



CITY OF MERCER ISLAND **AMENDED 10/20**

CITY COUNCIL REGULAR VIDEO MEETING

Tuesday, October 20, 2020 at 5:00 PM

COUNCIL MEMBERS:

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

LOCATION & CONTACT:

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

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

EXECUTIVE SESSION, 5 PM

To discuss pending or potential litigation with legal counsel pursuant to RCW 42.30.110(1)(i) for approximately 60 minutes. No action.

ADJOURNMENT

Virtual Meeting Notice

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

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

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

Join by Telephone at 6:00 PM: To listen to the meeting via telephone, please call **253.215.8782** and enter Webinar ID **896 6808 6562** and Password **851646** when prompted.

Join by Internet at 6:00 PM: To watch the meeting over the internet via your computer, follow these steps:

- 1) Click [this link](#)
- 2) If the Zoom app is not installed on your computer, you will be prompted to download it.
- 3) If prompted for Webinar ID, enter **896 6808 6562**; Enter Password **851646**
- 4) The City Clerk will call on you by name or refer to your email address when it is your turn to speak. Please confirm that your audio works prior to participating.

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

CALL TO ORDER & ROLL CALL, 6 PM

AGENDA APPROVAL

CITY MANAGER REPORT

APPEARANCES

CONSENT CALENDAR

1. Approve Accounts Payable Reports for the periods ending:
 - A. October 2, 2020 in the amount of \$841,480.16
 - B. October 9, 2020 in the amount of \$606,901.46
2. Certification of Payroll dated October 9, 2020 in the amount of \$712,809.60
3. Approve Minutes of the following meetings:
 - A. September 15, 2020 Regular Video Meeting
 - B. September 22, 2020 Special Video Meeting
4. AB 5763: One-Year Extension to the 2018-2020 Police & Police Support Collective Bargaining Agreements
Recommended Action: Authorize the City Manager to sign the Extension Agreements for the 2018-2020 Police and Police Support Collective Bargaining Agreements with the Mercer Island Police Association for the period of January 1, 2021 through December 31, 2021, in substantially the form attached hereto as Exhibit 1 and Exhibit 2.

REGULAR BUSINESS

5. AB 5768: **Public Hearing** - 2021-2022 Biennial Budget (This AB is identical to Item 9)
Any individual may appear and be heard for or against any part of the budget.
6. AB 5764: Cultural Competency Trainings and Community Listening Sessions Appropriation
Recommended Action: Appropriate \$20,000 from the available fund balance in the General Fund for (1) cultural competency trainings for City Councilmembers and boards and commissions members and (2) community listening session on race and social justice.
- ~~7. AB 5766: Update on Thrift Shop Facility Study – Financial Model and ROI~~
8. AB 5767: Additional Coronavirus Relief Funds Allocation for EOC Costs & Small Business Grant Program
Recommended Actions:
 - A. Authorize the City Manager to accept CARES Act Coronavirus Relief Funds from Washington State in the amount of \$367,050.
 - B. Appropriate \$270,000 to fund the Mercer Island COVID-19 Relief for Small Businesses Grant Program.
 - C. Appropriate \$97,050 to support the City's emergency operation in response to the Pandemic.
9. AB 5768: Receive the 2021-2022 Preliminary Budget
Recommended Action: Receive the 2021-2022 Preliminary Budget available at www.mercerisland.gov/budget. No additional action required.
AB5768 Addendum: As a follow-up to questions asked at the October 13, 2020 City Council meeting regarding the Fleet Fund and current equipment/vehicle replacement practices, additional information and documents were added to the packet on 10/20/2020.

OTHER BUSINESS

10. Planning Schedule
11. Councilmember Absences & Reports

ADJOURNMENT

CERTIFICATION OF CLAIMS

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



Finance Director

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

Mayor

Date

<u>Report</u>	<u>Warrants</u>	<u>Date</u>	<u>Amount</u>
Check Register	204931-205007	10/02/2020	\$ 841,480.16
			\$ 841,480.16

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: 001000 - General Fund-Admin Key</i>				
P0108809	00204944	CROTHAMEL, FREDERICK	Refund for fitness room member	177.52
P0108826	00204983	O'Young, Mae	Refund for senior social lunch	165.00
P0108860	00204978	MOLL, GREGORY	Refund for fitness room member	121.14
P0108807	00204946	DANG, KEITH	Refund for drop-in sports memb	71.76
P0108759	00204942	Concannon, Eileen	Refund for fitness room member	62.88
P0108821	00204970	Laschever, Eric	Refund for drop-in sports memb	55.68
P0108859	00204973	LIM, NIKKI	Refund for drop-in sports memb	55.68
P0108823	00204950	Desai, Arun	Refund for drop-in sports memb	53.68
P0108822	00204968	Kraght, Chris	Refund for drop-in sports	48.80
P0108813	00204969	Kuttner, Brian	Refund for drop-in sports memb	47.16
P0108816	00204933	Arenth, Robert	Refund for drop-in sports memb	43.92
P0108818	00204939	Chinn, Hing	Refund for drop-in sports memb	43.92
P0108814	00204961	Huang, Shu-fen	Refund for drop-in sports memb	41.48
P0108827	00204952	Elluru, Bharath	Refund for drop-in sports memb	39.04
P0108819	00204979	Montgomery, David	Refund for drop-in sports memb	36.68
P0108808	00204945	CRUZEN, SHANNON	Refund for drop-in sports memb	30.60
P0108825	00204985	Paape, Robin	Refund for drop-in sports memb	24.40
P0108815	00204986	Park, Justine	Refund for drop-in sports memb	17.08
P0108824	00204949	DeForest, Winston	Refund for drop-in sports memb	12.60
P0108817	00204992	Randell, Suzanne	Refund for drop-in sports memb	12.60
P0108820	00205007	Zervis, Bill	Refund for drop-in sports memb	7.86
<i>Org Key: 402000 - Water Fund-Admin Key</i>				
	00204981	NEW SEASONS MARKET	OVERPAID FINAL QUOTE 003001341	1,434.13
	00204980	MORRIS, LARRY	REFUND OVERPAY 008270400	968.03
	00204977	MICHELLE & JAY SCHLEIFER	REFUND OVERPAY 00951398605	860.27
	00204956	GREGG, MICHAEL	REFUND OVERPAY 007465900	818.34
P0108840	00205001	SUPPLY SOURCE INC,THE	INVENTORY PURCHASES	673.92
	00204932	AMY & RYAN FLYNN	REFUND OVERPAY 00522780005	542.37
	00204948	DEBBIE SCHATZMAN	REFUND OVERPAY 0011425301	375.80
	00204931	ALLIANCE HOMES LLC	REFUND OVERPAY 0064002300	271.21
	00204943	CRAIG WIESEN	REFUND OVERPAY 00415237006	245.40
	00204941	COLLEEN SULLIVAN	REFUND OVERPAY 005171320	206.36
	00204966	KENDRA ROSENSHINE	REFUND OVERPAY 00309773004	170.17
<i>Org Key: CA1100 - Administration (CA)</i>				
P0108842	00204963	K&L GATES LLP	Invoice No. 3829240	1,720.40
P0108843	00204984	OGDEN MURPHY WALLACE PLLC	Invoice 843215	1,503.00
P0108804	00204993	RELX INC DBA LEXISNEXIS	Invoice 3092819560 - Library	348.70
P0108805	00204974	MARTEN LAW	Invoice No. 40471-2 (City pays	124.50
<i>Org Key: CA1200 - Prosecution & Criminal Mngmnt</i>				
P0108803	00204960	HONEYWELL, MATTHEW V	Invoice No. 1172 Public Defend	300.00
P0108605	00205000	Stave Law Office PLLC	Invoice No. 9Z0930066 -	300.00
P0108604	00204988	Pawloski, Jeremy	Invoice - Case #1 - Private	44.00
<i>Org Key: CM1200 - City Clerk</i>				
P0108855	00204940	CODE PUBLISHING CO	Web Publishing Ord. 20C-14, 20	286.60
P0108835	00204940	CODE PUBLISHING CO	Web Update: 20-16, 20-18, 20-1	148.00
<i>Org Key: CO6100 - City Council</i>				

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0108837	00204947	DANIEL, KAMARIA	MITV 9/15 Council Mtg	330.00
P0108837	00204947	DANIEL, KAMARIA	MITV 9/21 Council Mtg	330.00
P0108837	00204947	DANIEL, KAMARIA	MITV 9/1 Council Mtg	300.00
P0108837	00204947	DANIEL, KAMARIA	Transportation Fee	120.00
<i>Org Key: CR1100 - Human Resources</i>				
P0108831	00204937	Cabot Dow Associates	Labor Relations Support August	393.75
<i>Org Key: CT1100 - Municipal Court</i>				
P0108833	00204962	INTERCOM LANGUAGE SERVICES INC	Intercom invoice #20-485	260.00
<i>Org Key: DS1100 - Administration (DS)</i>				
P0108832	00204999	SOUND SAFETY PRODUCTS	SAFETY BOOTS & MISC. WORK CLOT	413.40
P0108832	00204999	SOUND SAFETY PRODUCTS	CREDIT-RETURNED BOOTS & CLOTHE	-245.11
<i>Org Key: FN1100 - Administration (FN)</i>				
P0108834	00205004	US BANK	Fiscal Agent Admin Fees	300.00
P0108834	00205004	US BANK	Fiscal Agent Admin Fees	300.00
P0108834	00205004	US BANK	Fiscal Agent Admin Fees	300.00
P0108873	00204955	GOVERNMENT FINANCE OFFICERS	Annual Membership Dues	225.00
<i>Org Key: FN4501 - Utility Billing (Water)</i>				
P0108830	00204976	METROPRESORT	SEPT 2020 PRINTING & MAILING O	92.08
P0108830	00204976	METROPRESORT	SEPT 2020 PRINTING & MAILING O	84.44
	00204958	HARVEY, OLIVIA	SAFETY BOOTS	77.00
<i>Org Key: FN4502 - Utility Billing (Sewer)</i>				
P0108830	00204976	METROPRESORT	SEPT 2020 PRINTING & MAILING O	92.08
P0108830	00204976	METROPRESORT	SEPT 2020 PRINTING & MAILING O	84.44
	00204958	HARVEY, OLIVIA	SAFETY BOOTS	77.00
<i>Org Key: FN4503 - Utility Billing (Storm)</i>				
P0108830	00204976	METROPRESORT	SEPT 2020 PRINTING & MAILING O	92.07
P0108830	00204976	METROPRESORT	SEPT 2020 PRINTING & MAILING O	84.45
<i>Org Key: FR2100 - Fire Operations</i>				
P0108841	00204982	NORCOM 911	Q4 2020 Fire Dispatch Services	41,255.50
<i>Org Key: FR4100 - Training</i>				
P0108806	00204998	SNYDER, BRIAN WADE	September CBT Instructor	1,031.25
<i>Org Key: GGM005 - Genera Govt-LI Retiree Costs</i>				
P0108850	00204951	DEVENY, JAN P	LEOFF1 LTC Expenses	8,374.40
	00204972	LEOFF HEALTH & WELFARE TRUST	LEOFF HEALTH TRUST POLICE RET	6,289.00
	00204971	LEOFF HEALTH & WELFARE TRUST	FIRE RETIREES	3,144.50
P0108851	00204951	DEVENY, JAN P	LEOFF1 Retiree Medical Expense	276.04
P0108854	00204935	BOOTH, GLENDON D	LEOFF1 Retiree Medical Expense	90.43
<i>Org Key: GGM100 - Emerg Incident Response</i>				
P0108367	00204953	FASTSIGNS BELLEVUE	40 white signicades for COVID-	5,940.00
<i>Org Key: GX9996 - Employee Benefits-Police</i>				
	00204972	LEOFF HEALTH & WELFARE TRUST	LEOFF HEALTH TRUST - POLICE	52,504.24
<i>Org Key: GX9997 - Employee Benefits-Fire</i>				

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PO #	Check #	Vendor:	Transaction Description	Check Amount
	00204971	LEOFF HEALTH & WELFARE TRUST	FIRE ACTIVE	50,563.66
<i>Org Key: IGMA02 - Alcoholism Program</i>				
P0108862	00204964	KC FINANCE	Remit Liquor Profits	1,801.67
<i>Org Key: MT2100 - Roadway Maintenance</i>				
P0108810	00205003	TRAFFIC SAFETY SUPPLY	"HIDDEN DRIVE AHEAD" SIGN 30"	92.03
<i>Org Key: MT2300 - Planter Bed Maintenance</i>				
	00204991	PUGET SOUND ENERGY	PSE SEPTEMBER 2020	2,157.27
<i>Org Key: MT3100 - Water Distribution</i>				
P0108811	00204994	Royal Restrooms of Washington	Restroom Rental 8/26 to 9/25	4,250.00
P0106556	00205005	US Bank Redmond	RETAINAGE FOR P0106533	1,338.62
P0106556	00205005	US Bank Redmond	RETAINAGE FOR P0106533	372.69
P0108797	00204957	H D FOWLER	GASKET KIT, X66RK	38.80
<i>Org Key: MT3400 - Sewer Collection</i>				
P0108811	00204994	Royal Restrooms of Washington	Restroom Rental 8/26 to 9/25	4,250.00
<i>Org Key: MT3500 - Sewer Pumps</i>				
	00204991	PUGET SOUND ENERGY	PSE SEPTEMBER 2020	5,944.18
<i>Org Key: MT3800 - Storm Drainage</i>				
P0108798	00204957	H D FOWLER	18" x 24" CI FRAME & DI VANED	2,159.63
<i>Org Key: MT4200 - Building Services</i>				
	00204991	PUGET SOUND ENERGY	PSE SEPTEMBER 2020	4,990.04
	00204991	PUGET SOUND ENERGY	PSE SEPTEMBER 2020	2,350.97
P0108829	00204954	FIRE PROTECTION INC	FS91 4 FDC CAPS	550.00
<i>Org Key: MT4300 - Fleet Services</i>				
P0108812	00205006	WILLIAMS KASTNER & GIBBS PLLC	Mountain Sound Transit Claim	2,821.00
P0108845	00204996	SIX ROBBLEES INC	FLEET PARTS	242.18
<i>Org Key: MT4501 - Water Administration</i>				
P0108861	00204995	SEATTLE PUBLIC UTILITIES	AUG 20 Water Purchased	372,677.48
P0107187	00204990	Power Engineers Inc.	PW ASSET MGMT UPDATE	13,806.04
<i>Org Key: MT4502 - Sewer Administration</i>				
P0107187	00204990	Power Engineers Inc.	PW ASSET MGMT UPDATE	641.63
<i>Org Key: MT4503 - Storm Water Administration</i>				
P0107187	00204990	Power Engineers Inc.	PW ASSET MGMT UPDATE	641.63
<i>Org Key: PO1100 - Administration (PO)</i>				
P0108853	00204975	MASTERMARK	Notary Stamp - J. Magnan	39.96
<i>Org Key: PO1350 - Police Emergency Management</i>				
P0108863	00204997	SKYLINE COMMUNICATIONS INC	OCT 2020 EOC INTERNET	206.55
<i>Org Key: PO1800 - Contract Dispatch Police</i>				
P0108841	00204982	NORCOM 911	Q4 2020 Police Dispatch Servic	142,392.22
<i>Org Key: PO4300 - Police Training</i>				
P0108844	00204934	Blue to Gold	Registration fees for departme	3,161.00

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: PR0000 - Parks & Recreation-Revenue</i>				
P0108587	00205002	Susan Lally-Chiu	75% of Gallery Sales for Winte	18.75
<i>Org Key: PR4100 - Community Center</i>				
P0108838	00204954	FIRE PROTECTION INC	CCMV FIRE ALARM MONITORING	148.50
	00204991	PUGET SOUND ENERGY	PSE SEPTEMBER 2020	52.19
<i>Org Key: PR6100 - Park Maintenance</i>				
	00204991	PUGET SOUND ENERGY	PSE SEPTEMBER 2020	1,305.75
P0108839	00204987	PART WORKS INC., THE	TWIN JUMBO TOILET TISSUE DISPE	595.91
<i>Org Key: PR6600 - Park Maint-School Related</i>				
	00204991	PUGET SOUND ENERGY	PSE SEPTEMBER 2020	300.63
<i>Org Key: PR6900 - Aubrey Davis Park Maintenance</i>				
	00204991	PUGET SOUND ENERGY	PSE SEPTEMBER 2020	82.86
<i>Org Key: ST0020 - ST Long Term Parking</i>				
	00204991	PUGET SOUND ENERGY	PSE SEPTEMBER 2020	13.54
<i>Org Key: WD104D - Watercourse Condition Assess</i>				
P0107111	00204938	CARDNO INC	2019-2020 WATER COURSE CONDITI	4,024.25
<i>Org Key: WD722R - Sub Basin 3b.4 Watercourse</i>				
P0101491	00204938	CARDNO INC	WATERCOURSE STABALISATION PROJ	712.59
<i>Org Key: WD724R - Sub Basin 29.2 Watercourse</i>				
P0101491	00204938	CARDNO INC	WATERCOURE STABILIZATION PROJE	1,323.39
<i>Org Key: WP915P - LB Docks Pier Renovation</i>				
P0107597	00204967	KPFF CONSULTING ENGINEERS	Fixed Pier Luther Burbank Dock	1,194.00
<i>Org Key: WP915R - LB Docks New Floating Docks</i>				
P0107597	00204967	KPFF CONSULTING ENGINEERS	Floating Docs - Luther Burbank	28,737.50
<i>Org Key: WP915S - LB Docks Shoreline Access</i>				
P0107597	00204967	KPFF CONSULTING ENGINEERS	Access Improvements Luther Bur	400.00
<i>Org Key: WS713T - SCADA System Upgrade</i>				
P0103284	00204936	BROWN AND CALDWELL CONSULTANTS PH1	SCADA EQUIPMENT REPLACEMENT	45,502.18
<i>Org Key: WW102P - Water Model and Fire Flow Anal</i>				
P0107834	00204959	HDR ENGINEERING INC	2020 WATER MODELING	3,243.28
<i>Org Key: YF1200 - Thrift Shop</i>				
	00204991	PUGET SOUND ENERGY	PSE SEPTEMBER 2020	316.34
	00204989	PETTY CASH FUND THRIFT SHOP	YFS PETTY CASH	55.61
<i>Org Key: YF2600 - Family Assistance</i>				
P0106344	00204965	KC HOUSING AUTHORITY	Rental Assistance for Emergenc	837.00
Total				841,480.16

Accounts Payable Report by Check Number

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00204931	10/02/2020	ALLIANCE HOMES LLC REFUND OVERPAY 0064002300		OH013835	09/23/2020	271.21
00204932	10/02/2020	AMY & RYAN FLYNN REFUND OVERPAY 00522780005		OH013831	09/21/2020	542.37
00204933	10/02/2020	Arenth, Robert Refund for drop-in sports memb	P0108816	32571	09/14/2020	43.92
00204934	10/02/2020	Blue to Gold Registration fees for departme	P0108844	UNIV-98050-01-CM	09/25/2020	3,161.00
00204935	10/02/2020	BOOTH, GLENDON D LEOFF1 Retiree Medical Expense	P0108854	OH013824	09/30/2020	90.43
00204936	10/02/2020	BROWN AND CALDWELL CONSULTANTS PH1 SCADA EQUIPMENT REPLACEMEN	P0103284	14382763	09/09/2020	45,502.18
00204937	10/02/2020	Cabot Dow Associates Labor Relations Support August	P0108831	OH013826	08/01/2020	393.75
00204938	10/02/2020	CARDNO INC 2019-2020 WATER COURSE CONDITI	P0101491	297529	08/24/2020	6,060.23
00204939	10/02/2020	Chinn, Hing Refund for drop-in sports memb	P0108818	32574	09/14/2020	43.92
00204940	10/02/2020	CODE PUBLISHING CO Web Publishing Ord. 20C-14, 20	P0108835	67898	09/26/2020	434.60
00204941	10/02/2020	COLLEEN SULLIVAN REFUND OVERPAY 005171320		OH013834	09/23/2020	206.36
00204942	10/02/2020	Concannon, Eileen Refund for fitness room member	P0108759	32535	09/25/2020	62.88
00204943	10/02/2020	CRAIG WIESEN REFUND OVERPAY 00415237006		OH013833	09/23/2020	245.40
00204944	10/02/2020	CROTHAMEL, FREDERICK Refund for fitness room member	P0108809	32593	09/17/2020	177.52
00204945	10/02/2020	CRUZEN, SHANNON Refund for drop-in sports memb	P0108808	32576	09/14/2020	30.60
00204946	10/02/2020	DANG, KEITH Refund for drop-in sports memb	P0108807	32594	09/17/2020	71.76
00204947	10/02/2020	DANIEL, KAMARIA MITV 9/1 Council Mtg	P0108837	41	09/30/2020	1,080.00
00204948	10/02/2020	DEBBIE SCHATZMAN REFUND OVERPAY 0011425301		OH013840	09/23/2020	375.80
00204949	10/02/2020	DeForest, Winston Refund for drop-in sports memb	P0108824	32587	09/16/2020	12.60
00204950	10/02/2020	Desai, Arun Refund for drop-in sports memb	P0108823	32586	09/16/2020	53.68
00204951	10/02/2020	DEVENY, JAN P LEOFF1 LTC Expenses	P0108851	OH013825	09/29/2020	8,650.44
00204952	10/02/2020	Elluru, Bharath Refund for drop-in sports memb	P0108827	32592	09/17/2020	39.04
00204953	10/02/2020	FASTSIGNS BELLEVUE 40 white signicades for COVID-	P0108367	B-105735	09/11/2020	5,940.00
00204954	10/02/2020	FIRE PROTECTION INC FS91 4 FDC CAPS	P0108838	58421	09/24/2020	698.50
00204955	10/02/2020	GOVERNMENT FINANCE OFFICERS Annual Membership Dues	P0108873	ID#13626002	09/30/2020	225.00
00204956	10/02/2020	GREGG, MICHAEL REFUND OVERPAY 007465900		OH013836	09/23/2020	818.34

Accounts Payable Report by Check Number

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00204957	10/02/2020	H D FOWLER GASKET KIT, X66RK	P0108798	I5588243	09/17/2020	2,198.43
00204958	10/02/2020	HARVEY, OLIVIA SAFETY BOOTS		OH013829	09/20/2020	154.00
00204959	10/02/2020	HDR ENGINEERING INC 2020 WATER MODELING	P0107834	1200293206	09/10/2020	3,243.28
00204960	10/02/2020	HONEYWELL, MATTHEW V Invoice No. 1172 Public Defend	P0108803	1172	09/15/2020	300.00
00204961	10/02/2020	Huang, Shu-fen Refund for drop-in sports memb	P0108814	32567	09/14/2020	41.48
00204962	10/02/2020	INTERCOM LANGUAGE SERVICES INC Intercom invoice #20-485	P0108833	20-485	09/25/2020	260.00
00204963	10/02/2020	K&L GATES LLP Invoice No. 3829240	P0108842	3829240	09/22/2020	1,720.40
00204964	10/02/2020	KC FINANCE Remit Liquor Profits	P0108862	2126687	08/17/2020	1,801.67
00204965	10/02/2020	KC HOUSING AUTHORITY Rental Assistance for Emergenc	P0106344	OH013841	10/01/2020	837.00
00204966	10/02/2020	KENDRA ROSENSHINE REFUND OVERPAY 00309773004		OH013832	09/23/2020	170.17
00204967	10/02/2020	KPFF CONSULTING ENGINEERS Fixed Pier Luther Burbank Dock	P0107597	342886	09/29/2020	30,331.50
00204968	10/02/2020	Kraght, Chris Refund for drop-in sports	P0108822	32582	09/14/2020	48.80
00204969	10/02/2020	Kuttner, Brian Refund for drop-in sports memb	P0108813	32595	09/17/2020	47.16
00204970	10/02/2020	Laschever, Eric Refund for drop-in sports memb	P0108821	32579	09/16/2020	55.68
00204971	10/02/2020	LEOFF HEALTH & WELFARE TRUST FIRE RETIREES		OH013843	10/01/2020	53,708.16
00204972	10/02/2020	LEOFF HEALTH & WELFARE TRUST LEOFF HEALTH TRUST POLICE RET		OH013842	10/01/2020	58,793.24
00204973	10/02/2020	LIM, NIKKI Refund for drop-in sports memb	P0108859	32616	09/30/2020	55.68
00204974	10/02/2020	MARTEN LAW Invoice No. 40471-2 (City pays	P0108805	44090687	09/15/2020	124.50
00204975	10/02/2020	MASTERMARK Notary Stamp - J. Magnan	P0108853	2680219	06/22/2020	39.96
00204976	10/02/2020	METROPRESORT SEPT 2020 PRINTING & MAILING O	P0108830	IN627136	09/24/2020	529.56
00204977	10/02/2020	MICHELLE & JAY SCHLEIFER REFUND OVERPAY 00951398605		OH013838	09/23/2020	860.27
00204978	10/02/2020	MOLL, GREGORY Refund for fitness room member	P0108860	32602	09/17/2020	121.14
00204979	10/02/2020	Montgomery, David Refund for drop-in sports memb	P0108819	32577	09/16/2020	36.68
00204980	10/02/2020	MORRIS, LARRY REFUND OVERPAY 008270400		OH013837	09/23/2020	968.03
00204981	10/02/2020	NEW SEASONS MARKET OVERPAID FINAL QUOTE 003001341		OH013839	09/29/2020	1,434.13
00204982	10/02/2020	NORCOM 911 Q4 2020 Fire Dispatch Services	P0108841	0000958	09/23/2020	183,647.72

Accounts Payable Report by Check Number

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00204983	10/02/2020	O'Young, Mae Refund for senior social lunch	P0108826	32590	09/16/2020	165.00
00204984	10/02/2020	OGDEN MURPHY WALLACE PLLC Invoice 843215	P0108843	843215	09/15/2020	1,503.00
00204985	10/02/2020	Paape, Robin Refund for drop-in sports memb	P0108825	32589	09/16/2020	24.40
00204986	10/02/2020	Park, Justine Refund for drop-in sports memb	P0108815	32568	09/17/2020	17.08
00204987	10/02/2020	PART WORKS INC., THE TWIN JUMBO TOILET TISSUE DISPE	P0108839	INV59993/INV6041	09/14/2020	595.91
00204988	10/02/2020	Pawloski, Jeremy Invoice - Case #1 - Private	P0108604	CASE#1	08/10/2020	44.00
00204989	10/02/2020	PETTY CASH FUND THRIFT SHOP YFS PETTY CASH		OH013828	09/21/2020	55.61
00204990	10/02/2020	Power Engineers Inc. PW ASSET MGMT UPDATE	P0107187	371569	09/14/2020	15,089.30
00204991	10/02/2020	PUGET SOUND ENERGY PSE SEPTEMBER 2020		OH013830	09/03/2020	17,513.77
00204992	10/02/2020	Randell, Suzanne Refund for drop-in sports memb	P0108817	32572	09/14/2020	12.60
00204993	10/02/2020	RELX INC DBA LEXISNEXIS Invoice 3092819560 - Library	P0108804	3092819560	08/31/2020	348.70
00204994	10/02/2020	Royal Restrooms of Washington Restroom Rental 8/26 to 9/25	P0108811	2009001	09/03/2020	8,500.00
00204995	10/02/2020	SEATTLE PUBLIC UTILITIES AUG 20 Water Purchased	P0108861	OH013822	08/30/2020	372,677.48
00204996	10/02/2020	SIX ROBBLEES INC FLEET PARTS	P0108845	1-966358	09/08/2020	242.18
00204997	10/02/2020	SKYLINE COMMUNICATIONS INC OCT 2020 EOC INTERNET	P0108863	IN45771	10/01/2020	206.55
00204998	10/02/2020	SNYDER, BRIAN WADE September CBT Instructor	P0108806	2020CBT-EMT	09/21/2020	1,031.25
00204999	10/02/2020	SOUND SAFETY PRODUCTS SAFETY BOOTS & MISC. WORK CLOT	P0108832	166727/3-784/3	09/28/2020	168.29
00205000	10/02/2020	Stave Law Office PLLC Invoice No. 9Z0930066 -	P0108605	9Z0930066	08/15/2020	300.00
00205001	10/02/2020	SUPPLY SOURCE INC,THE INVENTORY PURCHASES	P0108840	2003402	09/24/2020	673.92
00205002	10/02/2020	Susan Lally-Chiu 75% of Gallery Sales for Winte	P0108587	REM.2020W	10/01/2020	18.75
00205003	10/02/2020	TRAFFIC SAFETY SUPPLY "HIDDEN DRIVE AHEAD" SIGN 30"	P0108810	INV030716	09/17/2020	92.03
00205004	10/02/2020	US BANK Fiscal Agent Admin Fees	P0108834	5819872	07/27/2020	900.00
00205005	10/02/2020	US Bank Redmond RETAINAGE FOR P0106533	P0106556	RET-3068	09/26/2020	1,711.31
00205006	10/02/2020	WILLIAMS KASTNER & GIBBS PLLC Mountain Sound Transit Claim	P0108812	608163	08/17/2020	2,821.00
00205007	10/02/2020	Zervis, Bill Refund for drop-in sports memb	P0108820	32578	09/16/2020	7.86
					Total	<u>841,480.16</u>

CERTIFICATION OF CLAIMS

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



Finance Director

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

Mayor

Date

<u>Report</u>	<u>Warrants</u>	<u>Date</u>	<u>Amount</u>
Check Register	205008-205059	10/09/2020	\$ 606,901.46
			\$ 606,901.46

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: 402000 - Water Fund-Admin Key</i>				
	00205035	McDonald, Neil	REFUND OVERPAY 01081195502	437.60
P0108869	00205023	GRAINGER	INVENTORY PURCHASES	331.65
<i>Org Key: 814074 - Garnishments</i>				
	00205055	UNITED STATES TREASURY	Early Payroll Warrants	826.84
<i>Org Key: 814075 - Mercer Island Emp Association</i>				
	00205038	MI EMPLOYEES ASSOC	Early Payroll Warrants	245.00
<i>Org Key: CA1100 - Administration (CA)</i>				
P0108846	00205036	McNaul Ebel Nawrot	Invoice No. 96648	4,300.49
P0108891	00205056	VERIZON WIRELESS	CITY CELL PHONES, A.CARTWRIGHT	41.95
<i>Org Key: CA1200 - Prosecution & Criminal Mngmnt</i>				
P0108880	00205026	HONEYWELL, MATTHEW V	Invoice 1174 9/29/2020 Public	300.00
<i>Org Key: CO6100 - City Council</i>				
P0108945	00205052	Sound Law Center	Code of Ethics HEX (Pirzio-Bir	1,750.00
<i>Org Key: CT1100 - Municipal Court</i>				
P0108801	00205025	Gregory, Jeff	Pro Tem Judge - 9/23, 3 hrs	150.00
P0108681	00205024	GREER, J SCOTT	Pro Tem Judge 9/14/2020 -2 hrs	100.00
	00205018	COMPLETE OFFICE	OFFICE SUPPLIES - SEPTEMBER 20	73.02
<i>Org Key: DS0000 - Development Services-Revenue</i>				
P0108875	00205039	MI SCHOOL DISTRICT #400	Q3 school impact fees	11,686.22
P0108874	00205029	KC RECORDS	Recording fees - draw account	3,097.00
<i>Org Key: FN1100 - Administration (FN)</i>				
P0108891	00205056	VERIZON WIRELESS	CITY CELL PHONES, A.CARTWRIGHT	41.95
<i>Org Key: FN4501 - Utility Billing (Water)</i>				
P0108877	00205037	METROPRESORT	SEPT 2020 PRINTING & MAILING O	89.35
P0108877	00205037	METROPRESORT	SEPT 2020 PRINTING & MAILING O	81.45
P0108679	00205037	METROPRESORT	AUG 2020 PRINTING & MAILING OF	68.51
P0108679	00205037	METROPRESORT	AUG 2020 PRINTING & MAILING OF	62.83
P0108891	00205056	VERIZON WIRELESS	CITY CELL PHONES, A.CARTWRIGHT	46.95
P0108891	00205056	VERIZON WIRELESS	CITY CELL PHONES, A.CARTWRIGHT	41.95
<i>Org Key: FN4502 - Utility Billing (Sewer)</i>				
P0108877	00205037	METROPRESORT	SEPT 2020 PRINTING & MAILING O	89.34
P0108877	00205037	METROPRESORT	SEPT 2020 PRINTING & MAILING O	81.45
P0108679	00205037	METROPRESORT	AUG 2020 PRINTING & MAILING OF	68.51
P0108679	00205037	METROPRESORT	AUG 2020 PRINTING & MAILING OF	62.83
<i>Org Key: FN4503 - Utility Billing (Storm)</i>				
P0108877	00205037	METROPRESORT	SEPT 2020 PRINTING & MAILING O	89.33
P0108877	00205037	METROPRESORT	SEPT 2020 PRINTING & MAILING O	81.45
P0108679	00205037	METROPRESORT	AUG 2020 PRINTING & MAILING OF	68.52
P0108679	00205037	METROPRESORT	AUG 2020 PRINTING & MAILING OF	62.82
<i>Org Key: FR1100 - Administration (FR)</i>				
P0108886	00205057	WALTER E NELSON CO	Station Supplies	192.50

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0108883	00205047	RICOH USA INC	Cost Per Copy/Fire	180.25
P0108885	00205017	COMCAST	Internet Charges/Fire	120.20
P0108887	00205017	COMCAST	Internet Charges/Fire	100.25
P0108881	00205017	COMCAST	Internet Charges/Fire	11.43
<i>Org Key: FR2100 - Fire Operations</i>				
P0108889	00205040	MUNICIPAL EMERGENCY SERVICES	SCBA Regulator Repair	533.00
P0108889	00205040	MUNICIPAL EMERGENCY SERVICES	X3 Pro Reg Holder	196.35
<i>Org Key: FR2400 - Fire Suppression</i>				
P0108890	00205028	ISSAQUAH HONDA KUBOTA	Repairs to Cutoff Saw	350.43
P0108890	00205028	ISSAQUAH HONDA KUBOTA	Parts for Cutoff Saw	194.68
<i>Org Key: FR2500 - Fire Emergency Medical Svcs</i>				
P0108884	00205033	LIFE ASSIST INC	Stock Aid Supplies	742.50
P0108884	00205033	LIFE ASSIST INC	Credit from Check #204557	-125.71
<i>Org Key: FR4100 - Training</i>				
P0108882	00205051	SNYDER, BRIAN WADE	2020 CBT (Class 3 of 3)	468.75
<i>Org Key: GGM004 - Gen Govt-Office Support</i>				
	00205018	COMPLETE OFFICE	OFFICE SUPPLIES - SEPTEMBER 20	1,134.38
	00205018	COMPLETE OFFICE	OFFICE SUPPLIES - SEPTEMBER 20	394.85
P0108866	00205019	CONFIDENTIAL DATA DISPOSAL	City Shredding 9/23/2020 - Inv	190.00
<i>Org Key: GGM100 - Emerg Incident Response</i>				
P0108536	00205022	DELL MARKETING L.P.	Dell Laptops	17,956.95
<i>Org Key: IS2100 - IGS Network Administration</i>				
P0108491	00205015	CDW GOVERNMENT INC	Commvault Backup Licenses	6,132.50
P0108892	00205056	VERIZON WIRELESS	IGSLOANER, WIFI, LOANER, IT ON	202.01
P0108891	00205056	VERIZON WIRELESS	CITY CELL PHONES, A.CARTWRIGHT	40.01
<i>Org Key: MT2100 - Roadway Maintenance</i>				
P0108872	00205059	ZEE MEDICAL	FIRST AID SUPPLIES	18.48
<i>Org Key: MT2200 - Vegetation Maintenance</i>				
P0108872	00205059	ZEE MEDICAL	FIRST AID SUPPLIES	18.48
<i>Org Key: MT2300 - Planter Bed Maintenance</i>				
P0108872	00205059	ZEE MEDICAL	FIRST AID SUPPLIES	15.84
<i>Org Key: MT3100 - Water Distribution</i>				
P0108872	00205059	ZEE MEDICAL	FIRST AID SUPPLIES	18.48
<i>Org Key: MT3200 - Water Pumps</i>				
P0108872	00205059	ZEE MEDICAL	FIRST AID SUPPLIES	15.84
<i>Org Key: MT3400 - Sewer Collection</i>				
P0108872	00205059	ZEE MEDICAL	FIRST AID SUPPLIES	18.48
<i>Org Key: MT3500 - Sewer Pumps</i>				
P0108872	00205059	ZEE MEDICAL	FIRST AID SUPPLIES	18.48
<i>Org Key: MT3800 - Storm Drainage</i>				
P0108864	00205012	BLUETARP CREDIT SERVICES	AP1850WE- VIBROPLATE	2,480.27

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0108872	00205059	ZEE MEDICAL	FIRST AID SUPPLIES	18.48
<i>Org Key: MT4200 - Building Services</i>				
P0108943	00205045	RAINIER BUILDING SERVICES	SEPT 2020 CITY HALL JANITORIAL	3,675.91
P0108888	00205048	ROTO ROOTER SERVICE CO	Station 191 App Bay Drain Uncl	1,769.63
P0108943	00205045	RAINIER BUILDING SERVICES	SEPT 2020 PUBLIC WORKS JANITOR	1,450.20
P0108870	00205023	GRAINGER	12V DEWALT CORDLESS BATTERY	216.41
P0108872	00205059	ZEE MEDICAL	FIRST AID SUPPLIES	15.84
P0108858	00205049	SECURITY SAFE & LOCK	KEY MADE	14.03
<i>Org Key: MT4300 - Fleet Services</i>				
P0105794	00205030	KIA MOTORS FINANCE	PW 2019 KIA NIRO PHEV LEASE	388.20
P0107063	00205043	PRAXAIR DISTRIBUTION INC	2020 ACETYLEN & OXYGEN TANK RE	55.90
P0108872	00205059	ZEE MEDICAL	FIRST AID SUPPLIES	15.84
<i>Org Key: MT4502 - Sewer Administration</i>				
P0106421	00205031	KING COUNTY TREASURY	MONTHLY SEWER JAN-DEC 2020	398,994.66
<i>Org Key: PO1100 - Administration (PO)</i>				
P0108867	00205009	AT&T MOBILITY	Police Cellular Contract - Fir	729.73
P0108868	00205016	CITY OF LAKE FOREST PARK	Annual Dues - Coalition of Sma	400.00
<i>Org Key: PO1350 - Police Emergency Management</i>				
P0108938	00205058	WASHINGTON STATE PATROL	EMAC Volunteer Background	153.50
P0108878	00205021	DATAQUEST LLC	Backgrounds for EMAC Volunteer	106.00
<i>Org Key: PO1800 - Contract Dispatch Police</i>				
P0108941	00205008	CHIP GEORGE INC	FirstNet Modem Conversion	4,144.80
<i>Org Key: PO3100 - Investigation Division</i>				
P0108937	00205054	THOMSON REUTERS - WEST	West Investigative Service -	442.51
P0108935	00205041	Natalie Murry Forensic Art	Digital Postmortem Image for	300.00
<i>Org Key: PO4100 - Firearms Training</i>				
P0108879	00205046	RENTON FISH & GAME CLUB INC	Renton Range fees	75.00
<i>Org Key: PR4100 - Community Center</i>				
P0108943	00205045	RAINIER BUILDING SERVICES	SEPT 2020 CCMV JANITORIAL SERV	2,496.77
P0108943	00205045	RAINIER BUILDING SERVICES	AUG 2020 CCMV JANITORIAL SERVI	2,496.77
<i>Org Key: PR6100 - Park Maintenance</i>				
P0108872	00205059	ZEE MEDICAL	FIRST AID SUPPLIES	18.48
	00205044	PUGET SOUND ENERGY	PSE September 2020	16.12
<i>Org Key: PR6200 - Athletic Field Maintenance</i>				
P0108852	00205027	HORIZON	RYE & FESCUE GRASS SEED (1000	486.75
P0108865	00205034	LLOYD ENTERPRISES INC	PLAYFIELD SAND (94.45 TONS)	391.93
P0108872	00205059	ZEE MEDICAL	FIRST AID SUPPLIES	18.48
<i>Org Key: PR6500 - Luther Burbank Park Maint.</i>				
P0108872	00205059	ZEE MEDICAL	FIRST AID SUPPLIES	18.48
P0108943	00205045	RAINIER BUILDING SERVICES	LB MISTAKE AUG BILLING	-1,978.25
<i>Org Key: PR6600 - Park Maint-School Related</i>				
P0108865	00205034	LLOYD ENTERPRISES INC	PLAYFIELD SAND (94.45 TONS)	1,521.59

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0108852	00205027	HORIZON	RYE & FESCUE GRASS SEED (1000	486.75
P0108872	00205059	ZEE MEDICAL	FIRST AID SUPPLIES	15.84
<i>Org Key: PR6900 - Aubrey Davis Park Maintenance</i>				
P0108852	00205027	HORIZON	RYE & FESCUE GRASS SEED (1000	973.50
P0108865	00205034	LLOYD ENTERPRISES INC	PLAYFIELD SAND (94.45 TONS)	391.93
P0108958	00205053	T2 SYSTEMS CANADA INC	Monthly boat launch machine se	77.00
	00205044	PUGET SOUND ENERGY	PSE September 2020	44.50
P0108872	00205059	ZEE MEDICAL	FIRST AID SUPPLIES	18.49
<i>Org Key: WD105R - Watercourse Minor Repairs</i>				
P0108871	00205013	CALPORTLAND COMPANY	1 MAN STREAMBED BOULDERS (5.83	762.32
<i>Org Key: WG101B - Building Access Control</i>				
P0108586	00205011	Bellingham Lock & Safe	BUILDING ACCESS CONTROL SYSTEM	96,617.85
<i>Org Key: WG920T - High Accuracy Orthophotos</i>				
P0108942	00205010	BELLEVUE, CITY OF	2020 AERIAL MAP PROJECT	3,115.14
<i>Org Key: WW535D- Booster Chlorination Station</i>				
P0108114	00205014	CAROLLO ENGINEERS INC	BOOSTER CHLORINATION SYSTEM	21,606.93
<i>Org Key: YF1200 - Thrift Shop</i>				
P0108943	00205045	RAINIER BUILDING SERVICES	SEPT 2020 THRIFT STORE JANITOR	351.92
<i>Org Key: YF2600 - Family Assistance</i>				
P0106396	00205050	SHOREWOOD #14885	Rental assistance for Emergenc	4,000.00
P0106373	00205042	PEBBLE @ MIPC, THE	Preschool payments for Emergen	1,403.84
P0106395	00205020	CREATIVE LEARNING CENTER	Preschool payments for Emergen	390.00
<i>Org Key: YF2850 - Federal SPF Grant</i>				
P0108799	00205032	L+B Design	Healthy Youth Initiative	2,195.00
Total				606,901.46

Accounts Payable Report by Check Number

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00205008	10/07/2020	CHIP GEORGE INC FirstNet Modem Conversion	P0108941	3430	10/05/2020	4,144.80
00205009	10/07/2020	AT&T MOBILITY Police Cellular Contract - Fir	P0108867	09192020	09/11/2020	729.73
00205010	10/07/2020	BELLEVUE, CITY OF 2020 AERIAL MAP PROJECT	P0108942	37285	10/03/2020	3,115.14
00205011	10/07/2020	Bellingham Lock & Safe BUILDING ACCESS CONTROL SYSTEM	P0108586	287997	11/30/2020	96,617.85
00205012	10/07/2020	BLUETARP CREDIT SERVICES AP1850WE- VIBROPLATE	P0108864	45991216	09/16/2020	2,480.27
00205013	10/07/2020	CALPORTLAND COMPANY 1 MAN STREAMBED BOULDERS (5.83	P0108871	94774237	09/29/2020	762.32
00205014	10/07/2020	CAROLLO ENGINEERS INC BOOSTER CHLORINATION SYSTEM	P0108114	0190545	09/10/2020	21,606.93
00205015	10/07/2020	CDW GOVERNMENT INC Commvault Backup Licenses	P0108491	ZWP7153	08/27/2020	6,132.50
00205016	10/07/2020	CITY OF LAKE FOREST PARK Annual Dues - Coalition of Sma	P0108868	2020-MERCERLLD	10/01/2020	400.00
00205017	10/07/2020	COMCAST Internet Charges/Fire	P0108887	0024124-1031	09/17/2020	231.88
00205018	10/07/2020	COMPLETE OFFICE OFFICE SUPPLIES - SEPTEMBER 20		OH013844	10/01/2020	1,602.25
00205019	10/07/2020	CONFIDENTIAL DATA DISPOSAL City Shredding 9/23/2020 - Inv	P0108866	201860	09/29/2020	190.00
00205020	10/07/2020	CREATIVE LEARNING CENTER Preschool payments for Emergen	P0106395	OH013849	09/20/2020	390.00
00205021	10/07/2020	DATAQUEST LLC Backgrounds for EMAC Volunteer	P0108878	13034	09/30/2020	106.00
00205022	10/07/2020	DELL MARKETING L.P. Dell Laptops	P0108536	10423047754	09/10/2020	17,956.95
00205023	10/07/2020	GRAINGER INVENTORY PURCHASES	P0108870	9669762131	09/30/2020	548.06
00205024	10/07/2020	GREER, J SCOTT Pro Tem Judge 9/14/2020 -2 hrs	P0108681	OH013846	09/14/2020	100.00
00205025	10/07/2020	Gregory, Jeff Pro Tem Judge - 9/23, 3 hrs	P0108801	OH013848	09/23/2020	150.00
00205026	10/07/2020	HONEYWELL, MATTHEW V Invoice 1174 9/29/2020 Public	P0108880	1174	09/29/2020	300.00
00205027	10/07/2020	HORIZON RYE & FESCUE GRASS SEED (1000	P0108852	3M361837	09/01/2020	1,947.00
00205028	10/07/2020	ISSAQUAH HONDA KUBOTA Parts for Cutoff Saw	P0108890	119256I	09/11/2020	545.11
00205029	10/07/2020	KC RECORDS Recording fees - draw account	P0108874	ESCROW#742	10/01/2020	3,097.00
00205030	10/07/2020	KIA MOTORS FINANCE PW 2019 KIA NIRO PHEV LEASE	P0105794	1914423378	10/04/2020	388.20
00205031	10/07/2020	KING COUNTY TREASURY MONTHLY SEWER JAN-DEC 2020	P0106421	30030326	10/01/2020	398,994.66
00205032	10/07/2020	L+B Design Healthy Youth Initiative	P0108799	006113	08/24/2020	2,195.00
00205033	10/07/2020	LIFE ASSIST INC Stock Aid Supplies	P0108884	1035397/CR	09/15/2020	616.79

Accounts Payable Report by Check Number

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00205034	10/07/2020	LLOYD ENTERPRISES INC PLAYFIELD SAND (94.45 TONS)	P0108865	3321219/3321220	10/01/2020	2,305.45
00205035	10/07/2020	McDonald, Neil REFUND OVERPAY 01081195502		OH013853	09/14/2020	437.60
00205036	10/07/2020	McNaul Ebel Nawrot Invoice No. 96648	P0108846	96658	09/25/2020	4,300.49
00205037	10/07/2020	METROPRESORT AUG 2020 PRINTING & MAILING OF	P0108877	IN627271	10/02/2020	906.39
00205038	10/07/2020	MI EMPLOYEES ASSOC Early Payroll Warrants		OH013854	10/09/2020	245.00
00205039	10/07/2020	MI SCHOOL DISTRICT #400 Q3 school impact fees	P0108875	Q3SCHOOLIMPACT FE	10/01/2020	11,686.22
00205040	10/07/2020	MUNICIPAL EMERGENCY SERVICES X3 Pro Reg Holder	P0108889	IN1495333	09/04/2020	729.35
00205041	10/07/2020	Natalie Murry Forensic Art Digital Postmortem Image for	P0108935	18-916	09/30/2020	300.00
00205042	10/07/2020	PEBBLE @ MIPC, THE Preschool payments for Emergen	P0106373	OH013850	09/24/2020	1,403.84
00205043	10/07/2020	PRAXAIR DISTRIBUTION INC 2020 ACETYLEN & OXYGEN TANK RE	P0107063	98712787	08/31/2020	55.90
00205044	10/07/2020	PUGET SOUND ENERGY PSE September 2020		OH013845	09/24/2020	60.62
00205045	10/07/2020	RAINIER BUILDING SERVICES SEPT 2020 CITY HALL JANITORIAL	P0108943	18-1372	09/30/2020	8,493.32
00205046	10/07/2020	RENTON FISH & GAME CLUB INC Renton Range fees	P0108879	RANGEUSE090920	09/09/2020	75.00
00205047	10/07/2020	RICOH USA INC Cost Per Copy/Fire	P0108883	5060355135	09/01/2020	180.25
00205048	10/07/2020	ROTO ROOTER SERVICE CO Station 191 App Bay Drain Uncl	P0108888	21722166817	09/18/2020	1,769.63
00205049	10/07/2020	SECURITY SAFE & LOCK KEY MADE	P0108858	554552	09/23/2020	14.03
00205050	10/07/2020	SHOREWOOD #14885 Rental assistance for Emergenc	P0106396	OH013847	09/30/2020	4,000.00
00205051	10/07/2020	SNYDER, BRIAN WADE 2020 CBT (Class 3 of 3)	P0108882	OH013852	10/02/2020	468.75
00205052	10/07/2020	Sound Law Center Code of Ethics HEX (Pirzio-Bir	P0108945	2480	10/02/2020	1,750.00
00205053	10/07/2020	T2 SYSTEMS CANADA INC Monthly boat launch machine se	P0108958	IRIS000077175	09/30/2020	77.00
00205054	10/07/2020	THOMSON REUTERS - WEST West Investigative Service -	P0108937	843103286	10/01/2020	442.51
00205055	10/07/2020	UNITED STATES TREASURY Early Payroll Warrants		OH013855	10/09/2020	826.84
00205056	10/07/2020	VERIZON WIRELESS CITY CELL PHONES, A.CARTWRIGHT	P0108891	9863444906	09/23/2020	414.82
00205057	10/07/2020	WALTER E NELSON CO Station Supplies	P0108886	776705/776706	09/21/2020	192.50
00205058	10/07/2020	WASHINGTON STATE PATROL EMAC Volunteer Background	P0108938	I21001659	10/05/2020	153.50
00205059	10/07/2020	ZEE MEDICAL FIRST AID SUPPLIES	P0108872	68408826	10/01/2020	264.01

Accounts Payable Report by Check Number

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
Total						606,901.46



CITY OF MERCER ISLAND CERTIFICATION OF PAYROLL

Item 2.

PAYROLL PERIOD ENDING	10.2.2020
PAYROLL DATED	10.9.2020
Net Cash	\$ 472,571.56
Net Voids/Manuals	\$ -
Net Total	\$ 472,571.56
Federal Tax Deposit - Key Bank	\$ 76,588.73
Social Security and Medicare Taxes	\$ 38,224.83
Medicare Taxes Only (Fire Fighter Employees)	\$ 2,406.81
State Tax (Massachusetts)	\$ -
Public Employees Retirement System 2 (PERS 2)	\$ 24,287.85
Public Employees Retirement System 3 (PERS 3)	\$ 5,160.25
Public Employees Retirement System (PERSJM)	\$ 870.75
Public Safety Employees Retirement System (PSERS)	\$ 214.08
Law Enforc. & Fire fighters System 2 (LEOFF 2)	\$ 26,934.44
Regence & LEOFF Trust - Medical Insurance	\$ 10,503.37
Domestic Partner/Overage Dependant - Insurance	\$ 596.15
Group Health Medical Insurance	\$ 661.06
Health Care - Flexible Spending Accounts	\$ 1,667.37
Dependent Care - Flexible Spending Accounts	\$ 594.23
ICMA Deferred Compensation	\$ 28,845.57
Fire 457 Nationwide	\$ 8,611.05
Roth - ICMA	\$ 475.00
Roth - Nationwide	\$ 1,390.00
Tax Levy	\$ 826.84
Child Support	\$ 599.99
Mercer Island Employee Association	\$ 245.00
Cities & Towns/AFSCME Union Dues	\$ -
Police Union Dues	\$ -
Fire Union Dues	\$ 2,155.12
Fire Union - Supplemental Dues	\$ 160.00
Standard - Supplemental Life Insurance	\$ -
Unum - Long Term Care Insurance	\$ 196.45
AFLAC - Supplemental Insurance Plans	\$ 388.71
Coffee Fund	\$ 116.00
Transportation	\$ 56.67
HRA - VEBA	\$ 5,695.06
Nationwide Extra	\$ 1,766.66
Tax & Benefit Obligations Total	\$ 240,238.04

TOTAL GROSS PAYROLL	\$ 712,809.60
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I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Mercer Island, and that I am authorized to authenticate and certify to said claim.



 Finance Director

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

 Mayor Date



CITY COUNCIL MINUTES REGULAR VIDEO MEETING SEPTEMBER 15, 2020

EXECUTIVE SESSION

At 5:01 pm, Mayor Wong convened an Executive Session for approximately 30 minutes to discuss with legal counsel litigation or potential litigation pursuant to RCW 42.30.110(1)(i).

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

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

At 5:26 pm, Mayor Wong adjourned the Executive Session.

After a brief break, Council went into open session at 5:31 pm.

CALL TO ORDER & ROLL CALL

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

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

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

PLEDGE OF ALLEGIANCE

Councilmember Lisa Anderl led the Council in the Pledge of Allegiance.

AGENDA APPROVAL

It was moved by Jacobson; seconded by Anderl to:

Approve the agenda as presented.

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

Passed 7-0

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

CITY MANAGER REPORT

City Manager Bon reported on the following:

- COVID-19 Update
- City Service Update
 - Luther Burbank Docks Open House & Waterfront Plaza Repairs
 - Thrift Shop Open Sundays and Thank you to volunteers
 - Fall Recycling Event

- Fire Department
 - Remember 9/11
 - Small local fire and Mutual Aid Assistance
 - Search & Rescue Team deployed to Oregon
 - Local burn ban & fire safety
- National Preparedness Month
- Paving Project at MI Park & Ride
- Pop-up StoryWalk
- Friends of the Mercer Island Library – Pop-Up Sale in Town Center
- City Council Special Meeting

APPEARANCES

Mark Madden, Mercer Island – Expressed concern that information shared at Sound Transit’s Open House was incorrect and misleading.

The following individuals encouraged City Council to reject the G. Richard Hill Code Amendment:

- Ryan Rahlfs, Mercer Island
- John Hall, Mercer Island
- Matt Goldbach, Mercer Island

CONSENT CALENDAR

Approve **Accounts Payable** Reports:

- A) August 28, 2020 in the amount of \$588,921.53
- B) September 4, 2020 in the amount of \$1,016,186.85

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

Approve **Certification of Payroll** dated September 11, 2020 in the amount of \$720,104.18

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

Approve **Minutes** of the September 1, 2020 Regular Video Meeting.

AB 5751: WRIA 8 Interlocal Agreement Amendment.

Recommended Action: Authorize the City Manager to sign the First Amendment to the Interlocal Agreement for the Watershed Basins within Water Resource Inventory Area 8.

It was moved by Anderl; seconded by Reynolds to:

Approve the Consent Calendar as presented.

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

Passed 7-0

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

REGULAR BUSINESS

AB 5752: Public Hearing on Emergency Ordinance No. 20C-17 to Temporarily Allow Private Parking and Right-of-way Use by Businesses to Meet Safe Start Guidelines

Mayor Wong opened the public hearing at 6:15 pm.

There being no comments by the public, Mayor Wong closed the public hearing at 6:16 pm.

EOC Small Business Liaison Sarah Bluvás explained that on August 4, 2020, the City Council unanimously passed Emergency Ordinance No. 20C-17 which enabled local eating and drinking establishments to use Right-of-Way and private parking to expand outdoor seating. The ordinance assisted businesses impacted by the

COVID-19 Pandemic emergency in operating under the Safe Start Washington phased guidelines for reopening.

Bluvas further explained that staff continue to actively reach out to eating and drinking establishments about outdoor seating opportunities and have scheduled additional trash pick-ups in Town Center to off-set the increase in takeout and other garbage. Additional support activities include free consulting service for small business, a new marketing campaign called MInext, and distributing information about the King County Small Business Emergency Grant Program.

AB 5748: Permit Expiration Extension (Ordinance No. 20C-21 First Reading and Adoption)

Deputy CPD Director Alison Van Gorp reported that the COVID-19 pandemic has adversely impacted construction sites. Van Gorp went on to explain that given the impacts of the Pandemic, staff recommend a code amendment allowing the Building Official to authorize a permit extension of up to 6-months during or after a declared emergency, when the emergency has resulted in work stoppage or significant delays to the construction project. The 6-month extension would be granted upon request by the permit applicant at no additional fee. The permit extension may be requested at the end of the two-year period, or at the end of the three-year period, if the applicant had already applied for an extension. Van Gorp further noted that the maximum period for a permit to be active will be 3.5 years under the proposed code amendment.

It was moved by Nice; seconded by Jacobson to:

Suspend Council Rules of Procedure 6.3 and 10.1 requiring second reading of an ordinance.

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

Passed 7-0

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

It was moved by Nice; seconded by Jacobson to:

Adopt Ordinance No. 20C-21, allowing the building official to extend permits for an additional 6 months.

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

Passed 7-0

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

AB 5750: G. Richard Hill Code Amendment Initial Review and Direction

Deputy CPD Director Alison Van Gorp explained that the G. Richard Hill Code Amendment Application was submitted on February 11, 2020 on behalf of the French American School and the Stroum Jewish Community Center. The amendment would allow exceptions to the lot coverage, height, and gross floor area requirements for regulated improvements, to include schools, noncommercial recreational areas, and religious buildings. Van Gorp further explained that the Application was previously scheduled for review at the March 2020 City Council meeting which was canceled due to the Pandemic. Review of the Application was then further delayed due to Pandemic-related restrictions on public meetings last spring, limiting the City Council meeting agenda to items that were "necessary and routine" or specifically related to COVID-19.

Council debated the following three options presented by staff at length:

1. Decline further review of the G. Rich Hill Code Amendment Application and refund the application fees.
2. Remand the G. Rich Hill Code Amendment Application to the Planning Commission for review.
3. Postpone initial action on the G. Rich Hill Code Amendment Application and set a new City Council review date and possible initial action in 2021.

Staff also reported that the applicant sent an email supporting postponing review of the application (Option 3).

It was moved by Jacobson; seconded by Anderl to:

Decline further review of the G. Rich Hill Code Amendment Application and refund the application fees.

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

Failed 4-3

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

FOR: 3 (Anderl, Jacobson, and Nice)

It was moved by Reynolds; seconded by Rosenbaum to:

Postpone initial action on the G. Rich Hill Code Amendment Application and set a new City Council review date and possible initial action no later than March 2021.

Passed: 4-3

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

AGAINST: 3 (Anderl, Jacobson, and Nice)

AB 5749: Temporary Increase in Utility Tax Rates (Ordinance No. 20C-20 Second Reading and Adoption) and Interfund Loans Authorization (Resolution No. 1586) for Potential Litigation Costs to Enforce the Terms of the City's 2017 Settlement Agreement with Sound Transit.

City Manager Jessi Bon reported that on September 1, 2020, the City Council set Ordinance No. 20C-20 for a second reading and adoption on September 15, 2020. She continued, explaining that Ordinance No. 20C-20 temporarily increases the utility tax rate on water, sewer, and stormwater utilities within Mercer Island from 5.3 percent to 8.0 percent for a 36-month period from November 1, 2020 through October 31, 2023. The new tax revenue would be used to pay back the interfund loans authorized by Resolution No. 1586. Resolution No. 1586 would authorize the City's water and sewer utility funds to lend \$750 thousand each, for a combined total of \$1.5 million, to the General Fund to finance the cost of potential litigation to enforce the terms of the City's 2017 Settlement Agreement with Sound Transit. Bon also explained that there would be no penalty for early repayment of the loan and that if the City is able to resolve its dispute with Sound Transit without expending the full amount borrowed, the interfund loan may be paid back early.

It was moved by Reynolds; seconded by Jacobson to:

Adopt Ordinance No. 20C-20 temporarily increasing utility tax rates to raise additional revenue for potential litigation to enforce the terms of the City's 2017 Settlement Agreement with Sound Transit.

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

Passed 7-0

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

It was moved by Rosenbaum; seconded by Jacobson to:

Pass Resolution No. 1586 authorizing interfund loans in the amount of \$750 thousand each, for a combined total of \$1.5 million, from the City's water and utility funds to the General Fund..

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

Passed 7-0

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

It was moved by Jacobson; seconded by Weiker to:

Appropriate \$1.5 million in loan proceeds authorized in Resolution No. 1586 for litigation costs.

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

Passed 7-0

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

AB 5754: City Council direction on proposed PIC recommendations to the SCA Board of Directors

Mayor Wong reported that the Public Issues Committee (PIC) met on September 9 and addressed the following items that might require future action by PIC representatives on behalf of member cities:

1. SCA 2021 Legislative Agenda - This information may help the City Council formulate the Mercer Island 2021 Legislative Agenda. The committee discussion emphasized the importance of keeping the agenda "tight" and "focused" due to the budgetary constraints facing the State of Washington.

Staff will prepare Legislative Priorities for discussion at a future Council meeting.

2. Affordable Housing Committee - PIC members were asked to solicit comments and feedback regarding HB 1590. Most cities at the PIC meeting had not discussed HB 1590 and, those that had, did not indicate a desire to proceed with a city-imposed sales tax increase due to the economic recession.

There were general comments that the King County Council needed to collaborate with cities on the use of the additional sales tax revenue. Some Councilmembers hoped that there would be some ability for cities to exercise local control over the amount of additional sales tax raised within that city while others asked

whether some portion of the new sales tax revenue raised from sales on Mercer Island could be provided to ARCH to further its mission.

3. Vision 2050 - SCA is looking for direction from SCA-member cities about Snohomish County's proposed amendment. Whether to approve or reject the amendment as part of Vision 2050 would be presented to the PSRC Executive Board on September 24, 2020. PIC has asked that PIC representatives ascertain the position of their respective city councils relative to this amendment and to convey those positions to PIC as soon as possible.

City Council did not agree on a corporate position relative to this amendment that can be shared with the SCA representatives and the PSRC Executive Board.

OTHER BUSINESS

Planning Schedule

City Manager Bon reminder Council that a Special Meeting was scheduled for Tuesday, September 22 and would include a preview of the biennial budget and a Thrift Shop Project update.

There will be three Council meetings in a row – October 6, October 13, and October 20.

Councilmember Absences

There were no absences to report.

Councilmember Reports

Councilmember Anderl:

- OSCT meeting in October
- Utility Board meeting on September 23

Councilmember Rosenbaum:

- MISD PTA is finalizing its meeting schedule.
- Expressed concern for the antisemitic comments and images on the Mercer Island School District's platform and made himself available to students that wanted to talk about it.

Councilmember Jacobson

- Commented on the late meetings notices sent out by the Eastside Transportation Partnership.
- Recognized several volunteers that have worked to eliminate ivy and blackberry bushes in Homestead Park.

Councilmember Nice – Reported that Rite Aid is interested in participating in drive-thru flu shots.

Mayor Wong:

- Attended King County Regional Water Quality Committee meeting on September 2
- SCA will be sending an email encouraging Councilmembers to sign up for regional committees
- Attended K4C Outreach Committee meeting on September 11
- K4C Meeting on October 8 open to elected officials
- Email string regarding King County Parks Levy Amendment, that was sent to Councilmembers earlier in the day, was withdrawn.

There being no additional business, the Regular Video Meeting adjourned at 8:16 pm.

EXECUTIVE SESSION

At 8:20 PM, Mayor Wong convened the Executive Session to discuss with legal counsel pending or potential litigation pursuant to RCW 42.30.110(1)(i) for approximately 60 minutes. All Councilmembers, City Attorney, and

staff participated remotely using teleconferencing technology provided by Microsoft Teams.

No action was taken, and Mayor Wong adjourned the Executive Session at 9:22 PM

ADJOURNMENT

There being no additional business, the Regular Video Meeting adjourned at 9:23 pm.

Attest:

Benson Wong, Mayor

Deborah A. Estrada, City Clerk



CITY COUNCIL MINUTES SPECIAL VIDEO MEETING SEPTEMBER 22, 2020

EXECUTIVE SESSION

At 5:01 pm, Mayor Wong convened an Executive Session for approximately 90 minutes to discuss with legal counsel litigation or potential litigation pursuant to RCW 42.30.110(1)(i)

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

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

At 6:24 pm, Mayor Wong adjourned the Executive Session.

After a brief break, Council went into open session at 6:31 pm.

CALL TO ORDER & ROLL CALL

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

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

AGENDA APPROVAL

It was moved by Nice; seconded by Jacobson to:

Approve the agenda as presented.

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

Passed 7-0

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

APPEARANCES

Meg Lippert, Mercer Island – Spoke in support of protecting Mercerdale Park and encouraged Council to consider alternatives to dropping a prefab building on public parkland. She suggested one or two prefabs on the empty land surround City Hall, thereby keeping the entire Thrift Shop drop off location off of public park land.

SPECIAL BUSINESS

AB 5753: Update on Thrift Shop Facility Study – Investigation and Estimates

Public Works Director Jason Kintner and Sr. Project Manager Gareth Reece gave an overview of the Thrift Shop Operations and its conceptual options and cost estimates.

The update on Thrift Shop Operations included:

- Partial Re-Opening (Sundays only)
- Additional Safety Measures (30% occupancy, social distancing, masks, and customer traffic management)
- Donation Processing Update (no donation since February, Pandemic requires more processing space)

- Prioritizing Additional Re-Opening of Thrift Shop (Anticipate more hours in October)
- Volunteers needed
- Staff Evaluating 2-building Operation

Staff reviewed the project goals and two development options for consideration, noting that costs related to each facility are estimated separately so options can be combined or modified:

- Option A – Retail Emphasis (\$1,420,000 total estimate; 30% contingency)
 - Expands retail space by approximately 1,920 square feet
 - Opens floor space to reduce interruption of retail area
 - Relocates processing to the existing Recycling Center location
 - Processing remains within existing roof overhang of Recycle Center – approximately 2,000 sq ft
- Option B – Production Emphasis (\$1,200,000 total estimate; 15% contingency)
 - Slightly smaller interior remodel of the Thrift Shop
 - Structural walls remain, reducing the scope of work and permit requirements
 - Approximately 1,790 square feet in additional retail floor space
 - Processing is moved to the Recycle Center site

Director Kintner further explained that Thrift Staff were reviewing both concepts and are working to develop donation processing, and retail workflows to inform estimates of retail revenue. Staff are also working to expand Thrift Shop operational hours, including evaluating needs to begin collecting donations.

Council debated the options at length and City Manager Bon reminded Council that a decision will not be made at this time but will be brought back to Council at its October 20 meeting.

AB 5755: 2021-2022 Organizational Changes

City Manager Bon explained that the purpose of the presentation was to provide the City Council with a preview of the organizational structure proposed as part of the 2021-2022 Preliminary Biennial Budget, scheduled for publication on October 1, 2020. Bon explained that Mercer Island is an organization in transition and that recent financial challenges had resulted in workforce reductions and necessitated considerable organizational change. She went on to explain that many city services were suspended or significantly modified and the timing to restore those services was unknown. Because the ongoing financial uncertainties caused by the COVID-19 Pandemic warranted a conservative and cautious approach to planning, Bon reported that the 2021-2022 Preliminary Budget reflected a modified and reduced organizational structure as compared to prior years, and retained the flexibility to adapt as circumstances and needs changed during the biennium.

City Manager Bon explained that her recommended organizational structure was developed with the following themes in mind:

- Prioritize delivery of essential services.
- Provide stability for the organization.
- Maintain a focus on continuous process improvement and efficiency.
- Strengthen and build the Capital Projects Team to ensure maintenance and stewardship of the City's critical infrastructure systems.
- Provide for succession planning and anticipate near-term retirements.
- Embrace transitions and remain flexible as circumstances and community needs change and evolve.
- Seize the opportunity this transition has created for us to grow and evolve.

In response to Council questions and requests for clarification, Bon explained that budget review and discussions would continue across several meetings, with budget adoption scheduled for December 1. She noted that during the City Council's review of the preliminary budget, staff would need direction on the six positions proposed for City Council consideration.

AB 5746: City Council Liaison Appointments

Mayor Wong reported that at the September 15, 2020 Regular Meeting, City Council postponed initial action on the G. Rich Hill Code Amendment Application and set a new City Council review date and possible initial action for no later than March 2021. At that time, Council expressed a willingness to make available liaisons from the City Council to help facilitate and to participate in such discussions, as desired by the JCC, FASPS and their

community neighbors.

It was moved by Reynolds; seconded by Anderl to:

Appoint Councilmembers Jacobson and Rosenbaum to serve as City Council liaisons to community discussions until February 28, 2021.

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

Passed 7-0

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

ADJOURNMENT

The Special Meeting adjourned at 10:10 pm.

Benson Wong, Mayor

Attest:

Deborah Estrada, City Clerk



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 5763
October 20, 2020
Consent Calendar

AGENDA BILL INFORMATION

TITLE:	AB 5763: One-Year Extension to the 2018-2020 Police & Police Support Collective Bargaining Agreements	<input type="checkbox"/> Discussion Only
RECOMMENDED ACTION:	Approve the one-year extension agreements to the 2018-2020 Police & Police Support Collective Bargaining Agreements.	<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
COUNCIL LIAISON:	n/a
EXHIBITS:	<ol style="list-style-type: none"> Proposed Agreement Extension to the 2018-2020 Police Collective Bargaining Agreement Proposed Agreement Extension to the 2018-2020 Police Support Collective Bargaining Agreement
CITY COUNCIL PRIORITY:	n/a

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

SUMMARY

For the past several months, a City bargaining team has been corresponding with members of the Mercer Island Police Association (“MIPA”) and their attorney to discuss one-year extension agreements (Exhibits 1 and 2) for the Police Commissioned and Police Support bargaining units.

The MIPA Commissioned bargaining unit is comprised of 28 union members, including seven sergeants, four corporals, and 17 officers. The MIPA Support bargaining unit is comprised of one and a half Records Clerks, one Evidence Technician/Public Records Officer, one Marine Support Officer, and one Police Support Officer. The City’s negotiation team is comprised of Police Chief Ed Holmes, City Attorney Bio Park, Chief of Administration Ali Spietz, and Cabot Dow and Alexandra Sheeks from Cabot Dow Associates.

The current Police and Police Support collective bargaining agreements (CBAs) expire on December 31, 2020. The proposed extension agreements acknowledge that the City’s attention has been focused on addressing the impacts of the COVID-19 Pandemic on City operations and finances making it difficult to participate in negotiations for successor labor agreements. The proposed extension agreements forego the formal

negotiations that would otherwise entail bargaining involving comparison of 2020 wages, hours, and conditions of employment pursuant to statute.

The parties agreed to the following:

- An annual cost of living adjustment (COLA) based on 100% of the Seattle/Tacoma/Bellevue CPI-W (semi-annual index released in July 2020) as outlined in the current agreements. This amounts to a 1.9% COLA for employees of both bargaining units in 2021 at a cost of approximately \$58,000.
- Open bargaining by July of 2021 to enter into formal negotiations on successor collective bargaining agreements.
- Convert the Marine Support Officer (formerly called Marine Patrol Technician) into a fully commissioned Marine Patrol Officer (MPO) assignment provided once the current Marine Support Officer retires (anticipated in 2021). Section 3 of the draft Police Agreement extension details the provisions of this position conversion.
- All other terms and conditions of the CBA will remain unchanged.

RECOMMENDATION

Authorize the City Manager to sign the Extension Agreements for the 2018-2020 Police and Police Support Collective Bargaining Agreements with the Mercer Island Police Association for the period of January 1, 2021 through December 31, 2021, in substantially the form attached hereto as Exhibit 1 and Exhibit 2.

AGREEMENT EXTENSION
By and Between
CITY OF MERCER ISLAND, WASHINGTON
and
MERCER ISLAND POLICE ASSOCIATION

This Agreement Extension is between the City of Mercer Island, Washington, hereinafter, referred to as the "City" and the Mercer Island Police Association, hereinafter referred to as the "Association".

Background:

- A. Whereas, the 2018-2020 Collective Bargaining Agreement ("CBA") expires December 31, 2020; and
- B. Whereas, the Association and the City are subject to the statutory guideline at RCW 41.56.440 to bargain on a successor contract during the five-month period prior to the submission of the budget to the City Council; and
- C. Whereas, the Association advised the City by letter dated May 7, 2020, of its desire to open bargaining on a successor agreement; and
- D. Whereas, the City's attention has been focused on addressing the impacts of COVID-19 on City operations and finances; and
- E. Whereas, there is a mutual interest of the parties to extend the terms of the CBA through 2021 and, at the same time, to address certain operational issues. This extension foregoes formal negotiations that would otherwise entail bargaining involving comparison of 2020 wages, hours, and conditions of employment pursuant to statute.

Agreement:

Now, therefore, the parties agree as follows:

- 1. Extend the terms of the 2018-2020 CBA through December 31, 2021, including the 2020 wage schedule adjustment as follows:

Effective January 1, 2021, the wage rates will be increased by 1.9%, which reflects 100% of the percentage increase in the

*Seattle/Tacoma/Bellevue CPI-W (semi-annual index released in July 2020).*¹

2. Open bargaining for the successor agreement by July of 2021 to enter formal negotiations on a successor CBA.
3. Convert the Marine Support Officer (formerly called Marine Patrol Technician) into a fully commissioned Marine Patrol Officer (MPO) assignment provided:
 - a. The current Marine Support Officer retires.
 - b. Selection for the MPO assignment will be made from a pool of current MIPD officers, creating the need to backfill this position with a new patrol officer.
 - c. The MPO will be assigned to work in the Marine Patrol Unit during Quarters 2 and 3 of each year and will be assigned to Patrol during Quarters 4 and 1.
 - d. During the six months the MPO is assigned to work in the Marine Patrol, the MPO will receive a 3% increase in their wages above that which he/she would otherwise receive if assigned to day-shift patrol.
 - e. The MPO position will be assigned by the Chief on a rotational basis, similar to the Marine Patrol Sergeant and Detective positions. The MPO will be added to the list of assignments in Section 5.6.
 - f. The MPO may be temporarily reassigned from marine patrol duties to cover patrol shifts on an occasional basis, and vice versa.
 - g. If temporarily reassigned from Marine Patrol duties during Q2 or Q3 to cover a patrol shift, the MPO will continue to receive the 3% increase in their wages. The schedule for the MPO shall be approved by mutual agreement between the employer and the Association.
4. All other terms and conditions of the CBA will remain unchanged.

¹ The above CPI-W (semi-annual index) was reported July 14, 2020, by bls.gov at 1.9% over a year ago, such that the reference to the semi-annual index released in August in the 2018-20 CBA has the same meaning since BLS did not release a CPI-W index for the Seattle/Tacoma/Bellevue Area in August, 2020.

- 5. The Association and the City will meet as necessary to discuss any of the provisions in this agreement, or any other issues related to the implementation of this agreement.
- 6. The parties acknowledge that all parties have fulfilled their obligations to engage in collective bargaining over the subjects contained in this agreement.
- 7. Any dispute, disagreement, or complaint concerning the interpretation or alleged violation of this MOU is subject to the grievance process stated in Article 15 of the CBA.

Executed _____, 2020.

City of Mercer Island

Mercer Island Police Association

 Jessi Bon
 City Manager

 Scott Schroeder
 Association President

Attest:

 Deborah A. Estrada, City Clerk

Approved as to Form:

/s/ Bio Park, 10/12/2020
 Bio Park, City Attorney

AGREEMENT EXTENSION
By and Between
CITY OF MERCER ISLAND, WASHINGTON
and
MERCER ISLAND POLICE ASSOCIATION (SUPPORT)

This Agreement Extension is between the City of Mercer Island, Washington, hereinafter, referred to as the "City" and the Mercer Island Police Association, hereinafter referred to as the "Association," representing the Support Services bargaining unit.

Background:

- A. Whereas, the 2018-2020 Collective Bargaining Agreement ("CBA") expires December 31, 2020; and
- B. Whereas, the Association advised the City by letter dated May 7, 2020, of its desire to open bargaining on a successor agreement; and
- C. Whereas, the City's attention has been focused on addressing the impacts of COVID-19 on City operations and finances; and
- D. Whereas, there is a mutual interest of the parties to extend the terms of the CBA through 2021 and, at the same time, to address certain operational issues. This extension foregoes formal negotiations that would otherwise entail bargaining involving comparison of 2020 wages, hours, and conditions of employment pursuant to statute.

Agreement:

Now, therefore, the parties agree as follows:

- 1. Extend the terms of the 2018-2020 CBA through December 31, 2021, including the 2020 wage schedule adjustment as follows:

Effective January 1, 2021, the wage rates will be increased by 1.9%, which reflects 100% of the percentage increase in the Seattle/Tacoma/Bellevue CPI-W (semi-annual index released in July 2020).¹

¹ The above CPI-W (semi-annual index) was reported July 14, 2020, by bls.gov at 1.9% over a year ago, such that the reference to the semi-annual index released in August in the 2018-20 CBA has the same meaning since BLS did not release a CPI-W index for the Seattle/Tacoma/Bellevue Area in August, 2020.

2. Open bargaining for the successor agreement by July of 2021 to enter formal negotiations on a successor CBA.
3. Upon retirement of the current Marine Support Officer (formerly called the Marine Patrol Technician), convert the Marine Support Officer position into a fully commissioned Marine Patrol Officer (MPO) assignment, modifying the Support Services bargaining unit pursuant to the Agreement between the Association and the City.
4. All other terms and conditions of the CBA will remain unchanged.
5. The Association and the City will meet as necessary to discuss any of the provisions in this agreement, or any other issues related to the implementation of this agreement.
6. The parties acknowledge that all parties have fulfilled their obligations to engage in collective bargaining over the subjects contained in this agreement.
7. Any dispute, disagreement, or complaint concerning the interpretation or alleged violation of this MOU is subject to the grievance process stated in Article 15 of the CBA.

Executed _____, 2020.

City of Mercer Island

Mercer Island Police Association

Jessi Bon
City Manager

Scott Schroeder
Association President

Attest:

Deborah A. Estrada, City Clerk

Approved as to Form:

/s/ Bio Park, 10/12/2020

Bio Park, City Attorney



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

**AB 5768
October 20, 2020
Public Hearing**

AGENDA BILL INFORMATION

TITLE:	AB 5768: Public Hearing: Receive the 2021-2022 Preliminary Budget	<input checked="" type="checkbox"/> Discussion Only
RECOMMENDED ACTION:	No action required.	<input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

DEPARTMENT:	Finance
STAFF:	Matthew Mornick, Interim Finance Director
COUNCIL LIAISON:	n/a
EXHIBITS:	1. 2021-2022 Preliminary Budget 2. Articulate, confirm, and communicate a vision for effective and efficient city services. Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability.
CITY COUNCIL PRIORITY:	

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

SUMMARY

Per Washington State law, the City Manager is required to deliver a balanced preliminary biennial budget to the City Council for review and approval. The City Council received the [2021-2022 Preliminary Budget](#) on September 30 and a copy was filed with the City Clerk. The Council’s review of the preliminary budget began on October 13, 2020 and will conclude with the adoption of a final budget early December.

Overview of Budget Meetings

At the October 13 City Council meeting, the City Manager provided an overview of the 2021-2022 Preliminary Budget. This included background information along with an explanation of the underlying assumptions used to develop the budget. Also featured in the presentation was:

- An overview of the General Fund five-year forecast.
- A high-level look at each Fund Category.
- Review and discussion of the following Department budgets, work plans, and budget proposals:
 - City Council
 - Non-Departmental
 - Municipal Court
 - Fire Department
 - Police Department
 - City Attorney’s Office
 - City Manager’s Office
 - Finance Department
 - Administrative Services
 - Community Planning and Development

At Tuesday’s meeting, the City Council will hold the first of two public hearings on the 2021-2022 Preliminary Budget. This is an opportunity for the public to provide comments about any part of the budget.

Following the hearing, staff will continue the presentation where it ended on October 13. This will include wrapping up the Department budget discussions for Public Works, the Recreation Transition Team, and Youth and Family Services and addressing questions from the City Council. The meeting will conclude with a presentation and discussion on the proposed Capital Improvement Program. Department Directors and other key staff will be attending to address questions and comments from the City Council and participate in the discussion.

On November 2, 2020, staff will return to City Council to discuss the 2021-2022 budget proposals and determine what, if any, are to receive funding in the upcoming biennium. The staff welcome any final feedback on the Preliminary Budget at this meeting as the following weeks will be dedicated to preparing the final budget.

On November 17, 2020, the City Council will adopt ordinances and resolutions related to 2021 utility rates, set the property tax levy rate for 2021, and approve the ARCH work plan and Housing Trust Fund Contributions for 2021.

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

Date	Topic
10/20/2020 5:00 PM <i>Public hearing*</i>	Department Overviews (continued) Capital Improvement Program <ul style="list-style-type: none"> ○ Programmatic Improvements ○ Major Highlights ○ Asset Category Overview
11/2/2020 5:00 PM	Budget Proposals
11/17/2020 5:00 PM <i>Public hearing*</i>	Adopt 2021 utility rates, NORCOM rates, ARCH funding, and property tax levy via resolution of substantial need.
12/1/2020 5:00 PM	Adopt final 2021-2022 Biennial Budget

Community Outreach and Public Hearings

The public is encouraged to provide feedback on the Preliminary Budget and Capital Improvement Program at two scheduled Public Hearings on [October 20](#) and [November 17](#). Public comment is also invited at all City Council meetings.

Follow-Up to City Council Questions from October 13, 2020:

At the October 13, 2020 meeting, the City Council posed questions regarding the preliminary budget. Below are responses for Council’s consideration.

1. *With Council considering whether to pursue the 1.0% Property Tax Levy increase via a resolution of “substantial need” versus increasing property tax by the 2021 Implicit Price Deflator of 0.6%, could a*

third option be to use the banked capacity provision allowed under RCW 84.55.092?

Yes. The banked capacity provision allows a local taxing jurisdiction to voluntarily levy less than its maximum levy amount in a prior year, thereby creating some “banked capacity” that can be used in the future.

In 2008, the City Council voted to use 0.65% of banked capacity (or \$57,900), in addition to the 1% optional increase, to establish the fire apparatus replacement sinking fund. In 2012, the City Council voted to use 0.5% of banked capacity (or \$52,820) to help reduce the unfunded liabilities related to long-term care benefits for LEOFF I retirees and pension benefits for firefighters hired on or before March 1, 1970. In 2015, the City Council voted to use the remaining banked capacity (1.2%, or \$144,960) to address various funding needs, including long-term care benefits for LEOFF I retirees.

Should the City Council choose the banked capacity option, the **City Council will still be required to pass a resolution of “substantial need” to affirm the maximum 1% property tax levy increase for 2021** and determine how much of the 1% to take in the coming fiscal year versus bank for future use.

2. *What is the legal requirement for establishing “substantial need”?*

State law does not provide an explicit definition, a qualification requirement, or legal threshold of substantial need. It is generally accepted that each jurisdiction, through its legislative body, can reasonably “define” what qualifies as “substantial need” depending on specific circumstances, agency needs, and other priorities.

3. *Can the policy guiding the Contingency Fund be a range rather than a fixed percentage?*

Yes. The policies that guide the minimum level of the contingency fund are established internally by the City Council. Under the authority of state law RCW [35.32A.060](#), the maximum amount permitted within the Contingency Fund balance “shall not exceed thirty-seven and one-half cents per thousand dollars of assessed value.”

Current budget policy set by the City Council has the Contingency Fund target balance set to 12.5% of General Fund expenditures for a given fiscal year. This is within the range of comparable neighboring Cities. For example, the City of Issaquah treats the Unassigned General Fund Balance as the City's primary emergency reserve. Their budget policy stipulates the balance should be between 15-20%. In the 2020 budget, Issaquah's unassigned General Fund balance was 27% of total GF expenditures.

The City of Bellevue targets 15% of General Fund Revenues as a General Fund unassigned ending fund balance, which serves as the emergency cash reserve. Renton's General Fund balance is the City's default emergency reserve, maintained just above the 12% of General Fund operating expenditures, as targeted by their fiscal policy.

4. *Could impact fee dollars be used to pay for the study/consulting services to update the corresponding impact fees?*

No. The City cannot use impact fee revenue to pay for updates to an impact fee study. In short, since impact fees are restricted to capital facilities, they cannot be used to fund transportation studies or operating and maintenance costs. More information is available at the Municipal Research and Services Center [website](#).

5. *If the City lowers the [property] insurance deductible, what would the savings be?*

Currently, the City has \$72,628,501 in property value listed on the City's Property Schedule with a

\$5,000 deductible for each property. If the City were to increase the deductible to \$25,000 (next possible increment) in 2021, the insurance cost for this total property value will be \$94,417.05 for the fiscal year. If the City stays with a \$5,000 deductible for 2021, the insurance cost will be \$127,826.16. If the deductible is changed, it must be changed for all City owned property.

If the City Council is interested in changing the deductible amount, staff will fully assess the potential impacts of this change and present the City Council with a recommendation.

6. *How much of the \$300,000 unemployment reserve will the City use?*

Determining future costs of unemployment charges is difficult. There are several factors that impact how much unemployment costs the City incurs. Former employees who qualify for unemployment may not apply, may find other employment opportunities, or may not utilize the full extent of their benefits. Furthermore, the City is required to cover a portion of unemployment costs for former employees working elsewhere in 2020, who were laid off, and applied for and received unemployment benefits.

The City has paid approximately \$89,180 in unemployment costs through the second quarter of 2020. This includes employees who were laid off from the City, current employees who are furloughed, and former employees who worked for the City in 2019 and 2020.

Usually unemployment benefits last for 26 weeks, but due to the COVID-19 Pandemic unemployment eligibility was extended to 39 weeks. This means the City will have increased unemployment costs through the end of January 2021. The City should be receiving the invoice for the third quarter at the end of October and will have a better idea of projected costs for the remainder of 2020 at that time.

Responses to follow-up questions not addressed in this agenda bill (namely questions related to the Fleet Fund) require additional staff time to prepare and will be provided to the City Council ahead of the next meeting.

RECOMMENDATION

Receive the 2021-2022 Preliminary Budget available at www.mercerisland.gov/budget. No additional action required.



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

**AB 5764
October 20, 2020
Regular Business**

AGENDA BILL INFORMATION

TITLE: RECOMMENDED ACTION:	AB 5764: Cultural Competency Trainings and Community Listening Sessions Appropriation	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
	Appropriate funds for cultural competency training and community listening sessions on race and social justice.	

DEPARTMENT:	Administrative Services
STAFF:	Ali Spietz, Chief of Administration
COUNCIL LIAISON:	n/a
EXHIBITS:	1. Culture Connections, LLC Profile
CITY COUNCIL PRIORITY:	n/a

AMOUNT OF EXPENDITURE	\$ 20,000
AMOUNT BUDGETED	\$ 0
APPROPRIATION REQUIRED	\$ 20,000

SUMMARY

At the June 16, 2020 Council Meeting, the City Council directed the City Manager to return to the City Council to:

1. "Mandate and appropriate funds for annual training in diversity, implicit bias, cultural awareness or related topics for the city council and all members of city Boards and Commissions; and
2. Authorize and appropriate funds for engaging a consultant or contractor to conduct a series of listening sessions for the community so that we can hear first-hand the stories of minority experiences on the Island, and gather ideas for what we can do to make the island a safe and welcoming place for people of all races and ethnicities."

And at the August 4, 2020 Council Meeting, the City Council adopted the following goal statement for the proposed community listening sessions:

As we determine the most effective ways to identify and address racial and other discrimination within our community, we must fully comprehend the extent of its impact. A first step is to hear directly from those who have experienced it in our community through listening sessions.

Accordingly, a primary goal of the listening sessions is to allow the Mercer Island City Council and the community to hear first-hand accounts of racism and other discrimination in our community. Another

goal of the listening sessions will be to learn from members of our community on how to make Mercer Island a more welcoming and inclusive community for all people.

These sessions are an opportunity to gather information to guide City Council actions and policies around race, racism, diversity, and inclusion.

This agenda bill is to request an appropriation for the aforementioned trainings and listening sessions.

CULTURAL COMPETENCY TRAININGS

Staff recommends retaining the services of Dr. Caprice Hollins from Culture Connecting, LLC to conduct the training sessions for City Councilmembers and board and commission members. Dr. Hollins will provide three sessions titled "Understanding Implicit Bias and the Impact of Racial Stereotyping." The cost for these three trainings is \$10,000, and we are tentatively planning to hold them in the first two weeks in November.

As previously discussed, staff recommends that these trainings have a mix of Councilmembers and board and commission members in each session. Due to the COVID-19 Pandemic, these trainings will need to be held virtually via the Zoom platform. With the intention of creating a space where people feel comfortable sharing, the capacity for each Zoom training will be limited to allow for more participation and candor. With over 55 people to train, each session will have 15-20 people (including 2-3 Councilmembers in each one).

COMMUNITY LISTENING SESSIONS

Staff also recommends retaining the services of Dr. Caprice Hollins from Culture Connecting, LLC to facilitate two community listening sessions. Again, because of the COVID-19 Pandemic, these listening sessions will need to be held virtually and staff will be working with Dr. Hollins on the format for these sessions. The listening sessions are will be held in the first quarter of 2021. The cost for these sessions and the necessary prep time with our consultant, will be approximately \$10,000.

NEXT STEPS

Once the appropriation has been made, staff and Dr. Hollins will begin preparing for the training sessions and scheduling Councilmembers and boards and commissions members for the trainings. Staff will begin publicizing the community listening sessions once the dates are set, utilizing all normal communication channels and to community groups (i.e. PTA Organizations, One MI – Equity for MI, Mercer Island High School Clubs for Students, etc.) to notify a broader base of residents.

RECOMMENDATION

Appropriate \$20,000 from the available fund balance in the General Fund for (1) cultural competency trainings for City Councilmembers and boards and commissions members and (2) community listening session on race and social justice.

CULTURES CONNECTING, LLC

VISION, MISSION & FOUNDATIONAL BELIEFS

Vision:

A world based on principles of equity and justice where all people recognize their roles as agents of change.

Mission:

To provide culturally relevant professional development and consulting services to individuals and organizations committed to excellence through equity and social justice. We design workshops that support both youth and adult participants by:

- Increasing Awareness of their values biases, beliefs, and stereotypes.
- Expanding Knowledge of diverse groups and their values, beliefs, communications styles, perspectives, and experiences of oppression.
- Developing Skills to work effectively across cultures by using their awareness of self and knowledge of others.
- Taking Action and Advocating in their workplace and community to create a culture of respect and promote justice.

Operating Principles:

We believe...

- Oppression is taught and can be unlearned.
- It is not our fault, but it is our responsibility.
- People learn best when they believe they have more to learn.
- Increasing awareness of oneself is a strategy for change.
- Listening is a form of action.
- Most people are well-intentioned, even while they are unaware of how they are hurting others. Impact and outcomes matter more than intention.
- Experiencing discomfort is important to learning.
- Hurt people hurt people.
- When we prioritize relationships over the agenda, we can better work together to achieve the agenda.
- The process is the first part of the product
- Hurting, shaming, and blaming are not effective tools for opening and changing minds.
- Building relationships across difference is not necessarily the same as confronting systems of oppression.
- Challenging racism and White privilege are everyone's work.
- Although People of Color may bring a personal understanding of racism, this does not mean they fully understand the dynamics of racism, power, and privilege. Although White people may have knowledge of institutional racism and privilege, this does not mean they understand personal experiences of racism.
- It takes sustained effort to change systems. We will not naturally evolve toward greater equity.
- There are no quick fixes or cookbook approaches.
- Change is possible. There is hope.

QUALIFICATIONS

Cultures Connecting

Cultures Connecting, LLC was founded in 2008, providing culturally relevant professional development, keynote addresses, consulting, and coaching services to organizations seeking to improve their staffs' ability to effectively work with diverse cultures. Workshops are facilitated with interactive activities, videos, role play, small and large group discussions, and content-based lecture as a way to engage participants in courageous conversations. The room is set up to create an atmosphere of learning. We meet participants where they are at in their understanding and guide them in their learning journey.

The more staff deepens their awareness of self and knowledge of others the better equipped they are to skillfully engage across cultures and lead their organization in establishing a culture of respect, improve services to customers, strengthen collaboration, increase equity, create an inclusive and welcoming environment, and dismantle institutional racism.

Owners, Caprice D. Hollins, Psy.D., and Ilsa M. Govan, M.A., have over 30 years combined experience researching race related topics, designing curriculum, and facilitating culturally relevant professional development workshops. Cultures Connecting is certified as a Woman and Minority Business Enterprise, Certification #M3F1020502.

CAPABILITIES

Consulting:

- Make recommendations to respond to difficult situations.
- Meet with leaders to examine and institutionalize strategic plans to infuse equity throughout the organization.
- Work one-on-one with staff to address workplace challenges.

Facilitation:

- Work with large or small groups in finding culturally responsive solutions to issues.
- Moderate panel presentations.
- Design workshops to fit the specific needs of your organization.

Keynotes

- Motivate and inspire participants to engage in courageous conversations about race.

Products:

- *Diversity, Equity, and Inclusion: Strategies for Facilitating Conversations on Race* by Hollins and Govan is a useful workbook for both experienced and new facilitators.
- *Activities for Facilitating Courageous Conversations Flash Drive* is a compilation of activities, power points and other resources facilitators can use to engage groups in conversations about race.
- *Hot Buttons* feature microaggressions such as "You're too Sensitive" & "I Only See What's on the Inside" to encourage discussion about impact versus intent. A great tool for trainers.
- *Annual Diversity Calendar* includes important holidays and links to more information.

WORKSHOP APPROACH AND UNDERSTANDING

Process Overview

Cultures Connecting's approach is to engage workshop participants in interactive activities and dialogue in a way that helps them to safely explore the dynamics of difference while at the same time challenges them to grow in their awareness of self and knowledge of others. Our goal is to move people along the continuum from color blindness to racial cognizance and eventually to action and advocacy. We believe that most people who perpetuate isms do so because of their lack of understanding rather than ill-intent. Our workshops focus on the goal of understanding and honoring diversity by exploring our socialization around differences.

We take participants through a deep exploration of race and racism, so they learn a model for how to effectively explore other areas of power, privilege, and oppression (i.e., gender, sexual orientation, class, religion, ability, language, age).

Successful inter-group dialogue focused on understanding and honoring differences begins with four pillars of social justice:

- 1) **Awareness Workshops** invite participants to examine their experiences with difference as it relates to their own values, attitudes, bias, beliefs, privileges, stereotypes, and other important areas associated with self-awareness.
- 2) **Knowledge Workshops** increase participants' understanding of diverse groups including group values, beliefs, communications styles, perspectives, and experiences of oppression as well as understanding the historic and current context of racism, power, and privilege.
- 3) **Skills Workshops** teach participants strategies for effectively engaging in conversations about race, particularly when cross-cultural tension exists.
- 4) **Action/Advocacy Workshops** help participants explore ways to take action in their workplace to dismantle institutional racism and promote and sustain a culture of respect, inclusivity and equity.

These four areas are based on the work of clinical psychologists Derald Wing Sue and David Sue and are influenced by advocate Judith Katz. We presuppose that social justice work is an ongoing and complex learning process that develops over time. There are no quick fixes or cookbook approaches to transforming our organizations, our communities, our country, and our world to one where equity, inclusion, and social justice are a part of our everyday practice.

ABOUT OUR TEAM



Caprice D. Hollins, Psy.D, Co-Founder

Dr. Caprice Hollins received her doctorate degree in clinical psychology with an emphasis in multicultural and community psychology in 1998 and became licensed in Washington State in 2000. She has over 14 years of experience teaching graduate courses, working with historically marginalized populations, researching, studying, and facilitating race related conversations. Her experience includes opening and directing the Department of Equity & Race Relations for Seattle Public Schools, developing and implementing district-wide and school-based trainings, while utilizing her background in psychology to assist district leaders and staff, institutionalize change to promote equity and social justice.



Ilsa Marie Govan, M.A., Co-Founder

Ilsa Govan has extensive experience as a facilitator, consultant, leadership coach, author, and community activist. She has helped countless organizations put their vision of greater equity into practice. Prior to Cultures Connecting, she worked as an Equity and Race Specialist for Seattle Public Schools where she developed strategies for addressing institutional bias in a large organization. Ilsa earned her bachelor's degree in Special Education from Western Washington University and her master's degree in Bicultural Human Development from Pacific Oaks College Northwest. She is deeply invested in examining how her own identity influences her interactions with others, particularly through the lens of privilege and oppression.



Richard D. Kim, M.Div.

Richard D. Kim brings over seven years of professional experience engaging a person-centered approach to engaging race, culture, and identity in various non-profit and education settings. Most recently, Richard worked as the Intercultural Credibility Coordinator/Consultant at The Seattle School of Theology & Psychology, where he also received his M.Div. Richard also holds a B.S. from the University of Minnesota. As a person born in the United States to parents who emigrated from South Korea, Richard brings an uncommon voice to the work of racial equity. Richard is a husband to Grace and together, expecting their second child. Richard is from Minnesota by way of Florida and has lived in the Seattle area since 2007.



Jerod Q. Grant

Jerod Q. Grant was born in Lubbock, Texas and raised in Everett, WA. Jerod has over 10 years of experience in higher education and worked as the Director of Diversity & Equity at Everett Community College for six years. He received his B.A. from Eastern Washington University and is currently pursuing his MSW at the University of Washington. Jerod has partnered with K-12, colleges/universities, nonprofit, government, and corporate organizations. He has facilitated workshops and discussions on topics of race, identity, equity, and toxic masculinity. He comes from a military family where both parents served in the Navy. Jerod also has two younger brothers Jerrel and Jarred.

Note: Additional information about the consultants including resume/vitae can be made available upon request.

PARTIAL CLIENT LIST

Public Sector and Nonprofit Clients Include:

The Arc of King County
 Bastyr University
 Bates Technical College
 Bellevue College
 Calvin College
 Chicago Public Schools
 Childcare Directors Associations of Greater Seattle
 City of Lynnwood
 City of Renton
 City of San Antonio
 City of Seattle
 Clackamas County
 Everett School District
 Girl Scouts of Western Washington
 Goodwill
 Hellsell Fetterman
 Highline Community College
 Japanese Presbyterian Church
 King County
 Mercy Housing
 Michigan State University
 Mockingbird Society
 Mukilteo School District
 Multnomah County
 Ohio State University
 Olympic College
 Olympia School District
 Oregon Building Officials Association
 Pacific NW Association of Independent Schools
 Penn Center for Educational Leadership
 Pierce County Juvenile Court
 Portland Parks & Recreation
 Portland Police Bureau
 Puget Sound ESD
 Renton School District
 Renton Technical College
 Seattle Fire Department
 Seattle Housing Authority
 Seattle Pacific University
 Seattle Public Schools
 Seattle University
 Senior Services
 Sno-Isle Libraries
 Soccer Across Washington

Solid Ground
 Taproot Theatre
 The Martinez Foundation
 TriMet
 United Way King County
 University of Washington
 Washington Education Association
 Washington State Governor's Office
 White Center Community Develop. Association

Keynote Addresses Include:

Best Conference
 Black Child Development Institute
 Children, Youth & Families at Risk
 City of Hillsboro
 City of Seattle, Early Learning Network
 Eastern Washington University
 Faculty and Staff of Color Conference
 Highline Community College
 Kitsap Association for Education of Youth
 NW Public Employee Conference
 Olympic College
 University Diversity Conference
 Shoreline Community College
 University Baptist Church
 Washington Education Association
 Washington Minority Bar Association

Conference Presentations Include:

Association of Washington State Principals
 Black Child Development Institute
 Children Youth & Families Conference
 IPMA-HR Annual Conference
 Faculty & Staff of Color Conference
 National Association for Multicultural Education (NAME)
 Northwest Conference on Teaching for Social Justice
 Northwest Public Employees Diversity Conference
 Race & Pedagogy National Conference
 Students of Color Conference
 WA Minority Bar Association
 White Privilege Conference
 WA State Assoc. for Multicultural Education Conference
 WA State Employment Law & HR Conference

Corporate Clients Include:

Amazon	Limeade
American Booksellers Association	LMN Architects
American Red Cross	Microsoft
Bank of the West	Miller Nash Graham & Dunn LLP
Carnation Farms	Moss Adams
Diversity Best Practices	Mud Bay
Dorsey & Whitney LLP	Mutual of Enumclaw
DNA Seattle	New Engen
EarthJustice	NHL
Facebook	Penguin Random House
Group Health	Premera
Helsell Fetterman LLP	PRR
Hewlett-Packard	Seattle Children's
Intel	SunTrust Bank
Kaiser Permanente	Schwabe Williamson & Wyatt
Keller Rohrback LLP	Swedish
Kidder Mathews	Unilever
King 5 News	Working Mother Media
	Zillow

Participants' Statements Include:

- *They created a safe environment in getting all of us to share very openly about things we would usually be too ashamed to say aloud.*
- *Similar workshops in other contexts I have had featured either cold, impersonal technical approaches or 'in your face' hostility towards those who were not racially sensitive. They brought a gracious honesty that by example of their own comfort with race and others invited us to be equally open about our struggles and consider what it might mean to grow.*
- *They gave me a voice, a language to begin to talk about race and racism.*
- *The group walked away feeling that cultural competence was something applicable to their work as professionals and were more confident in their ability to work effectively with diverse students across campus.*
- *This training was instrumental in pushing us to a higher level of cultural competence — it helped us better see where we are now (both individually and institutionally), and where we want to go. We got further as a group in one day of training that I could have imagined.*
- *I felt compelled to come onto Facebook (which I never come onto!) to find you and thank you for your expertise and wisdom on the subject of Cultural Competence. Your explanation of ethnocentricity, recognizing our inner biases, and how to start to change ourselves in the process of continuing allyship was so pertinent to the world we live in today with the Black Lives Matter movement; I am in awe of how blind I have been my whole life.*
- *You have taught me so much about White privilege and implicit bias. More importantly you have given me a calling to become active and engaged in the critical need around racial inequality in our country. You also taught me the importance of understanding my whiteness and how to engage in conversations with that in mind.*

PUBLICATIONS

Govan, I.M., "Exploring the Intersection of Ageism and Racism." *Talking about Race: Alleviating the Fear*. Eds. Steven Grineski, Julie Landsman & Robert Simmons III. Stylus Publication. (2013) 132-136.

Govan, I.M., Hollins, C.D. (2010) *Common Expressions of White Privilege and How to Counter Them*. Vol 1, No 1 WPC Journal.

Hollins, C.D., Govan, I.M. (2015) *Diversity, Equity, and Inclusion: Strategies for Facilitating Conversations on Race*. Rowman & Littlefield, Lanham, MD

Hollins, C.D. *Culturally Competent Leadership*. Dec 2013 Issue of AASA School Administrator.

Hollins, C.D., "Breaking the Cycle of Color Blindness in Higher Education." *Talking about Race: Alleviating the Fear*. Eds. Steven Grineski, Julie Landsman & Robert Simmons III. Stylus Publication. (2013) 43-48.

REFERENCES

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Lucas Smiraldo

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City of Tacoma
lsmiraldo@cityoftacoma.org
253-591-5048

Robert G. Stevens

Chair
Puget Sound Assoc. of Legal Administrators
rstevens@bllaw.com
206-622-5511

Great achievements are not born from a single vision but from the combination of many distinctive viewpoints. Diversity challenges assumptions, opens minds, and unlocks our potential to solve any problems we may face. -- Source Unknown

Cultural Competency Training and Community Listening Sessions Appropriation

AB 5764 | October 20, 2020



City Council Direction

1. “Mandate and appropriate funds for annual training in diversity, implicit bias, cultural awareness or related topics for the city council and all members of city Boards and Commissions; and
2. Authorize and appropriate funds for engaging a consultant or contractor to conduct a series of listening sessions for the community so that we can hear first-hand the stories of minority experiences on the Island and gather ideas for what we can do to make the island a safe and welcoming place for people of all races and ethnicities.”



Goal Statement

As we determine the most effective ways to identify and address racial and other discrimination within our community, we must fully comprehend the extent of its impact. A first step is to hear directly from those who have experienced it in our community through listening sessions.

Accordingly, a primary goal of the listening sessions is to allow the Mercer Island City Council and the community to hear first-hand accounts of racism and other discrimination in our community. Another goal of the listening sessions will be to learn from members of our community on how to make Mercer Island a more welcoming and inclusive community for all people.

These sessions are an opportunity to gather information to guide City Council actions and policies around race, racism, diversity, and inclusion.



Cultural Competency Training

- For City Councilmembers and board and commission members.
 - **Trainer:** Dr. Caprice Hollins from Culture Connecting, LLC.
 - **Session:** “Understanding Implicit Bias and the Impact of Racial Stereotyping.”
 - **When:** Three virtual trainings are scheduled for:
 - *Thursday, November 12 from 5:00-8:00 pm*
 - *Monday, November 16 from 5:00-8:00 pm*
 - *Friday, December 4 from 1:00-4:00 pm*
 - **Cost:** \$10,000 for three trainings (55+ officials to train).



Community Listening Sessions

- Community listening sessions on race and social justice:
 - **Facilitator:** Dr. Caprice Hollins from Culture Connecting, LLC.
 - **Sessions:** Two virtual community listening sessions (a third can be added if needed).
 - **When:** To be scheduled in Q1 2021.
 - **Cost:** \$10,000



Next Steps

Staff will:

1. Schedule City Councilmember and members of the City's Boards and Commissions in the trainings.
2. Schedule the community listening sessions with Dr. Hollins.
3. Widely publicize dates for community listening sessions once established.



Motion

Appropriate \$20,000 from the available fund balance in the General Fund for (1) cultural competency trainings for City Councilmembers and boards and commissions members and (2) community listening session on race and social justice.





BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 5767
October 20, 2020
Regular Business

AGENDA BILL INFORMATION

TITLE: RECOMMENDED ACTION:	AB 5767: Additional Coronavirus Relief Funds Allocation for EOC Costs & Small Business Grant Program	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
	Accept additional CARES Act Coronavirus Relief Funds (CRF) grant and authorize a portion of the CRF funds to support a COVID-19 relief grant program for small businesses.	

DEPARTMENT:	City Manager
STAFF:	Sarah Bluvus, EOC Small Business Liaison
COUNCIL LIAISON:	Jake Jacobson Craig Reynolds
EXHIBITS:	1. Mercer Island COVID-19 Relief for Small Businesses & Nonprofits Program Scope 2. Grant Program Application
CITY COUNCIL PRIORITY:	4. Provide emergency response services related to the COVID-19 Pandemic.

AMOUNT OF EXPENDITURE	\$ 367,050
AMOUNT BUDGETED	\$ 0
APPROPRIATION REQUIRED	\$ 367,050

SUMMARY

This purpose of this agenda bill is to accept the additional award of \$367,050 through Washington State’s Coronavirus Relief Funds (“CRF”), made available by the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”), and to seek approval to allocate \$270,000 of the funding to a COVID-19 relief grant program for Mercer Island businesses.

BACKGROUND

On October 6, 2020, City staff presented a draft plan for allocating a portion of the City’s second round of CARES Act funding to a COVID-19 relief program to support local businesses impacted by the Pandemic (see [AB 5760](#)). During that meeting, the City Council directed staff to simplify the program scope and eligibility criteria as well as shift to a lottery evaluation process.

These changes will streamline the program and application process and make it easier to distribute funds to businesses in need. The following sections outline the updated eligibility criteria and propose a prioritization structure for the lottery selection process. The complete program scope and the application are attached as Exhibits 1 and 2.

UPDATED GRANT PROGRAM SCOPE

The Mercer Island COVID-19 Relief for Small Businesses Grant Program will assist organizations who have been significantly impacted by the Pandemic. Based on City Council feedback, staff and City Council Liaisons amended the program framework to the following:

- Grants will be awarded in a flat amount. The final award amount will be determined based on available funding and number of eligible applicants and will be no less than \$5,000 per recipient.
- Grant recipients will be selected via a lottery system. All eligible applications will be sorted into three prioritization pools (described below). A committee comprised of City staff and City Council members will review the lottery selection and prepare a recommendation to the City Council for approval at its November 2, 2020 regular meeting.
- Eligible expenses are those occurring from March 1 through November 30, 2020, must be directly related to the COVID-19 Pandemic, and have not been paid for by other COVID-19 relief grant/loan programs.
- Once awarded, grant recipients will be required to enter a Subrecipient Agreement with the City.

The City will maintain the Subrecipient Agreement for future auditing needs. Grant recipients will be instructed to keep the appropriate documentation (receipts, rent invoices, etc.) for future auditing by the City and/or the State. Only one application will be accepted from each business or organization.

UPDATED ELIGIBILITY CRITERIA

Following City Council direction on October 6, staff and City Council Liaisons streamlined the eligibility criteria. Eligible applicants must:

- Be a small business or 501(c)(3) nonprofit organization, other than regional/national chain businesses and home-based businesses;
- Have a customer-facing, physical location within Mercer Island city limits;
- Have been in operation as of January 1, 2020;
- Have an active City of Mercer Island business license and be in good standing with the City of Mercer Island and the State of Washington;
- Demonstrate hardship due to the Pandemic, such as revenue loss, requirement to purchase PPE, etc.; and
- Describe how the grant award will be used in the immediate term to stabilize/sustain the business (e.g. to pay rent, to purchase PPE, to safely reopen, etc.).

These criteria align with eligibility requirements included in similar small business grant programs in the region. More local businesses will be eligible to apply for a grant under these new criteria than originally proposed by staff. However, the proposed structure for the lottery selection process will ensure that the businesses that have been most impacted by the Pandemic will still be prioritized.

ADDITIONAL DETAILS ABOUT THE LOTTERY SELECTION AND AWARD PROCESS

Staff initially proposed creating a grant review committee to evaluate applications and recommend awards to the City Council. To simplify the evaluation process at the direction of the City Council, the recommendation has changed to a lottery selection process. The process, which is modeled on successful processes used by other communities, is as follows:

- City staff evaluate applications based on the established eligibility criteria.
- All eligible applicants will be sorted into one of three pools according to the following priorities:

- Pool 1: Businesses and nonprofits such as Food & Drink Establishments (restaurants, bars, etc.); Retail Establishments (boutiques, bookstores, specialty shops, florists, etc.); Personal Service Providers (hair salons, nail salons, estheticians, dry cleaners, etc.); Fitness Studios; Education/Childcare Services (daycare, preschool, etc.); and Entertainment/Arts/Recreation Service Providers
- Pool 2: Other businesses and nonprofits such as Professional Service Providers (financial services, real estate, architects, etc.) and Health & Wellness Providers (doctors, dentists, physical therapists, etc.)
- Pool 3: All other eligible applicants
- Funds will be allocated based on the priorities outlined above, with awardees selected in the following order:
 - Select from Pool 1 by lottery until all funds are allocated or all Pool 1 applicants are awarded
 - Select from Pool 2 by lottery until all funds are allocated or all Pool 2 applicants are awarded
 - Select from Pool 3 by lottery until all funds are allocated or all Pool 3 applicants are awarded
- Once the lottery selection is complete, a committee comprised of City staff and City Council liaisons will conduct a final review of the awards to ensure eligibility.
- The internal committee will present the outcome of the lottery process to the City Council for review and approval on November 2, 2020.

The City aims to distribute the grant funds in accordance with the priorities listed above and to as many businesses as possible within the timeframe prescribed by the CARES Act.

UPDATED TIMELINE & OUTREACH

Shifting to a lottery selection process provides more time to promote the grant program and administer the application process. Staff suggest the following updated timeline for the program:

- October 20, 2020 – City Council approval of the grant program, criteria, and lottery selection process
- October 21-29, 2020 – Application and promotion period
- October 30-November 1, 2020 – Lottery selection and internal review by City Staff/City Council liaisons
- November 2, 2020 – City Council approval and authorization to fund the Grant Awards
- November 3, 2020 – Award Announcement

This timeline extends the application period while still accommodating the deadlines to spend the funds (November 30, 2020) and submit the reimbursement request to the Department of Commerce (December 15, 2020).

Once the grant program is approved by the City Council, staff will immediately reach out to businesses using the City's business e-mail contact list (850+ businesses), Let's Talk, the City e-newsletter/social media, and partner channels such as the Mercer Island Chamber of Commerce and the *Mercer Island Reporter*.

RECOMMENDED ALLOCATION OF ADDITIONAL CARES ACT FUNDS

In addition to allocating funds to create a small business grant program, staff recommend allocating the remaining \$97,050 for ongoing and future emergency response functions through November 30, 2020, related to the Pandemic. Expenses include technology supplies and software fees; Personal Protective Equipment (PPE); ongoing facility modifications to comply with Health Department directives; and payroll expenses for staff dedicated to the City's Pandemic response.

RECOMMENDATION

1. Authorize the City Manager to accept CARES Act Coronavirus Relief Funds from Washington State in the amount of \$367,050.
2. Appropriate \$270,000 to fund the Mercer Island COVID-19 Relief for Small Businesses Grant Program.
3. Appropriate \$97,050 to support the City's emergency operation in response to the Pandemic.



Mercer Island COVID-19 Relief for Small Businesses & Nonprofits

GRANT PROGRAM OVERVIEW

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

Grant Program Details

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

Qualifying Expenses

Grant funds can be used to cover the costs of business interruption due to the COVID-19 Pandemic because of required closures, voluntary closures to promote physical distancing, decreased customer demand, and other disruptions. Eligible expenses are those occurring from March 1 through November 30, 2020, and include:

- Rent, mortgage, and utilities payments for the business/organization brick-and-mortar location;
- Payroll expenses (provided that those expenses have **not** already been reimbursed by other federal, state, county, or regional grants/loans such as the Paycheck Protection Program or the Economic Injury Disaster Loan);
- Personal Protective Equipment (PPE) and/or sanitation supplies, equipment, and services needed to safely reopen;
- Marketing; and
- Temporary or permanent changes made to business operations (e.g. pivoting to e-business and delivery, limiting in-store service, shifting to telework, etc.).

Grant funds may be taxable income. Recipients are advised to consult with their tax advisors for guidance. A 1099 Form will be issued to each grant recipient as required by the IRS no later than January 31, 2021.



APPLICATION PROCESS

Eligibility Criteria

To qualify for a grant, an organization must:

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

APPLY TODAY!

The application opens Wednesday, October 21, 2020, and closes Thursday, October 29, 2020, at 5:00pm.

Before you apply, make sure you:

1. Confirm your eligibility (see criteria listed above). If you are unsure of whether your organization is eligible, contact Sarah Bluvas at sarah.bluvas@mercerisland.gov.
2. Locate your Mercer Island Business License number (UBI number) and verify that your license is up-to-date.

Once you confirm your eligibility and business license, apply online:

[Link to SurveyMonkey application here](#)

The application is also available via PDF. Download here: **[Link to PDF application here](#)**

If you choose to complete the PDF application, submit to Sarah Bluvas at sarah.bluvas@mercerisland.gov.

Only one application per organization will be considered. Remember, the deadline to submit the application form is **Thursday, October 29, 2020, at 5:00pm.**

Additional Documentation

In addition to a completed application form, grant recipients will need to submit the following documents:

- W9 Form (Taxpayer Identification Number and Certification)
- Proof of current monthly rent/lease, mortgage payment, property ownership, etc. (to prove physical location on Mercer Island)
- Current City of Mercer Island Business License
- Most recent IRS Form 941 (Employer's Quarterly or Annual Federal Tax Return as applicable)

You do not need to submit these documents with your initial application. City staff will follow up with you to collect these items if you are awarded.



ADDITIONAL APPLICATION INFORMATION

How will applications be evaluated?

City staff will evaluate applications based on the eligibility criteria outlined in this document. All eligible applicants will then be placed into a lottery system. Eligible applicants will be sorted into one of three pools according to the following priorities:

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

Funds will be allocated based on the priorities outlined above, with awards being selected by lottery in the following order:

1. Select from Pool 1 by lottery until all funds are allocated or all Pool 1 applicants are awarded
2. Select from Pool 2 by lottery until all funds are allocated or all Pool 2 applicants are awarded
3. Select from Pool 3 by lottery until all funds are allocated or all Pool 3 applicants are awarded

Once the lottery selection is complete, a committee comprised of City staff and City Council liaisons will conduct a final review of the awards to ensure eligibility. The City aims to distribute the grant funds in accordance with the priorities listed above and to as many businesses as possible within the timeframe prescribed by the CARES Act.

Notification Timeline & Grant Disbursement

- October 21: Application opens
- October 29: Application closes
- October 30-November 1: Lottery selection for grant recipients and internal review by City staff/City Council
- November 2: City Council approves grant awards
- November 3-15: City announces awards and contracts with grant recipients
- December 2020: Funds distributed to recipients

Privacy Information

This application and any supporting documentation are considered a public record and may be subject to public disclosure under **Washington's Public Records Act, Chapter 42.56 RCW**.

Questions? Contact Sarah Bluvás, EOC Small Business Liaison, at sarah.bluvás@mercerisland.gov. Find more resources for your business on Let's Talk: letstalk.mercergov.org/coronavirus_business

Mercer Island COVID-19 Relief for Small Businesses Grant

APPLICATION

Please complete this application form and submit to Sarah Bluvas, EOC Small Business Liaison, at sarah.bluvas@mercerisland.gov. The application closes Thursday, October 29, 2020, at 5:00pm. You may also complete this application online: [Link to SurveyMonkey application here](#)

Registered Business Name:

Organization Type: LLC Sole Proprietorship Corporation Partnership 501(c)(3)

Website:

Physical Address:

Organizations must be located within Mercer Island City Limits

Primary Contact:

E-mail:

Phone Number:

Mercer Island business license number:

Expiration date:

Was the organization open & licensed in Mercer Island on/before January 1, 2020? Yes No

What is your primary business activity? (Check all that apply)

- Traditional Retail (bookstore, boutique, specialty shop, gallery, etc.)
- Professional Services (CPA, real estate, etc.)
- Health/Wellness (dentist, physical therapy, etc.)
- Childcare/Education Services
- Other (please specify):
- Food & Drink Establishment (restaurant, tavern, etc.)
- Personal Services (hair salon, esthetician, etc.)
- Fitness Studio/Gym
- Entertainment/Arts/Recreation

Did your organization close under the Governor’s “Stay Home, Stay Healthy” order?

- Yes – closed completely
- Yes – offered limited services (online, by phone, etc.)
- No – altered business activity
- No – business was open as usual

What is the likelihood of your organization permanently closing?

- Not likely
- Somewhat likely
- Very likely
- Not sure

If awarded this grant, will it help your organization remain open? Yes No

How has revenue been impacted by the COVID-19 pandemic (compared to revenues in 2019)?

- 0-24% reduction
- 25-40% reduction
- 41-60% reduction
- 61-80% reduction
- 81-100% reduction
- Revenues are the same as last year
- Revenues have increased over last year

Number of FTE employees (including business owner) on 01.01.20:

Number of FTE employees (including business owner) on 05.01.20:

If awarded this grant, will it help you retain jobs? Yes No

Briefly describe any other adverse impacts your organization has suffered due to the COVID-19 pandemic.

Briefly list the expenses that will be covered if grant funds are awarded. Eligible expenses include business rent/mortgage payments, payroll expenses, PPE and other sanitation supplies, and other COVID-19 related expenses that have not been covered by other funding sources. View the full list of eligible expenses [here](#).

Has the organization received any state, federal, or other funding related to COVID-19? Yes No

If so, how will the funds from this grant program be used differently?

CERTIFICATION

I certify that the information included in this application is true and correct to the best of my knowledge and that I am an authorized representative of this organization.

If awarded a grant, I agree to enter into a Subrecipient Grant Agreement with the City of Mercer Island and will:

- Use grant funds in the intended manner; and
- Have all documentation readily available in case an audit is conducted to verify the use of funds

I understand that the City of Mercer Island will rely on the accuracy of the submittals and certifications made in conjunction with this application. Any misrepresentation or inaccurate information may result in disqualification of the grant application, default of the grant, possible civil or criminal penalties, and/or request for repayment of grant funds.

Signature: _____ Date:

Printed Name: _____ Title: _____

E-mail the completed and signed application to Sarah Bluvas, EOC Small Business Liaison, at sarah.bluvas@mercerisland.gov. Include “Mercer Island COVID-19 Relief for Small Businesses Grant Program” in the e-mail subject line. Applications are due Thursday, October 29, by 5:00pm PST.



AB 5767
**Coronavirus Relief Funds
& Small Business Support**

October 20, 2020

GRANT PROGRAM & ELIGIBILITY UPDATES

Grant Program Scope

- Awarding a flat amount - no less than \$5,000 per grant recipient
- Grant recipients selected by lottery system

Eligibility Criteria

- Removed requirements related to employee count and revenue
- Specified customer-facing for physical location of organization
- Changed date by which organization must have been in operation



ADDITIONAL ELIGIBILITY LANGUAGE

Add to Qualifying Expenses (Exhibit 1, Page 5)

“Per guidance from the Attorney General’s Office, grant funds will be provided to organizations that can demonstrate that the grant will prevent the organization from closing permanently and/or will assist with costs to comply with public health guidelines. ...”

Add to Eligibility Criteria (Exhibit 1, Page 6)

“To qualify for a grant, an organization must be:

- A small business (as defined by the Small Business Administration)...”



LOTTERY SELECTION PROCESS

- City staff evaluate applications based on the established eligibility criteria.
- All eligible applicants will be sorted into one of three pools according to priorities outlined in the program scope. (Exhibit 1, Page 7)
- Funds will be allocated based on the pool priorities, with awardees selected by lottery from Pool 1, then Pool 2, then Pool 3.
- Once the lottery selection is complete, a committee comprised of City staff and City Council liaisons will conduct a final review of the awards to ensure eligibility.
- The internal committee will present the outcome of the lottery process to the City Council for review and approval on November 2, 2020.



RECOMMENDED ACTIONS

1. Authorize the City Manager to accept CARES Act Coronavirus Relief Funds from Washington State in the amount of \$367,050.
2. Appropriate \$270,000 to fund the Mercer Island COVID-19 Relief for Small Businesses Grant Program.
3. Appropriate \$97,050 to support the City's emergency operation in response to the Pandemic.





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

**AB 5768
October 20, 2020
Regular Business**

AGENDA BILL INFORMATION

TITLE:	AB 5768: Receive the 2021-2022 Preliminary Budget	<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 required.	

DEPARTMENT:	Finance
STAFF:	Matthew Mornick, Interim Finance Director
COUNCIL LIAISON:	n/a
EXHIBITS:	1. 2021-2022 Preliminary Budget 2. Articulate, confirm, and communicate a vision for effective and efficient city services. Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability.
CITY COUNCIL PRIORITY:	

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

SUMMARY

Per Washington State law, the City Manager is required to deliver a balanced preliminary biennial budget to the City Council for review and approval. The City Council received the [2021-2022 Preliminary Budget](#) on September 30 and a copy was filed with the City Clerk. The Council’s review of the preliminary budget began on October 13, 2020 and will conclude with the adoption of a final budget early December.

Overview of Budget Meetings

At the October 13 City Council meeting, the City Manager provided an overview of the 2021-2022 Preliminary Budget. This included background information along with an explanation of the underlying assumptions used to develop the budget. Also featured in the presentation was:

- An overview of the General Fund five-year forecast.
- A high-level look at each Fund Category.
- Review and discussion of the following Department budgets, work plans, and budget proposals:
 - City Council
 - Non-Departmental
 - Municipal Court
 - Fire Department
 - Police Department
 - City Attorney’s Office
 - City Manager’s Office
 - Finance Department
 - Administrative Services
 - Community Planning and Development

At Tuesday’s meeting, the City Council will hold the first of two public hearings on the 2021-2022 Preliminary Budget. This is an opportunity for the public to provide comments about any part of the budget.

Following the hearing, staff will continue the presentation where it ended on October 13. This will include wrapping up the Department budget discussions for Public Works, the Recreation Transition Team, and Youth and Family Services and addressing questions from the City Council. The meeting will conclude with a presentation and discussion on the proposed Capital Improvement Program. Department Directors and other key staff will be attending to address questions and comments from the City Council and participate in the discussion.

On November 2, 2020, staff will return to City Council to discuss the 2021-2022 budget proposals and determine what, if any, are to receive funding in the upcoming biennium. The staff welcome any final feedback on the Preliminary Budget at this meeting as the following weeks will be dedicated to preparing the final budget.

On November 17, 2020, the City Council will adopt ordinances and resolutions related to 2021 utility rates, set the property tax levy rate for 2021, and approve the ARCH work plan and Housing Trust Fund Contributions for 2021.

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

Date	Topic
10/20/2020 5:00 PM <i>Public hearing*</i>	Department Overviews (continued) Capital Improvement Program <ul style="list-style-type: none"> ○ Programmatic Improvements ○ Major Highlights ○ Asset Category Overview
11/2/2020 5:00 PM	Budget Proposals
11/17/2020 5:00 PM <i>Public hearing*</i>	Adopt 2021 utility rates, NORCOM rates, ARCH funding, and property tax levy via resolution of substantial need.
12/1/2020 5:00 PM	Adopt final 2021-2022 Biennial Budget

Community Outreach and Public Hearings

The public is encouraged to provide feedback on the Preliminary Budget and Capital Improvement Program at two scheduled Public Hearings on [October 20](#) and [November 17](#). Public comment is also invited at all City Council meetings.

Follow-Up to City Council Questions from October 13, 2020:

At the October 13, 2020 meeting, the City Council posed questions regarding the preliminary budget. Below are responses for Council’s consideration.

1. *With Council considering whether to pursue the 1.0% Property Tax Levy increase via a resolution of “substantial need” versus increasing property tax by the 2021 Implicit Price Deflator of 0.6%, could a*

third option be to use the banked capacity provision allowed under RCW 84.55.092?

Yes. The banked capacity provision allows a local taxing jurisdiction to voluntarily levy less than its maximum levy amount in a prior year, thereby creating some “banked capacity” that can be used in the future.

In 2008, the City Council voted to use 0.65% of banked capacity (or \$57,900), in addition to the 1% optional increase, to establish the fire apparatus replacement sinking fund. In 2012, the City Council voted to use 0.5% of banked capacity (or \$52,820) to help reduce the unfunded liabilities related to long-term care benefits for LEOFF I retirees and pension benefits for firefighters hired on or before March 1, 1970. In 2015, the City Council voted to use the remaining banked capacity (1.2%, or \$144,960) to address various funding needs, including long-term care benefits for LEOFF I retirees.

Should the City Council choose the banked capacity option, the **City Council will still be required to pass a resolution of “substantial need” to affirm the maximum 1% property tax levy increase for 2021** and determine how much of the 1% to take in the coming fiscal year versus bank for future use.

2. *What is the legal requirement for establishing “substantial need”?*

State law does not provide an explicit definition, a qualification requirement, or legal threshold of substantial need. It is generally accepted that each jurisdiction, through its legislative body, can reasonably “define” what qualifies as “substantial need” depending on specific circumstances, agency needs, and other priorities.

3. *Can the policy guiding the Contingency Fund be a range rather than a fixed percentage?*

Yes. The policies that guide the minimum level of the contingency fund are established internally by the City Council. Under the authority of state law RCW [35.32A.060](#), the maximum amount permitted within the Contingency Fund balance “shall not exceed thirty-seven and one-half cents per thousand dollars of assessed value.”

Current budget policy set by the City Council has the Contingency Fund target balance set to 12.5% of General Fund expenditures for a given fiscal year. This is within the range of comparable neighboring Cities. For example, the City of Issaquah treats the Unassigned General Fund Balance as the City's primary emergency reserve. Their budget policy stipulates the balance should be between 15-20%. In the 2020 budget, Issaquah's unassigned General Fund balance was 27% of total GF expenditures.

The City of Bellevue targets 15% of General Fund Revenues as a General Fund unassigned ending fund balance, which serves as the emergency cash reserve. Renton's General Fund balance is the City's default emergency reserve, maintained just above the 12% of General Fund operating expenditures, as targeted by their fiscal policy.

4. *Could impact fee dollars be used to pay for the study/consulting services to update the corresponding impact fees?*

No. The City cannot use impact fee revenue to pay for updates to an impact fee study. In short, since impact fees are restricted to capital facilities, they cannot be used to fund transportation studies or operating and maintenance costs. More information is available at the Municipal Research and Services Center [website](#).

5. *If the City lowers the [property] insurance deductible, what would the savings be?*

Currently, the City has \$72,628,501 in property value listed on the City's Property Schedule with a

\$5,000 deductible for each property. If the City were to increase the deductible to \$25,000 (next possible increment) in 2021, the insurance cost for this total property value will be \$94,417.05 for the fiscal year. If the City stays with a \$5,000 deductible for 2021, the insurance cost will be \$127,826.16. If the deductible is changed, it must be changed for all City owned property.

If the City Council is interested in changing the deductible amount, staff will fully assess the potential impacts of this change and present the City Council with a recommendation.

6. *How much of the \$300,000 unemployment reserve will the City use?*

Determining future costs of unemployment charges is difficult. There are several factors that impact how much unemployment costs the City incurs. Former employees who qualify for unemployment may not apply, may find other employment opportunities, or may not utilize the full extent of their benefits. Furthermore, the City is required to cover a portion of unemployment costs for former employees working elsewhere in 2020, who were laid off, and applied for and received unemployment benefits.

The City has paid approximately \$89,180 in unemployment costs through the second quarter of 2020. This includes employees who were laid off from the City, current employees who are furloughed, and former employees who worked for the City in 2019 and 2020.

Usually unemployment benefits last for 26 weeks, but due to the COVID-19 Pandemic unemployment eligibility was extended to 39 weeks. This means the City will have increased unemployment costs through the end of January 2021. The City should be receiving the invoice for the third quarter at the end of October and will have a better idea of projected costs for the remainder of 2020 at that time.

Responses to follow-up questions not addressed in this agenda bill (namely questions related to the Fleet Fund) require additional staff time to prepare and will be provided to the City Council ahead of the next meeting.

RECOMMENDATION

Receive the 2021-2022 Preliminary Budget available at www.mercerisland.gov/budget. No additional action required.



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

**AB 5768 Addendum
October 20, 2020
Regular Business**

AGENDA BILL INFORMATION

TITLE:	AB 5768 Addendum: Follow-Up on 10-13-20 Budget Questions: Fleet & Equipment Replacement	<input checked="" type="checkbox"/> Discussion Only
RECOMMENDED ACTION:	No action required.	<input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

DEPARTMENT:	Finance
STAFF:	Matthew Mornick, Interim Finance Director
COUNCIL LIAISON:	n/a
EXHIBITS:	1. Fleet M&O Budget 2. Fleet Asset Listing 3. Fleet Replacement Listing
CITY COUNCIL PRIORITY:	2. Articulate, confirm, and communicate a vision for effective and efficient city services. Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability.

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

SUMMARY

This addendum to Agenda Bill 5768 is a follow-up to questions asked at the October 13, 2020 City Council meeting regarding the Fleet Fund and current equipment/vehicle replacement practices – see below and the attached documents. All other questions asked during the meeting last week were included at the end of [AB 5768](#).

Follow-Up on Fleet Fund and Equipment Replacement Questions from 10-13-20 CC Meeting

Why do we need an Equipment Rental Fund for fleet operations, maintenance, and replacement?

From the [State Auditors Office](#): All counties (RCW 36.33A.010) and cities with populations over 8,000 ([RCW 35.21.088](#)) are legally required to have an Equipment Rental and Revolving (ER&R) Fund for operating county road and city street departments. ER&R funds may be expanded to provide services to other departments including public works, utilities, fire, and police. These funds provide governments with an internal funding and budgeting mechanism to essentially charge “rent” to the government's various departments for use of vehicles and equipment. ER&R funds are internal service funds and operate on a cost reimbursement basis (without generating a profit).

Cost Reimbursement for fleet equipment Maintenance & Operations (the M&O Rate)

The M&O Rate is charged to the operating department that is the primary user of the vehicle or equipment. Operating costs include those typically associated with owning and operating a vehicle including fuel, routine maintenance, parts and mechanic labor, and insurance. The **Fleet M&O Budget** (see Exhibit 1) is the operating budget for the Equipment Rental Fund for 2019 through 2022. The M&O rate is established to recover the estimated expenditures of \$1.1 million over the biennium. The total cost is allocated to individual vehicles/equipment based on a three-year look-back of actual costs by vehicle and vehicle type.

Equipment Replacement Rate

The replacement rate, also referred to as a “sinking fund contribution,” charges the primary operating department an annual amount to cover the replacement of the vehicle at the end of its useful life. Much like depreciation, the rate is determined by dividing the estimated replacement cost by the useful life of the vehicle. The estimated replacement cost is reviewed and updated each biennium. On average, the useful life of vehicles is set at 10 years (patrol cars being the exception at 4 years). The useful life for specialized equipment is determined by the manufacturer and industry best practices.

Not all City owned vehicles and equipment contribute a replacement rate. There are many vehicles that are retained past the estimated useful life. For example, a number of fleet vehicles have been retained beyond the 10-year life to ensure we have vehicles to support seasonal Park and Utility maintenance crews. In addition, the Fire department (General Fund) is not charged a replacement rate for seven of the large fire apparatus (4 Velocity Pumpers, 2 Midi pumpers, and 1 Rescue Truck). This equipment is replaced using resources set aside in the Fire Apparatus Sinking Fund.

Equipment Rental Fund Assets

This list of assets supported by the Equipment Rental Fund is attached – see the **Fleet Asset Listing** attached as Exhibit 2. A key to the color coding in this document is summarized below:

- Equipment numbers highlighted in **GREEN** indicates the asset is funded by a Utility Fund (meaning M&O and replacement rate is charged to one or more of the Utility Funds)
- **VR** red highlights in the E/V column indicates no replacement contribution is being made for this asset.
- **EX** gray highlights in the E/V column indicates the asset replacement is funded via the Fire Apparatus Sinking Fund Reserve.
- Replacement year in **PURPLE** indicates useful life has been extended beyond standard, indicating asset continues to be in good operating condition and replacement can be delayed. (see 2021-2022 budget impacts)

2021-2022 Budget Impacts

- The Public Works Director and the Deputy Finance Director met with the Fleet Mechanic and reviewed the assets scheduled for replacement in 2020 through 2022. Based on the Fleet Mechanic’s operational assessment of the vehicles (including review of the asset maintenance history), the useful life was extended for **14 fleet vehicles**. Recall that following the Fleet Audit/analysis completed in 2015, the standard fleet vehicle replacement cycle is 10 years, 4 years for MIPD patrol cars. See attached **Fleet Replacement Listing** (Exhibit 3) which identifies the assets where replacement was recommended to be delayed (purple) and the detailed estimates of capital replacement costs for those assets scheduled for replacement in 2021 and 2022.

- In 2020 and as a result of the phase 3 expenditure reductions due to the COVID-19 Pandemic, the City Council elected to suspend \$277,200 in fleet replacement contributions. This reduction in sinking fund contributions has been mitigated by extending the useful life of multiple general government vehicles. Continuing to extend useful lives beyond the standard could have an impact on Maintenance and Operations costs in future years.
- VR vehicles (those older vehicles no longer in a replacement cycle) continue to be important assets for addressing social distancing needs during the Pandemic response as well as seasonal needs. Further analysis regarding the retention and use of the VR vehicles will be completed following the budget process and once causal labor staffing levels are confirmed.
- Contributions to the Fire Apparatus Sinking Fund total \$284,045 in 2021 and \$208,016 in 2022, the decline in 2022 reflecting the end of the Fire Station/Equipment Levy Lid Lift. Funds will be used to pay debt service on the apparatus capital leases of \$210,072 per year in 2021 and 2022. The next Apparatus Capital Lease Purchases are anticipated in 2024 with the replacement of a Midi Pumper and a Velocity Pumper. See pages E-22 and E-23 of the budget document.

RECOMMENDATION

No action required.

City of Mercer Island
Council Budget Prep Report

Organization Key **MT4300** **Fleet Services**

Expense Accounts

Object	Object Description	2019 Actual	2020 Budget	2021 Budget	2022 Budget	
51100	Salaries & Wages	104,084.34	104,624.00	97,006.00	99,057.00	
51200	Overtime	0.00	1,000.00	1,000.00	1,000.00	
51602	Salaries - Compensated Absence	282.16	0.00	0.00	0.00	
52714	Uniforms & Clothing	462.59	450.00	450.00	450.00	
52800	Benefits Reg FTE	50,710.33	46,613.00	44,901.00	46,758.00	
53101	Office Supplies	0.00	100.00	100.00	100.00	
53110	Operating Supplies	55,686.06	30,000.00	30,000.00	30,000.00	
53200	Fuel & Oil	181,982.46	215,000.00	215,461.00	215,461.00	
53500	Small Tools & Equipment	0.00	1,500.00	1,500.00	1,500.00	
54100	Professional Services	0.00	2,500.00	2,500.00	2,500.00	
54300	Travel Expense	0.00	150.00	150.00	150.00	
54540	Rent/Lease - Vehicles	4,434.97	6,336.00	3,500.00	3,500.00	
54610	Carrier Vehicle Insurance	34,505.00	32,000.00	41,750.00	44,500.00	
54800	Repair & Maintenance Services	378.94	10,000.00	0.00	0.00	
54840	Repair & Maintenance Vehicles	106,421.11	85,000.00	100,000.00	100,000.00	
54902	Licenses/Certifications/Exams	65.77	500.00	500.00	500.00	
54903	Dues & Subscriptions	0.00	700.00	700.00	700.00	
54905	Tuition & Registrations	0.00	700.00	700.00	700.00	
54993	Vehicle Registrations	85.50	500.00	0.00	0.00	
59501	Interfund-Fleet Replacement	1,917.00	1,917.00	2,224.00	2,224.00	
59503	Interfund-Computer Replacement	650.04	650.00	468.00	468.00	
59505	Intrfnd Fleet O&M Charge	1,734.00	1,734.00	2,352.00	2,352.00	
59506	Intrfnd IT O&M	2,939.04	2,949.00	3,169.00	3,248.00	
Totals for Fleet Services						
		Revenues:	0.00	0.00	0.00	0.00
		Expenditures:	546,339.31	544,923.00	548,431.00	555,168.00

Fleet Repl Cash Flow Model

Item 8.

Equip #	Description	Dept	E/V	Rate Class	Year Acquired	Life Years	Repl Year
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423	Ford Fusion	CP&D	V	110	2010	10	2023
436	Dodge Caravan	CP&D	V	130	2011	15	2026
477	2015 Ford Escape FWD (Util Inspector)	CP&D / UTIL	V	312	2015	10	2025
522	KIA Soul (lease)	CP&D	V	312	2017	3	2020
372	Ford Escape Hybrid	CP&D	VR	311	2007		
374	Ford Escape Sedan (repl VR #319)	CP&D	VR	312	2007		

468	2015 Jeep Wrangler	FIN	V	410	2015	10	2025
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442	Toyota Prius	GEN	V	110	2012	12	2024
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383	Ford F250 3/4T - Facilities	PW-Support Svcs	V	330	2007	16	2023
523	Ford F150 Pickup - (CST)	PW-Support Svcs	V	320	2020	10	2030
444	Ford F350 with Utility Box - (CST)	PW-Support Svcs	V	341	2012	10	2022
469	2015 Ford Escape FWD - (Facilities)	PW-Support Svcs	V	312	2015	10	2025
472	2015 Nissan Frontier 4x2 (mechanic)	PW-Support Svcs	V	300	2015	10	2025
473	2015 Nissan Frontier 4x2 (street eng)	PW-Support Svcs	V	300	2015	10	2025
475	Toyota Forklift 8FGU25	PW-Support Svcs	E	900	2015	20	2035
491	Nissan LEAF-Engineers	PW-Support Svcs	V	110	2016	10	2026
371	Ford Focus Sedan-(CIP Pooled)	PW-Support Svcs	VR	110	2007		
376	Ford Ranger PU - (Warehouse)	PW-Support Svcs	VR	310	2007		
378	Ford Ranger PU (CIP/inspectors)	PW-Support Svcs	VR	310	2007		

419	Chevrolet Express Pass Van	YFS	V	140	2010	14	2024
384	Chev Express, 12 passenger Van	YFS	VR	140	2007		
405	Hybrid	YFS	VR	311	2008		
407	Hybrid	YFS	VR	311	2008		
503	Box Truck for Thrift Shop	YFS	VR	330	2016		

369	Tycrop Top Dresser	PARKS	E	900	2007	20	2027
409	Cub Cadet Utility Tractor	PARKS	E	900	2009	15	2024
412	Procore Aerifyer	PARKS	E	900	2009	15	2024
417	Chevrolet Colorado 2WD	PARKS	V	300	2010	13	2023
418	Chevrolet Colorado 4WD	PARKS	V	310	2010	13	2023
440	2012 Ford F350 4x2	PARKS	V	340	2011	13	2024
441	2012 Ford F350 4x4	PARKS	V	340	2012	12	2024
443	2012 Celli Go 200 Power Harro	PARKS	E	900	2012	20	2032
445	Ford F250 2012	PARKS	V	330	2012	12	2024
446	Isuzu 1T Truck w/dump bed	PARKS	V	340	2012	9	2021
455	John Deere Infield Rake	PARKS	E	900	2013	12	2025
465	JD Tractor 4720 - Utility Tractor	PARKS	E	900	2014	10	2024
466	UA80 Aeravator	PARKS	E	900	2014	10	2024
467	LASTEC 4520 Turf Mower	PARKS	E	900	2014	7	2021
474	2015 Nissan Frontier 4x2	PARKS	V	300	2015	10	2025
476	2015 Ford F350 propane	PARKS	V	340	2015	10	2025

Fleet Repl Cash Flow Model

Item 8.

Equip #	Description	Dept	E/V	Rate Class	Year Acquired	Life Years	Repl Year
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481	Exmark propane mower	PARKS	E	900	2015	6	2021
488	2016 Isuzu NPR -	PARKS	V	340	2016	10	2026
494	2016 John Deere 5075M Tractor	PARKS	E	900	2016	10	2026
504	2017 Toro Workman Util Vehicle	PARKS	E	900	2017	7	2024
512	Weidenmann Super 500 Sweeper	PARKS	E	900	2018	15	2033
513	2018 Ford F150 Pickup	PARKS	V	320	2018	10	2028
514	Workman GTX Electric	PARKS	E	900	2018	10	2028
515	TORO Workman HDX 4WD	PARKS	E	900	2018	10	2028
517	Mower eXmark	PARKS	E	900	2019	6	2025
377	Ford Ranger, 4x4	PARKS	VR	310	2007		
368	Toro Sand Pro	PARKS	ER	900	2007		
379	Ford Ranger PU (replace VR#250)	PARKS	VR	310	2007		
382	Mower eXmark	PARKS	ER	900	2007		

451	2013 Ford VanTerra - Turtle Top	REC	V	430	2013	12	2025
470	Senior Bus Ford E456	REC	V	430	2015	12	2027
338	Isuzu 1T Truck	REC	VR	340	2004		
357	Ford Hybrid Escape 4x4 (repl VR #320)	REC	VR	311	2005		
370	Isuzu NPR (trails, to replace VR #195)	REC/Trails	VR	340	2007		
381	Ford F350	REC/Trails	VR	340	2007		
396	Ford F150 Pickup (repl VR# 336)	REC	VR	320	2008		
432	John Deere TE Turf Gator electric	REC	VR	900	2011		

449	AID Car - GMC G3500 North Star	FIRE	V	710	2012	10	2022
485	Toyota Rav 4	FIRE	V	312	2016	10	2026
487	Toyota Rav 4	FIRE	V	312	2016	10	2026
490	Chev Suburban 2500 4x4	FIRE	V	410	2016	8	2024
495	Toyota Rav 4	FIRE	V	312	2016	10	2026
498	2017 Chevrolet 4WD	FIRE	V	330	2017	10	2027
502	AID Car Ford E350	FIRE	V	710	2017	10	2027
387	AID Car Ford E350	FIRE	VR	710	2007		
399	Velocity Pumper	FIRE	EX	720	2008		
400	Velocity Pumper	FIRE	EX	720	2008		
403	2008 GMC Midi	FIRE	EX	721	2008		
411	Chev Suburban 2500 4x4 (repl #290)	FIRE	VR	410	2008		
458	Velocity Pumper	FIRE	EX	720	2012		
471	Rescue Truck	FIRE	VX	721	2014		
497	2015 Midi Pumper	FIRE	EX	721	2016		
521	2018 Pierce Velocity Pumper	FIRE	EX	721	2018		

365	Loader JD 544J Wheel	ROW	E	520	2006	17	2023
398	Chipper-Vermeer1250	ROW	E	900	2008	15	2023
431	New Holland T6030 4x2 Tractor	ROW	E	900	2011	15	2026
437	2012 International Dump Truck	ROW	V	350	2011	15	2026
447	John Deere 6640 Tractor/Mower	ROW	E	900	2012	15	2027
448	2012 Ford Superduty	ROW	V	341	2012	11	2023
459	2013 Ford F250 4x4	ROW	V	330	2013	10	2023

Fleet Repl Cash Flow Model

Item 8.

Equip #	Description	Dept	E/V	Rate Class	Year Acquired	Life Years	Repl Year
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480	Sweeper Elgin Crosswind	STORM	E	540	2015	10	2025
492	2017 Ford F550 Boom Trk	ROW	V	342	2017	10	2027
500	2017 Ford F150 (sign truck)	ROW	V	310	2017	10	2027
510	2018 Ford F250 with Tommy Gate	ROW	V	340	2018	10	2028
524	2020 Ford F550 4x4 (plow, sander, dump bed)	ROW	V	351	2020	10	2030
272	Asphalt Heater/Tarpot - (Asphalt work primary)	ROW	ER	900	1996		
303	Hot Patcher - (Asphalt work primarily contract)	ROW	ER	900	1999		
318	Caterpillar Backhoe 420D	ROW	ER	531	2002		
346	Wacker Roller - (Asphalt work primarily contract)	ROW	ER	900	2004		
422	2011 Ford F550 4x4 Dump bed	STORM	VR	351	2010		
456	2014 International w/Dump Body	STORM	V	350	2013	15	2028
478	Cat 420F Backhoe Loader	STORM	E	530	2015	15	2030
511	2017 Nissan Frontier	STORM	V	340	2018	10	2028

388	Vactor Truck	UTIL	E	550	2008	12	2021
434	2011 Ford Superduty PU	UTIL	V	330	2011	10	2021
435	2011 Ford Superduty PU	UTIL	V	330	2011	10	2021
438	2012 Ford F450 Service Truck	UTIL	V	360	2012	10	2022
439	2011 Ford Superduty PU	UTIL	V	330	2011	10	2021
452	2013 Ford F350 4x4	UTIL	V	341	2013	10	2023
457	2014 International w/Dump Body	UTIL	V	350	2013	15	2028
496	2017 Ford F150	UTIL	V	320	2017	10	2027
501	Ford F250 4x4 with Service Body	UTIL	V	360	2017	10	2027
518	Sewer Jet Truck - Peterbuilt GapVax Combo truck	UTIL	E	551	2020	10	2030
519	Ford Transit van / sewer pipe camera truck (C)	UTIL	V	330	2020	10	2030
270	Air Compressor	UTIL	ER	900	1996		
420	Ford F150 Pickup	UTIL	VR	320	2010		
406	Hybrid	UTIL	VR	311	2008		
395	Sewer Jet Truck	UTIL	VR	551	2008		

453	2013 Ford Escape 4WD	PSA	V	312	2013	10	2023
425	2010 Toyota Highlander-EMAC	PSP	VR	120	2010		
367	Chev Van (Dive, SOT, Training)	PSA	VR	130	2007		

401.1	New Engine	PSM	E	611	2017	4	2021
401.2	New Engine	PSM	E	611	2017	4	2021
401.3	New Engine	PSM	E	611	2017	4	2021
280.1	Engine #5, 250hpEFIXL	PSM	E	611	2019	6	2025
280.2	Engine #6, 250hpEFICXL	PSM	E	611	2019	6	2025
274.1	Engine 5 (Almar)	PSM	E	611	2016	4	2020
274.2	Engine 6 (Almar)	PSM	E	611	2016	4	2020
415	Ford F350 4x4	PSM	V	341	2010	11	2021
274	30' Almar Aluminum Boat (Patrol 11)	PSM	E	610	2007	20	2027

Fleet Repl Cash Flow Model

Item 8.

Equip #	Description	Dept	E/V	Rate Class	Year Acquired	Life Years	Repl Year
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401	Safe Boat (Patrol 14)	PSM	E	620	2008	20	2028
401T	New Boat Trailer	PSM	EX	900	2008		
280	23' Safe Boat (Patrol 12)	PSM	ER	620	1998		

479	2015 Ford Fusion	PSP	V	411	2015	10	2025
482	2015 Solar Radar Trailer	PSP	E	901	2015	12	2027
484	KIA Sedona	PSP	V	411	2016	10	2026
489	2016 Police Interceptor Utility	PSP	V	210	2016	6	2022
505	2018 Police Interceptor Sedan	PSP	V	210	2018	4	2022
506	2018 Police Interceptor Sedan	PSP	V	210	2018	4	2022
507	2018 Police Interceptor Sedan	PSP	V	210	2018	4	2022
508	2018 Police Interceptor Utility	PSP	V	210	2018	4	2022
509	2018 Police Interceptor Utility	PSP	V	210	2018	4	2022
520	2014 Police Interceptor Utility	PSP	V	210	2018	6	2024
397	Chevy Tahoe (Staff Car)	PSP	VR	411	2009		
424	2010 Toyota Highlander (Prisoner Transport)	PSP	VR	411	2010		
460	2014 Police Interceptor Sedan	PSP	VR	411	2014		
462	2014 Police Interceptor Sedan	PSP	VR	210	2014		

21-22 Replacement Year Adjustments

Item 8.

Equip #	Description	Dept	E/V	Year Acquired	Life Years	Repl Year	2021	2022
							1	2
423	Ford Fusion	CP&D	V	2010	12	2023	-	-
436	Dodge Caravan	CP&D	V	2011	15	2026	-	-
412	Procore Aerifyer	PARKS	E	2009	15	2024	-	-
417	Chevrolet Colorado 2WD	PARKS	V	2010	13	2023	-	-
418	Chevrolet Colorado 4WD	PARKS	V	2010	13	2023	-	-
440	2012 Ford F350 4x2	PARKS	V	2011	13	2024	-	-
467	LASTEC 4520 Turf Mower	PARKS	E	2014	7	2021	48,514	-
481	Exmark propane mower	PARKS	E	2015	6	2021	17,687	-
365	Loader JD 544J Wheel	ROW	E	2006	17	2023	-	-
434	2011 Ford Superduty PU	UTIL	V	2011	10	2021	45,623	-
435	2011 Ford Superduty PU	UTIL	V	2011	10	2021	54,835	-
439	2011 Ford Superduty PU	UTIL	V	2011	10	2021	45,623	-
401.1	New Engine	PSM	E	2017	4	2021	29,435	-
401.2	New Engine	PSM	E	2017	4	2021	29,435	-
401.3	New Engine	PSM	E	2017	4	2021	29,435	-
415	Ford F350 4x4	PSM	V	2010	11	2021	55,267	-
442	Toyota Prius	GEN	V	2012	12	2024	-	-
444	Ford F350 with Utility Box - (CST)	PW-Support	V	2012	10	2022	-	46,308
419	Chevrolet Express Pass Van	YFS	V	2010	14	2024	-	-
369	Tycrop Top Dresser	PARKS	E	2007	20	2027	-	-
441	2012 Ford F350 4x4	PARKS	V	2012	12	2024	-	-
445	Ford F250 2012	PARKS	V	2012	12	2024	-	-
446	Isuzu 1T Truck w/dump bed	PARKS	V	2012	9	2021	59,605	-
455	John Deere Infield Rake	PARKS	E	2013	12	2025	-	-
449	AID Car - GMC G3500 North Star	FIRE	V	2012	10	2022	-	243,841
448	2012 Ford Superduty	ROW	V	2012	11	2023	-	-
438	2012 Ford F450 Service Truck	UTIL	V	2012	10	2022	-	96,232
489	2016 Police Interceptor Utility	PSP	V	2016	6	2022	-	57,693
505	2014 Police Interceptor Sedan	PSP	V	2018	4	2022	-	57,693
506	2014 Police Interceptor Sedan	PSP	V	2018	4	2022	-	57,693
507	2014 Police Interceptor Sedan	PSP	V	2018	4	2022	-	57,693
508	2014 Police Interceptor Utility	PSP	V	2018	4	2022	-	57,693
509	2014 Police Interceptor Utility	PSP	V	2018	4	2022	-	57,693
522	KIA Soul (lease)	CP&D	V	2020	3	2023	-	-
398	Chipper-Vermeer1250	ROW	E	2008	15	2023	-	-
459	2013 Ford F250 4x4	ROW	V	2013	10	2023	-	-
452	2013 Ford F350 4x4	UTIL	V	2013	10	2023	-	-
453	2013 Ford Escape 4WD	PSA	V	2013	10	2023	-	-
274.1	Engine 5 (Almar)	PSM	E	2020	4	2024	-	-
274.2	Engine 6 (Almar)	PSM	E	2020	4	2024	-	-
383	Ford F250 3/4T - Facilities	PW-Support	V	2007	16	2023	-	-
409	Cub Cadet Utility Tractor	PARKS	E	2009	15	2024	-	-
465	JD Tractor 4720 - Utility Tractor	PARKS	E	2014	10	2024	-	-
466	UA80 Aeravator	PARKS	E	2014	10	2024	-	-
504	2017 Toro Workman Util Vehicle	PARKS	E	2017	7	2024	-	-
490	Chev Suburban 2500 4x4	FIRE	V	2016	8	2024	-	-
	2014 Police Interceptor Utility	PSP	V	2018	6	2024	-	-

21-22 Replacement Year Adjustments

Item 8.

Equip #	Description	Dept	E/V	Year Acquired	Life Years	Repl Year	2021	2022
							1	2
477	2015 Ford Escape FWD (Util Inspector)	CP&D / UTIL	V	2015	10	2025	-	-
468	2015 Jeep Wrangler	FIN	V	2015	10	2025	-	-
469	2015 Ford Escape FWD - (Facilities)	PW-Support	V	2015	10	2025	-	-
472	2015 Nissan Frontier 4x2 (mechanic)	PW-Support	V	2015	10	2025	-	-
473	2015 Nissan Frontier 4x2 (street eng)	PW-Support	V	2015	10	2025	-	-
474	2015 Nissan Frontier 4x2	PARKS	V	2015	10	2025	-	-
476	2015 Ford F350 propane	PARKS	V	2015	10	2025	-	-
517	Mower eXmark	PARKS	E	2019	6	2025	-	-
451	2013 Ford VanTerra - Turtle Top	REC	V	2013	12	2025	-	-
480	Sweeper Elgin Crosswind	STORM	E	2015	10	2025	-	-
280.1	Engine #5, 250hpEFIXL	PSM	E	2019	6	2025	-	-
280.2	Engine #6, 250hpEFICXL	PSM	E	2019	6	2025	-	-
479	2015 Ford Fusion	PSP	V	2015	10	2025	-	-
491	Nissan LEAF-Engineers	PW-Support	V	2016	10	2026	-	-
488	2016 Isuzu NPR -	PARKS	V	2016	10	2026	-	-
494	2016 John Deere 5075M Tractor	PARKS	E	2016	10	2026	-	-
485	Toyota Rav 4	FIRE	V	2016	10	2026	-	-
487	Toyota Rav 4	FIRE	V	2016	10	2026	-	-
495	Toyota Rav 4	FIRE	V	2016	10	2026	-	-
431	New Holland T6030 4x2 Tractor	ROW	E	2011	15	2026	-	-
437	2012 International Dump Truck	ROW	V	2011	15	2026	-	-
484	KIA Sedona	PSP	V	2016	10	2026	-	-
470	Senior Bus Ford E456	REC	V	2015	12	2027	-	-
498	2017 Chevrolet 4WD	FIRE	V	2017	10	2027	-	-
502	AID Car Ford E350	FIRE	V	2017	10	2027	-	-
447	John Deere 6640 Tractor/Mower	ROW	E	2012	15	2027	-	-
492	2017 Ford F550 Boom Trk	ROW	V	2017	10	2027	-	-
500	2017 Ford F150 (sign truck)	ROW	V	2017	10	2027	-	-
496	2017 Ford F150	UTIL	V	2017	10	2027	-	-
501	Ford F250 4x4 with Service Body	UTIL	V	2017	10	2027	-	-
274	30' Almar Aluminum Boat (Patrol 11)	PSM	E	2007	20	2027	-	-
482	2015 Solar Radar Trailer	PSP	E	2015	12	2027	-	-
513	2018 Ford F150 Pickup	PARKS	V	2018	10	2028	-	-
514	Workman GTX Electric	PARKS	E	2018	10	2028	-	-
515	TORO Workman HDX 4WD	PARKS	E	2018	10	2028	-	-
510	2018 Ford F250 with Tommy Gate	ROW	V	2018	10	2028	-	-
456	2014 International w/Dump Body	STORM	V	2013	15	2028	-	-
511	2017 Nissan Frontier	STORM	V	2018	10	2028	-	-
457	2014 International w/Dump Body	UTIL	V	2013	15	2028	-	-
401	Safe Boat (Patrol 14)	PSM	E	2008	20	2028	-	-
388	Vactor Truck	UTIL	E	2011	10	2021	490,394	-
523	Ford F150 Pickup - (CST)	PW-Support	V	2020	10	2030	-	-
524	2020 Ford F550 4x4 (plow, sander, dump b	ROW	V	2020	10	2030	-	-
478	Cat 420F Backhoe Loader	STORM	E	2015	15	2030	-	-
518	Sewer Jet Truck - Peterbuilt GapVax Comb	UTIL	E	2020	10	2030	-	-
519	Ford Transit van / sewer pipe camera truck	UTIL	V	2020	10	2030	-	-
	2012 Celli Go 200 Power Harro	PARKS	E	2012	20	2032	-	-

21-22 Replacement Year Adjustments

Item 8.

Equip #	Description	Dept	E/V	Year Acquired	Life Years	Repl Year		2021	2022
								1	2
512	Weidenmann Super 500 Sweeper	PARKS	E	2018	15	2033		-	-
475	Toyota Forklift 8FGU25	MSS	E	2015	20	2035		-	-
								905,854	732,536



Budget Workshop

2021-2022 Biennial Budget

CITY COUNCIL | October 20, 2020 (continued from October 13, 2020)

Agenda

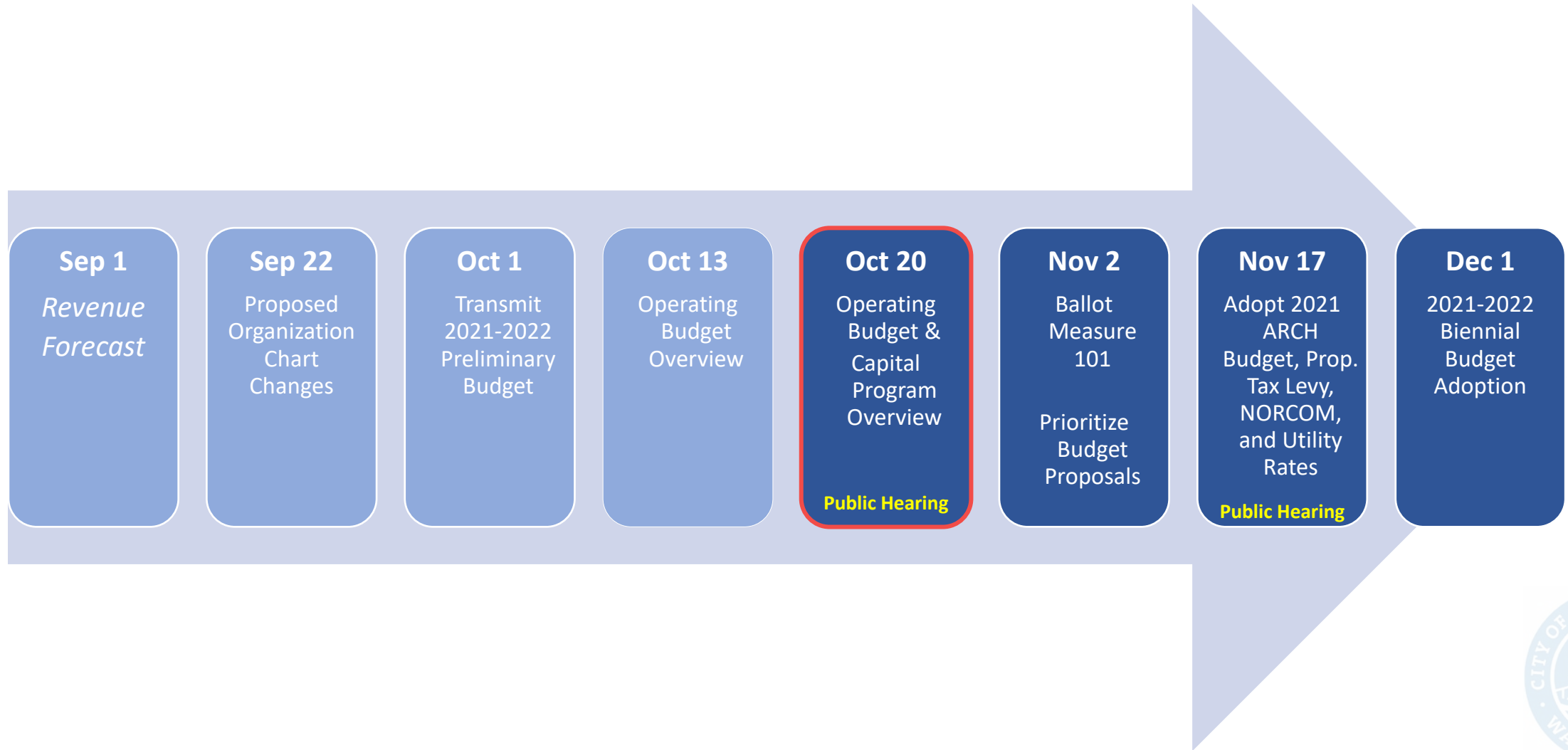
- ❑ Budget Recap
- ❑ Funding for staff positions
- ❑ General Fund Surplus
- ❑ Remaining Department Overviews
- ❑ Capital Improvement Program
- ❑ Next Steps



Budget Recap



Budget Calendar



Expenditure Snapshot

- ❑ Total 2021-2022 Expenditure Budget is \$142.4 million
- ❑ General Fund Expenditures
 - ❑ \$29.2 M in 2021
 - ❑ \$29.6 M in 2022
- ❑ Youth and Family Service Fund Expenditures
 - ❑ \$2.2 M in 2021
 - ❑ \$2.1 M in 2022
- ❑ Capital Improvement Program
 - ❑ \$16.1 M in 2021
 - ❑ \$21.8 M in 2022



Funding for Staff Positions



Funding for Staff Positions

- ❑ At the October 13, 2020 City Council meeting we reviewed the various “funds” that make up the City’s Biennial budget.
- ❑ We did not, however, cover in detail the fund split for the various positions.
- ❑ In fact, this is a shortcoming of our current budget format and something we’ll update for the next biennial budget.



Positions by Fund

Fund	2019	2020	2021	2022
General Fund - 001	146.2	147.2	127.30	125.30
Street Fund - 104	3.7	3.7	5.20	5.20
YFS Fund* - 160	25.1	26.1	12.87	12.87
Capital Improvement Fund - 343	1.8	1.8	3.25	3.25
Water Fund - 402	12.3	12.4	13.90	13.90
Sewer Fund - 426	11.3	11.3	11.40	11.40
Storm Water Fund - 432	7.4	7.4	7.25	7.25
Equipment Rental Fund - 503	1.3	1.3	1.20	1.20
Computer Equipment Fund - 520	4.0	4.0	4.15	4.15
Total	213.0	215.0	186.5	184.5

- ❑ This is an overview of all positions by fund.
- ❑ Many positions are split across multiple funds.



New/Restored Staff Positions

- ❑ The City Manager’s recommended staffing levels included in the 2021-2022 Preliminary Budget largely reflect the current (September 2020) staffing levels, with some changes. The position changes are noted in **gold** in the organizational charts included in the budget.
 - ❑ These positions are **included** in the 2021-2022 Preliminary Budget.
- ❑ A number of other potential positions have been identified for funding consideration, subject to feedback and final direction from the City Council. The positions are noted in **purple** in the following charts.
 - ❑ These positions are **not** included in the 2021-2022 Preliminary Budget.



Staffing Changes – New/Restored Positions

Item 8.

Position Title	FTE	General Fund	Street and Capital Improvement Funds	Utility Funds	YFS Fund
Customer Service Supervisor ¹	1.0	105,859	2,662	18,256	
Customer Service Representative ¹	1.5	119,137	2,996	20,546	
Permit Technician ^{2,4}	0.5	47,831			
Planner ^{2,4}	1.0	119,384			
HYI Prevention Specialist (Grant Funded)	0.8				71,512
Programs Assistant	0.5				43,388
Operations Transition Team Manager ³	1.0	174,303			
Recreation & Operations Coordinator ³	1.0	126,778			
Recreation & Operations Coordinator	0.8	95,083			
Deputy Public Works Director	1.0	30,464	20,310	152,322	
Parks Foreman ¹	1.0	128,266	6,751		
Support Services Manager	1.0	83,089	83,089		
Cityworks Coordinator	1.0	24,895		74,684	
Custodian ⁵	2.0	141,740			15,749
CIP Project Manager	3.0		133,518	267,037	
Development Engineer	1.0		35,091	105,273	
Totals	18.05	\$ 1,196,829	\$ 284,417	\$ 638,118	\$ 130,649

¹ Utility Funds charged via Overhead Allocation Rates

² Restored Position

⁴ Permit Revenue Backed

³ Limited Term Position

⁵ Funded by Reduction in Contract Services



Staffing Changes – Proposed Positions

Item 8.

Position Title	Fiscal Year	FTE	General Fund	Street and Capital Improvement Funds	Utility Funds	YFS Fund
Patrol Officer	2022	2.0	243,242			
Financial Analyst	2022	1.0	55,143		55,143	
Sr. Policy Analyst	2021	1.0	135,480			
Economic Development Coordinator	2021	1.0	119,882			
Sustainability Program Manager	2021	1.0	35,640		106,920	
Parks Maintenance Casual Labor	2021		263,224			
Totals		6.0	\$ 852,611	\$ -	\$ 162,063	\$ -

- ❑ These positions are included in the budget proposals that will be considered by the City Council at the November 2, 2020 meeting.



Unemployment Costs

- ❑ City Council \$300,000 set aside in a reserve for unemployment charges
- ❑ Difficult to determine future unemployment costs:
 - ❑ Former employees may not apply, find other employment opportunities, or may not utilize full benefits.
 - ❑ City required to cover portion of charges for former employees working elsewhere in 2019 and 2020.
 - ❑ ESD still working on reversing charges for fraudulent claims.
 - ❑ Federal supplement of \$600 or \$300 per week.
- ❑ The City has paid \$160,065 in unemployment costs
 - ❑ Q1 = \$15,687
 - ❑ Q2 = \$73,493
 - ❑ Q3 = \$30,885



General Fund Surplus



Disposition of General Fund Surplus on 11/2

Item 8.

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

- ❑ Staff recommends that the City Council appropriate the one-time carryover.
- ❑ Some thoughts on how these one-time funds may be appropriated, for further discussion on November 2, 2020 and during the budget process:
 - ❑ One-time contribution to LEOFF-1 Reserve.
 - ❑ Set aside one-time funds/start-up resources for the Thrift Shop, MICEC, and Recreation Programming.
 - ❑ Fund one-time budget proposals – special projects or one-time work items.



Key Questions to Consider

- ❑ What budget proposals or other items should Council consider funding in 2021 and 2022?
- ❑ What resources should be held in reserves to address future needs?
- ❑ How should we address, and fund service recovery planning related to the COVID-19 Pandemic?
- ❑ What other priorities are not reflected in the preliminary budget?
- ❑ Feedback regarding the Capital Improvement Program and financing strategy over the next two years?



Departmental Overviews



Public Works/Operations



Public Works/Operations

(\$ in millions)	2019	2020	2021	2022
Expenses	\$18.3	\$19.4	\$19.8	\$21
FTE's	47.95	47.95	56.30	56.30

Item 8.

- Divisions providing varied internal and external functions

- Administration
- Capital & Engineering Services
- Right-of-Way Services
- Water, Sewer, and Storm Water Utilities
- Solid Waste Services
- Facilities Management
- Fleet Services
- Park Maintenance
- Customer Field Response Services



Public Works/Operations

(\$ in millions)	2019	2020	2021	2022
Expenses	\$18.3	\$19.4	\$19.8	\$21 <small>Item 8.</small>
FTE's	47.95	47.95	56.30	56.30

□ Key Themes/Work Plan

- Develop standard operating procedures for City's asset management system.
- Draft a new Master Facility Use Agreement with MISD.
- Implement a succession planning program within the Department.
- Provide safe and efficient public services while maintaining critical infrastructure.
- Prepare for Sound Transit Bus/Rail Interchange.
- Advance sustainable practices throughout the organization and community.



Public Works/Operations

(\$ in millions)	2019	2020	2021	2022
Expenses	\$18.3	\$19.4	\$19.8	\$21 <small>Item 8.</small>
FTE's	47.95	47.95	56.30	56.30

□ Budget Proposals

- 1.0 FTE Sustainability Program Manager, \$145K ongoing annual expense.
- Park Maintenance Casual Labor, \$270K ongoing annual expense.
- Town Center Parking Study, one-time \$80K in 2021.
- Town Center Beautification, \$60K ongoing annual expense.



Recreation Transition Team



Recreation Transition Team

(\$ in millions)	2019	2020	2021	2022
Expenses	\$2.9	\$1.3	\$0.74	\$0.44
FTE's	14.35	14.35	2.75	2.75

Item 8.

❑ Key Themes/Work Plan

- ❑ Develop and implement a transition plan to re-open MICEC and restore recreation services and arts programming.
- ❑ Process athletic field reservations and provide customer service support.
- ❑ Support the Parks & Recreation Commission and Arts Council.
- ❑ Provide emergency response services related to the Pandemic.

❑ No Budget Proposals

- ❑ Note: Transition planning work pending, **anticipated for follow-up in Q1 2021.**



Recreation Transition Team

(\$ in millions)	2019	2020	2021	2022
Expenses	\$2.9	\$1.3	\$0.74	\$0.44
FTE's	14.35	14.35	2.75	2.75

Item 8.

Operating Expenditures in Detail

- Limited staffing model to focus on supporting the EOC operations, COVID-19 grant administration, parks facility scheduling, and the recreation recovery plan.
- MICEC budget includes fixed operating costs for the building.

Department	2019	2020	2021	2022
Function	Actual	Forecast	Budget	Budget
Administration	843,189	517,162	491,504	193,058
MI Community & Event Center	1,147,340	579,749	216,489	218,001
Recreation & Special Programs	957,200	263,451	35,536	35,536
Total	\$ 2,947,729	\$ 1,360,362	\$ 743,529	\$ 446,595



Recreation Transition Team

(\$ in millions)	2019	2020	2021	2022
Expenses	\$2.9	\$1.3	\$0.74	\$0.44
FTE's	14.35	14.35	2.75	2.75

Item 8.

❑ Additional Factors to Consider

❑ Recreation and Arts Programming

- ❑ Re-opening plan will require one-time startup capital & ongoing subsidy
- ❑ Typical General Fund subsidy is \$600,000/ year

❑ Community and Event Center

- ❑ Re-opening plan will require one-time startup capital & ongoing subsidy
- ❑ Typical General Fund subsidy is \$770,000/ year



Key Questions to Consider

- ❑ What is an appropriate amount to budget for one-time start-up costs for the MICEC, recreation, and arts programming?
- ❑ What amount of ongoing subsidy should we assume in 2021 and 2022 for these services?
- ❑ We need to add these assumptions to the budget proposal list for discussion on November 2.



Youth & Family Services



Youth & Family Services

(\$ in millions)	2019	2020	2021	2022
Expenses	\$3	\$2.6	\$2.2	\$2.1
FTE's	22.33	21.50	12.87	12.87

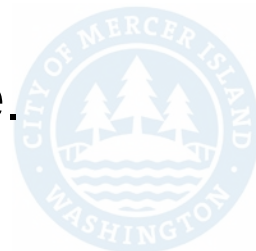
Item 8.

□ Key Themes

- Develop a long-term funding strategy for Human Services.
- Provide access to mental health for all MISD students.
- Provide emergency assistance and geriatric case management.
- Resume Thrift Shop operations and manage special projects.

□ Budget Proposal

- Expand diversity, equity, and inclusion training, \$5K ongoing annual expense.



Youth & Family Services

(\$ in millions)	2019	2020	2021	2022
Expenses	\$3	\$2.6	\$2.2	\$2.1
FTE's	22.33	21.50	12.87	12.87

Item 8.

- ❑ Restoring furloughed YFS positions for the biennium:
 - ❑ 1.69 FTE increase
 - ❑ \$257,624 financial increase (\$127,460 in 2021, \$129,984 in 2022)
- ❑ Restoring furloughed Thrift Shop leadership positions for the biennium:
 - ❑ 1.0 FTE increase
 - ❑ \$194,618 financial increase (\$96,026 in 2021, \$98,592 in 2022)
 - ❑ Additional contract or seasonal positions will be needed.



Youth & Family Services

(\$ in millions)	2019	2020	2021	2022
Expenses	\$3	\$2.6	\$2.2	\$2.1
FTE's	22.33	21.50	12.87	12.87

Item 8.

❑ Additional Factors to Consider

- ❑ Thrift Shop remodel timing and completion.
- ❑ Thrift Shop re-opening plan will require one-time startup capital.
- ❑ General Fund subsidy projected for YFS Fund (Budget Proposal Request)
 - ❑ \$103,122 in 2021
 - ❑ \$857,455 in 2022



Key Questions to Consider

- ❑ Currently, the revenue projections for the Thrift Shop are held flat for 2021 and 2022 at \$310,000 each year. This is an extremely conservative assumption and was used as a placeholder only.
- ❑ Would the City Council like to modify the Thrift Shop operation projections as part of the budget process? An increase in the revenue assumption will also require an increase in expenditures.
- ❑ Or, modify the Thrift Shop projections as recovery progresses utilizing the budget amendment process?



Capital Improvement Program



What's Ahead

- ❑ Overview – Capital Improvement Program (CIP)
- ❑ Financing Strategy
- ❑ News from I-976
- ❑ Utility Rate Change Recommendations
- ❑ Overview – Capital Projects
- ❑ Next steps



Overview – What is a CIP?

- ❑ Strategic financial plan to acquire, expand, or rehabilitate public infrastructure.
- ❑ Capital budget set for two years, with six-year perspective.
- ❑ Project's must be in excess of \$50k with a minimum 3-year useful life.
- ❑ Transportation Improvement Plan (TIP) reviewed and approved in June 2020.



Overview – What is Different?

- ❑ Carefully managed both financial and staff resources.
 - ❑ Prioritized what needs to be done first.
 - ❑ Critical eye on total staff time estimates per project.
 - ❑ New FTE's will provide much-needed support for capital program.



Overview – What is Different?

- ❑ Revived CIP committee evaluation process.
- ❑ Evaluated all projects against standard weighted criteria.
- ❑ Overall, focus on less to do more.



Overview – Proposed Expenditures

- ❑ Capital Budget is \$37.9 million
 - ❑ \$16.1 M in 2021
 - ❑ \$21.8 M in 2022

- ❑ 74 total proposed projects (compared to 97 in 2019-2020)



Overview – existing versus new..?

Capital Reinvestment Plan

\$36.7 M (97%)



Projects preserve existing infrastructure.

Capital Facilities Plan

\$1.2 M (3%)



Projects propose new capital assets.



Financing Strategy



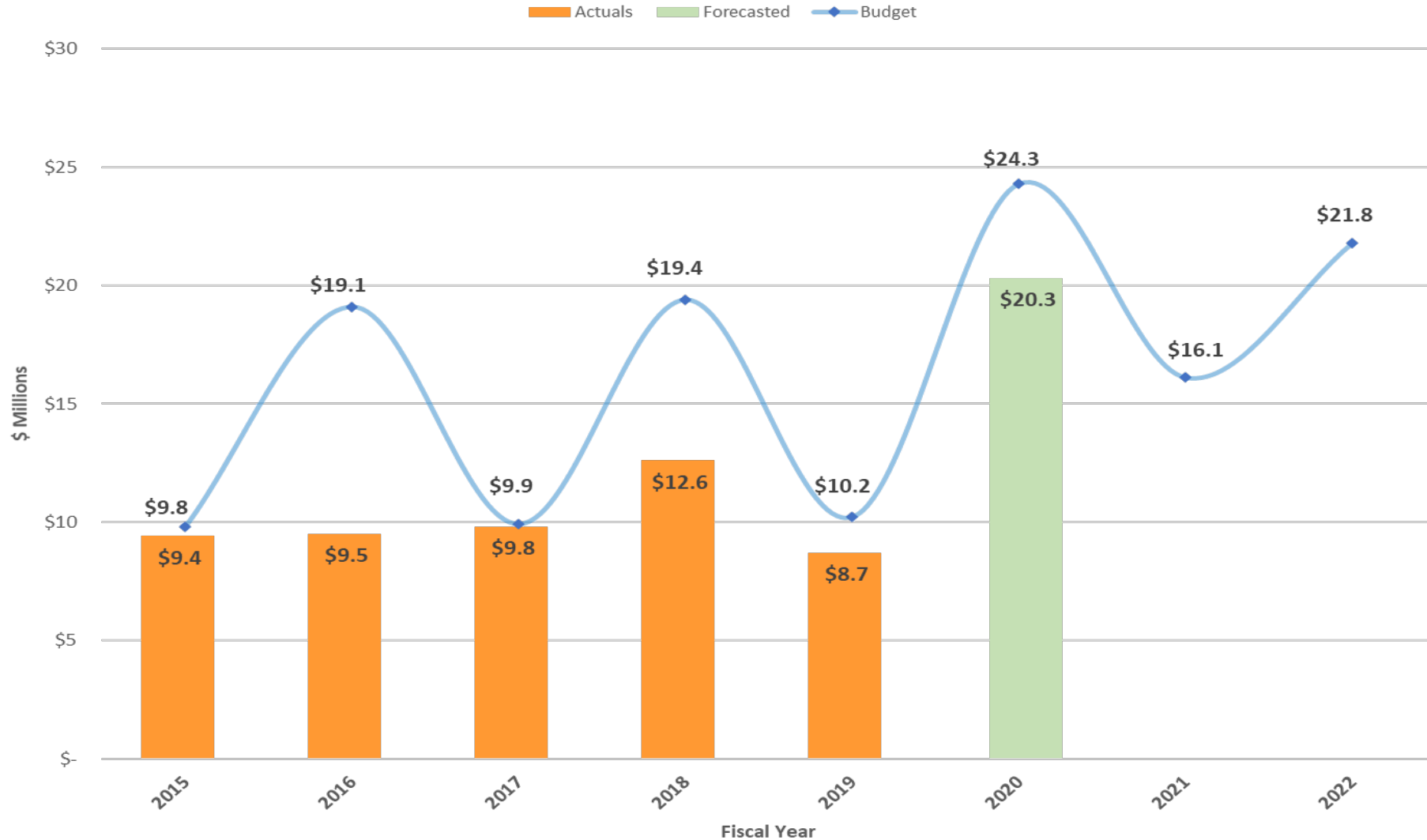
Financing Strategy

- ❑ “Pay as you go” funding philosophy guides the Capital Program.
 - ❑ Funding plan relies on existing fund balances.
 - ❑ Leads to incremental and well-informed utility rate increases.
- ❑ Project estimates include associated staff time costs.

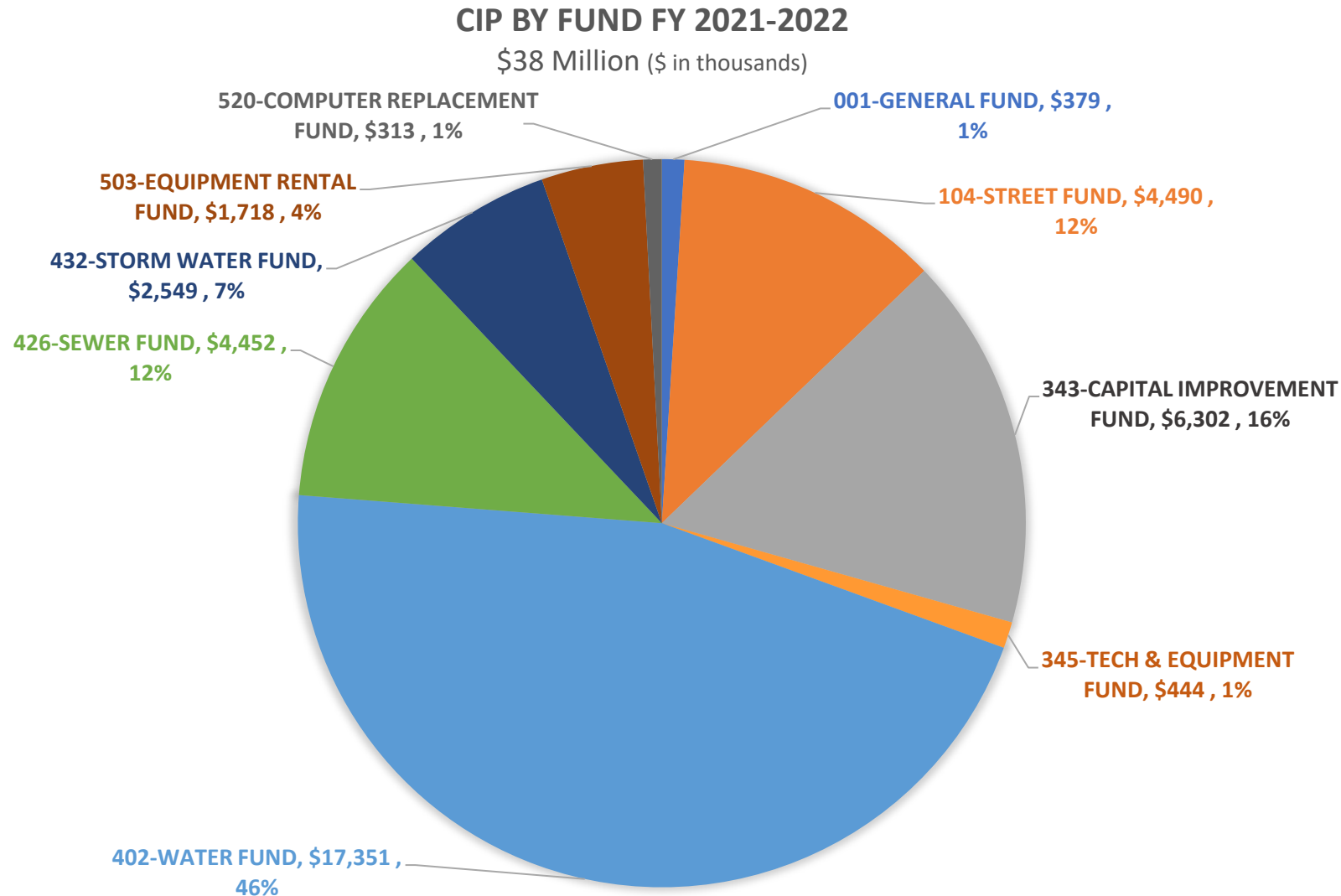


Overview – Proposed Expenditures

Capital Improvement Program Expenditures

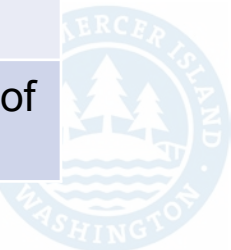


Overview – Proposed Revenues



Financing Strategy – Capital Funds

CIP Supporting Funds	Revenue Sources	Types of Projects
Capital Improvement Fund	REET, grants, contributions, property tax, debt service	Open space vegetation management, public parks and buildings
Street Fund	REET, fuel taxes, state funds, Sound Transit Mitigation, TBD	Arterial and residential street maintenance, pedestrian and bicycle facilities
Technology & Equipment Fund	<i>General funds</i> , utility funds, sinking funds	Management software, security technology, GIS data collection
Town Center Parking Fund	REET, Contingency dollars, and Settlement Agreements	Purchasing or constructing parking facilities in the Town Center.
Water Fund	Water rates , connection charges, earned interest	New meters, water system maintenance and enhancements
Sewer Fund	Sewer rates , connection charges, earned interest	Pump station improvements, software system enhancements
Stormwater Fund	Storm water rates , earned interest	Storm water capture, repair and maintenance of storm water infrastructure



Financing Strategy – Fund Balance

FUNDS (\$ in thousands)	2021 Estimated Beginning Fund Balance	2021-2022 Proposed Revenues	2021-2022 Proposed Expenditures	2022 Estimated Ending Fund Balance	Fund Balance % Δ
343 Capital Improvement Fund	\$2,490	\$7,523	\$7,330	\$2,081	-16%
104 Street Fund	\$2,524	\$7,340	\$7,335	\$2,217	-12%
345 Technology & Equipment Fund	\$278	\$723	\$562	\$440	58%
342 Town Center Parking Fund	\$492	\$0	\$0	\$492	0%
402 Water Fund	\$6,329	\$28,887	\$28,887	\$2,404	-62%
426 Sewer Fund	\$3,257	\$24,388	\$22,362	\$5,284	62%
432 Stormwater Fund	\$2,763	\$5,607	\$5,607	\$2,228	-19%

❑ *Transportation Benefit District and Multimodal funds (~\$410k) back in play, will include in the Street Fund in final adopted budget.*



Financing Strategy – REET

- ❑ Real Estate Excise Tax of 0.5% on property transactions.
- ❑ REET-1
 - ❑ 100% to Capital Improvement Fund.
 - ❑ Used for streets, parks, utilities, or facilities.
- ❑ REET-2
 - ❑ 90% to Street Fund, 10% to Capital Improvement Fund.
 - ❑ Used for streets, parks, utilities, NOT facilities, or affordable housing until 2026.
- ❑ REET may not be used for vehicles, equipment, or technology.
- ❑ Some REET can be used for maintenance.



Financing Strategy – I-976 Update

- ❑ Nov 2019, I-976 passed with statewide majority.
 - ❑ Repealed authority from local transportation benefit districts.
- ❑ Oct 15, State Supreme Court ruled I-967 unconstitutional.
- ❑ \$374,000 TBD funds and \$34,000 state multimodal funds no longer in limbo.
 - ❑ These funds will now be collected as revenue in the Street Fund.



Financing Strategy – Utility Rate Update Item 8.

- ❑ Last external rate study completed in 2010.
- ❑ Water, Sewer, and Storm Water Rate Study conducted this Fall.
- ❑ Proposed Rate Plan
 - ❑ Balances financial needs and minimizes customer impacts.
 - ❑ Reaches target system reinvestment funding goals AND current capital needs.



Financing Strategy – Utility Rate Update Item 8.

- ❑ Multi-year rate plan with focus on 2021-2022.
- ❑ Considered operating costs, current debt service, & capital program costs.
- ❑ Where appropriate, recommend debt financing new capital assets.
 - ❑ Projects cost greater than \$2 million.
 - ❑ Debt-funded project can be used by future residents/ratepayers.
 - ❑ Bond money can be spent within three years of issuance.
- ❑ Issue \$6M in bonds in 2022 to help finance SCADA, Water Reservoir Improvements, and Meter Replacement Project.



Financing Strategy – Proposed Rates

- Unanimous recommendation from Utility Board on October 14, 2020.

Rate	Percent Increase 2021 and 2022	Increase per Month in 2021	Increase per Month in 2022
Water	5.25%	\$2.89	\$3.05
Sewer (local)	4.00%	\$1.81	\$1.88
Storm Water	5.50%	\$.98	\$1.04



Overview of Capital Projects



Overview – Capital Project Categories



Buildings Reinvestment



Vehicles and Equipment



Technology

General Government



Parks & Recreation



Streets, Pedestrian, and Bicycle Facilities



Sewer, Storm Water, and Water Utilities



Gen Gov – Public Buildings



Item 8.

Projects Funded in 2021-2022

8

2021: \$1.3 M 2022: \$0.9 M

Total Projects 2021-2026

8

Projected six-year investment: \$6.3 M

Major Projects

- BG0101 – Public Works Building Repairs
- GB0102 – MICEC Building Repairs
- GB0104 – Luther Burbank Administration Repairs

Main Funding Sources

- Capital Improvement Fund
- General Fund



Gen Gov – Vehicles & Equipment



Item 8.

Projects Funded in 2021-2022

2

2021: \$0.9 M 2022: \$0.8 M

Total Projects 2021-2026

4

Projected six-year investment: \$5.8 M

Major Projects

- GE0107 – Fleet Replacements
- GE0101 – Fire Training Tools & Equipment

Main Funding Sources

- Technology & Equipment Fund
- Vehicle Replacement Reserve in the Equipment Rental Fund



Gen Gov – Technology

Projects Funded in 2021-2022

9

2021: \$0.5 M 2022: \$0.4 M

Total Projects 2021-2026

10

Projected six-year investment: \$2.0 M

Major Projects

- GT0106 – Financial Management Software Project Scoping
- GT0110 – Permitting System Upgrade/Replacement
- GT0104 – Mobile Asset Data Collection

Main Funding Sources

- Technology & Equipment Fund

Ongoing Technology Replacements

- Funded via the Computer Replacement Reserve (Fund 520)



Parks & Recreation



Item 8.

Projects Funded in 2021-2022

14

2021: \$1.6 M 2022: \$3.0 M

Total Projects 2021-2026

36

Projected six-year investment: \$23.0 M

Major Projects

- PA0100 – Open Space Management
- PA0109 – Aubrey Davis Park Trail Safety Improvements
- PA0136 – Luther Burbank South Shoreline Restoration

Main Funding Sources

- Capital Improvement Fund
- King County Levy and Grants



Streets, Pedestrians, and Bikes



Item 8.

Projects Funded in 2021-2022

11

2021: \$2.5 M 2022: \$3.1 M

Total Projects 2021-2026

25

Projected six-year investment: \$19.5 M

Major Projects

- SP0102 – East Mercer Way Overlay (SE 53rd Place to SE 68th Street)
- SP0120 – Sunset Hwy/ 77th Ave SE Improvements
- SP0121 – Mid-block crosswalk 76th Ave SE b/t SE 24 and SE 27th

Main Funding Sources

- Street Fund



Sewer Utility



Projects Funded in 2021-2022

7

2021: \$2.1 M 2022: \$2.2 M

Total Projects 2021-2026

13

Projected six-year investment: \$18.0 M

Major Projects

- SU0113 – SCADA System Replacement (Sewer)
- SU0108 – Comprehensive Pipeline R&R Program
- SU0109 – Sewer System Generator Replacement

Main Funding Sources

- Sewer Fund



Storm Water Utility



Item 8.

Projects Funded in 2021-2022

10

2021: \$0.9 M 2022: \$1.0 M

Total Projects 2021-2026

22

Projected six-year investment: \$5.8 M

Major Projects

- SW0119 – Conveyance System Assessments
- SW0120 – East Mercer Way Trenchless Culvert Replacements
- Several watercourse stabilization projects in various sub-basins

Main Funding Sources

- Storm Water Fund



Water Utility



Item 8.

Projects Funded in 2021-2022

13

2021: \$6.3 M 2022: \$10 M

Total Projects 2021-2026

20

Projected six-year investment: \$28 M

Major Projects

- WU0117 – Meter Replacement Implementation
- WU0101 – Booster Chlorination Station
- WU0102 – SCADA System Replacement (Water)
- WU0103 – Water Reservoir Improvements

Main Funding Sources

- Water Fund



Next Steps

❑ November 2

- ❑ Address follow-up questions.
- ❑ Prioritize budget proposals for potential use of Unassigned General Fund Balance.

❑ November 17

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

❑ December 1

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



Questions

Prepared by

Jessi Bon, City Manager

Matthew Mornick, Interim Finance Director





2020 PLANNING SCHEDULE

Item 9.

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

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

OCTOBER 20 (BUDGET)		DD	FN	CA	Clerk 10/12	CM 10/12
ITEM TYPE TIME TOPIC		STAFF				
Legal Notice for Public Hearing: 10/7 & 10/14 ABSENCES: Wong						
EXECUTIVE SESSION (5:00 PM)						
60	To discuss with legal counsel pending or potential litigation pursuant to RCW 42.30.110(1)(i)					
CONSENT CALENDAR						
--	AB 5763: One-Year Extension to the 2018-2020 Police & Police Support Collective Bargaining Agreements			Ali Spietz		
REGULAR BUSINESS						
30	AB 5768: Public Hearing: 2021-2022 Biennial Budget			Matt Mornick/LaJuan Tuttle		
30	AB 5767: Additional Coronavirus Relief Funds Allocation for EOC Costs & Small Business Grant Program			Sarah Bluvas		
15	AB 5764: Cultural Competency Trainings and Community Listening Sessions Appropriation			Ali Spietz		
120	AB 5768: 2021-2022 Biennial Budget Discussion (continued)			Matt Mornick/LaJuan Tuttle		

OCTOBER 22 – SPECIAL JOINT MEETING (MISD)	
ABSENCES: Legal Notice: 10/21 MIR, Email 10/15	
ITEM TYPE TIME TOPIC	
SPECIAL BUSINESS (5:00 PM)	
Upcoming ILAs, operations update, budget updates, and an equity/inclusion discussion.	

NOVEMBER 2 (MONDAY)		DD	FN	CA	Clerk 10/26	CM 10/26
ITEM TYPE TIME TOPIC		STAFF				
ABSENCES:						
STUDY SESSION						
SPECIAL BUSINESS						
CONSENT CALENDAR						
REGULAR BUSINESS						
30	AB xxxx: School Impact Fee Update			Alison Van Gorp		
30	AB xxxx: Public Hearing on 2020 Deadline to Submit Proposed Comprehensive Plan and Code Amendments.			Alison Van Gorp		
30	AB xxxx: 2021 Legislative Platform			Jessi Bon		

30	AB 5766: Thrift Shop Project Update	Jason Kintner/Gareth Re
30	AB xxxx: Small Business Grant Award Authorization	Merrill Thomas-Schadt, Sarah Bluvas
120	AB xxx: 2021-2022 Biennial Budget: Budget Proposals Discussion	Matt Mornick/LaJuan Tuttle
EXECUTIVE SESSION		

NOVEMBER 17 Budget NOPH: 10/28 & 11/4 TC Moratorium NOPH: 10/14 ABSENCES:		DD	FN	CA	Clerk 11/9	CM 11/9
ITEM TYPE TIME TOPIC				STAFF		
STUDY SESSION						
SPECIAL BUSINESS						
CONSENT CALENDAR						
REGULAR BUSINESS						
60	AB xxxx: Public Hearing: Adopt 2021 Property Tax Ordinances; NORCOM and Utility Rate Resolutions	Matt Mornick/LaJuan Tuttle				
30	AB xxxx: Q3 2020 Financial Status Report and Budget Adjustments (Ord. No. 20-XX)	Matt Mornick/LaJuan Tuttle				
	AB xxxx: 2nd and Final Public Hearing: 2021-2022 Biennial Budget	Matt Mornick/LaJuan Tuttle				
15	AB xxxx: Public Hearing: Town Center Moratorium 6-month extension	Jeff Thomas				
30	AB xxxx: ARCH 2021 budget and work plan approval	Alison Van Gorp				
30	AB xxxx: Construction Permit Fee Resolution	Alison Van Gorp				
EXECUTIVE SESSION						

DECEMBER 1 NOPH: 10/28 ABSENCES:		DD	FN	CA	Clerk 11/23	CM 11/23
ITEM TYPE TIME TOPIC				STAFF		
STUDY SESSION						
45	AB xxxx: Mobile Integrated Health (MIH) Services	Steve Heitman/Mike Mandella				
SPECIAL BUSINESS						
CONSENT CALENDAR						
REGULAR BUSINESS						
15	AB xxxx: Public Hearing: Small Cell Facilities 6-month Extension	Alison Van Gorp				

30	AB xxxx: Adoption of 2021-2022 Biennial Budget	Matt Mornick/LaJuan Tu	Item 9.
15	AB xxxx: Interlocal Agreement with the Mercer Island School District for School Resource Officer Services (tentative)	Ed Holmes	
30	AB xxxx: Interlocal Agreement with the Mercer Island School District for Field Maintenance (tentative)	Jason Kintner	
45	AB xxxx: 2021 Comprehensive Plan / Code Amendment Preliminary Docket	Jeff Thomas	
EXECUTIVE SESSION			

DECEMBER 15	DD	FN	CA	Clerk	CM
ABSENCES:					
POTENTIALLY CANCELED					

OTHER ITEMS TO BE SCHEDULED:

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