABSENCES:		6/6	6/9	6/9	6/10	6/10
ITEM TYPE TIME TOPIC				STAFF		
STUDY SESSION						
SPECIAL BUSINESS						
CONSENT AGENDA						
--	AB xxxx: June 10, 2025 Payroll Certification			Ali Spietz/Nicole Vannatter		
--	AB xxxx: Certification of Claims May 1-15, 2025			LaJuan Tuttle/Ashley Olson		
--	AB xxxx: Juneteenth, Proclamation No. xxx			Mayor Nice/Andrea Larson		

--	AB xxxx: Interim Regulations related to Objective Design Review Standards (HB 1293) in Title 19 MICC (Second Reading Ordinance No. 25C-11)	Alison Van Gorp/Adam Zack
--	AB xxxx: New Dwellings in Existing Buildings (HB 1042) in Title 19 MICC (Second Reading Ordinance No. 25C-xx)	Alison Van Gorp/Adam Zack
	AB xxxx: 2025 Residential Street Overlays Bid Award	Jason Kintner/Clint Morris/Ian Powell
REGULAR BUSINESS		
60	AB xxxx: 2026-2031 Six-Year Transportation Improvement Program (TIP) Adoption and Public Hearing	Jason Kintner/Matt Mornick/Patrick Yamashita/Clint Morris/Ian Powell/Rebecca O'Sullivan
60	AB xxxx: Bond Levy for Public Safety and Maintenance Facility (First Reading of Ord. No. 25-XX)	Jessi Bon/Robbie Cunningham Adams
EXECUTIVE SESSION		

JULY 1, 2025		DD	FN	CA	Clerk	CM
ABSENCES:		6/20	6/23	6/23	6/24	6/24
ITEM TYPE TIME TOPIC				STAFF		
STUDY SESSION						
SPECIAL BUSINESS						
CONSENT AGENDA						
--	AB xxxx: June 25, 2025 Payroll Certification			Ali Spietz/Nicole Vannatter		
--	AB xxxx: Certification of Claims May 16-31, 2025			LaJuan Tuttle/Ashley Olson		
--	AB xxxx: Parks and Recreation Month, Proclamation No. xxx			Mayor Nice/Ryan Daly		
REGULAR BUSINESS						
30	AB xxxx: Second Reading and Adoption of Bond Levy (Ord. No. 25-XX) and adoption of Resolution No. XXXX declaring intent to seek reimbursement for the Public Safety and Maintenance Facility			Jessi Bon/Robbie Cunningham Adams/Matt Mornick		
30	AB xxxx: Public Safety and Maintenance Facility Bond Levy Pro and Con Committee Appointments (Res. No. XXXX)			Jessi Bon/Robbie Cunningham Adams		
45	AB: xxxx: Comprehensive Plan amendments and development regulations in MICC Title 19 for the Parks Zone (First Reading of Ordinance No. 25C-xx)			Jessi Bon/Carson Hornsby/Alison Van Gorp		
EXECUTIVE SESSION						

JULY 15, 2025

ABSENCES:

DD
7/3**FN**
7/7**CA**
7/7**Clerk**
7/8**CM**
7/8

ITEM TYPE TIME TOPIC		STAFF
STUDY SESSION		
SPECIAL BUSINESS		
CONSENT AGENDA		
--	AB xxxx: Certification of Claims June 1-15, 2025	LaJuan Tuttle/Ashley Olson
--	AB xxxx: Comprehensive Plan amendments and development regulations in MICC Title 19 for the Parks Zone (Second Reading of Ordinance No. 25C-xx)	Jessi Bon/Carson Hornsby/Alison Van Gorp
--	AB xxxx: Approval of 6-Year Workplan for Art in Public Places	Jason Kintner/Sarah Bluvus
--	AB xxxx: Luther Burbank Park South Shoreline Restoration Project Closeout	Jason Kintner/Shelby Perrault/Paul West
REGULAR BUSINESS		
EXECUTIVE SESSION		

AUGUST 5, 2025 – POTENTIALLY CANCELED		DD	FN	CA	Clerk	CM
ABSENCES:		7/25	7/28	7/28	7/29	7/29
ITEM TYPE TIME TOPIC				STAFF		
STUDY SESSION						
SPECIAL BUSINESS						
CONSENT AGENDA						
REGULAR BUSINESS						
EXECUTIVE SESSION						

		Item 14.
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