



CITY OF MERCER ISLAND CITY COUNCIL SPECIAL VIDEO MEETING

Monday, November 01, 2021, 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 – Via 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.

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. A timer will be visible online to speakers, City Council, and meeting participants. Please be advised that there is a time delay between the Zoom broadcast and the YouTube or Channel 21 broadcast.

Public Appearances: 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 (Appearances will start sometime after 6:00 PM): To listen to the meeting via telephone, please call **253.215.8782** and enter Webinar ID **858 2031 7359** and Password **730224** if prompted.

Join by Internet at 6:00 PM (Appearances will start sometime after 6:00 PM): To watch the meeting over the internet via your computer, follow these steps:

- 1) Click this [link](#)
- 2) If the Zoom app is not installed on your computer, you will be prompted to download it.
- 3) If prompted for Webinar ID, enter **858 2031 7359**; Enter Password **730224**
- 4) The City Clerk will call on you by name or refer to your email address when it is your turn to speak. Please confirm that your audio works prior to participating.

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.

EXECUTIVE SESSION, 5 PM

1. Pending or Potential Litigation

Executive Session to discuss with legal counsel pending or potential litigation pursuant to RCW 42.30.110(1)(i). No action will be taken.

Collective Bargaining

Executive Session for planning or adopting the strategy or position to be taken by the City Council during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress pursuant to RCW 42.30.140(4)(b). No action will be taken.

CALL TO ORDER & ROLL CALL, 6 PM

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

CITY MANAGER REPORT

APPEARANCES

(This is the opportunity for anyone to speak to the City Council on any item. As it is election season, however, please be reminded that state law (specifically, RCW 42.17A.555) prohibits the use of City facilities for campaign-related purposes with limited exceptions. Accordingly, please do not make campaign-related comments during this time.)

CONSENT AGENDA

1. AB 5960: October 22, 2021 Payroll Certification in the amount of \$802,995.44

Recommended Action:

Approve the October 22, 2021 Payroll Certification (Exhibit 1) in the amount of \$802,995.44 and authorize the Mayor to sign the certification on behalf of the entire City Council.

2. Approval of **Certification of Claims** for the periods ending:

A) October 15, 2021, in the amount of \$740,679.28

B) October 22, 2021, in the amount of \$371,978.41

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

REGULAR BUSINESS

3. AB 5965: Sustainability/Climate Action Plan Scoping

Recommended Action:

Approve suggested Scope of Work and direct staff to include the appropriation request in the mid-biennial budget proposal for consideration at the November 16, 2021, City Council meeting.

4. AB 5953: Fiscal Year 2021 and 2022 Revenue Forecast

Recommended Action:

Receive November revenue forecast.

5. AB 5954: 2021-2022 Mid-Biennial Budget Proposals

Recommended Action:

Staff recommends the City Council provide feedback on the mid-biennial budget proposals. Staff will return to the City Council with the resulting proposed amendments to the 2021-2022 biennial budget on November 16, 2021.

OTHER BUSINESS

6. Planning Schedule

7. Councilmember Absences & Reports

ADJOURNMENT



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 5960
November 1, 2021
Consent Agenda

AGENDA BILL INFORMATION

TITLE:	AB 5960: October 22, 2021 Payroll Certification in the amount of \$802,995.44	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Approve the October 22, 2021 Payroll Certification.	

DEPARTMENT:	Human Resources
STAFF:	Jessica Hong, Payroll Specialist
COUNCIL LIAISON:	n/a
EXHIBITS:	1. October 22, 2021 Payroll Certification
CITY COUNCIL PRIORITY:	n/a

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

SUMMARY

This is an approval of the payroll certification for the City of Mercer Island for the period from October 2, 2021, through October 15, 2021 in the amount of \$802,995.44 (see Exhibit 1).

BACKGROUND

[RCW 42.24.080](#) requires that all claims presented against the City by performing labor must be certified by the appropriate official to ensure that the labor was performed as described, and that the claims are just, due, and unpaid obligations against the City, before payment can be made. [RCW 42.24.180](#) allows the payment of claims to occur prior to City Council approval to expedite processing of the payment of claims, provided, however, that review and approval of the claims' documentation occurs at the next regularly scheduled public meeting.

The Payroll Certification details the total payment to employees for labor performed and benefits payments made for each payroll. The City is on a bi-weekly payroll schedule with payments on every other Friday.

PAYROLL INFORMATION

Each payroll varies depending on several factors (i.e., number of employees, pay changes, leave cash outs, overtime, etc.) In addition to regular pay for employees, the October 22, 2021 payroll has variants that are outlined at the top of page 2:

Additional payments:

- \$418.19 in comp cash outs for current employees.
- \$3,348.48 in leave cash outs for terminated employees.
- \$2,457.19 in recognition awards for current employees
- \$62,424.64 in overtime earnings (see chart for overtime hours by department).

Overtime hours by department:

Department	Hours
Administrative Services	
City Attorney's Office	
City Manager's Office	
Community Planning & Development	15.50
Finance	
Fire	569.25
Municipal Court	
Police	165.25
Public Works	111.00
Youth & Family Services	
Total Overtime Hours	861.00

RECOMMENDED ACTION

Approve the October 22, 2021 Payroll Certification (Exhibit 1) in the amount of \$802,995.44 and authorize the Mayor to sign the certification on behalf of the entire City Council.

CITY OF MERCER ISLAND PAYROLL CERTIFICATION

Item 1.

PAYROLL PERIOD ENDING **10.15.2021**
PAYROLL DATED **10.22.2021**

Net Cash	\$	536,557.70
Net Voids/Manuals	\$	-
Net Total	\$	536,557.70
Federal Tax Deposit	\$	86,048.06
Social Security and Medicare Taxes	\$	44,143.35
Medicare Taxes Only (Fire Fighter Employees)	\$	2,645.95
State Tax (Oregon)	\$	104.05
Family/Medical Leave Tax (Massachusetts)	\$	0.60
Public Employees' Retirement System (PERS Plan 2)	\$	22,992.47
Public Employees' Retirement System (PERS Plan 3)	\$	5,904.71
Public Employees' Retirement System (PERSJM)	\$	713.03
Public Safety Employees' Retirement System (PSERS)	\$	199.51
Law Enforcement Officers' & Fire Fighters' Retirement System (LEOFF Plan2)	\$	28,215.55
Regence & LEOFF Trust Medical Insurance Deductions	\$	12,294.07
Domestic Partner Medical Insurance Deductions	\$	571.31
Kaiser Medical Insurance Deductions	\$	822.00
Health Care - Flexible Spending Account Contributions	\$	1,647.83
Dependent Care - Flexible Spending Account Contributions	\$	885.76
ICMA Roth IRA Contributions	\$	525.00
ICMA 457 Deferred Compensation Contributions	\$	31,151.08
Fire Nationwide 457 Deferred Compensation Contributions	\$	10,909.30
Fire Nationwide Roth IRA Contributions	\$	950.00
Child Support Wage Garnishment	\$	706.03
Mercer Island Employee Association Dues	\$	227.50
AFSCME Union Dues	\$	2,330.00
Police Union Dues	\$	2,496.23
Fire Union Dues	\$	2,185.94
Fire Union Supplemental Dues	\$	160.00
Standard - Supplemental Life Insurance	\$	360.25
Unum - Long Term Care Insurance	\$	681.10
AFLAC - Supplemental Insurance Plans	\$	388.71
Coffee Club Dues	\$	132.00
Transportation - Flexible Spending Account Contributions	\$	62.50
Fire HRA-VEBA Contributions	\$	5,982.08
Oregon Transit Tax and Oregon Benefit Tax	\$	1.77
Tax & Benefit Obligations Total	\$	266,437.74

TOTAL GROSS PAYROLL	\$ 802,995.44
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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.



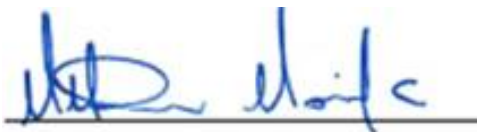
 Finance Director

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

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	209255-209368	10/15/2021	\$740,679.28
			\$740,679.28

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: 402000 - Water Fund-Admin Key</i>				
P0112291	00209361	WALTER E NELSON CO	INVENTORY PURCHASES	1,954.21
	00209335	PARRY, SHAWN & SHERRIE	REFUND OVERPAY 01082120001	1,019.26
	00209292	BEDARD, CHARLES	REFUND OVERPAY 00294135001	587.87
	00209319	KAY, ROBERT	REFUND OVERPAY 005213000	328.55
P0112293	00209300	CERTIFIED LABORATORIES	INVENTORY PURCHASES	292.58
	00209306	DER-SIN SONG & KUEI-YI	REFUND OVERPAY 01084213004	139.85
	00209316	HENDRICKSON, LORETTA	REFUND OVERPAY 005214475	128.55
	00209366	XIAO MING KE	refund overpay 00673315001	37.12
	00209344	SINCLAIR, CHERYL	REFUND OVERPAY 00440225001	30.80
P0112261	00209317	HOME DEPOT CREDIT SERVICE	INVENTORY PURCHASES	21.73
<i>Org Key: 814075 - Mercer Island Emp Association</i>				
	00209276	MI EMPLOYEES ASSOC	MI EMPLOYEE ASSOCIATION	230.00
<i>Org Key: CA1100 - Administration (CA)</i>				
P0112287	00209274	MARTEN LAW	Invoice #: 44091968 Profession	3,347.50
P0112288	00209280	OGDEN MURPHY WALLACE PLLC	Invoice #854997 Professional	1,380.00
P0112290	00209273	LEXISNEXIS	Invoice #3093479242 Legal	349.02
P0112287	00209274	MARTEN LAW	Invoice #: 44091967 Profession	237.50
P0112287	00209274	MARTEN LAW	Invoice #: 44091966 Profession	190.00
<i>Org Key: CA1200 - Prosecution & Criminal Mngmnt</i>				
P0112289	00209277	MOBERLY AND ROBERTS	Invoice #991 Professional Serv	7,095.46
<i>Org Key: CM1100 - Administration (CM)</i>				
P0112405	00209358	VERIZON WIRELESS	VERIZON PARKS AUG 24-SEPT 23	31.84
<i>Org Key: CM1200 - City Clerk</i>				
P0112340	00209331	MUNICODE	Annual fee for Municode	1,195.00
P0112267	00209279	MUNICODE	Webpage Updates City Code/Ord.	735.52
<i>Org Key: CO6100 - City Council</i>				
P0112262	00209293	BELLEVUE CHAMBER OF COMMERCE	Eastside Leadership Conference	25.00
<i>Org Key: CR1100 - Human Resources</i>				
P0112339	00209297	Cabot Dow Associates	HR Bargaining Support (Septemb	700.00
P0112338	00209347	Stephanie Brown	HR Bargaining Professional	682.50
P0112313	00209275	MATZKE, NORMAN	Polygraph Examinations for Rec	300.00
P0112319	00209266	EQUIFAX INFORMATION SVCS LLC	Background Checks - Records	58.89
<i>Org Key: DS0000 - Development Services-Revenue</i>				
	00209348	SUN PACIFIC	PERMIT # DSR20-010	8,128.23
	00209321	KWAN, DONNY	permit # shl21-013	6,317.67
	00209342	SAITTA, CHRISTOPHER L-LT+TTE	permit # sep21-018	3,413.14
	00209321	KWAN, DONNY	sep21-013	3,340.52
	00209342	SAITTA, CHRISTOPHER L-LT+TTE	permit # shl21-023	1,924.69
	00209307	DR. Thomas Trumble	permit # ADU21-003	1,016.29
	00209367	YAROSLAVSKY, LEO	DEPOSIT ADU21-006	798.45
	00209318	ISLAND SECURITY SYSTEMS INC	PERMIT # 2110-008	464.00
	00209348	SUN PACIFIC	PERMIT # DSR20-010	243.85
	00209299	Cayson Fields LLC	refund 2109-181	213.00
	00209299	Cayson Fields LLC	permit # 2109-186	213.00

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00209312	FIRE SYSTEMS WEST INC	refund permit # 2108-056	197.48
	00209349	SWITCH ELECTRIC LLC	PERMIT # 2109-063	141.60
	00209362	WASHINGTON ENERGY SVCS CO LLC	permit # 2110-011	141.60
<i>Org Key: DS1100 - Administration (DS)</i>				
P0112374	00209303	COMMUNITY ATTRIBUTES INC.	TOWN CENTER ECONOMIC ANALYSIS	1,168.13
P0112403	00209358	VERIZON WIRELESS	VERIZON CPD AUG 24-SEPT23	501.78
P0112406	00209358	VERIZON WIRELESS	VERIZON CM AUG 24-SEPT 23	348.38
P0112406	00209358	VERIZON WIRELESS	VERIZON CM AUG 24-SEPT 23	116.13
<i>Org Key: DS1200 - Bldg Plan Review & Inspection</i>				
P0112399	00209305	DEPT OF ENTERPRISE SERVICES	MONTHLY BUSINESS CARDS	276.36
<i>Org Key: FN4501 - Utility Billing (Water)</i>				
P0112251	00209328	METROPRESORT	SEPT 2021 PRINTING & MAILING O	179.49
P0112251	00209328	METROPRESORT	SEPT 2021 PRINTING & MAILING O	158.37
P0112276	00209328	METROPRESORT	SEPT 2021 PRINTING & MAILING O	96.87
P0112276	00209328	METROPRESORT	SEPT 2021 PRINTING & MAILING O	85.04
<i>Org Key: FN4502 - Utility Billing (Sewer)</i>				
P0112251	00209328	METROPRESORT	SEPT 2021 PRINTING & MAILING O	179.49
P0112251	00209328	METROPRESORT	SEPT 2021 PRINTING & MAILING O	158.37
P0112276	00209328	METROPRESORT	SEPT 2021 PRINTING & MAILING O	96.88
P0112276	00209328	METROPRESORT	SEPT 2021 PRINTING & MAILING O	85.04
<i>Org Key: FN4503 - Utility Billing (Storm)</i>				
P0112251	00209328	METROPRESORT	SEPT 2021 PRINTING & MAILING O	179.48
P0112251	00209328	METROPRESORT	SEPT 2021 PRINTING & MAILING O	158.36
P0112276	00209328	METROPRESORT	SEPT 2021 PRINTING & MAILING O	96.87
P0112276	00209328	METROPRESORT	SEPT 2021 PRINTING & MAILING O	85.03
<i>Org Key: FR1100 - Administration (FR)</i>				
P0112303	00209265	EASTSIDE FIRE & RESCUE	09/2021 Fire Chief Services	14,000.00
P0112301	00209361	WALTER E NELSON CO	Household Supplies	218.00
P0112301	00209361	WALTER E NELSON CO	Household Supplies	198.18
<i>Org Key: FR2100 - Fire Operations</i>				
P0112304	00209265	EASTSIDE FIRE & RESCUE	Parts/Labor 8611	2,405.72
P0109899	00209309	EPSCA	44 RADIOS FOR FIRE 2021	1,111.00
P0112404	00209358	VERIZON WIRELESS	VERIZON FIRE AUG 24-SEPT 23	887.24
P0112302	00209271	KROESENS UNIFORM COMPANY	Uniforms/Hemke	300.26
P0112305	00209257	AT&T MOBILITY	Cell Charges/Fire	278.88
P0112306	00209260	COMCAST	Internet Charges/Fire	110.22
P0112307	00209260	COMCAST	Internet Charges/Fire	90.27
P0109899	00209309	EPSCA	ACCESS FEE REBATE FIRE	-73.04
<i>Org Key: GB0100 - City Hall Building Repairs</i>				
P0112231	00209255	Ankrom Moisan Architects Inc.	Architectural Design and Spac	1,400.57
<i>Org Key: GB0105 - Thrift Shop Building Repairs</i>				
P0111958	00209294	Bellingham Lock & Safe	CITY FACILITY SECURITY UPGRADE	935.39
<i>Org Key: GE0101 - Fire Training Tools & Equipme</i>				
P0112180	00209353	TSI INCORPORATED	SCBA Clean/Calibration Mainten	5,174.70

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: GGM001 - General Government-Misc</i>				
P0111123	00209352	TRANSPO GROUP USA INC	ADA TRANSITION PLAN	18,185.00
P0112381	00209295	BRINKS INC	Armored Car Service September	1,047.92
P0112356	00209333	OMWBE FINANCIAL OFFICE	Annual Fee	200.00
P0112381	00209295	BRINKS INC	Disputed Charge Case 01979849	-259.51
<i>Org Key: GGM004 - Gen Govt-Office Support</i>				
P0112273	00209364	XEROX CORPORATION	Copier Rental Fees August 2021	844.99
P0112337	00209288	ADOCs	Copier Service Fees September	573.19
P0112336	00209365	Xerox Financial Services	Copier Rental Fees INV #284618	284.06
P0112310	00209261	CONFIDENTIAL DATA DISPOSAL	City Shredding service - 9-29-	225.00
<i>Org Key: GGM005 - Genera Govt-LI Retiree Costs</i>				
P0112330	00209264	DEVENY, JAN P	LEOFF1 LTC Expenses	9,497.25
P0112329	00209287	WALLACE, THOMAS	LEOFF1 LTC Expenses	6,000.00
P0112331	00209282	RAMSAY, JON	LEOFF1 Retiree Medical Expense	217.67
P0112332	00209258	BOOTH, GLENDON D	LEOFF1 Retiree Medical Expense	154.88
P0112272	00209287	WALLACE, THOMAS	LEOFF1 Retiree Medical Expense	143.73
P0112271	00209308	ELSOE, RONALD	LEOFF1 Retiree Medical Expense	62.74
P0112270	00209264	DEVENY, JAN P	LEOFF1 Retiree Medical Expense	32.08
P0112270	00209264	DEVENY, JAN P	LEOFF1 Retiree Medical Expense	26.24
<i>Org Key: GGX620 - Custodial Disbursements</i>				
P0112278	00209360	WA ST TREASURER'S OFFICE	Remit AUG21 MI Court Fees	3,070.90
P0112278	00209360	WA ST TREASURER'S OFFICE	Remit AUG21 MI Court Fees	1,512.77
P0112277	00209286	WA ST TREASURER'S OFFICE	Remit AUG21 Newcastle Court Fe	1,454.14
P0112278	00209360	WA ST TREASURER'S OFFICE	Remit AUG21 MI Court Fees	960.49
P0112277	00209286	WA ST TREASURER'S OFFICE	Remit AUG21 Newcastle Court Fe	898.63
P0112277	00209286	WA ST TREASURER'S OFFICE	Remit AUG21 Newcastle Court Fe	720.86
P0112278	00209360	WA ST TREASURER'S OFFICE	Remit AUG21 MI Court Fees	454.23
P0112278	00209360	WA ST TREASURER'S OFFICE	Remit AUG21 MI Court Fees	337.92
P0112277	00209286	WA ST TREASURER'S OFFICE	Remit AUG21 Newcastle Court Fe	313.78
P0112278	00209360	WA ST TREASURER'S OFFICE	Remit AUG21 MI Court Fees	261.50
P0112277	00209286	WA ST TREASURER'S OFFICE	Remit AUG21 Newcastle Court Fe	211.37
P0112278	00209360	WA ST TREASURER'S OFFICE	Remit AUG21 MI Court Fees	168.81
P0112278	00209360	WA ST TREASURER'S OFFICE	Remit AUG21 MI Court Fees	166.30
P0112278	00209360	WA ST TREASURER'S OFFICE	Remit AUG21 MI Court Fees	161.77
P0112277	00209286	WA ST TREASURER'S OFFICE	Remit AUG21 Newcastle Court Fe	156.57
P0112277	00209286	WA ST TREASURER'S OFFICE	Remit AUG21 Newcastle Court Fe	151.89
P0112277	00209286	WA ST TREASURER'S OFFICE	Remit AUG21 Newcastle Court Fe	16.20
P0112277	00209286	WA ST TREASURER'S OFFICE	Remit AUG21 Newcastle Court Fe	9.35
P0112277	00209286	WA ST TREASURER'S OFFICE	Remit AUG21 Newcastle Court Fe	9.33
P0112277	00209286	WA ST TREASURER'S OFFICE	Remit AUG21 Newcastle Court Fe	3.16
<i>Org Key: IGVO11 - Chamber of Commerce</i>				
P0112358	00209329	MI CHAMBER OF COMMERCE	CONTRACTED SERVICES Q3 2021	3,600.00
<i>Org Key: IS2100 - IGS Network Administration</i>				
P0112396	00209325	MAGNAS LLC	LONG DISTANCE CALLS 093021	146.95
<i>Org Key: MT2100 - Roadway Maintenance</i>				
	00209341	PUGET SOUND ENERGY	PSE SEPT 23, 2021	5,420.93

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0112257	00209337	PETERSEN BROTHERS INC	REPAIR GUARDRAIL AT E. MERCER	3,276.40
P0112292	00209330	MI UTILITY BILLS	SEPT 2021 PAYMENT OF UTILITY B	1,243.01
	00209340	PUGET SOUND ENERGY	PSE SEPT 23, 2021	1,057.97
P0112395	00209359	WA ST DEPT OF TRANSPORTATION	PROJECT COSTS FOR AUG 21, SE 2	417.02
P0112335	00209313	GRAINGER	WIRE WHEEL BRUSHES	83.77
P0112328	00209368	ZEE MEDICAL	FIRST AID SUPPLIES	17.83
<i>Org Key: MT2200 - Vegetation Maintenance</i>				
P0112328	00209368	ZEE MEDICAL	FIRST AID SUPPLIES	15.28
<i>Org Key: MT2255 - Urban Forest Management (ROW)</i>				
P0111773	00209339	PLANTSCAPES INC	Mercer Island 2021 Right-of-W	7,018.88
<i>Org Key: MT2300 - Planter Bed Maintenance</i>				
P0111773	00209339	PLANTSCAPES INC	Mercer Island 2021 Right-of-W	23,275.39
P0112292	00209330	MI UTILITY BILLS	SEPT 2021 PAYMENT OF UTILITY B	2,122.02
P0112328	00209368	ZEE MEDICAL	FIRST AID SUPPLIES	17.83
	00209341	PUGET SOUND ENERGY	PSE SEPT 23, 2021	13.32
	00209340	PUGET SOUND ENERGY	PSE SEPT 23, 2021	1.53
<i>Org Key: MT3100 - Water Distribution</i>				
P0112292	00209330	MI UTILITY BILLS	SEPT 2021 PAYMENT OF UTILITY B	1,829.19
P0112322	00209317	HOME DEPOT CREDIT SERVICE	BRASS PLUGS	124.89
P0112325	00209317	HOME DEPOT CREDIT SERVICE	8 X 8 POP UP CANOPY	87.10
P0112280	00209313	GRAINGER	BUTTON CELL BATTERY 1.5V	44.59
P0112328	00209368	ZEE MEDICAL	FIRST AID SUPPLIES	17.83
<i>Org Key: MT3150 - Water Quality Event</i>				
P0112255	00209310	FARWEST PAINT MFG. CO.	PAINT SUPPLIES	1,634.55
P0110284	00209351	LINKO TECHNOLOGY INC	2021 CROSS CONNECTION WEB TEST	326.00
P0110185	00209289	AM TEST INC	2021 WATER QUALITY SAMPLES	300.00
<i>Org Key: MT3200 - Water Pumps</i>				
	00209341	PUGET SOUND ENERGY	PSE SEPT 23, 2021	3,672.11
P0112328	00209368	ZEE MEDICAL	FIRST AID SUPPLIES	15.28
<i>Org Key: MT3300 - Water Associated Costs</i>				
	00209322	LESARGE, JAKE	travel from home to work for w	85.12
	00209323	LEYDE, CASEY	wo 32271	41.44
	00209326	MARTIN, ERIC	call out city shop	16.80
<i>Org Key: MT3400 - Sewer Collection</i>				
P0112292	00209330	MI UTILITY BILLS	SEPT 2021 PAYMENT OF UTILITY B	1,099.34
P0112328	00209368	ZEE MEDICAL	FIRST AID SUPPLIES	17.83
<i>Org Key: MT3500 - Sewer Pumps</i>				
	00209340	PUGET SOUND ENERGY	PSE SEPT 23, 2021	1,486.81
	00209341	PUGET SOUND ENERGY	PSE SEPT 23, 2021	1,030.90
P0112328	00209368	ZEE MEDICAL	FIRST AID SUPPLIES	17.83
<i>Org Key: MT3800 - Storm Drainage</i>				
P0112256	00209354	UNITED RENTALS NORTH AMERICA	MINI EXCAVATOR RENTAL	1,945.58
P0112384	00209289	AM TEST INC	1 OIL AND GREASE ANALYSIS 1 IC	95.00
P0112292	00209330	MI UTILITY BILLS	SEPT 2021 PAYMENT OF UTILITY B	83.85

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00209323	LEYDE, CASEY	wo 32040	41.44
P0112328	00209368	ZEE MEDICAL	FIRST AID SUPPLIES	17.83
<i>Org Key: MT4150 - Support Services - Clearing</i>				
P0112407	00209358	VERIZON WIRELESS	VERIZON PW AUG 24-SEPT 23	4,402.99
P0112323	00209301	CINTAS CORPORATION #460	2021 PW COVERALL SERVICE	2,112.23
P0112334	00209357	UTILITIES UNDERGROUND LOCATION	2021 UTILITY LOCATES	243.81
P0112405	00209358	VERIZON WIRELESS	VERIZON PARKS AUG 24-SEPT 23	86.96
P0109899	00209309	EPSCA	1 RADIO FOR MAINTENANCE	25.25
P0109899	00209309	EPSCA	ACCESS FEE REBATE MAINT	-1.66
<i>Org Key: MT4200 - Building Services</i>				
P0112292	00209330	MI UTILITY BILLS	SEPT 2021 PAYMENT OF UTILITY B	15,984.52
	00209340	PUGET SOUND ENERGY	PSE SEPT 23, 2021	5,210.49
	00209341	PUGET SOUND ENERGY	PSE SEPT 23, 2021	1,230.41
P0112300	00209313	GRAINGER	EXTENSION HANDLE	110.16
P0112326	00209317	HOME DEPOT CREDIT SERVICE	PUMIE SCOURING STICKS	65.53
P0112280	00209313	GRAINGER	TOILET BRUSHS & CADDIES	52.86
P0112328	00209368	ZEE MEDICAL	FIRST AID SUPPLIES	15.28
P0112261	00209317	HOME DEPOT CREDIT SERVICE	PUMIE SCOURING STICKS	10.93
<i>Org Key: MT4300 - Fleet Services</i>				
P0112321	00209327	MERCER ISLAND CHEVRON	FUEL	844.23
P0112284	00209291	AUTONATION INC	FLEET PARTS	470.01
P0112333	00209332	NAPA AUTO PARTS	REPAIR PARTS	299.35
P0112324	00209298	CARQUEST AUTO PARTS STORES	2021 MONTHLY FLEET PARTS	128.52
P0112328	00209368	ZEE MEDICAL	FIRST AID SUPPLIES	15.28
<i>Org Key: MT4502 - Sewer Administration</i>				
P0109806	00209320	KING COUNTY TREASURY	JAN-DEC 2021 MONTHLY SEWER CHA	409,561.02
<i>Org Key: MT6100 - Park Maintenance</i>				
	00209340	PUGET SOUND ENERGY	PSE SEPT 23, 2021	1,551.19
P0112405	00209358	VERIZON WIRELESS	VERIZON PARKS AUG 24-SEPT 23	431.53
P0112258	00209296	BULGER SAFE & LOCK	REPAIR BATHROOM DOORS AT	313.79
	00209341	PUGET SOUND ENERGY	PSE SEPT 23, 2021	267.00
P0112282	00209346	SOUND SAFETY PRODUCTS	MISC. WORK CLOTHES	245.94
P0112323	00209301	CINTAS CORPORATION #460	PARKS 2021 COVERALL SERVICE	141.05
P0112328	00209368	ZEE MEDICAL	FIRST AID SUPPLIES	17.83
<i>Org Key: MT6200 - Athletic Field Maintenance</i>				
P0112405	00209358	VERIZON WIRELESS	VERIZON PARKS AUG 24-SEPT 23	41.95
P0112328	00209368	ZEE MEDICAL	FIRST AID SUPPLIES	17.83
P0112259	00209350	TACOMA SCREW PRODUCTS INC	SOCKET SET SCREWS	2.43
<i>Org Key: MT6500 - Luther Burbank Park Maint</i>				
P0112297	00209334	PACIFIC AIR CONTROL INC	SECOND QUARTERLY BILLING FROM	827.13
	00209341	PUGET SOUND ENERGY	PSE SEPT 23, 2021	723.45
	00209340	PUGET SOUND ENERGY	PSE SEPT 23, 2021	595.52
P0112299	00209281	PACIFIC AIR CONTROL INC	MI LUTHER BURBANK WO# 28526	349.02
P0112405	00209358	VERIZON WIRELESS	VERIZON PARKS AUG 24-SEPT 23	81.96
P0112328	00209368	ZEE MEDICAL	FIRST AID SUPPLIES	17.83

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: MT6600 - Park Maint School Fields</i>				
	00209340	PUGET SOUND ENERGY	PSE SEPT 23, 2021	413.07
P0112328	00209368	ZEE MEDICAL	FIRST AID SUPPLIES	15.28
<i>Org Key: MT6900 - Aubrey Davis Park Maint</i>				
P0112258	00209296	BULGER SAFE & LOCK	REPAIR BATHROOM DOORS AT AUBRE	313.79
P0112392	00209356	UNITED SITE SERVICES	TWO RESTROOM SVCS/REFILL	258.30
P0112397	00209336	PAYBYPHONE TECHNOLOGIES INC	TRANSACTION FEE/MONTHLY	250.00
	00209341	PUGET SOUND ENERGY	PSE SEPT 23, 2021	95.19
	00209340	PUGET SOUND ENERGY	PSE SEPT 23, 2021	54.93
	00209341	PUGET SOUND ENERGY	PSE SEPT 23, 2021	16.49
P0112328	00209368	ZEE MEDICAL	FIRST AID SUPPLIES	17.79
<i>Org Key: PA0100 - Open Space Management</i>				
P0111294	00209256	APPLIED ECOLOGY LLC	21-16K Wildwood Park Open Spac	1,891.88
P0112405	00209358	VERIZON WIRELESS	VERIZON PARKS AUG 24-SEPT 23	41.95
P0111294	00209256	APPLIED ECOLOGY LLC	21-16K Wildwood Park Open Spac	0.01
<i>Org Key: PO1100 - Administration (PO)</i>				
P0112317	00209257	AT&T MOBILITY	Police Cell Service - Invoice	818.14
P0112318	00209272	LAKE FOREST PARK, CITY OF	Annual Dues 2021 - CSPA - Invo	400.00
<i>Org Key: PO1350 - Police Emergency Management</i>				
P0109899	00209309	EPSCA	13 RADIOS FOR EMERGENCY MGMT	328.25
P0112275	00209345	SKYLINE COMMUNICATIONS INC	OCT 2021 EOC INTERNET	206.55
P0109899	00209309	EPSCA	ACCESS FEE REBATE EMERGENCY	-21.58
<i>Org Key: PO1650 - Regional Radio Operations</i>				
P0109899	00209309	EPSCA	60 RADIOS FOR POLICE DEPARTMEN	1,515.00
P0109899	00209309	EPSCA	ACCESS FEE REBATE POLICE	-99.60
<i>Org Key: PO1800 - Contract Dispatch Police</i>				
P0112308	00209363	WASHINGTON STATE PATROL	CPL Backgrounds - Invoice #	106.00
<i>Org Key: PO1900 - Jail/Home Monitoring</i>				
P0112309	00209268	ISSAQUAH JAIL, CITY OF	Monthly Jail Inmate Housing -	3,300.00
P0112311	00209270	KING COUNTY FINANCE	DAJD Maintenance and Infirmary	736.73
<i>Org Key: PO2100 - Patrol Division</i>				
P0112315	00209271	KROESENS UNIFORM COMPANY	Patrol Uniform Supplies -	1,712.06
P0112314	00209271	KROESENS UNIFORM COMPANY	Patrol Uniform Supplies -	718.00
P0112314	00209271	KROESENS UNIFORM COMPANY	Patrol Uniform Supplies -	148.64
P0112312	00209259	CLEANERS PLUS 1	Uniform Cleaning September 202	69.65
P0112314	00209271	KROESENS UNIFORM COMPANY	Patrol Uniform Supplies -	46.08
P0112315	00209271	KROESENS UNIFORM COMPANY	Patrol Uniform Supplies -	10.95
<i>Org Key: PO3100 - Investigation Division</i>				
	00209314	HAMMER, SAMANTHA	squamish clear water	483.00
<i>Org Key: PO4300 - Police Training</i>				
P0112316	00209262	CRIMINAL JUSTICE TRAINING COMM	CJTC Training - BLEA - Officer	6,808.00
<i>Org Key: PR1100 - Administration (PR)</i>				
P0112405	00209358	VERIZON WIRELESS	VERIZON PARKS AUG 24-SEPT 23	133.91

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: PR4100 - Community Center</i>				
P0112292	00209330	MI UTILITY BILLS	SEPT 2021 PAYMENT OF UTILITY B	13,126.56
P0112295	00209311	FIRE PROTECTION INC	SPRINKLER REPAIRS FIRE	3,378.69
P0112283	00209290	AMERICAN ROOTER	CABLED KITCHEN DRAIN FOR CLASS	528.48
P0112296	00209281	PACIFIC AIR CONTROL INC	MI COMMUNITY EVENTS	327.00
P0112246	00209302	COMCAST	COMCAST COMMUNITY CENTR SEPT 2	287.38
P0112285	00209267	FIRE PROTECTION INC	MERCER ISLAND FIRE ALARM LABOR	148.64
	00209341	PUGET SOUND ENERGY	PSE SEPT 23, 2021	36.10
<i>Org Key: PR5600 - Cultural & Performing Arts</i>				
P0111945	00209304	CONSOLIDATED PRESS	MUSIC IN THE PARK POSTCARD MAI	1,464.05
<i>Org Key: ST0020 - ST Long Term Parking</i>				
P0112292	00209330	MI UTILITY BILLS	SEPT 2021 PAYMENT OF UTILITY B	184.58
P0112286	00209263	DEPT OF TRANSPORTATION	Invoice # Re 41 JZ0592 L010 So	149.78
	00209340	PUGET SOUND ENERGY	PSE SEPT 23, 2021	42.34
<i>Org Key: SU0113 - SCADA System Replacement-Sewer</i>				
P0112254	00209354	UNITED RENTALS NORTH AMERICA	CORE DRILL, CORE BIT & WATER T	1,084.29
P0112281	00209313	GRAINGER	U-BOLT, CUSHIONED,	73.33
P0112279	00209317	HOME DEPOT CREDIT SERVICE	CONDUIT FITTINGS	64.84
<i>Org Key: VCP402 - CIP Water Salaries</i>				
	00209324	LIN, RONA V	lunch w/ blue line engineers	20.63
<i>Org Key: WU0101 - Booster Chlorination Station</i>				
P0112252	00209355	UNITED REPROGRAPHICS	PRINTED MATERIALS FOR BOOSTER	677.34
<i>Org Key: WU0103 - Water Reservoir Improvements</i>				
P0111379	00209283	RH2 ENGINEERING INC	RESERVOIR IMPROVEMENTS ASSESSM	6,738.11
<i>Org Key: YF1100 - YFS General Services</i>				
	00209315	HARNISH, CHRISTOPHER JAMES	counselor license renewal	420.00
<i>Org Key: YF1200 - Thrift Shop</i>				
	00209341	PUGET SOUND ENERGY	PSE SEPT 23, 2021	452.27
P0112292	00209330	MI UTILITY BILLS	SEPT 2021 PAYMENT OF UTILITY B	443.27
P0112294	00209267	FIRE PROTECTION INC	ALARM LABOR - MI 60 MIN	148.64
	00209338	PHILEN, SUZANNE	toner for t shop printer	126.58
<i>Org Key: YF2600 - Family Assistance</i>				
P0112353	00209278	MOSIO, CHRIS	Rental assistance for EA clien	2,000.00
P0109895	00209343	SHOREWOOD #14885	Rental assistance for Emergenc	1,631.00
P0109894	00209269	KC HOUSING AUTHORITY	Rental Assistance for Emergenc	476.00
P0109895	00209284	SHOREWOOD #14885	Rental assistance for Emergenc	257.92
P0109895	00209343	SHOREWOOD #14885	Rental assistance for Emergenc	236.00
P0109894	00209269	KC HOUSING AUTHORITY	Rental Assistance for Emergenc	179.00
<i>Org Key: YF2850 - Federal SPF Grant</i>				
P0112268	00209285	University of Washington	MI HYI Check in with yourself	50,000.00
Total				740,679.28

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00209255	10/12/2021	Ankrom Moisan Architects Inc. Architectural Design and Spac	P0112231	83095	09/09/2021	1,400.57
00209256	10/12/2021	APPLIED ECOLOGY LLC 21-16K Wildwood Park Open Spac	P0111294	1237	08/03/2021	1,891.89
00209257	10/12/2021	AT&T MOBILITY Cell Charges/Fire	P0112317	6X09192021	09/17/2021	1,097.02
00209258	10/12/2021	BOOTH, GLENDON D LEOFF1 Retiree Medical Expense	P0112332	100521	10/05/2021	154.88
00209259	10/12/2021	CLEANERS PLUS 1 Uniform Cleaning September 202	P0112312	73130	10/01/2021	69.65
00209260	10/12/2021	COMCAST Internet Charges/Fire	P0112306	0460112-SEPT21	09/18/2021	200.49
00209261	10/12/2021	CONFIDENTIAL DATA DISPOSAL City Shredding service - 9-29-	P0112310	208131	09/29/2021	225.00
00209262	10/12/2021	CRIMINAL JUSTICE TRAINING COMM CJTC Training - BLEA - Officer	P0112316	201135600	09/16/2021	6,808.00
00209263	10/12/2021	DEPT OF TRANSPORTATION Invoice # Re 41 JZ0592 L010 So	P0112286	RE41JZ0592L010	09/14/2021	149.78
00209264	10/12/2021	DEVENY, JAN P LEOFF1 LTC Expenses	P0112270	093021B	09/30/2021	9,555.57
00209265	10/12/2021	EASTSIDE FIRE & RESCUE 09/2021 Fire Chief Services	P0112304	4226	09/16/2021	16,405.72
00209266	10/12/2021	EQUIFAX INFORMATION SVCS LLC Background Checks - Records	P0112319	6510198	09/18/2021	58.89
00209267	10/12/2021	FIRE PROTECTION INC MERCER ISLAND FIRE ALARM LABOR	P0112294	64955	09/08/2021	297.28
00209268	10/12/2021	ISSAQUAH JAIL, CITY OF Monthly Jail Inmate Housing -	P0112309	21000345	10/01/2021	3,300.00
00209269	10/12/2021	KC HOUSING AUTHORITY Rental Assistance for Emergenc	P0109894	100721	10/07/2021	655.00
00209270	10/12/2021	KING COUNTY FINANCE DAJD Maintenance and Infirmary	P0112311	3003430	09/09/2021	736.73
00209271	10/12/2021	KROESENS UNIFORM COMPANY Uniforms/Hemke	P0112314	2141161	09/01/2021	2,935.99
00209272	10/12/2021	LAKE FOREST PARK, CITY OF Annual Dues 2021 - CSPA - Invo	P0112318	2021-MERCERIID	10/01/2021	400.00
00209273	10/12/2021	LEXISNEXIS Invoice #3093479242 Legal	P0112290	3093479242	09/30/2021	349.02
00209274	10/12/2021	MARTEN LAW Invoice #: 44091966 Profession	P0112287	44091968	09/01/2021	3,775.00
00209275	10/12/2021	MATZKE, NORMAN Polygraph Examinations for Rec	P0112313	93021	09/30/2021	300.00
00209276	10/12/2021	MI EMPLOYEES ASSOC MI EMPLOYEE ASSOCIATION		100821	10/08/2021	230.00
00209277	10/12/2021	MOBERLY AND ROBERTS Invoice #991 Professional Serv	P0112289	991	10/01/2021	7,095.46
00209278	10/12/2021	MOSIO, CHRIS Rental assistance for EA clien	P0112353	100721	10/08/2021	2,000.00
00209279	10/12/2021	MUNICODE Webpage Updates City Code/Ord.	P0112267	363802	09/29/2021	735.52
00209280	10/12/2021	OGDEN MURPHY WALLACE PLLC Invoice #854997 Professional	P0112288	854997	09/20/2021	1,380.00

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00209281	10/12/2021	PACIFIC AIR CONTROL INC MI LUTHER BURBANK WO# 28526	P0112296	42497	09/09/2021	676.02
00209282	10/12/2021	RAMSAY, JON LEOFF1 Retiree Medical Expense	P0112331	100521	10/05/2021	217.67
00209283	10/12/2021	RH2 ENGINEERING INC RESERVOIR IMPROVEMENTS ASSESSM	P0111379	83324	09/15/2021	6,738.11
00209284	10/12/2021	SHOREWOOD #14885 Rental assistance for Emergenc	P0109895	100621	10/06/2021	257.92
00209285	10/12/2021	University of Washington MI HYI Check in with yourself	P0112268	MERCER-001	09/29/2021	50,000.00
00209286	10/12/2021	WA ST TREASURER'S OFFICE Remit AUG21 Newcastle Court Fe	P0112277	AUG21	08/01/2021	3,945.28
00209287	10/12/2021	WALLACE, THOMAS LEOFF1 Retiree Medical Expense	P0112329	093021B	09/30/2021	6,143.73
00209288	10/15/2021	ADOCS Copier Service Fees September	P0112337	AR13571	10/05/2021	573.19
00209289	10/15/2021	AM TEST INC 1 OIL AND GREASE ANALYSIS 1 IC	P0110185	123725	09/30/2021	395.00
00209290	10/15/2021	AMERICAN ROOTER CABLED KITCHEN DRAIN FOR CLASS	P0112283	2100927-2	09/27/2021	528.48
00209291	10/15/2021	AUTONATION INC FLEET PARTS	P0112284	167784	09/02/2021	470.01
00209292	10/15/2021	BEDARD, CHARLES REFUND OVERPAY 00294135001		093021	09/30/2021	587.87
00209293	10/15/2021	BELLEVUE CHAMBER OF COMMERCE Eastside Leadership Conference	P0112262	12309	09/28/2021	25.00
00209294	10/15/2021	Bellingham Lock & Safe CITY FACILITY SECURITY UPGRADE	P0111958	307849	09/24/2021	935.39
00209295	10/15/2021	BRINKS INC Armored Car Service September	P0112381	4312219	09/30/2021	788.41
00209296	10/15/2021	BULGER SAFE & LOCK REPAIR BATHROOM DOORS AT	P0112258	WO-206465	09/16/2021	627.58
00209297	10/15/2021	Cabot Dow Associates HR Bargaining Support (Septemb	P0112339	090121	09/01/2021	700.00
00209298	10/15/2021	CARQUEST AUTO PARTS STORES 2021 MONTHLY FLEET PARTS	P0112324	2417-1D-496980	09/22/2021	128.52
00209299	10/15/2021	Cayson Fields LLC refund 2109-181		2109-186	09/29/2021	426.00
00209300	10/15/2021	CERTIFIED LABORATORIES INVENTORY PURCHASES	P0112293	7525098	09/28/2021	292.58
00209301	10/15/2021	CINTAS CORPORATION #460 2021 PW COVERALL SERVICE	P0112323	12701643-093021	09/30/2021	2,253.28
00209302	10/15/2021	COMCAST COMCAST COMMUNITY CENTR SEPT 2	P0112246	0057728-091121	09/11/2021	287.38
00209303	10/15/2021	COMMUNITY ATTRIBUTES INC. TOWN CENTER ECONOMIC ANALYSIS	P0112374	3167	09/30/2021	1,168.13
00209304	10/15/2021	CONSOLIDATED PRESS MUSIC IN THE PARK POSTCARD MAI	P0111945	27662A	08/05/2021	1,464.05
00209305	10/15/2021	DEPT OF ENTERPRISE SERVICES MONTHLY BUSINESS CARDS	P0112399	731109547	10/05/2021	276.36
00209306	10/15/2021	DER-SIN SONG & KUEI-YI REFUND OVERPAY 01084213004		093021	09/30/2021	139.85

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Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00209307	10/15/2021	DR. Thomas Trumble permit # ADU21-003		AUD21-003	09/30/2021	1,016.29
00209308	10/15/2021	ELSOE, RONALD LEOFF1 Retiree Medical Expense	P0112271	093021	09/30/2021	62.74
00209309	10/15/2021	EPSCA 44 RADIOS FOR FIRE 2021	P0109899	10536	09/03/2021	2,783.62
00209310	10/15/2021	FARWEST PAINT MFG. CO. PAINT SUPPLIES	P0112255	0722259-IN	09/17/2021	1,634.55
00209311	10/15/2021	FIRE PROTECTION INC SPRINKLER REPAIRS FIRE	P0112295	65110	09/18/2021	3,378.69
00209312	10/15/2021	FIRE SYSTEMS WEST INC refund permit # 2108-056		2108-056	09/24/2021	197.48
00209313	10/15/2021	GRAINGER WIRE WHEEL BRUSHES	P0112281	9062602314	09/22/2021	364.71
00209314	10/15/2021	HAMMER, SAMANTHA squamish clear water		100421	10/04/2021	483.00
00209315	10/15/2021	HARNISH, CHRISTOPHER JAMES counselor license renewal		090821	09/08/2021	420.00
00209316	10/15/2021	HENDRICKSON, LORETTA REFUND OVERPAY 005214475		093021	09/30/2021	128.55
00209317	10/15/2021	HOME DEPOT CREDIT SERVICE INVENTORY PURCHASES	P0112279	8084589	10/01/2021	375.02
00209318	10/15/2021	ISLAND SECURITY SYSTEMS INC PERMIT # 2110-008		2110-008	10/08/2021	464.00
00209319	10/15/2021	KAY, ROBERT REFUND OVERPAY 005213000		093021	09/30/2021	328.55
00209320	10/15/2021	KING COUNTY TREASURY JAN-DEC 2021 MONTHLY SEWER CHA	P0109806	30032685	10/01/2021	409,561.02
00209321	10/15/2021	KWAN, DONNY permit # shl21-013		SEP21-013	10/13/2021	9,658.19
00209322	10/15/2021	LESARGE, JAKE travel from home to work for w		100121	10/01/2021	85.12
00209323	10/15/2021	LEYDE, CASEY wo 32271		100121	10/01/2021	82.88
00209324	10/15/2021	LIN, RONA V lunch w/ blueline engineers		092321	09/23/2021	20.63
00209325	10/15/2021	MAGNAS LLC LONG DISTANCE CALLS 093021	P0112396	550510-093021	09/30/2021	146.95
00209326	10/15/2021	MARTIN, ERIC call out city shop		093021	09/30/2021	16.80
00209327	10/15/2021	MERCER ISLAND CHEVRON FUEL	P0112321	SEPTEMBER21	09/01/2021	844.23
00209328	10/15/2021	METROPRESORT SEPT 2021 PRINTING & MAILING O	P0112251	IN637215	09/23/2021	1,559.29
00209329	10/15/2021	MI CHAMBER OF COMMERCE CONTRACTED SERVICES Q3 2021	P0112358	3842	09/24/2021	3,600.00
00209330	10/15/2021	MI UTILITY BILLS SEPT 2021 PAYMENT OF UTILITY B	P0112292	SEPT2021	09/01/2021	36,116.34
00209331	10/15/2021	MUNICODE Annual fee for Municode	P0112340	00364456	10/05/2021	1,195.00
00209332	10/15/2021	NAPA AUTO PARTS REPAIR PARTS	P0112333	16715156-093021	09/30/2021	299.35

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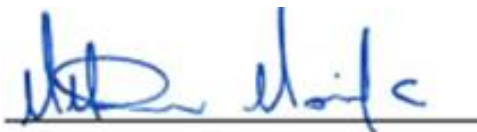
Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00209333	10/15/2021	OMWBE FINANCIAL OFFICE Annual Fee	P0112356	30313842	09/22/2021	200.00
00209334	10/15/2021	PACIFIC AIR CONTROL INC SECOND QUARTERLY BILLING FROM	P0112297	42607	09/01/2021	827.13
00209335	10/15/2021	PARRY, SHAWN & SHERRIE REFUND OVERPAY 01082120001		093021	09/30/2021	1,019.26
00209336	10/15/2021	PAYBYPHONE TECHNOLOGIES INC TRANSACTION FEE/MONTHLY MINIMU	P0112397	INVPBP-HQ-713	09/30/2021	250.00
00209337	10/15/2021	PETERSEN BROTHERS INC REPAIR GUARDRAIL AT E. MERCER	P0112257	2111201	09/11/2021	3,276.40
00209338	10/15/2021	PHILEN, SUZANNE toner for t shop printer		092321	09/23/2021	126.58
00209339	10/15/2021	PLANTSCAPES INC Mercer Island 2021 Right-of-W	P0111773	53841E	07/30/2021	30,294.27
00209340	10/15/2021	PUGET SOUND ENERGY PSE SEPT 23, 2021		101521A	09/23/2021	10,413.85
00209341	10/15/2021	PUGET SOUND ENERGY PSE SEPT 23, 2021		101521B	09/23/2021	12,958.17
00209342	10/15/2021	SAITTA, CHRISTOPHER L-LT+TTE permit # sep21-018		SHL21-023	09/24/2021	5,337.83
00209343	10/15/2021	SHOREWOOD #14885 Rental assistance for Emergenc	P0109895	100121	10/01/2021	1,867.00
00209344	10/15/2021	SINCLAIR, CHERYL REFUND OVERPAY 00440225001		093021	09/30/2021	30.80
00209345	10/15/2021	SKYLINE COMMUNICATIONS INC OCT 2021 EOC INTERNET	P0112275	IN46312	10/01/2021	206.55
00209346	10/15/2021	SOUND SAFETY PRODUCTS MISC. WORK CLOTHES	P0112282	202817/3	09/30/2021	245.94
00209347	10/15/2021	Stephanie Brown HR Bargaining Professional	P0112338	100621	10/06/2021	682.50
00209348	10/15/2021	SUN PACIFIC PERMIT # DSR20-010		DSR20-010	10/07/2021	8,372.08
00209349	10/15/2021	SWITCH ELECTRIC LLC PERMIT # 2109-063		2109-063	10/08/2021	141.60
00209350	10/15/2021	TACOMA SCREW PRODUCTS INC SOCKET SET SCREWS	P0112259	160014866-00	09/28/2021	2.43
00209351	10/15/2021	LINKO TECHNOLOGY INC 2021 CROSS CONNECTION WEB TEST	P0110284	8815	10/05/2021	326.00
00209352	10/15/2021	TRANSPO GROUP USA INC ADA TRANSITION PLAN	P0111123	26745	08/19/2021	18,185.00
00209353	10/15/2021	TSI INCORPORATED SCBA Clean/Calibration Mainten	P0112180	91385440	09/17/2021	5,174.70
00209354	10/15/2021	UNITED RENTALS NORTH AMERICA MINI EXCAVATOR RENTAL	P0112254	197873589-001	09/16/2021	3,029.87
00209355	10/15/2021	UNITED REPROGRAPHICS PRINTED MATERIALS FOR BOOSTER	P0112252	9104736-IN	09/28/2021	677.34
00209356	10/15/2021	UNITED SITE SERVICES TWO RESTROOM SVCS/REFILL	P0112392	114-12398069	09/15/2021	258.30
00209357	10/15/2021	UTILITIES UNDERGROUND LOCATION 2021 UTILITY LOCATES	P0112334	1090181	09/30/2021	243.81
00209358	10/15/2021	VERIZON WIRELESS VERIZON PARKS AUG 24-SEPT 23	P0112405	9889078770	09/23/2021	7,106.62

Accounts Payable Report by Check Number

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00209359	10/15/2021	WA ST DEPT OF TRANSPORTATION PROJECT COSTS FOR AUG 21, SE 2	P0112395	RE41GMB111R015	09/14/2021	417.02
00209360	10/15/2021	WA ST TREASURER'S OFFICE Remit AUG21 MI Court Fees	P0112278	AUG21COURTFEES	08/01/2021	7,094.69
00209361	10/15/2021	WALTER E NELSON CO INVENTORY PURCHASES	P0112301	828227	09/16/2021	2,370.39
00209362	10/15/2021	WASHINGTON ENERGY SVCS CO LLC permit # 2110-011		2110-011	10/08/2021	141.60
00209363	10/15/2021	WASHINGTON STATE PATROL CPL Backgrounds - Invoice #	P0112308	122001543	10/04/2021	106.00
00209364	10/15/2021	XEROX CORPORATION Copier Rental Fees August 2021	P0112273	702510222	08/27/2021	844.99
00209365	10/15/2021	Xerox Financial Services Copier Rental Fees INV #284618	P0112336	2846182	10/04/2021	284.06
00209366	10/15/2021	XIAO MING KE refund overpay 00673315001		093021	09/30/2021	37.12
00209367	10/15/2021	YAROSLAVSKY, LEO DEPOSIT ADU21-006		ADU21-006	10/05/2021	798.45
00209368	10/15/2021	ZEE MEDICAL FIRST AID SUPPLIES	P0112328	68424828	10/05/2021	254.66
					Total	740,679.28

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	209369-209474	10/22/2021	\$371,978.41
			\$371,978.41

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: 402000 - Water Fund-Admin Key</i>				
P0112375	00209397	SEATTLE PUBLIC UTILITIES	SEPT 2021 SPU CHARGE FOR RETAI	16,637.00
P0112348	00209395	OWEN EQUIPMENT COMPANY	INVENTORY PURCHASES	3,468.24
	00209421	GLASSER, DAN	refund overpay 01079671701	1,800.08
	00209458	SMITH, PATRICK	refund overpay 00202821003	1,133.79
P0112359	00209399	SUPPLY SOURCE INC,THE	INVENTORY PURCHASES	1,191.46
	00209457	Shannon & Troy Schell	refund overpay 002011302	915.24
	00209407	CARVEY JR, ROBERT	refund overpay 00107051705	904.24
P0112391	00209369	A.M. LEONARD INC	INVENTORY PURCHASES	473.64
P0112422	00209378	GRAINGER	INVENTORY PURCHASES	486.63
P0112373	00209380	H D FOWLER	INVENTORY PURCHASES	475.29
	00209454	Rosenzweig, David	refund overpay 01081191002	402.38
P0112390	00209378	GRAINGER	INVENTORY PURCHASES	423.79
P0112342	00209378	GRAINGER	INVENTORY PURCHASES	321.14
P0112379	00209378	GRAINGER	INVENTORY PURCHASES	317.18
	00209466	Travis, Steven	refund overpay 006401565	227.77
P0112423	00209377	EXCEL SUPPLY COMPANY	INVENTORY PURCHASES	211.12
	00209427	Jho, Soeun	refund overpay 00413170003	122.27
	00209436	Lorri Gottlieb	refund overpay 01084031502	101.91
	00209460	Stubner, Audrey	refund overpay 005170304	46.23
	00209453	ROCHE, KYLE	refund overpay 0036736002	30.85
P0112400	00209378	GRAINGER	INVENTORY PURCHASES	29.22
<i>Org Key: 814075 - Mercer Island Emp Association</i>				
	00209440	MI EMPLOYEES ASSOC	PAYROLL EARLY WARRANTS	227.50
<i>Org Key: 814076 - City & Counties Local 21M</i>				
	00209474	WSCCCE AFSCME AFL-CIO	PAYROLL EARLY WARRANTS	2,330.00
<i>Org Key: 814077 - Police Association</i>				
	00209447	POLICE ASSOCIATION	PAYROLL EARLY WARRANTS	2,496.23
<i>Org Key: CA1100 - Administration (CA)</i>				
P0112433	00209437	Madrona Law Group, PPLC	Invoice #10969 Professional	28,189.47
P0112433	00209437	Madrona Law Group, PPLC	Invoice #10967 Professional	17,801.00
P0112435	00209438	MARTEN LAW	Invoice #44092057 Professional	2,769.00
<i>Org Key: CA1150 - Attorney-Litigation</i>				
P0112434	00209439	McNaul Ebel Nawrot	Invoice #101389 Professional	79,270.00
<i>Org Key: CM1400 - Communications</i>				
P0112364	00209464	TOWN SQUARE PUBLICATIONS	AD - MI CHAMBER OF COMMERCE IS	795.00
<i>Org Key: CR1100 - Human Resources</i>				
P0112440	00209450	PUBLIC SAFETY TESTING INC	Q2 and Q3 Subscription Fee/Fir	375.00
P0112440	00209450	PUBLIC SAFETY TESTING INC	Q2 and Q3 Subscription Fee/Fir	300.00
<i>Org Key: CT1100 - Municipal Court</i>				
P0112417	00209384	INTERCOM LANGUAGE SERVICES INC	Intercom invoice #21-502	390.00
P0112371	00209379	Gregory, Jeff	Judge Pro Tem - 10/11/21 - 7 h	350.00
<i>Org Key: DS0000 - Development Services-Revenue</i>				
P0112412	00209429	KC RECORDS	REFILL OF ESCROW ACCOUNT FOR	3,043.80

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00209424	Harris, Robert M JR	permit # SHL21-029	2,650.84
	00209408	COEN, MARK	permit # DEV21-006	1,161.54
	00209442	MILLER HULL PARTNERSHIP LLC	permit # pre21-011	980.00
	00209451	Raman, Suri	permit # 2106-046	941.27
	00209461	Suski, Kate	permit # pre21-020	726.00
	00209469	Wang, Stewart	permit # 2104-160	177.00
	00209472	Wischman, Judie	permit # 2109-052	79.20
Org Key: DS1100 - Administration (DS)				
P0112412	00209429	KC RECORDS	REFILL OF ESCROW ACCOUNT FOR	4,800.00
P0112414	00209419	FASTSIGNS BELLEVUE	COROPLAST LAND USE SIGNS	3,170.88
P0112418	00209465	Travelers	NOTARY BOND POLICY # 010751037	40.00
Org Key: FN1100 - Administration (FN)				
P0112354	00209400	VERIZON WIRELESS	CITY CELL PHONES, AC, OH, LT,	46.95
P0112354	00209400	VERIZON WIRELESS	CITY CELL PHONES, AC, OH, LT,	41.95
Org Key: FN2100 - Data Processing				
P0112413	00209389	METROPRESORT	2021 3RD QTR B&O PRINTING & MA	194.40
P0112413	00209389	METROPRESORT	2021 3RD QTR B&O PRINTING & MA	89.47
P0112357	00209389	METROPRESORT	SEPT 2021 E-SERVICE PORTAL ADM	50.00
Org Key: FN4501 - Utility Billing (Water)				
P0112357	00209389	METROPRESORT	SEPT 2021 PRINTING & MAILING O	97.57
P0112413	00209389	METROPRESORT	SEPT 2021 PRINTING & MAILING O	94.42
P0112413	00209389	METROPRESORT	SEPT 2021 PRINTING & MAILING O	90.24
P0112357	00209389	METROPRESORT	SEPT 2021 PRINTING & MAILING O	86.42
P0112354	00209400	VERIZON WIRELESS	CITY CELL PHONES, AC, OH, LT,	46.95
P0112354	00209400	VERIZON WIRELESS	CITY CELL PHONES, AC, OH, LT,	41.95
Org Key: FN4502 - Utility Billing (Sewer)				
P0112357	00209389	METROPRESORT	SEPT 2021 PRINTING & MAILING O	97.57
P0112413	00209389	METROPRESORT	SEPT 2021 PRINTING & MAILING O	94.42
P0112413	00209389	METROPRESORT	SEPT 2021 PRINTING & MAILING O	90.24
P0112357	00209389	METROPRESORT	SEPT 2021 PRINTING & MAILING O	86.42
P0112355	00209386	KC RECORDER	2-LIEN RELEASES- 7255 EMW	78.00
Org Key: FN4503 - Utility Billing (Storm)				
P0112357	00209389	METROPRESORT	SEPT 2021 PRINTING & MAILING O	97.58
P0112413	00209389	METROPRESORT	SEPT 2021 PRINTING & MAILING O	94.42
P0112413	00209389	METROPRESORT	SEPT 2021 PRINTING & MAILING O	90.23
P0112357	00209389	METROPRESORT	SEPT 2021 PRINTING & MAILING O	86.43
Org Key: FR1100 - Administration (FR)				
P0112448	00209468	WALTER E NELSON CO	Household Supplies	344.12
P0112443	00209470	WASHINGTON FITNESS SERV INC	Semi Annual Service	329.20
P0112449	00209412	CULLIGAN SEATTLE WA	Water Service/Fire	243.41
Org Key: FR1200 - Fire Marshal				
P0112439	00209426	INTERNATIONAL CODE COUNCIL INC	Member Dues/FD	145.00
Org Key: FR2100 - Fire Operations				
P0112455	00209417	EASTSIDE FIRE & RESCUE	Parts/Labor 8610	1,207.32

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0112445	00209432	KROESENS UNIFORM COMPANY	Uniforms/Hemke	366.32
P0112446	00209444	NORTHWEST SAFETY CLEAN	Bunker Gear Cleaning	63.95
P0112441	00209409	COMCAST	Internet Charges/Fire	11.33
<i>Org Key: FR2400 - Fire Suppression</i>				
P0112453	00209435	LN CURTIS & SONS	Hose Supplies	2,813.36
P0112452	00209435	LN CURTIS & SONS	MSA Sensor Kit	596.02
<i>Org Key: FR2500 - Fire Emergency Medical Svcs</i>				
P0112454	00209433	LIFE ASSIST INC	Stock Aid Supplies	253.23
P0112454	00209433	LIFE ASSIST INC	Stock Aid Supplies	182.33
P0112454	00209433	LIFE ASSIST INC	Stock Aid Supplies	88.12
P0112451	00209459	STERICYCLE INC	On-Call Charges/Fire	10.36
P0112450	00209401	AIRGAS USA LLC	Oxygen/Fire	9.86
P0112450	00209401	AIRGAS USA LLC	Oxygen/Fire	9.08
<i>Org Key: GB0107 - Honeywell Site Remediation</i>				
P0111015	00209418	FARALLON CONSULTING LLC	PROJECT 1292-002 2021 SOIL	792.00
<i>Org Key: GGM004 - Gen Govt-Office Support</i>				
P0112430	00209396	RESERVE ACCOUNT	RESERVE FUND REFILL FOR POSTAG	2,500.00
P0112444	00209452	RICOH USA INC	Cost Per Copy/Fire	49.55
<i>Org Key: GGM005 - Genera Govt-L1 Retiree Costs</i>				
P0112419	00209416	DEVENY, JAN P	LEOFF1 LTC Expenses	15,906.00
P0112420	00209416	DEVENY, JAN P	LEOFF1 LTC Expenses	5,234.25
P0112410	00209423	HAGSTROM, CRAIG	LEOFF1 Retiree Medical Expense	361.85
P0112409	00209402	AUGUSTSON, THOR	LEOFF1 Retiree Medical Expense	71.69
P0112411	00209416	DEVENY, JAN P	LEOFF1 Retiree Medical Expense	16.90
<i>Org Key: GGM100 - Emerg Incident Response</i>				
P0112433	00209437	Madrona Law Group, PPLC	Invoice #10966	1,403.00
P0112345	00209383	HORIZON	FACE MASKS	482.88
P0112344	00209378	GRAINGER	FACE MASKS	322.37
P0112369	00209378	GRAINGER	FACE MASKS	93.80
<i>Org Key: IS2100 - IGS Network Administration</i>				
P0111796	00209374	CDW GOVERNMENT INC	PureStorage Annual Support Ren	17,505.90
P0110791	00209387	KING COUNTY FINANCE	I-NET MONTHLY SERVICES FROM	1,122.00
P0112269	00209374	CDW GOVERNMENT INC	Meraki AP License 1 Yr	100.21
P0112354	00209400	VERIZON WIRELESS	CITY CELL PHONES, AC, OH, LT,	40.01
<i>Org Key: MT2100 - Roadway Maintenance</i>				
P0112327	00209394	MI UTILITY BILLS	SEPT 2021 PAYMENT OF UTILITY B	223.28
P0112361	00209392	MI HARDWARE - ROW	MISC. HARDWARE FOR THE MONTH O	14.83
<i>Org Key: MT2150 - Pavement Marking</i>				
P0112346	00209370	ALPINE PRODUCTS INC	WHITE TRAFFIC PAINT	362.50
<i>Org Key: MT3000 - Water Service Upsizes and New</i>				
P0110852	00209403	BECU	RETAINAGE - WOLFSKILL	128.00
<i>Org Key: MT3100 - Water Distribution</i>				
P0110317	00209473	WOLFSKILL CONSTRUCTION LLC	2021 UNIT PRICED EXCAVATION	2,690.58

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0112360	00209388	LAKESIDE INDUSTRIES	CLASS B MODIFIED & LIQUID ASPH	327.47
P0112421	00209378	GRAINGER	SPRING NUTS (25 PK)	177.70
P0112400	00209378	GRAINGER	60' SOFT COIL COPPER TUBING 3/	123.55
P0112363	00209393	MI HARDWARE - UTILITY	MISC. HARDWARE FOR THE MONTH O	36.38
P0112400	00209378	GRAINGER	RETURNED COPPER TUBING	-123.55
<i>Org Key: MT3200 - Water Pumps</i>				
P0112363	00209393	MI HARDWARE - UTILITY	MISC. HARDWARE FOR THE MONTH O	14.45
<i>Org Key: MT3400 - Sewer Collection</i>				
P0112363	00209393	MI HARDWARE - UTILITY	MISC. HARDWARE FOR THE MONTH O	20.78
<i>Org Key: MT3500 - Sewer Pumps</i>				
P0111679	00209375	DATEC INC.	CF-33	4,470.06
P0112415	00209372	AT&T MOBILITY	2021 TELEMETRY	818.35
<i>Org Key: MT3800 - Storm Drainage</i>				
P0112386	00209420	FRUHLING INC	DUMP FEE - MIXED LOAD	5,330.86
P0112389	00209443	NARWHAL MET LLC	MONTHLY WEATHER SERVICES OCT 2	800.00
<i>Org Key: MT4200 - Building Services</i>				
P0112447	00209434	LINDER ELECTRIC INC	Troubleshoot Nederman	1,445.61
P0112370	00209378	GRAINGER	DRAINAGE MATS	399.53
P0112378	00209378	GRAINGER	HAND TRUCK	201.92
P0112416	00209373	BULGER SAFE & LOCK	REPAIR DOOR TO PW LAUNDRY ROOM	137.63
P0112359	00209399	SUPPLY SOURCE INC,THE	FEBREZE	118.38
P0112367	00209391	MI HARDWARE - P&R	MISC. HARDWARE FOR THE MONTH O	18.82
<i>Org Key: MT4210 - Building Landscaping</i>				
P0111281	00209405	BRIGHTHORIZON LAWN CARE	CITY HALL, CITY SHOP, FS 91,92	3,485.90
P0111281	00209405	BRIGHTHORIZON LAWN CARE	CITY HALL, CITY SHOP, FS 91,92	3,485.90
<i>Org Key: MT4300 - Fleet Services</i>				
P0112467	00209449	PRIORITY MARINE	Patrol 14 Engine Service - Shi	2,181.85
P0112467	00209449	PRIORITY MARINE	Patrol 12 Engine Service - wor	1,306.87
P0112372	00209398	SOUND SAFETY PRODUCTS	SAFETY BOOTS & MISC. WORK CLOT	406.48
<i>Org Key: MT4420 - Transportation Planner Eng</i>				
P0112351	00209448	POWER ENGINEERS INC	Mercer Island Asset Management	149.23
<i>Org Key: MT4501 - Water Administration</i>				
P0112394	00209471	WILLIAMS KASTNER & GIBBS PLLC	MOUNTAIN SOUND TRANSIT CLAIM	527.00
P0112351	00209448	POWER ENGINEERS INC	Mercer Island Asset Management	149.23
<i>Org Key: MT4502 - Sewer Administration</i>				
P0112351	00209448	POWER ENGINEERS INC	Mercer Island Asset Management	149.23
<i>Org Key: MT4503 - Storm Water Administration</i>				
P0112351	00209448	POWER ENGINEERS INC	Mercer Island Asset Management	149.23
<i>Org Key: MT6100 - Park Maintenance</i>				
P0112380	00209385	ISSAQUAH HONDA KUBOTA	CHAINSAWS, PRUNER & BLOWER	2,599.68
P0112431	00209394	MI UTILITY BILLS	SEPT 2021 PAYMENT OF UTILITY B	2,096.71
P0112416	00209373	BULGER SAFE & LOCK	REPAIR BATHROOM DOORS AT	275.25
P0112351	00209448	POWER ENGINEERS INC	Mercer Island Asset Management	149.22

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: MT6200 - Athletic Field Maintenance</i>				
P0112431	00209394	MI UTILITY BILLS	SEPT 2021 PAYMENT OF UTILITY B	7,466.19
<i>Org Key: MT6500 - Luther Burbank Park Maint</i>				
P0112431	00209394	MI UTILITY BILLS	SEPT 2021 PAYMENT OF UTILITY B	3,779.90
P0112387	00209445	NW PLAYGROUND EQUIPMENT INC	LIVE WIRE TROLLEY RETRO KIT	641.99
<i>Org Key: MT6800 - Trails Maintenance</i>				
P0112362	00209390	MI HARDWARE - MAINT	MISC. HARDWARE FOR THE MONTH O	17.80
<i>Org Key: MT6900 - Aubrey Davis Park Maint</i>				
P0112431	00209394	MI UTILITY BILLS	SEPT 2021 PAYMENT OF UTILITY B	11,359.22
<i>Org Key: PA0123 - Luther Burbank Minor Capital L</i>				
P0111474	00209430	KPFF CONSULTING ENGINEERS	Luther Burbank Near-Term Repai	410.00
<i>Org Key: PA0125 - Mercerdale Playground Improvem</i>				
P0111500	00209463	TOURNESOL SITEWORKS	PARK BENCHES FOR MERCERDALE	11,527.47
<i>Org Key: PO1350 - Police Emergency Management</i>				
P0112456	00209456	SEATTLE CHILDREN'S HOSPITAL	EMAC Ad in MI Phone Book - Inv	450.00
P0112458	00209414	DATAQUEST LLC	Volunteer Background Checks -	26.50
<i>Org Key: PO1900 - Jail/Home Monitoring</i>				
P0112460	00209455	SCORE	Jail Inmate Housing Medical -	158.10
<i>Org Key: PO2100 - Patrol Division</i>				
P0112461	00209441	MI HARDWARE - POLICE	Supplies - Invoice # 144000	9.89
P0112459	00209432	KROESENS UNIFORM COMPANY	Police Uniform Supplies - Invo	7.71
<i>Org Key: PO3100 - Investigation Division</i>				
P0112457	00209462	THOMSON REUTERS - WEST	West Investigative Service -	465.05
<i>Org Key: PR1100 - Administration (PR)</i>				
P0112401	00209411	CONSERVATION TECHNIX INC	PROS Plan Services (inv. 999)	17,852.40
P0112408	00209467	WA ST DEPT OF TRANS/T2	AA-1-10221 Annual Lease Paymen	5,792.19
P0112471	00209376	Emily Moon, Consultant	Recreation Reset Services Sept	4,275.00
P0112408	00209467	WA ST DEPT OF TRANS/T2	AA-1-10265 Annual Lease Paymen	1,550.30
<i>Org Key: PR4100 - Community Center</i>				
P0112298	00209446	PACIFIC AIR CONTROL INC	2ND QUARTERLY BILLING COMMUNIT	2,933.89
P0111281	00209405	BRIGHTHORIZON LAWN CARE	2021-2022 MI FACILITY LANDSCA	1,678.33
P0111281	00209405	BRIGHTHORIZON LAWN CARE	2021-2022 MI FACILITY LANDSCA	1,678.33
<i>Org Key: SP0100 - Residential Street Resurfacing</i>				
P0112388	00209431	KRAZAN & ASSOCIATES INC	2021 ARTERIAL & RESIDENTIAL ST	3,780.00
<i>Org Key: SP0102 - East Mercer Way Overlay (SE 53</i>				
P0112388	00209431	KRAZAN & ASSOCIATES INC	2021 ARTERIAL & RESIDENTIAL ST	6,640.00
<i>Org Key: SP0125 - PBF Plan Implementation</i>				
P0112347	00209370	ALPINE PRODUCTS INC	BIKE STENCIL	271.70
<i>Org Key: SP0130 - ICW Corridor Safety Analysis</i>				
P0112437	00209413	DAILY JOURNAL OF COMMERCE	CN: ISLAND CREST CORRIDOR	159.25

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: SU0113 - SCADA System Replacement-Sewer</i>				
P0112320	00209371	CHIP GEORGE INC	3 Dual Carrier Cellular Antenn	1,131.36
P0112377	00209382	HOME DEPOT CREDIT SERVICE	WET PATCH & REDUCERS	91.78
<i>Org Key: SW0100 - Sub Basin 42.1 & 42.1a Waterco</i>				
	00209422	GREENE, RICHARD B.	sub basin 42 inspection	159.60
<i>Org Key: WU0116 - RRA/ ERP Updates & Water Syste</i>				
P0109465	00209406	CAROLLO ENGINEERS INC	Risk & Resilience Assessment (9,440.06
P0111993	00209410	Confluence Law PPLC	Emergency Well #2 Permit Exten	1,000.00
<i>Org Key: WU0117 - Meter Replacement Implementati</i>				
P0102980	00209425	HDR ENGINEERING INC	WATER METER REPLACEMENT	1,924.96
<i>Org Key: YF1100 - YFS General Services</i>				
	00209415	DeBron, Pauline	renewal social work license	116.00
<i>Org Key: YF1200 - Thrift Shop</i>				
P0111281	00209405	BRIGHTHORIZON LAWN CARE	2021-2022 MI FACILITY LANDSCAP	924.56
P0111281	00209405	BRIGHTHORIZON LAWN CARE	2021-2022 MI FACILITY LANDSCAP	924.56
<i>Org Key: YF2100 - School/City Partnership</i>				
	00209415	DeBron, Pauline	ce cascadia training	150.00
	00209415	DeBron, Pauline	counseling supplies	35.16
<i>Org Key: YF2600 - Family Assistance</i>				
P0112468	00209381	HADLEY APARTMENTS	Rental assistance for EA clien	633.00
P0112424	00209404	BELLTOWN LLC	Rental Assistance for EA clien	340.00
P0109894	00209428	KC HOUSING AUTHORITY	Rental Assistance for Emergenc	173.00
Total				371,978.41

Accounts Payable Report by Check Number

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00209369	10/21/2021	A.M. LEONARD INC INVENTORY PURCHASES	P0112391	S021444162	10/07/2021	473.64
00209370	10/21/2021	ALPINE PRODUCTS INC WHITE TRAFFIC PAINT	P0112347	TM-205336	09/29/2021	634.20
00209371	10/21/2021	CHIP GEORGE INC 3 Dual Carrier Cellular Antenn	P0112320	4755	10/08/2021	1,131.36
00209372	10/21/2021	AT&T MOBILITY 2021 TELEMETRY	P0112415	437X10132021	10/13/2021	818.35
00209373	10/21/2021	BULGER SAFE & LOCK REPAIR DOOR TO PW LAUNDRY ROOM	P0112416	WO-206854/206855	09/30/2021	412.88
00209374	10/21/2021	CDW GOVERNMENT INC Meraki AP License 1 Yr	P0111796	L716832	10/05/2021	17,606.11
00209375	10/21/2021	DATEC INC. CF-33	P0111679	35209	10/11/2021	4,470.06
00209376	10/21/2021	Emily Moon, Consultant Recreation Reset Services Sept	P0112471	7	10/15/2021	4,275.00
00209377	10/21/2021	EXCEL SUPPLY COMPANY INVENTORY PURCHASES	P0112423	135028/135029	10/15/2021	211.12
00209378	10/21/2021	GRAINGER INVENTORY PURCHASES	P0112378	9064694319	09/23/2021	2,773.28
00209379	10/21/2021	Gregory, Jeff Judge Pro Tem - 10/11/21 - 7 h	P0112371	101121	10/11/2021	350.00
00209380	10/21/2021	H D FOWLER INVENTORY PURCHASES	P0112373	I5908299/6390	09/16/2021	475.29
00209381	10/21/2021	HADLEY APARTMENTS Rental assistance for EA clien	P0112468	102021	10/20/2021	633.00
00209382	10/21/2021	HOME DEPOT CREDIT SERVICE WET PATCH & REDUCERS	P0112377	7086167	10/12/2021	91.78
00209383	10/21/2021	HORIZON FACE MASKS	P0112345	2M117702	09/29/2021	482.88
00209384	10/21/2021	INTERCOM LANGUAGE SERVICES INC Intercom invoice #21-502	P0112417	21-502	10/15/2021	390.00
00209385	10/21/2021	ISSAQUAH HONDA KUBOTA CHAINSAWS, PRUNER & BLOWER	P0112380	416251	10/07/2021	2,599.68
00209386	10/21/2021	KC RECORDER 2-LIEN RELEASES- 7255 EMW	P0112355	100721	10/07/2021	78.00
00209387	10/21/2021	KING COUNTY FINANCE I-NET MONTHLY SERVICES FROM	P0110791	11010536	09/30/2021	1,122.00
00209388	10/21/2021	LAKESIDE INDUSTRIES CLASS B MODIFIED & LIQUID ASPH	P0112360	176081	09/30/2021	327.47
00209389	10/21/2021	METROPRESORT 2021 3RD QTR B&O PRINTING & MA	P0112413	IN638040	10/14/2021	1,439.83
00209390	10/21/2021	MI HARDWARE - MAINT MISC. HARDWARE FOR THE MONTH O	P0112362	093021	09/30/2021	17.80
00209391	10/21/2021	MI HARDWARE - P&R MISC. HARDWARE FOR THE MONTH O	P0112367	093021	09/30/2021	18.82
00209392	10/21/2021	MI HARDWARE - ROW MISC. HARDWARE FOR THE MONTH O	P0112361	093021	09/30/2021	14.83
00209393	10/21/2021	MI HARDWARE - UTILITY MISC. HARDWARE FOR THE MONTH O	P0112363	093021	09/30/2021	71.61
00209394	10/21/2021	MI UTILITY BILLS SEPT 2021 PAYMENT OF UTILITY B	P0112431	093021A	09/30/2021	24,925.30

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00209396	10/21/2021	RESERVE ACCOUNT RESERVE FUND REFILL FOR POSTAG	P0112430	R0121405	10/13/2021	2,500.00
00209397	10/21/2021	SEATTLE PUBLIC UTILITIES SEPT 2021 SPU CHARGE FOR RETAI	P0112375	093021	09/30/2021	16,637.00
00209398	10/21/2021	SOUND SAFETY PRODUCTS SAFETY BOOTS & MISC. WORK CLOT	P0112372	203069/3	10/11/2021	406.48
00209399	10/21/2021	SUPPLY SOURCE INC,THE INVENTORY PURCHASES	P0112359	2102594	10/01/2021	1,309.84
00209400	10/21/2021	VERIZON WIRELESS CITY CELL PHONES, AC, OH, LT,	P0112354	9889078778	09/23/2021	217.81
00209401	10/22/2021	AIRGAS USA LLC Oxygen/Fire	P0112450	9983295416	09/30/2021	18.94
00209402	10/22/2021	AUGUSTSON, THOR LEOFF1 Retiree Medical Expense	P0112409	101521	10/15/2021	71.69
00209403	10/22/2021	BECU RETAINAGE - WOLFSKILL	P0110852	1287	10/07/2021	128.00
00209404	10/22/2021	BELLTOWN LLC Rental Assistance for EA clien	P0112424	101521	10/15/2021	340.00
00209405	10/22/2021	BRIGHTHORIZON LAWN CARE CITY HALL, CITY SHOP, FS 91,92	P0111281	003	09/07/2021	12,177.58
00209406	10/22/2021	CAROLLO ENGINEERS INC Risk & Resilience Assessment (P0109465	FB14682	09/14/2021	9,440.06
00209407	10/22/2021	CARVEY JR, ROBERT refund overpay 00107051705		101421	10/14/2021	904.24
00209408	10/22/2021	COEN, MARK permit # DEV21-006		101821	10/18/2021	1,161.54
00209409	10/22/2021	COMCAST Internet Charges/Fire	P0112441	0081371-101121	10/11/2021	11.33
00209410	10/22/2021	Confluence Law PPLC Emergency Well #2 Permit Exten	P0111993	734	10/06/2021	1,000.00
00209411	10/22/2021	CONSERVATION TECHNIX INC PROS Plan Services (inv. 999)	P0112401	999	10/02/2021	17,852.40
00209412	10/22/2021	CULLIGAN SEATTLE WA Water Service/Fire	P0112449	202110672721	09/30/2021	243.41
00209413	10/22/2021	DAILY JOURNAL OF COMMERCE CN: ISLAND CREST CORRIDOR	P0112437	3370695	08/10/2021	159.25
00209414	10/22/2021	DATAQUEST LLC Volunteer Background Checks -	P0112458	16215	09/30/2021	26.50
00209415	10/22/2021	DeBron, Pauline renewal social work license		100621	10/06/2021	301.16
00209416	10/22/2021	DEVENY, JAN P LEOFF1 Retiree Medical Expense	P0112420	101521B	10/15/2021	21,157.15
00209417	10/22/2021	EASTSIDE FIRE & RESCUE Parts/Labor 8610	P0112455	4265	10/05/2021	1,207.32
00209418	10/22/2021	FARALLON CONSULTING LLC PROJECT 1292-002 2021 SOIL	P0111015	0041342	10/11/2021	792.00
00209419	10/22/2021	FASTSIGNS BELLEVUE COROPLAST LAND USE SIGNS	P0112414	B-110476	10/15/2021	3,170.88
00209420	10/22/2021	FRUHLING INC DUMP FEE - MIXED LOAD	P0112386	31662	06/14/2021	5,330.86

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00209421	10/22/2021	GLASSER, DAN refund overpay 01079671701		101421	10/14/2021	1,800.08
00209422	10/22/2021	GREENE, RICHARD B. sub basin 42 inspection		092021	09/20/2021	159.60
00209423	10/22/2021	HAGSTROM, CRAIG LEOFF1 Retiree Medical Expense	P0112410	101521	10/15/2021	361.85
00209424	10/22/2021	Harris, Robert M JR permit # SHL21-029		SHL21-029	10/15/2021	2,650.84
00209425	10/22/2021	HDR ENGINEERING INC WATER METER REPLACEMENT PROGRA	P0102980	1200379433	10/06/2021	1,924.96
00209426	10/22/2021	INTERNATIONAL CODE COUNCIL INC Member Dues/FD	P0112439	3319052	11/30/2021	145.00
00209427	10/22/2021	Jho, Soeun refund overpay 00413170003		101421	10/14/2021	122.27
00209428	10/22/2021	KC HOUSING AUTHORITY Rental Assistance for Emergenc	P0109894	101421	10/14/2021	173.00
00209429	10/22/2021	KC RECORDS REFILL OF ESCROW ACCOUNT FOR	P0112412	742-101421	10/14/2021	7,843.80
00209430	10/22/2021	KPFF CONSULTING ENGINEERS Luther Burbank Near-Term Repai	P0111474	389533	09/14/2021	410.00
00209431	10/22/2021	KRAZAN & ASSOCIATES INC 2021 ARTERIAL & RESIDENTIAL ST	P0112388	INVI618684-5832	07/31/2021	10,420.00
00209432	10/22/2021	KROESENS UNIFORM COMPANY Uniforms/Hemke	P0112459	65296	10/05/2021	374.03
00209433	10/22/2021	LIFE ASSIST INC Stock Aid Supplies	P0112454	1141207	10/21/2021	523.68
00209434	10/22/2021	LINDER ELECTRIC INC Troubleshoot Nederman	P0112447	35030	09/20/2021	1,445.61
00209435	10/22/2021	LN CURTIS & SONS Hose Supplies	P0112452	INV532782	10/06/2021	3,409.38
00209436	10/22/2021	Lorri Gottlieb refund overpay 01084031502		101421	10/14/2021	101.91
00209437	10/22/2021	Madrona Law Group, PPLC Invoice #10967 Professional	P0112433	10966	10/05/2021	47,393.47
00209438	10/22/2021	MARTEN LAW Invoice #44092057 Professional	P0112435	44092057	10/11/2021	2,769.00
00209439	10/22/2021	McNaul Ebel Nawrot Invoice #101389 Professional	P0112434	101389	09/30/2021	79,270.00
00209440	10/22/2021	MI EMPLOYEES ASSOC PAYROLL EARLY WARRANTS		102221	10/22/2021	227.50
00209441	10/22/2021	MI HARDWARE - POLICE Supplies - Invoice # 144000	P0112461	144000	09/30/2021	9.89
00209442	10/22/2021	MILLER HULL PARTNERSHIP LLC permit # pre21-011		PRE21-011	10/20/2021	980.00
00209443	10/22/2021	NARWHAL MET LLC MONTHLY WEATHER SERVICES OCT 2	P0112389	2021-19036	09/30/2021	800.00
00209444	10/22/2021	NORTHWEST SAFETY CLEAN Bunker Gear Cleaning	P0112446	21-30828	09/30/2021	63.95
00209445	10/22/2021	NW PLAYGROUND EQUIPMENT INC LIVE WIRE TROLLEY RETRO KIT	P0112387	48388	09/21/2021	641.99
00209446	10/22/2021	PACIFIC AIR CONTROL INC 2ND QUARTERLY BILLING COMMUNIT	P0112298	42645	09/14/2021	2,933.89

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00209448	10/22/2021	POWER ENGINEERS INC Mercer Island Asset Management	P0112351	429358	10/01/2021	746.14
00209449	10/22/2021	PRIORITY MARINE Patrol 12 Engine Service - wor	P0112467	092921	09/29/2021	3,488.72
00209450	10/22/2021	PUBLIC SAFETY TESTING INC Q2 and Q3 Subscription Fee/Fir	P0112440	2021-398	07/12/2021	675.00
00209451	10/22/2021	Raman, Suri permit # 2106-046		2106-046	10/15/2021	941.27
00209452	10/22/2021	RICOH USA INC Cost Per Copy/Fire	P0112444	10894462206	09/20/2021	49.55
00209453	10/22/2021	ROCHE, KYLE refund overpay 0036736002		101421	10/14/2021	30.85
00209454	10/22/2021	Rosenzweig, David refund overpay 01081191002		101421	10/14/2021	402.38
00209455	10/22/2021	SCORE Jail Inmate Housing Medical -	P0112460	5529	10/12/2021	158.10
00209456	10/22/2021	SEATTLE CHILDREN'S HOSPITAL EMAC Ad in MI Phone Book - Inv	P0112456	15207	10/17/2021	450.00
00209457	10/22/2021	Shannon & Troy Schell refund overpay 002011302		101421	10/14/2021	915.24
00209458	10/22/2021	SMITH, PATRICK refund overpay 00202821003		101421	10/14/2021	1,133.79
00209459	10/22/2021	STERICYCLE INC On-Call Charges/Fire	P0112451	3005729049	09/30/2021	10.36
00209460	10/22/2021	Stubner, Audrey refund overpay 005170304		101421	10/14/2021	46.23
00209461	10/22/2021	Suski, Kate permit # pre21-020		PRE21-020	10/20/2021	726.00
00209462	10/22/2021	THOMSON REUTERS - WEST West Investigative Service -	P0112457	845120000	10/01/2021	465.05
00209463	10/22/2021	TOURNESOL SITEWORKS PARK BENCHES FOR MERCERDALE	P0111500	119435	08/26/2021	11,527.47
00209464	10/22/2021	TOWN SQUARE PUBLICATIONS AD - MI CHAMBER OF COMMERCE IS	P0112364	188096	08/02/2021	795.00
00209465	10/22/2021	Travelers NOTARY BOND POLICY # 010751037	P0112418	8782V5238-OCT21	10/04/2021	40.00
00209466	10/22/2021	Travis, Steven refund overpay 006401565		101421	10/14/2021	227.77
00209467	10/22/2021	WA ST DEPT OF TRANS/T2 AA-1-10221 Annual Lease Paymen	P0112408	093021	09/30/2021	7,342.49
00209468	10/22/2021	WALTER E NELSON CO Household Supplies	P0112448	830106	09/28/2021	344.12
00209469	10/22/2021	Wang, Stewart permit # 2104-160		2104-160	10/15/2021	177.00
00209470	10/22/2021	WASHINGTON FITNESS SERV INC Semi Annual Service	P0112443	W17991	10/16/2021	329.20
00209471	10/22/2021	WILLIAMS KASTNER & GIBBS PLLC MOUNTAIN SOUND TRANSIT CLAIM	P0112394	626174	09/17/2021	527.00
00209472	10/22/2021	Wischman, Judie permit # 2109-052		2109-052	10/15/2021	79.20

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00209474	10/22/2021	WSCCCE AFSCME AFL-CIO PAYROLL EARLY WARRANTS		102221	10/22/2021	2,330.00
Total						371,978.41



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 5965
November 1, 2021
Regular Business

AGENDA BILL INFORMATION

TITLE:	AB 5965: Sustainability/Climate Action Plan Scoping	<input type="checkbox"/> Discussion Only
RECOMMENDED ACTION:	Review proposed timeline and scope for Mercer Island Climate Action Plan and authorize requested funding for consultant support.	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

DEPARTMENT:	Public Works		
STAFF:	Jason Kintner, Chief of Operations Ross Freeman, Sustainability Program Analyst		
COUNCIL LIAISON:	Benson Wong	Craig Reynolds	Salim Nice
EXHIBITS:	1. Proposed Scope of Work ("Charter") 2. Summary of Other Cities' Climate Planning Process		
CITY COUNCIL PRIORITY:	1. Prepare for the impacts of growth and change with a continued consideration on environmental sustainability.		

AMOUNT OF EXPENDITURE	\$ Choose an item.
AMOUNT BUDGETED	\$ Choose an item.
APPROPRIATION REQUIRED	\$ Choose an item.

SUMMARY

The purpose of this agenda bill is to review with the City Council the proposed timeline and scope of work for the development of a Climate Action Plan and to authorize funding for this work.

BACKGROUND

The adopted 2021-2022 work plan includes development of a Climate Action Plan to address environmental and climate concerns. Although this item was identified in the work plan, the scope of work was not developed, and funding was not included in the 2021-2022 biennial budget.

CLIMATE ACTION PLAN OVERVIEW

The City is developing its first Climate Action Plan to establish a roadmap for reducing greenhouse gas emissions as well as preparing for the expected impacts of climate change.

Development of the proposed scope of work for the Climate Action Plan began in September 2021 in collaboration with the City Council Sustainability Committee. The Committee proposed a general scope of work for the Plan – see Exhibit 1. The committee recommends a focused plan and an accelerated timeline for completion, with adoption anticipated at the end of 2022.

The Climate Action Plan will provide a range of actions and policies the City can execute to reduce greenhouse gas emissions in arenas such as buildings, transportation, waste, while also protecting natural areas and water quality. The Plan will also address resilience and adaptation to some of the impacts of climate change that are already upon us.

The Plan will serve as a resource to City staff, elected officials and residents to reach emissions targets. Given that only 2% of Mercer Island emissions are due to government operations, participation by the community will be critical to achieving meaningful carbon reductions and other measures of sustainability.

For additional background information on climate planning, the MRSC [recently provided](#) a brief overview of their typical contents and development process.

POLICY NEED

Taking decisive climate action has never been more urgent in Pacific Northwest communities. We are already experiencing the economic and health impacts of changes to our global climate patterns including rising temperatures, changes in rainfall and river flow, and reduced snowpack. Communities with significant topography like Mercer Island will witness more landslides from intense rain events in the winter. Conversely, hotter, drier summers are making wildfire increasingly likely even west of the Cascade Mountains. Air quality impacts from the persistent smoke plumes generated by these fires are well documented and all too familiar in recent years. Extensive detail is available in Pacific Northwest chapter of the [Fourth National Climate Assessment](#) (2018), led by the National Oceanic and Atmospheric Administration (NOAA).

According to experts at the University of Washington's [Climate Impacts Group](#), there is no better example of the changes ahead than the unprecedented June 2021 heatwave that swept across the Pacific Northwest (PNW), resulting in record-breaking temperatures that climbed 30°F above average. Seattle exceeded 100 degrees Fahrenheit for three days straight, reaching a peak of 108°F, and Portland, Oregon reached 116°F. As one of the least air-conditioned regions in the United States (just 54% of homes in Seattle), the PNW experienced a significant spike in heat-related deaths and illnesses. Exacerbated by an unusually dry spring, the extreme "heat dome" event had additional widespread impacts, including damage to road surfaces, shutting down light rail, power outages, and wildfires. Unfortunately, heat events will become more common as average air temperatures in our region are now anticipated to increase 5.5°F by 2050. Every action that communities take now will reduce the severity of these future impacts.

The State Legislature has recently passed several notable measures, such as the [Climate Commitment Act](#) (2021), which places an economy-wide cap on carbon to meet state GHG reduction targets, and the [Clean Energy Transformation Act](#) (2019) which will eliminate coal power from the electrical grid by 2025 and transition the state to 100% clean electricity by 2045.

Yet a lot of the day-to-day actions and choices in reducing emissions and protecting the environment occur at the local level, and the Mercer Island Climate Action Plan will organize and prioritize these actions and policies, building on the long history of stewardship the community has already demonstrated. This history of climate actions includes two successful rooftop solar promotional campaigns, commercial green building requirements in Town Center, very high rates of green power enrollment among residents, and the purchase of 100% wind energy to power all City government operations. Mercer Island was also one of the founding members of the King County-Cities Climate Collaboration (K4C), has converted almost all street and parking

lot lighting to LED, and has been able to increase its tree canopy by 8% from 2007 to 2017. Other significant milestones are listed on the [City's sustainability webpages](#).

A holistic Plan is needed to track these existing programs and establish further community sustainability goals and policies. Much like other multi-year planning documents, the Climate Action Plan will prioritize policies and actions, assess their contribution to emissions goals, map out implementation pathways, and estimate the budget and other resources required to get there. Mercer Island's Climate Action Plan is the next step in the City's environmental legacy: addressing the global challenge of climate change by taking local action now.

While all of us will face increasing impacts of changing climate—including threats to human health, property, and access to basic resources—we all have varying capacities and resources to adapt to these changes. It has become clear that climate change multiplies existing social inequities and puts the heaviest burden on our community's most vulnerable groups; the City's Plan must ensure that equity is part of the assessment process.

PROPOSED SCOPE OF WORK

The City Council Sustainability Committee recommends a more constrained process that can be accomplished within a shorter timeframe; as a result, the City will pursue a Climate Action Plan only, rather than a more comprehensive Sustainability and Climate Plan. Three nearby cities currently have climate plans underway (Burien, Issaquah, and Shoreline), each using a similar process that generally includes the following steps:

- Completing a GHG inventory and future emissions forecast
- Contracting for technical assistance from local consultants to assist with plan development and public engagement
- Determining the draft GHG-reduction policies and action items that are the best fit for their communities and incorporate these into a draft plan.

Each of these three cities is developing a smaller plan with more limited scope and tighter range of suggested actions, compared to three larger cities, which each developed very extensive and exhaustive documents in 2020 (i.e. Bellevue, Kirkland, Redmond). A summary of the ways that all six cities have approached climate planning, including timeline, budget, consulting support, and the scope of work, is included as Exhibit 2.

Each of the smaller cities is focusing their Climate Action Plan on specific topics and these are suggested as the best structure for Mercer Island's Climate Action Plan. They can be loosely summarized as:

- Mobility/Transportation
- Buildings and Energy
- Land Use, Waste/Recycling, Consumption
- Natural Resources/Trees/Water
- Community Resilience

Mercer Island will explore and review other cities' climate and sustainability plans for relevant actions that apply to the City and may be considered for incorporation into the Plan. Staff will also draw from the focused lists of suggested strategies in the new [K4C Climate Action Toolkit](#).

BUDGET

Staff currently estimates about **\$100,000-\$125,000** will be needed in consulting services to develop the Climate Action Plan in the accelerated timeframe. Additional funding may be needed depending on the final scope of work for the project.

As depicted in Exhibit 2, all but one city used consulting support to support their planning process, and for the smaller cities, this amount has ranged from \$50,000-100,000 over an 18-24 month period, and is most often used for GHG calculations, technical review, and community outreach and engagement activities. Some cities elected to use their consultants to perform the actual writing of their plan and develop graphics. Based on discussions with other cities, the amount of iterative public engagement significantly impacts consulting costs.

CITY COUNCIL INPUT

During the scoping process, the Sustainability Committee has answered the following framing questions, which are also asked of City Council tonight:

1. *What do you feel are the most important areas to focus on for the City's Plan?*
Some sample answers: "Focus on action and urgency"; "Spend less time planning and more on implementing"; "Choose achievable actions vs. a long to-do list"; "It is important to be thorough"; "Borrow from other regional plans and align with King County goals."
2. *What does successful public engagement on the Plan look like to you?*
Some sample answers: "Engage youth"; "Engage business"; "Engage non-traditional and minority voices"; "Energize the community to get involved in multiple ways"; "Tell people how their feedback was used"; "Don't overlook local expertise/advocates."

ACCELERATED TIMELINE

The Planning process has begun, and adoption by the full City Council is targeted by December 2022. A complete timeline can be viewed in Exhibit 1. If the City Council agrees with tonight's proposal and allocates funding, staff will issue a RFP to seek consulting support and join an online service that assists with GHG data entry and analysis (hosted by [ICLEI – Local Governments for Sustainability](#), this platform is now used by most other cities in the region).

At this time, this appropriation is not yet included in the mid-biennial budget proposal and is currently reflected as a "pending item." Staff recommends appropriating the funds now to provide certainty to interested consultants and help maintain the accelerated timeline. The City Council may also choose to wait until the RFP process is complete and approve the funding at a future Council Meeting.

A public Community Climate Kickoff Meeting is tentatively planned for December 8, to be hosted online by Sustainable-Mercer Island and other partner organizations.

RECOMMENDED ACTION

Approve suggested Scope of Work and direct staff to include the appropriation request in the mid-biennial budget proposal for consideration at the November 16, 2021, City Council meeting.

City of Mercer Island – Climate Action Plan

Project Charter & Scope of Work

26 October, 2021

Project Team

The Climate Action Plan Scope has been developed by the following:

- Ross Freeman, Sustainability Analyst, Project Lead
- City Council Sustainability Committee
- Supporting staff from other City Departments (City Manager, CPD, Public Works and others)

When fully underway, many others will also contribute to the planning process, including:

- City Council, City Boards and Commissions
- The community and advisory groups
- Supporting consultant

Project Vision

[PENDING] To be considered by City Council and community advisory groups

The City recognizes that immediate action is needed to ensure that Mercer Island reduces emissions and increases climate resilience. A combination of practical approaches and cutting-edge policies will deliver a healthy ecosystem and low-carbon future for all residents. City government will lead by example and continue to collaborate with partners. Through active public engagement, the community will reduce energy use and waste, improve air quality, preserve our local landscapes, decrease risk to people and property, and secure an equitable quality of life for all.

Section 1 – Project Overview

1.1 Problem/Opportunity Statement

As discussed in the City’s Comprehensive Plan (see [Land Use - Sustainability section](#)), sustainability is a subject of keen interest for many residents, and the City has long desired a Sustainability and/or Climate Action Plan (the “Plan”), but does not currently have such a strategic document. The City Council included development of a Climate Action Plan in the 2021-2022 Sustainability Work Plan.

1.2 Project Purpose

The Plan will establish goals and objectives to guide the City’s response to the climate crisis. Based on the best data available, and with input from a wide range of experts and stakeholders (such as residents, businesses, Chamber of Commerce, utilities, environmental groups, consultants, schools, the faith community, and others), the Plan will prioritize reduction of Mercer Island’s GHG emissions, resiliency in our built and natural environments, and alignment of our efforts with peer cities, King County, and the State of Washington.

1.3 Project Approach and Management

The lead staff for development of the Plan are based in the Public Works Department, but the work will be supported by all City Departments. The City Council and boards and commissions will also engage in the development and drafting of the Plan.

The City will use consulting support for technical project and data tasks, some assistance in Plan writing and graphics, and support for the City's outreach and public engagement activities. The City will also seek appropriate community volunteer support.

The City Council Sustainability Committee will provide support for this project by serving in a policy advisory role at the direction of the City Council. At key milestones, draft work products will be presented to the entire City Council, boards and commissions, and the community at large for input and suggestions. The City Council will adopt the final Plan.

1.4 Project Scope and Plan Development

A sustainability and climate action planning process consists of multiple steps, most often including the following in approximately the order listed below:

a. Phase 1 – Baseline Analysis

1. Conduct a GHG inventory (both community & government operations) to identify emission sources, and develop an emissions forecast based on population growth, economic activity, etc. (Note: most cities typically conduct inventories every 2-3 years).
2. Identify and align with regional efforts such as the City's commitments that have been already made under the King County-Cities Climate Collaboration (K4C). A "wedge analysis" for Mercer Island that ranks the relative impact of various federal, state, and regional GHG reduction programs is expected from King County in Q2 2022, as part of the Puget Sound Regional Emissions Analysis Project.
3. Review other Citywide planning documents to incorporate relevant existing goals and objectives, and recommend updates where appropriate.

Public engagement in this phase tends to be limited due to the technical nature of the subject matter and the type of research being conducted; however, staff recommends a Community Climate Kickoff to introduce the process to the public, understand community values, and gather community priorities.

b. Phase 2 – Develop of Plan Framework

1. Set quantifiable targets for GHG emissions reductions, as well as other measures addressing sustainability and resilience. The first draft is typically informed by subject matter experts (staff, consultants, advisory groups).
2. Begin to develop goals, strategies and actions to achieve the City's targets.
3. Determine how actions will be prioritized.

Public engagement increases in this phase as feedback on the proposed structure of the Plan, choice of focus areas, as well as the range of draft GHG goals, strategies and actions is collected.

c. Phase 3 – Draft and Finalize Plan

1. Develop a section on implementation strategies and identify the resources needed to achieve the goals and objectives.
2. Draft Plan text and graphics.
3. Gather feedback during formal public review.
4. Finalize and adopt Plan (staff anticipate appending it to the City’s Comprehensive Plan).

Public engagement in this phase gathers comments and input on the written draft of the Plan.

d. Phase 4 – Implementation, Monitoring and Reporting

1. Implement prioritized actions.
2. Identify climate actions for funding in biennial budget requests.
3. Conduct annual monitoring and reporting (format *tbd*).

Section 2 – Budget

Staff currently estimates approximately **\$100,000-\$125,000** will be needed in consulting services to develop the Plan in the accelerated timeframe suggested by the Sustainability Committee. Additional funding may be needed depending on the final scope of work for the project.

In a survey of six other neighboring cities with recently completed plans, or with plans currently being drafted, all have used consulting support (or in-house experts, in Kirkland’s case) to support the planning process. For smaller cities, this amount has averaged \$50,000-\$100,000 over 18-24 months, and is most often used for GHG calculations, technical review, and community outreach and engagement activities. Some cities paid to have a consultant perform the actual writing of their plan and develop graphics. Based on discussions with other cities’ about their plan development process, the amount of iterative public engagement significantly impacts consulting costs.

Section 3 – Public Engagement

The Plan will include a public engagement component to ensure that the Plan reflects the priorities, ideas, and values of the Mercer Island community while also enhancing partnerships that will be key to the implementation and the success of the adopted goals and objectives. Given that only 2% of Island-wide emissions are due to government operations, participation by the majority of community members, businesses, and other organizations is critical to successful sustainability and climate goal achievement.

The public engagement strategy will include:

- Establishing a Let’s Talk Page to track plan development timeline and solicit feedback.
- Use of social media (e.g Facebook, Twitter, NextDoor), MI Weekly, news releases, and/or other tools to provide regular project updates as needed.
- Scheduled presentations at City Council Meetings, and other updates to Council

- One or more community surveys gathering feedback on draft goals and actions.
- Engagement with neighboring cities, King County, PSE, Recology, and others.
- Engagement at key stages of the drafting process with groups such as e.g., Island Vision, Mercer Island Climate Action Now, Sustainable MI, Mercer Island School District, Mercer Island Chamber of Commerce, etc.
- Feedback on the draft plan from the City Council, key staff, and boards and commissions

Section 4 – Subject Matter Focus Areas

A number of larger cities in the region have recently completed their climate and/or sustainability action plans with extended public engagement phases and exhaustive research. Three smaller cities – Burien, Issaquah, and Shoreline – currently have plans in development using a more limited scope and narrower range of suggested climate actions. In the interests of maintaining a tighter focus, each of these cities is developing a climate plan only, and leaving general sustainability matters to be covered in other city documents. Given Mercer Island’s short timeline, this is the recommended approach for our Plan. Each city is using approximately the same focus areas, and these are the best structure for the Plan. They can be loosely summarized as:

- Mobility/Transportation
- Buildings and Energy
- Land Use, Waste/Recycling, Consumption
- Natural Resources/Trees/Water
- Community Resilience

Mercer Island will explore and review other cities’ climate and sustainability plans for relevant actions that apply to the City and that can be borrowed, as well as format/layout ideas, and other concepts. Staff will also draw from the lists of suggested strategies in the new [K4C Climate Action Toolkit](#).

Section 5 – Project Milestones & Proposed Timeline

2021

September:

- Kickoff project scoping meeting with City Council Sustainability Committee (Sept 16)
- Develop Plan Charter & Draft Vision
- Continue updating City and Community GHG data

October:

- Join ICLEI & learn ClearPath GHG analysis software
- Finalize Draft Charter and Scope (Oct 21 Sustainability Committee meeting)

November:

- Present Scope, Budget, Timeline to full Council at Nov 1 Council Meeting (AB 5965)
- Draft and issue RFP for consulting support
- Launch Webpage
- Finish GHG data inventory

December

- Enter GHG data into ICLEI ClearPath software; begin analysis
- Hold Community Climate Kickoff Meeting online hosted by Sustainable-MI (Dec 8)

2022January:

- Interview and select consultant
- Develop community engagement plan with consultant support
- Set up Let's Talk page to gather comments

February:

- Set GHG reduction targets based on existing K4C Commitments and ICLEI software analysis.
- Identify proposed GHG goals, top strategies & preferred actions using K4C Toolkit, plans from other comparable cities, staff input, consultants and subject matter experts.

March:

- Community Engagement #1: Initial Feedback on focus areas, Goals, Objectives
 - First online Survey
 - Community meeting
 - Stakeholder meetings
 - Board and Commission meetings
 - Staff engagement
- City Council Study Session – update on timeline, review of public input, feedback on goals

April:

- Additional Board and Commission meetings
- Evaluate feedback
- Begin drafting full Plan

June:

- Continue drafting Plan (text and graphics)

August:

- Internal staff review of Draft Plan

September:

- Community Engagement #2: Input on Draft Plan
 - Second online survey
 - Community meeting
 - Stakeholder meetings
 - Board and Commission review
- City Council meeting update

2022October:

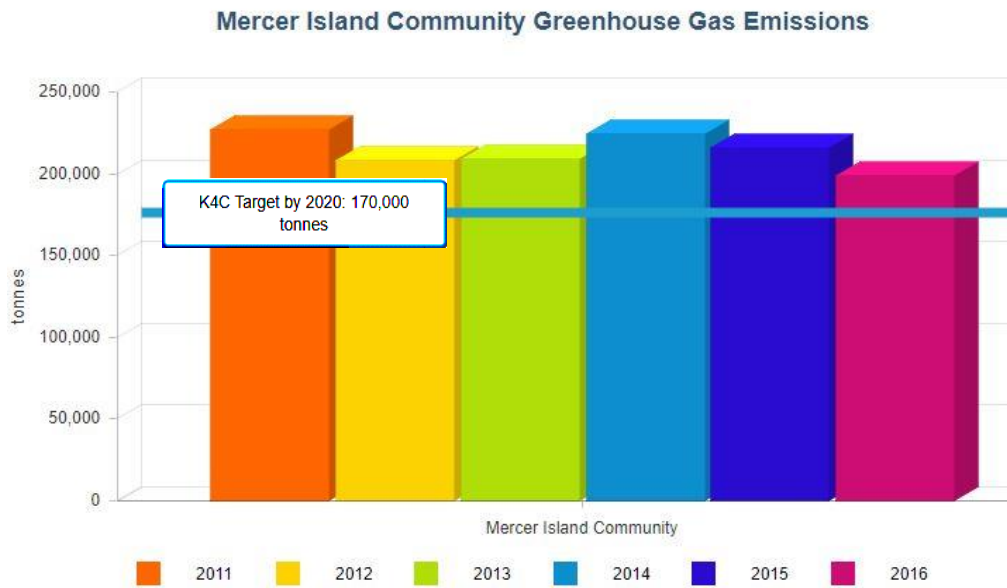
- Incorporate feedback

- Final review and recommendation from Sustainability Committee

November/December:

- City Council review and edits to Plan
- City Council adoption of Climate Action Plan
- Prepare for Comprehensive Plan Amendment

Most Recent Mercer Island GHG Status (*Updating Underway*)



Survey of Recent K4C City Climate/Sustainability Action Plans Updated 26 October, 2021

Ross Freeman, City of Mercer Island

This document summarizes the recent experiences of six regional cities in the development of their multi-year plans addressing climate and sustainability work. Bellevue, Kirkland, Redmond, and Shoreline all had existing plans (typically approx. 5-8 years old) that were due for an update. Meanwhile, Burien and Issaquah are drafting their first plan. Five out of six cities relied, often quite extensively, on consulting support.

- 1) *What was your plan called and why? (Some include "sustainability" while others don't, etc.)*
 - Bellevue (Update Complete 2020):** "[Sustainable Bellevue Environmental Stewardship Plan](#)". Since the program is called the Environmental Stewardship Initiative, they wanted to continue to keep plan focused on environmental stewardship and sustainability, rather than framing it as a climate action plan only. And thought the title choice would resonate better with City Council.
 - Burien (First Plan Nearly Complete – See Final Draft):** "[Climate Action Plan](#)" even though there are some additional sustainability elements, like community resilience. Extensive [webpage is here](#). Burien contracted with Cascadia Consulting to perform initial emissions analysis and run most of the outreach.
 - Issaquah (90% Draft Complete – See 90% Draft):** "[Climate Action Plan](#)" to keep focus on climate, not everything else. Issaquah is under contract with Cascadia Consulting to create the Plan. Very [limited webpage](#) at this time.
 - Kirkland (Update Complete 2020):** "[Sustainability Master Plan](#)" since sustainability is the overarching principle, and already had a Climate Protection Action Plan which was lacking current updated actions.
 - Redmond (Update Complete 2020):** "[Environmental Sustainability Action Plan](#)" because it comprehensively addresses Redmond's climate and other environmental programming (i.e. GHG reductions as well as habitat, water quality, etc.)
 - Shoreline (Update Underway, due late 2022):** "[Climate Action Plan](#)" and specifically focuses on equitable actions to both mitigate emissions and prepare the community for climate impacts. Updated plan is not yet available, link to the 2013 plan is [here](#). Shoreline is also under contract with Cascadia Consulting to create the Plan.

- 2) *What was the high-level total budget (i.e. dollars spent on consultants, outreach, etc.)*
 - Bellevue:** \$150K total for consultants and outreach.
 - Burien:** Originally projected \$100K, but reduced to \$50K due to COVID budget impacts, which meant far less work was conducted by the consultant and much more by Burien staff.
 - Issaquah:** \$57K total spent.
 - Kirkland:** No consultant used (but spent \$18K on dedicated intern, and multiple staff contributed).
 - Redmond:** \$200K spent.
 - Shoreline:** \$100k total allocated: \$50k for main consultant, \$13k for community engagement platform; remainder for outreach events, mailers, translation and interpretation services.

- 3) *How long did your process take from initial scoping to a final plan presented to Council? (or how long do you anticipate it taking?)*
 - Bellevue:** About **24** months. Spent a lot of time first reviewing environmental goals and recommending updated goals/targets. Once they had direction on the targets, it took about a year to develop and vet the actions etc., then create a draft and final plan.

Burien: Was originally intended to be about **18** months, but COVID led to delays due to challenges with public engagement etc. Total process should be **24** months.

Issaquah: Scheduled for **10** months in 2021, but advance outreach work began June 2020.

Kirkland: Took **18** months.

Redmond: Took **15** months.

Shoreline: Anticipate **24** months total, including approx. 1 year of community-facing conversations.

4) *How often do you (or will you) perform a Gov't Ops GHG Inventory and a Community GHG Inventory?*

Bellevue: Both performed annually.

Burien: At this time, Burien does not have a Government GHG inventory. Have also not yet decided how often to update the Community inventory (this was their first).

Issaquah: Hoping for first Gov't Ops inventory next year. Have been doing a Community Inventory every 5 years, but hoping to move up to every other year.

Kirkland: Already perform a Gov't Ops inventory annually. Community Inventory will be every two years, but it may become annual in the future.

Redmond: Both Inventories every 2 years; Gov't Ops Inventory may increase to annual.

Shoreline: Both Inventories every 3 years.

5) *Are you using spreadsheets to collect your data, then entering into ICLEI's ClearPath to perform the CO2e calcs?*

Bellevue: Yes, but building energy use for city facilities is in a separate energy management tool

Burien: Yes

Issaquah: Currently just using spreadsheets, but hoping to use ClearPath in future.

Kirkland: Using spreadsheets for Gov't Ops, and Community Inventory was transitioned directly from Scope5 into ClearPath software.

Redmond: Yes, using spreadsheets, but GIS/IT Dept is integrating metrics into PowerBI to seek to automate some of the data collection. GHG data is transferred into ClearPath.

Shoreline: Using ClearPath for Community emissions and Gov't Operations, and have internal spreadsheets collecting data by category across each inventory year.

6) *Do you have some kind of dashboard webpage, or plans for one, where the public can see the status of various metrics? What platform do/will you use to create this?*

Bellevue: Yes, Bellevue uses an online [ArcGIS Storyboard](#) to track environmental performance.

Burien: Not at this time

Issaquah: No

Kirkland: There is no online dashboard; as annual updates are accomplished they will likely be posted onto the [webpage](#) for the Plan.

Redmond: Yes, PowerBI will produce some of the data depiction, and also will be using ArcGIS.

Shoreline: No specific dashboard for the Plan, but already have a set of [Sustainable Shoreline metrics](#) (developed 2018) that we started reporting on in 2020 w/2019 data.

7) *How much time did the lead staffer spend on this per month or per year?*

Bellevue: To develop the GHG inventory, gather data for the other metrics, and update the dashboard site is maybe about 200 hours of work each year (i.e. a "solid priority for a few months"). Consultants performed most of the other work for the Plan.

Burien: Only one staff person was dedicated to the Plan creation, and their time was supposed to be around 12hours/week. However, with budget restrictions and community engagement, during some months the time spent is closer to 20 hours/week.

Issaquah: Anticipating 10-20 hours/week average by one person.

Kirkland: Took lead staffer approx. 5 hours/week throughout 18-month process and dedicated support from 20hr/week intern.

Redmond: About 10hours/week to oversee Plan creation; consultants performed most other work.

Shoreline: Approx. 15hours/week over first 6 months, increasing to 25hours/week now. Another staffer is spending 5 hours/week, increasing to 15hours/week once community workshops begin.

8) How did/will you use consultants? [Note: Kirkland was the only City to use no consulting support]

	BELLEVUE	BURIEN	ISSAQUAH	KIRKLAND	REDMOND	SHORELINE
GHG data gathering	No	Only to double-check staff work	No	No	Yes, but biennial updates will be in-house	No
Performing the CO2e calcs	Yes, for the GHG Plan	Just a GHG “wedge analysis”	No	No	Yes	No
Assembling the best actions and strategies for your community	Yes, for the GHG Plan	Minor assistance; major assistance from ICLEI	Yes	No	Yes	No, but ICLEI has assisted
Writing the actual plan	Yes	Staff	Yes	No, but design and layout was in-house by expert staff	Yes	No
Running the public engagement	Yes, with internal staff support too	Most consultant time spent here	Yes, with internal staff support too	No	Yes	Yes
Creating graphics and charts	Yes	N/A	N/A	No, in-house graphics experts	Yes	Yes
Creating a public-facing dashboard	No (this was created in-house)	N/A	N/A	No	No (this was created in-house)	No
Translation Work	Yes	Some consultant time	No	No	Yes (2 other languages on some materials)	No (used existing City contract)
Other						

9) What kind of community representation did/will you use?

	BELLEVUE	BURIEN	ISSAQUAH	KIRKLAND	REDMOND	SHORELINE
Solicited a wide range of residents to be involved	Yes	Yes	Yes	Yes, kickoff open house, 10 focus groups, then concluding forum	Yes, used core group of stakeholder	Yes, public survey planned and many topic workshops
Paid people to sit on an advisory committee	No	Yes (incl students)	No	No	No	Yes: \$50/hr up to \$1200/each
Invited businesses, employers and utilities to be involved	Yes	Yes	Yes	Yes, but not very effective	Yes	Planned
Worked w/organized advocacy groups	Yes	Yes (have one PCA Rep on steering committee)	Yes	Yes (have one PCA Rep on committee)	Yes	Planned
City Env Commission or Advisory Board	Only a loose advisory group, not formal Board	No	Yes, Env Board	Yes, Env Tech Advisory Board	No, but launched after the Plan	No
Internal Staff Committee	Yes	Yes, each Dept represented	Yes	Yes, to help shape actions and goals	Yes	Yes
Other	Presented to each existing City Board & Comm	Presented to each existing City Board & Comm				

10) How will your City assess progress toward Plan goals and GHG reductions? (i.e. Is there a set schedule of check-ins and/or adaptive mgmt. actions that will occur?)

Bellevue: Present to Council quarterly on GHG progress (with focus on project/action-specific updates); progress on other KPI's will be presented annually. This is a lot of work for staff. Also aiming for 2x/year townhalls with residents to update on progress and approx. 2-4x/year with sustainability leaders group.

Burien: Have not yet decided on this cycle but looking at a small-scale implementation matrix for the CAP (with rough timelines and departments that are responsible for certain actions).

Issaquah: Annual report to Environmental Advisory Board, adjustments as needed every 2 years. Update CAP after 5 years.

Kirkland: Will deliver annual Plan recap during Earth Month that includes an emissions report and presentation to Council.

Redmond: Annual progress reports, and GHG inventory updates every other year. Plan also outlines 15+ KPIs that will be tracked. City Council requested monthly status updates, and biannual progress updates.

Shoreline: Annual status reports will continue and City is likely to measure emissions every 3 years to look at impact. Will also have some other metrics to track other KPI's (like miles of bike lanes added, amount of green stormwater infrastructure installed, etc.).

#

General Fund

Forecast - Pending Further Analysis

001 - GENERAL FUND (\$ in thousands)	2021 Adopted Budget	2021 November Forecast	A 2022 Adopted Budget	B 2022 November Forecast	C 2022 Mid-Bi Adjustments	D=B+C 2022 Combined Forecast	E=D-A 2022 Diff. from Adopted
REVENUES							
01-PROPERTY TAX	12,983	12,970	13,215	13,215	-	13,215	-
02-GENERAL SALES TAX	4,792	5,485	5,031	5,486	-	5,486	455
03-UTILITY TAXES	5,168	5,124	5,147	5,148	-	5,148	1
04-LICENSE, PERMIT, AND ZONING FEES	2,368	3,270	2,485	2,735	-	2,735	251
05-B&O TAXES	509	779	483	810	-	810	327
06-PARK AND RECREATION	163	261	300	300	677	977	677
07-EMS REVENUES	1,576	1,422	1,599	1,526	-	1,526	(73)
08-COST ALLOCATION	793	732	807	800	-	800	(6)
09-INTERFUND TRANSFERS	50	50	-	-	-	0	-
10-SHARED REVENUES	1,181	1,406	1,179	1,191	-	1,191	12
11-MUNICIPAL COURT	263	243	257	257	-	257	-
12-MISCELLANEOUS REVENUES	218	290	219	323	-	323	104
13-INTEREST EARNINGS	25	23	25	18	-	18	(7)
TOTAL REVENUES	\$30,087	\$32,055	\$30,747	\$31,811	\$677	\$32,488	\$1,741

Excludes use of one-time General Fund surplus appropriations associated with one-time costs.



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 5953
November 1, 2021
Regular Business

AGENDA BILL INFORMATION

TITLE:	AB 5953: Fiscal Year 2021 and 2022 Revenue Forecast	<input checked="" type="checkbox"/> Discussion Only
RECOMMENDED ACTION:	Receive the November Revenue Forecast.	<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 Ben Schumacher, Financial Analyst
COUNCIL LIAISON:	n/a
EXHIBITS:	1. November Revenue Forecast.
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 REQUESTED	\$ n/a

SUMMARY

The purpose of this agenda bill is to share with the City Council the fiscal year 2021/2022 revenue forecast as part of the mid-biennial budget process, as outlined in Exhibit 1.

Known as the November revenue forecast, it is based on 1) budget actuals January through July 31, 2021, and 2) updated assumptions based on the impacts that extended COVID-19 restrictions have had on the regional and local economy.

The November revenue forecast projects revenues in the General Fund will exceed revenue estimates in fiscal year (FY) 2021 by \$2.0 M, and \$1.1 M in FY 2022. This is largely due to higher-than-expected Sales Tax performance, B&O tax revenues, Licensing, Permitting, and Zoning fees.

During the 2021-2022 mid-biennial budget process, the City Council will consider the funding needed to continue the recovery of the Recreation Division and the Thrift Shop, in addition to other strategic investments. The November revenue forecast serves as a basis for this deliberative effort.

BACKGROUND

Each Fall, staff prepares a revenue forecast that projects the City’s current year financial position and anticipates the revenues for the subsequent fiscal year in preparation for budget deliberations. Like the prior year, this year’s November revenue forecast has been developed amidst the ongoing COVID-19 pandemic (“Pandemic”). As noted in other financial updates to the City Council during this period, the situation remains fluid and in many respects without comparison, requiring the City to make assumptions based on the best local and regional data available at the time to project the trajectory of the economy and in turn, the City’s financial position.

The revenue forecast projects the City’s current year financial position as part of the 2021-2022 mid-biennial budget discussion. Referred to as the November revenue forecast, it is based on 1) budget actuals January through July 31, 2021, and 2) updated assumptions based on the impacts that extended COVID-19 restrictions have had on the regional and local economy.

GENERAL FUND

At the end of FY 2020, the General Fund had a surplus of \$2.24 M. This was largely due to the three rounds of cost saving measures implemented in the wake of the April 2020 revenue forecast, when staff projected a \$4.7 million revenue shortfall in the General Fund (15%) by the end of 2020. Better than anticipated general sales tax revenues, Business and Occupation (B&O) Tax revenues, new revenues resulting from the Ground Emergency Medical Transport (GEMT) Program, and savings from departmental budgets also resulted in the FY 2020 General Fund surplus.

The November forecast projects the General Fund revenue will end 6.4% above budget revenue estimates in FY 2021, and 3.5% above estimates in FY 2022.

General Fund	2021 Adopted Budget	2021 Year-end Forecast	2022 Adopted Budget	2022 Forecast (NOV)
Revenues	\$30.1 M	\$32.0 M	\$30.7 M	\$31.8 M
<i>Percent Change from Budget</i>		6.4% ↑		3.5% ↑

Slight differences may occur due to rounding

This increase in FY 2021 bottom-line revenues is the result of Sales Tax revenues, License, Permitting, and Zoning fees, and Business and Occupation (B&O) taxes performing above budget expectations from January through July 2021. The revenue forecast projects these higher-than-expected revenue trends for these three revenue categories to continue through the end of FY 2021, and then decline slightly in FY 2022.

The remainder of the agenda bill focuses on the details of the FY 2021 year-end and FY 2022 revenue forecasts. The following analysis addresses the underlying assumptions and anticipated impacts to revenues within the General Fund.

Property Tax

Property tax in Washington state is due April and October each calendar year. Revenues collected through July of this year align with pre-Pandemic financial assumptions. Staff anticipates revenues through the end of this year will meet budget expectations.

As Exhibit 1 demonstrates, the 2022 Adopted Budget assumed \$13.2 million in property tax revenue, representing 43% of total General Fund revenues. This is a relatively stable revenue source. Staff project property tax revenues for FY 2022 will come in at the FY 2022 adopted revenue projection.

The November forecast assumes the City will assess a property tax increase of the statutorily allowed 1% of the previously levied amount (e.g., 2021 Adopted) plus new construction each year.

Property Tax (\$ in thousands)	2021 Adopted	2021 Forecast	2022 Adopted	2022 Forecast
Revenues	\$12,983	\$12,970	\$13,215	\$13,215
<i>Percent Change from Budget</i>				0%

Sales Tax

The 2022 Adopted Budget assumed \$5.0 million in sales tax revenue, representing 16% of total General Fund revenues. Sales tax revenue is susceptible to economic fluctuations. Staff conservatively projected sales tax revenues in the fall of 2020, during the formation of the 2021-2022 biennial budget, given the uncertainty with how the Pandemic would impact households on Mercer Island.

Based on sales tax revenue data through July, FY 2021 revenues are projected to be 14% greater than budget estimates, due to increased activity in the retail and wholesale trade, construction, and the administrative and support services business sectors.

The November forecast assumes a 9% increase above adopted sales tax revenues for FY 2022. Long-term, the forecast assumes sales tax revenues increase 1% per year from 2023 and beyond.

General Sales Tax (\$ in thousands)	2021 Adopted	2021 Forecast	2022 Adopted	2022 Forecast
Revenues	\$4,792	\$5,485	\$5,031	\$5,486
<i>Percent Change from Budget</i>				9.0% ↑

Utility Taxes

The 2022 Adopted Budget assumed \$5.1 million in utility tax revenues, representing 17% of total General Fund revenues. This revenue stream is, for the most part, not subject to economic volatility. The November forecast assumes utility tax revenues will remain on track with budget estimates through the end of the biennium.

Utility Taxes (\$ in thousands)	2021 Adopted	2021 Forecast	2022 Adopted	2022 Forecast
Revenues	\$5,168	\$5,124	\$5,147	\$5,148
<i>Percent Change from Budget</i>				0.02% ↑

License, Permits, and Zoning Fees

The 2022 Adopted Budget assumed \$2.5 million in license, permit, and zoning revenues, representing 8% of total General Fund revenues.

Revenue tied to development services is challenging to predict given the variation between when City services are provided and when payment for these services is received. For example, the 2019 year-end revenue actuals were 20% below budget estimates for the year. The FY 2020 adopted budget was amended down to account for this trend that continued through December 2020.

In comparison, the Community Planning and Development (CPD) Department's 2021 year-end projected revenues are tracking 38% higher than budget estimates. This is due to several factors:

- A large one-time receipt of funds relating to the Xing Hua property development in Town Center came through earlier in the year.
- The permit fee schedule was updated in January of this year and a better system for employee time-tracking has resulted in more accurately charging for permit-related services.
- Staff caught up on a backlog of work and processed a higher-than-normal volume of permits, which added to this increase through the first seven months of the year.

The November forecast assumes FY 2022 revenues will increase 10% above adopted license, permit, and zoning fee revenues.

License, Permit, & Zoning Fees (\$ in thousands)	2021 Adopted	2021 Forecast	2022 Adopted	2022 Forecast
Revenues	\$2,368	\$3,270	\$2,485	\$2,735
<i>Percent Change from Budget</i>				10.1% ↑

Business and Occupation Taxes

The 2022 Adopted Budget assumed \$483,200 in B&O tax revenue, representing 2% of total General Fund revenues. B&O tax is paid annually unless a business earns greater than \$1 million annually in gross receipts, in which case the tax is paid quarterly. Most B&O tax receipts are received on an annual basis, filed before April 15 for the year prior.

Several local businesses closed and many curtailed operations due to the ongoing Pandemic. Though the business community has been significantly impacted by the Pandemic, B&O tax revenues have trended upward since 2019, predominantly due to when the City transitioned to the Washington State's Business Licensing Service in 2019, which has resulted in better tracking of businesses eligible to pay B&O tax revenues.

The November forecast assumes FY 2022 B&O tax revenues will increase 68% above 2022 adopted budget estimates.

Business & Occupation Taxes (\$ in thousands)	2021 Adopted	2021 Forecast	2022 Adopted	2022 Forecast
Revenues	\$509	\$779	\$483	\$810
<i>Percent Change from Budget</i>				67.7% ↑

Parks and Recreation

The 2022 Adopted Budget assumed \$293,063 in Parks and Recreation revenues, representing 1% of total General Fund revenues. This includes revenues from community center rentals, recreation programming, and park facility rentals.

Park and Recreation revenues were significantly impacted by the Pandemic. The adopted budget served as a placeholder as staff worked on a recovery plan for the Division. As circumstances evolved, staff planned to return to the City Council with a path forward to restart and rebuild recreation services once conditions with the Pandemic were such that restarting programs and services could be done without a high likelihood they would need to once again be shut down.

The November forecast assumes FY 2022 parks and recreation revenues will increase 226% above adopted revenue estimates, with revenues returning to levels earned between 2016-2018.

Parks & Recreation (\$ in thousands)	2021 Adopted	2021 Forecast	2022 Adopted	2022 Forecast
Revenues	\$163	\$261	\$300	\$977
<i>Percent Change from Budget</i>				226% ↑

The details of the FY 2022 budget proposal for the Recreation Division will be presented to the City Council on November 1, 2021.

Emergency Medical Service (EMS) Revenues

The 2022 Adopted Budget assumed \$1.6 million for EMS revenues, representing 5% of total General Fund revenues.

This revenue stream includes the annual contribution from the King County EMS levy, an annual EMS utility charge adopted annually with utility rate changes; and revenues from emergency medical transport fees, also known as the Ambulance Transport Fee. The November forecast includes a minor adjustment based on the updated EMS levy allocation from King County for FY 2022.

Emergency Medical Service (\$ in thousands)	2021 Adopted	2021 Forecast	2022 Adopted	2022 Forecast
Revenues	\$1,576	\$1,422	\$1,599	\$1,526
<i>Percent Change from Budget</i>				-4.6%

Cost Allocation

The cost allocation revenue categories recover overhead costs from the Utility Funds through internal transfers between Funds. The 2020 Adopted Budget assumed \$806,724 for this revenue stream, representing 3% of total General Fund revenues.

Because of the technical nature of these revenues, this forecast assumes a minor adjustment through the end of the year and in 2022 based on assumptions for salaries, benefits, and facility costs. FY 2022 projections are based on recent historical trends and will be adjusted as work continues through the biennium.

Cost Allocation (\$ in thousands)	2021 Adopted	2021 Forecast	2022 Adopted	2022 Forecast
Revenues	\$793	\$732	\$807	\$800
<i>Percent Change from Budget</i>				-0.8%

Shared Revenues

The 2022 Adopted Budget assumed \$1.2 million in shared/intergovernmental revenues, representing 4% of total General Fund revenues. This category combines a variety of revenues and includes State shared tax revenues, grants, and the agreement with WSDOT for landscape services in Aubrey Davis Park.

After reviewing revenue actuals through July 31, 2021, the November forecast reflects a slight increase through the end of 2021, and a modest 1% increase in FY 2022 above adopted revenue estimates. This is because of a modest increase in liquor excise tax revenues, FEMA reimbursements for Pandemic-related

expenses, and a one-time contribution from the State's City Assistance Fund to offset costs generated by law enforcement and criminal justice related legislation ratified during the 2021 legislative session.

Shared Revenues (\$ in thousands)	2021 Adopted	2021 Forecast	2022 Adopted	2022 Forecast
Revenues	\$1,181	\$1,406	\$1,179	\$1,191
<i>Percent Change from Budget</i>				1.1% ↑

Municipal Court Revenues

The 2022 Adopted Budget assumed \$257,400 in General Fund revenue collected from fines, forfeitures, fees, costs, and penalties associated with the enforcement of local and State law. Because Court revenues are highly dependent on caseload and the Municipal Court is not yet tracking with pre-pandemic caseloads, the November forecast assumes the Court will earn revenues slightly below FY 2021 budget estimates and assumes no change to FY 2022 adopted budget.

Municipal Court	2021 Adopted	2021 Forecast	2022 Adopted	2022 Forecast
Revenues	\$263	\$243	\$257	\$257
<i>Percent Change from Budget</i>				0%

Miscellaneous Revenues

The 2022 Adopted Budget assumed \$218,700 in miscellaneous revenues in the General Fund. This category includes a variety of revenues. The November forecast assumes a 48% increase above FY 2022 adopted budget estimates resulting from payments for anticipated judgment settlements, disability reimbursements, and cell tower leases.

Miscellaneous Revenues (\$ in thousands)	2021 Adopted	2021 Forecast	2022 Adopted	2022 Forecast
Revenues	\$218	\$290	\$219	\$323
<i>Percent Change from Budget</i>				47.7% ↑

Interest Earnings

The 2022 Adopted Budget assumed \$24,700 in General Fund revenue from interest earned on the City's Law Enforcement Officer and Firefighter (LEOFF) I Long-Term Care Reserve. The City pools its cash and invests it in various instruments authorized by State law. Most of the City's cash is invested in the Washington State Local Government Investment Pool and in U.S. Treasury and Agency obligations.

The City's LEOFF I reserve assumed 1.6% interest earnings in 2020. The average true 30-day yield for the WA State LGIP was 0.1173%, from January 1 through September 30, 2021. Given the notable reduction in realized earnings, the November forecast assumes a 29% reduction from 2022 adopted budget estimates by the end of the biennium.

Interest Earnings (\$ in thousands)	2021 Adopted	2021 Forecast	2022 Adopted	2022 Forecast
Revenues	\$25	\$23	\$25	\$18
<i>Percent Change from Budget</i>				-28.9%

OTHER FUND REVENUE SOURCES

The Pandemic is also impacting other City revenues outside the General Fund. The following details additional revenue streams impacted by the Pandemic and corresponding assumptions through yearend and into the next biennium.

Real Estate Excise Tax (REET)

Revenues from Real Estate Excise Tax (REET) are used to support the City’s Street and Capital Improvement Funds. This is a revenue stream that is susceptible to swings in the real estate market.

REET revenues for the first half of FY 2021 were higher than historical averages for the past four years. Revenues through the end of FY 2021 are projected to reach levels akin to FY 2017, a peak revenue year.

This forecast assumes a 7.1% increase in the average sales price of homes in 2022 which follows the three-year average observed from 2019 through September 2021. Total number of home sales is anticipated to fall by nearly 9% with inventory limitations expected in 2022.

Given the trend that the total inventory of properties for sale is decreasing, the current projection is REET revenue will realize a 10% decrease in FY 2022 as compared to FY 2021. This projection is informed by the average price of homes sold in 2021 to date, the number of homes sold over the most recent 16 months, and the estimated number of homes that will sell based on historical trends.

Overall, however, the REET forecast remains strong and anticipates a 29% increase in REET revenues above the FY 2022 adopted budget estimates.

Real Estate Excise Tax (\$ in thousands)	2021 Adopted	2021 Forecast	2022 Adopted	2022 Forecast
Revenues	\$3,778	\$5,570	\$3,872	\$5,007
Percent Change from Budget				29.3% ↑

Mercer Island Thrift Shop

The 2022 Adopted Budget assumed \$320,000 in Mercer Island Thrift Shop revenue. With the onset of the Pandemic, the Thrift Shop suspended operations in mid-March 2020.

Significant time and energy in 2021 have been dedicated to creating and implementing strategies for a rolling restart, to rebuild Thrift Shop operations and services while navigating the constraints resulting from the ongoing Pandemic.

The November forecast assumes FY 2022 Thrift Shop revenues will increase above adopted revenue estimates, with revenues returning to levels like those earned in FY 2018.

MITS (\$ in thousands)	2021 Adopted	2021 Forecast	2022 Adopted	2022 Forecast
Revenues	\$310	\$734	\$310	\$1,667
Percent Change from Budget				438% ↑

The details of the FY 2022 budget proposal for the Thrift Shop will be presented to the City Council on November 1, 2021.

FUND BALANCE IMPLICATIONS

The City’s Contingency Fund is \$3,884,010. The City Council increased the target funding level from 10% to 12.5% of General Fund budgeted expenditures as part of the 2019-2020 budget process. The current balance of uncommitted funds in the Contingency Fund is 12% of the adopted FY 2022 expenditure budget.

RECOMMENDATION

Receive November revenue forecast.



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 5954
November 1, 2021
Regular Business

AGENDA BILL INFORMATION

TITLE:	AB 5954: 2021-2022 Mid-Biennial Budget Proposals	<input checked="" type="checkbox"/> Discussion Only
RECOMMENDED ACTION:	Receive the mid-biennial budget proposals and provide staff feedback to prepare the amendment to the 2021-2022 biennial budget for the November 16, 2021, City Council meeting.	<input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

DEPARTMENT:	Finance
STAFF:	Matthew Mornick, Finance Director Lajuan Tuttle, Deputy Finance Director
COUNCIL LIAISON:	n/a
EXHIBITS:	1. Mid-Biennial Budget Proposals 2. FY 2022 General Fund Budgetary Impacts
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 REQUESTED	\$ n/a

SUMMARY

Inherent in the 2021-2022 adopted biennial budget was the assumption many City services and operations would continue in limited capacity due to the COVID-19 pandemic (“Pandemic”). This agenda bill provides an overview of notable amendments to the 2021-2022 biennial budget at the midway point in the biennium. Impacts from the ongoing Pandemic remain, yet circumstances have evolved.

Exhibit 1 summarizes all the proposed amendments and their corresponding financial impacts to the 2021-2022 biennial budget. Exhibit 2 outlines the bottom-line impact to the General Fund as a result of the November revenue forecast (AB5953) and the mid-biennial budget proposals as further described in this agenda bill. The budget proposals provide the resources necessary to continue restoration of City services including the Recreation Division and the Mercer Island Thrift Shop.

BACKGROUND

On December 1, 2020, the City Council adopted the City’s 2021-2022 Biennial Budget. The budget reflected dramatically restructured operations that allowed for the continued provision of essential services during the Pandemic and positioned the City to be responsive through the ensuing period of economic uncertainty.

In light of the projected impacts of the Pandemic, staff worked closely with the City Council to preserve critical services, safeguard City resources, and remain responsive to the community's changing needs. Three phases of cost saving measures implemented between March and June of last year reduced 2020 operating expenditures by \$3.8 million, setting the stage for the 2021-2022 biennial budget process.

In November 2020, the City Council utilized the City's General Fund savings from prior years to stabilize operations and fund one-time and ongoing investments. These prioritized investments included one-time contributions to pay down the City's unfunded long-term liabilities tied to the Firefighter's Pension Fund and LEOFF 1 retiree long-term care; one-time resources to support recreation services and Mercer Island Thrift Shop operations; along with ongoing investments in park and Town Center maintenance, diversity training, health initiatives, and an annual operating subsidy for the Farmer's Market.

DISCUSSION

The City Council is required by State law to conduct a mid-biennial review of the City's adopted budget before the end of the first year of the fiscal biennium (RCW 35.34.130).

The mid-biennial budget proposal includes organization-wide one-time funding requests (see Exhibit 1) resulting from updates to collective bargaining agreements, cost of living adjustments, regional partnerships, adjustments to department work plans, and new bodies of work. In addition to the one-time funding requests, the fiscal year 2022 recommended budget proposes funding to support continued restoration of the Recreation Division and the Thrift Shop.

All levels of City operations were fundamentally impacted by the Pandemic, the most notable including the Recreation Division and the Thrift Shop. Inherent in the 2021-2022 adopted biennial budget was the assumption that these services and operations would continue in limited capacity. As circumstances evolved, staff would return to the City Council with a path forward to restart and rebuild recreation and Thrift Shop operations once conditions with the Pandemic were such that services could be resumed successfully without a high likelihood they would need to once again be shut down. Information on the restoration of these two Divisions is described in detail below.

1.0 RECREATION SERVICES

Background

The mission of the Mercer Island Parks and Recreation Department is to provide "the highest quality facilities and services in partnership with the community to enhance livability on Mercer Island." Prior to the Pandemic, the Parks and Recreation Department offered a wide variety of programs and services which included diverse recreation programming and classes for all ages, athletic field and facility rentals, park permits, volunteer services, special events, the operation of the Mercer Island Community and Event Center (MICEC), and other services.

In 2019, the suite of programming and services were delivered by approximately 14.3 FTE staff and over 12,000 hours of casual labor. The Recreation Division ended Fiscal year 2019 with a total of \$2.9M in expenditures and \$1.8M in revenue (61% cost recovery).

With the onset of the Pandemic in March of 2020, Recreation Division programs, facilities, and services were suspended, resulting in the elimination of associated staffing positions. Parks maintenance staff were absorbed within the Public Works Department. Additionally, a Recreation & Operations Coordinator (0.3 FTE)

was retained and moved to the Public Works Department to maintain limited athletic field rentals. Other Recreation Division staff accepted LTE positions within the Emergency Operations Center. By September 2020, staffing within the Recreation Division was reduced from 14.3 FTEs (pre-pandemic) to 0.3 FTE.

Recreation Services

In January 2021 the Operations Transition Team, consisting of staff in LTE positions, was implemented to lead the restoration of recreation services affected by the pandemic.

Throughout 2021, staff engaged the community, the Parks and Recreation Commission, the Arts Council, and the City Council to develop an approach for resetting Recreation Division programs and services.

As the City anticipated a return of services, staff developed the [Strategy for Mercer Island Community and Event Center & Recreation Programs and Services](#) (Reset Strategy) to align organizational and programmatic design with strategic priorities and available resources. This approach was recommended to the City Council by the Parks and Recreation Commission in April 2021 and endorsed by the City Council on July 6. The *Reset Strategy* has served as a working roadmap since adoption.

It should be acknowledged that there have been several stops and starts in 2021. In the Spring of 2021, the Governor announced nearly all COVID-19 restrictions were lifted, paving the way for an accelerated return of services. Staff moved quickly to restore programs, only to be faced with the surge of the COVID-19 Delta variant in the summer and a setback in operations.

Citywide, filling staff vacancies has proven to be one of the greatest barriers to restarting services, and that was certainly the case with the Recreation Division. Patience and persistence over the past ten months has resulted in several recent key hires, setting the stage for many services to resume in early 2022.

2021 Fiscal Year

The 2021 amended expenditure budget for the Recreation Division is \$1.2 million, with an amended revenue budget of \$581,000. This includes funds to develop and implement service offerings consistent with the *Reset Strategy* and in a manner that was measured and consistent with team capabilities and pandemic-related limitations. The 2021 Recreation Division amended budget includes a 0.75 FTE and 5.25 LTEs, with casual labor providing approximately 92 hours per week of staffing support at the MICEC.

The current staffing framework supports the key functions of the Division and relies on team members performing duties across function lines. The structure was designed to be adaptive and support the expansion of several programs and services in 2022.

2022 Fiscal Year Proposal – Restoration of Additional Recreation Services

The 2022 adopted expenditure budget for the Recreation Division is \$422,311, developed as a placeholder while the Operations Transition Team developed a strategy to restore recreation services. This assumed limited operations and included funds for minimal MICEC upkeep and internal operations, athletic field rentals, and some administrative functions. This 2022 budget reflected a 0.75 FTE staff member.

The following ambitions and approaches guided the 2022 budget proposal and corresponding work plan. They are deemed necessary for long-term success:

- Professional management and smart business operations.

- Increased community access to the MICEC.
- Flexible, cross trained staff.
- Leveraging community partnerships and service provider contracts.
- Developing more programs and services, consistent with Division goals and evaluations.
- Boosting self-service possibilities and reducing staff inefficiencies.
- Increasing staffing resources as pandemic conditions improve.

The 2022 proposed expenditure budget is \$1.83 million (a 47% increase as compared to the 2021 amended budget), with estimated revenues of \$977,000 (68% increase as compared to the 2021 amended budget). This reflects a 53% cost recovery for the Recreation Division in fiscal year 2022.

RECREATION DIVISION (\$ in thousands)	A		B	A+B
	2021 Amended Budget	2022 Adopted Budget	Mid- Biennial Proposal	2022 Proposed Budget
REVENUES	\$581	\$300	\$677	\$977
EXPENDITURES	\$1,247	\$422	\$1,409	\$1,832

* 2021 amended budget includes the \$400k General Fund subsidy.

Staff recommends restoring 9.5 FTEs and 2,088 hours of casual labor to support FY 2022 services and increased MICEC facility hours. The use of casual labor at the Community Center provides flexible staffing levels at the front desk and supports after-hour facility rentals. The 2022 proposed staffing plan provides for most recreation service areas to be provided by late-2022, while remaining flexible to Pandemic considerations and allowing for targeted Division growth.

RECREATION DIVISION				
STAFFING SUMMARY	2019	2021	2021	2022
Employee Type/ Functional Area	Budget	Adopted	Amended	Proposed
FTEs				
Administration	6.00	-	-	3.00
MICEC/Rentals	7.00	0.75	-	5.50
Events/Programs	1.30	-	0.75	1.00
TOTAL FTEs	14.30	0.75	0.75	9.50
LTEs & Casual Labor				
Administration	0.83	2.00	3.00	1.00
MICEC/Rentals	0.54	-	3.40	1.00
Events/Programs	4.15	-	0.25	1.00
TOTAL LTEs	5.52	2.00	6.65	1.00
TOTAL FTEs & LTEs	19.82	2.75	7.40	10.50

*The 2022 adopted budget included .75 FTEs and 0 LTEs.

Below is a list of proposed 2022 recreation services:

- Implement additional recreation programs through community partnerships, contracts, and rentals.
- Continue summer camp programming.
- Continue MICEC drop-in activities.
- Open MICEC Fitness Center access. (January 2022)
- Expand MICEC operating hours from 41 hours to about 60 hours per week.
- Restart facility rentals, with availability up to 92 hours per week. Target full building availability at MICEC for facility rentals by May 2022.
- Develop donation management and sponsorship policies. (Q4 2022).

- Restart 2022 City-hosted special events including Expanded Mostly Music in the Park, Shakespeare in the Park, Illuminate MI, Juneteenth, and TBD Seasonal/Town Center focused events. Continue to explore partnerships and sponsorships.

Summer Celebration

Summer Celebration (SC!) has been a long-standing mid-summer tradition on Mercer Island. As a SEAFAIR-sanctioned event, SC! has historically included a community parade, music and entertainment, food and crafts, a classic car show, a fireworks show over Lake Washington, and numerous other family-oriented activities spanning over two days at Mercerdale Park and Luther Burbank Park. The event has served thousands of residents and has gained recognition as a premier regional event in the Puget Sound area. The expense for the 2018 event was approximately \$200,000.

Due to budgetary constraints, the event was eliminated in 2019. Over the past three years, many requests for restoring SC! have been received. In mid-2021, the City Council requested staff provide a proposal and appropriation request for a reduced scale and magnitude SC! in 2022.

Summer Celebration – 2022 Proposal

The proposed 2022 SC! event includes a single-day event at two locations (Mercerdale Park and Luther Burbank Park). Activities at Mercerdale Park would be focused on supporting and partnering with the local business community during the daytime hours. Evening activities would be similar to previous years and focused at Luther Burbank Park, culminating with fireworks.

Specifically, the SC! proposal (on a Saturday in July) is anticipated to include:

- Music, entertainment, and family activities
- Food trucks
- Classic Car Show
- MIVAL Art Show
- Fireworks Show over Lake Washington (Luther Burbank Park)

The SC! proposal is a separate appropriation for Council consideration. As described above, a 2022 SC! will cost \$110,000 with \$45,000 anticipated in revenues. A decision on SC! is needed before January 2022 to ensure completion of necessary planning work and service contracting to develop and implement the event.

2023-2024 Biennium – Continued Restoration of Recreation Services

The staff anticipates continued work on Recreation Division recovery in 2022 with recommendations for expansion of services to be included as part of the 2023-2024 Biennial Budget process. Future program and service recommendations will factor in outcomes from the PROS Plan process and may include boating and water-oriented programs, preschool classes, senior adult activities, specialized recreation opportunities, and formalizing a volunteer program.

2.0 MERCER ISLAND THRIFT SHOP OPERATIONS

Background

The Mercer Island Thrift Shop is a profit center, generating funding to support the community services provided by the Youth and Family Services Department. The Thrift Shop provides volunteer opportunities,

service learning, and environmental stewardship through recycling and upcycling. In 2019, the Thrift Shop generated \$1.1M in net revenues.

The Thrift Shop retail operations are housed in a 7,600 sq ft facility in Mercedale Park. Prior to the Pandemic, the space was used for all donation collection and processing, supply storage, with staff and volunteer workspaces, a lunchroom, and two offices. There are three public restrooms, an elevator, dressing rooms, and 4,800 sq ft of sales floor.

With the onset of the Pandemic, the Thrift Shop suspended operations in mid-March 2020. At the time of the shut-down, the Thrift Shop employed 20 full-time, part-time, and work-study student employees and was supported by more than 130 volunteers. Most of these positions were eliminated when the retail store was temporarily closed, leaving two Thrift Shop Coordinators furloughed at half-time.

In November 2020, the two Thrift Shop Coordinators returned to full-time to restart donation services at MICEC. Donation processing was moved off-site to address Pandemic-related changes to processing including the need to “hold” donated items for up to 48-hours before processing. Given that MICEC was closed to the public, the space was available for deployment of a temporary processing center.

Current Operations – Thrift Shop

The Thrift Shop is currently open for retail sales five days a week, Sunday-Thursday 11am-4pm. These retail hours began on August 1, 2021. Donation collection is picked up five days a week from four bins – two at the MICEC, one at Covenant Shores, and one the South End of QFC. Curbside donation drop off is one day a week, Sundays 9am-1pm at the MICEC.

All donation receiving and processing currently takes place at MICEC. Donation intake operations use about 2,400sq ft in the Mercer Room, a 20x20-foot tent for curbside operations, plus use of the MICEC concourses for staging containers and recycling. Total usage of space is estimated at 3,200 sq ft.

Apparel and jewelry department processing operations remain at the Thrift Shop as the most efficient method of processing. Clothing is presorted at a high level at MICEC and is transferred to the Thrift Shop by van in laundry carts where volunteers and staff perform the final processing. About 400 square feet in back-of-house space at the Thrift Shop was converted for online sales processing and distribution. Online sales through the Thrift Shop’s website are 100% supported by volunteers.

Compared to May of 2020, staffing levels at the Thrift Shop went from 2.0 FTEs (furloughed at half-time) to 3.0 FTEs and 4.75 LTEs as of October 2021. The Thrift Shop team has worked to rebuild the business with limited staff while coordinating an increased number of volunteers, to restart donation collection and processing operations, reopen the retail shop with focus on regaining revenue, and provide excellent customer service. Notable staff-time was committed to marketing to educate customers and donors on new service hours and locations and increase community awareness within the constraints of the ongoing Pandemic.

Store hours will expand again starting November 1, 2021, to 35 hours per week to meet consumer demand and capture sales revenue. Curbside donation collection hours will double starting November 8, 2021, at MICEC.

2021 Fiscal Year – Thrift Shop Operations Restart

Significant time and energy in 2021 have been dedicated to creating and implementing strategies for a rolling restart of the Thrift Shop, while continuing to navigate the constraints resulting from the ongoing Pandemic.

Staffing levels currently include 1 FTE and 5.2 LTEs. Similar to the Recreation Division, temporary staff were hired in 2021 to support the expansion of services while the team continued to work on development of the FY 2022 budget proposal and the ongoing staffing recommendation.

The Thrift Shop continues to be supported by a growing number of volunteers, including approximately 221 individuals who have contributed 5,201 hours to the Thrift Shop through September 2021.

2022 Fiscal Year Proposal – Thrift Shop Recovery Continues

The Pandemic shut down created an opportunity to redesign operations and restructure the organizational chart. Moving most of the donation collection and processing to MICEC allowed for many increased efficiencies and lessons learned, including:

- The collection of a large influx of donations in a limited amount of time (1 day/week) that would not have been possible in the small donation collection space at the Thrift Shop.
- Use of a larger space allowed adherence to industry recommended quarantine periods and adequately spaced-out workstations for donations processing and to maintain safety for staff and volunteers.
- Room to store seasonal goods for price optimization and to meet seasonal demand.
- There is no correlation between rising cases of COVID-19 and demand for Thrift Shop goods and services. That is, demand and sales volume has stayed high despite the constraints of the Pandemic.
- Overall, improved space to move heavy equipment, keep organized, and work safely and effectively.

The fiscal year 2022 proposed expenditure budget is \$1.12 million (an 87% increase from the 2022 adopted budget), with revenues projected to be \$1.67 million (127% increase from the 2022 adopted budget). In total, staff recommends increasing the Thrift Shop’s expenditure budget by \$1.07 million at the mid-point of the 2021-2022 biennial budget (\$263k in 2021 and \$812k in 2022). This reflects a 149% cost recovery target for the Thrift Shop in fiscal year 2022.

THRIFT SHOP (\$ in thousands)	A		B	A+B
	2021 Year-end Estimate	2022 Adopted Budget	Mid- Biennial Proposal	2022 Proposed Budget
REVENUES	\$734	\$310	\$1,358	\$1,668
EXPENDITURES	\$664	\$306	\$812	\$1,118
SOURCES OVER/(UNDER) USES	\$70	\$4		\$549

The thrift retail market relies on three key drivers of profitability: input, throughput, and output. The Thrift Shop is well positioned to capture a large volume of high-quality donations (inputs) and grow sales revenues. This proposal builds on this resource of input by increasing donation days and hours, increasing staffing and volunteer labor resources (throughput or processing), and investing in advertising to increase the Thrift Shop’s regional draw of customers (output).

To reach 2022 forecasted revenue goals, staff will take advantage of the growing marketplace demand in the thrift retail sector by expanding retail hours and donation collection hours. Doing so will capture more retail

sales and maintain larger inventory to support this effort, with a continual focus on working towards pre-pandemic revenue goals.

This proposed budget would support a revised staffing model as outlined below. Emphasis for fiscal year 2022 is to rebuild baseline operations, working towards optimizing sales in 2023. The staffing model includes 3.0 FTEs and 9.0 LTEs, the latter being adjusted based on retail sales trends and the ongoing Pandemic.

MERCER ISLAND THRIFT SHOP				
STAFFING SUMMARY	2019	2021	2021	2022
Employee Type	Budget	Adopted	Amended	Proposed
FTEs				
Business Coordinator	1.00	0.50	1.00	1.00
Operations Coordinator	1.00	0.50	1.00	1.00
Community Engagement Coordinator	-	-	-	1.00
TOTAL FTEs	2.00	1.00	2.00	3.00
LTEs and Casual Labor				
Operations Lead - Donation Center	2.00	-	-	1.00
Operations Lead - Retail	2.00	-	-	1.00
Customer Service - Retail Sales	-	-	-	1.00
Production Assistant - Receiving	1.00	-	-	1.00
Production Assistant - Donation Center	1.00	-	-	1.00
Casual Labor (2022 est at 165 hrs/wk)	4.10	-	-	4.40
TOTAL LTEs	10.10	-	-	9.40
TOTAL FTEs & LTEs	12.10	1.00	2.00	12.40

*The 2022 adopted budget included 1.0 FTEs and 0 LTEs.

Lessons learned during the Pandemic resulted in a reorganized staffing model with a new Community Engagement & Volunteer Coordinator to manage and coordinate the over 200 community volunteers. The staffing model supports the front of house operations (retail sales), back of house operations (donation collection, donation processing, online sales), and overall administration (community engagement, financial planning, marketing, facility management, and human resources).

In FY 2022, the retail store will be open seven days a week, eight hours a day Monday – Saturday, and Sunday for seven hours. Curbside donation collection will operate 6 hours per day, 5 days per week to support the sales volume needed to reach revenue goals. Donations will also be collected from donation bins which are filled daily.

MITs	2019	2020	2021	2022
Hours of Operation	Actuals	Actuals	Projected	Proposed
RETAIL TOTAL HOURS	3,068	744	775	2,808
DONATION DROPOFF TOTAL HOURS	1,854	403	228	1,802

Below are goals for fiscal year 2022. Efforts to reach service level benchmarks by December 2022 are currently underway:

- Restore a core of staff to ensure all key revenue drivers within the Thrift Shop’s operations are consistently supported.
- Meet monthly revenue goals as outlined in the Thrift Shop FY 2022 revenue forecast.
- Grow volunteer service hours 33% more than 2021 (7,200 est. total hours for 2021) and increase the engagement of the Shop’s volunteer labor pool.
- Increase community engagement and support with new organizational partnerships.
- Increase donation acceptance by 1,574 hours to increase the input of inventory to 473,000 units and sell in bulk 550,000 lbs. of recycled goods for environmental stewardship.

- Expand marketing and advertising to rebuild brand and inform customers of new hours to increase customer traffic. Sell 315,000 units (note: the thrift industry standard is to produce two units to sell one and recycle the remaining in the wholesale market. MITS has established performance of producing 1.5 units to sell 1 unit).
- Increase sales by expanding open retail time by 2,033 hours.

2022 Fiscal Year – Thrift Shop Donation and Processing

Much of the short-term recovery success of the Thrift Shop in FY 2021 is due to the availability of MICEC for donations processing, which allowed for these functions to be streamlined. Thrift Shop operations are planned to move out of MICEC by the end of Q1 so that facility rentals and recreation programs may resume.

Identifying a location for Thrift Shop donations and processing is a critical and urgent work plan item. Staff have explored alternative locations in Town Center over the course of 2021 and have not found a suitable match. In 2020 the City Council also considered the potential use of the Recycling Center for Thrift Shop donations and processing but opted not to pursue this option.

Current alternatives under consideration:

- Return donation processing to the Thrift Shop, which may involve minor renovations to the building to optimize space.
- Continue to explore satellite processing locations on and off Mercer Island to including existing City facilities and leased opportunities.

2023-2024 Biennium – Continued Restoration of Thrift Shop Services

The staff anticipates continued work on Thrift Shop recovery in 2022 with recommendations to be included as part of the 2023-2024 Biennial Budget process. This may include building modifications at the Thrift Shop and continued refinement of the staffing model.

2021-2022 MID-BIENNIAL BUDGET SUMMARY

The General Fund is projected to finish FY 2021 with revenues exceeding expenditures by \$2 million. If the City Council does not adopt mid-biennial budget proposals, the General Fund is projected to end FY 2022 with a \$1.1 million surplus. Adoption of the proposals as outlined in the agenda bill is projected to draw down the FY 2022 surplus, likely resulting in a \$176,000 General Fund surplus at FY 2022 year-end.

001-GENERAL FUND (\$ in thousands)	FY 2022			
	Adopted Budget	November Forecast	Mid-Biennial Proposals	Proposed Budget
A. Revenues	\$30,747	\$31,811	\$677	\$32,488
C. Expenditures	\$30,440	\$30,683	\$1,629	\$32,312
Net Ongoing Impacts (A - C)	\$307	\$1,128		\$176

FUTURE BUDGET CONSIDERATIONS

Several one-time budget proposals are included in Exhibit 1 as part of the biennial budget proposal. These include:

- Cost of Living Adjustment. On July 13 the Bureau of Labor Statistics released the Consumer Price Index (CPI) for the first half of 2021. The “first half” of the current year is the average of the first six months of the year and what we use to estimate the cost-of-living adjustment (COLA) for the

following year. For fiscal year 2022, staff estimated a 2.2% COLA, tied to the “First Half Seattle-Tacoma-Bellevue CPI-W.” The first half of 2021 came in at 3.3%. Staff estimates this COLA increase will have a \$200,000 impact in increased employee compensation on the General Fund, and \$15,000 on the Firefighter’s Pension Fund in FY 2022.

- **Comprehensive Plan Update.** Work on the Comprehensive Plan Periodic Update is scheduled to take place from Q1 2022-Q2 2023. The proposed budget adjustment provides for consultant resources to support staff with community engagement, Planning Commission and City Council review, development and drafting of updated goals and policies. While scoping of the update must be discussed with the City Council in early 2022, staff anticipate substantial updates will be made to the Housing and Economic Development Elements of the Comprehensive plan, as well as a range of other updates and improvements throughout the plan. The appropriation request is for \$150,000.
- **Other items.** Since adoption of the 2021-2022 biennial budget, several items have come up that require additional resources. These include maintaining an annual software license, maintaining increased bandwidth levels, re-opening CPR class offerings through the Fire Department, and required maintenance costs in the Luther Burbank Administrative Building.

There are additional one-time budget proposals still under review as outlined in Exhibit 1. This includes funding for the Climate Action Plan, the customer service remodel at City Hall, upgrades to the City Council Chambers, and funding for diversity, equity, and inclusion community programs.

NEXT STEPS

Staff are seeking feedback from the City Council to inform development of the mid-biennial budget amendment proposal scheduled for consideration at the November 16, 2021, City Council meeting.

RECOMMENDATION

Staff recommends the City Council provide feedback on the mid-biennial budget proposals. Staff will return to the City Council with the resulting proposed amendments to the 2021-2022 biennial budget on November 16, 2021.

2021-2022 Mid Biennial Budget Proposals					
Fund	Department	Description	Budget Year	Expenditure Adjustment	Revenue Adj / Funding Source
General	Community, Planning & Development	Professional services - Comprehensive plan update	2022	\$ 150,000	2020 Year End Surplus (Unappropriated Fund Balance)
	Fire	Public education - CPR classes	2022	\$ 3,125	
	Non-Departmental	COLA - Impact of CPI increase being higher than budget estimate	2022	\$ 200,000	
	Public Works	Luther Burbank Admin building repair and maintenance costs	2022	\$ 16,200	General Fund Revenues
	Recreation	Continued restoration of MICEC & Recreation programs	2022	\$ 1,409,439	General, Recreation, and Facility Rental Revenues
ARPA	Non-Departmental	PPE supplies for pandemic response	2022	\$ 25,000	ARPA Funds
	Non-Departmental	City Hall safety upgrades - Phase 1	2022	\$ 250,000	
Youth & Family Services	Thrift Shop	Continued restoration of Thrift Shop operations.	2022	\$ 1,075,000	Thrift Shop Revenue
Firefighter Pension Fund	Non-Departmental	COLA - Impact of CPI increase being higher than budget estimate	2022	\$ 15,000	Unappropriated Fund Balance
Computer Replacement Fund	Non-Departmental	Increased band with capability to maintain hybrid work	2022	\$ 9,700	Unappropriated Fund Balance (IT Rates)
	Non-Departmental	Annual maintenance fee for Q-Alert software	2022	\$ 12,000	

For Council Consideration - Unfunded Needs				
Fund	Department	Description	Amount	Funding Source
ARPA / General	City Council	Council meeting hybrid technology upgrades to Council Chambers	\$ 300,000	ARPA or General Fund Surplus
General	City Council	Community, Diversity, Equity and Inclusion	\$ 60,000	General Fund Surplus
	City Council	2022 annual support for Mercer Island Chamber of Commerce	\$ 14,400	General Fund Surplus
	City Council	Climate Action Plan	\$ 125,000	General Fund Surplus
	Finance	Purchase financial management software	\$ 400,000	General Fund Surplus
	Finance	Implementation services for financial management software	\$ 195,000	General Fund Surplus
	Non-Departmental	Bond Counsel professional services	\$ 60,000	General Fund Surplus
	Recreation	2022 Summer Celebration event	\$ 110,500	General Fund / Sponsorships

001-GENERAL FUND (\$ in thousands)	FY 2022					
	Original Budget	Budget Amendments	Budget as Amended	November Forecast	Mid-Biennial Proposals	Proposed Budget
A. Revenues	\$30,747	\$244	\$30,991	\$31,811	\$677	\$32,488
One-time use of prior year Surplus:	1,548	215	1,763	1,763	550	2,313
B. Total Revenues	32,295	458	32,753	33,574	1,227	34,801
C. Expenditures	\$30,440	\$244	\$30,683	\$30,683	\$1,629	\$32,312
One-time use of prior year Surplus:	1,548	215	1,763	1,763	150	1,913
D. Total Expenditures	31,988	458	32,446	32,446	1,779	34,225
Net Ongoing Impacts (A - C)	\$307	\$0	\$307	\$1,128	(952)	\$176
Net Revenue vs Expenditures (B - D)	307	0	307	1,128	(552)	576



2021 PLANNING SCHEDULE

Item 6.

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, 2021. Items are not listed in any particular order. Agenda items & meeting dates are subject to change.

NOVEMBER 9 SPECIAL MEETING – 3:00 PM START			DD	FN	CA	Clerk	CM
ABSENCES:							
ITEM TYPE TIME TOPIC						STAFF	
EXECUTIVE SESSION							
SPECIAL BUSINESS							
CONSENT AGENDA							
REGULAR BUSINESS							
15	AB 5964: Potential Marine Patrol Services Interlocal Agreement with Medina and Hunts Point (discussion only)				Mike Seifert/Chad Schumacher		
45	AB 5969: Legislative Priorities Discussion				Jessi Bon		
60	AB 5968: Metro Long-Range Transit Plan				Jason Kintner/Ross Freeman		
30	AB 5970: Town Center Parking Study Follow-Up				Sarah Bluvas		
30	AB 5978: ARCH 2022 Work Program / Budget				Jeff Thomas/Alison Van Gorp		
EXECUTIVE SESSION							

NOVEMBER 16			DD	FN	CA	Clerk	CM
ABSENCES:							
ITEM TYPE TIME TOPIC						STAFF	
STUDY SESSION							
SPECIAL BUSINESS							
	Resolution: Appreciation for Mercer Island Preschool Association						
CONSENT AGENDA							
--	AB 5971: Comprehensive Plan Amendment – Land Use Map CPA21-001 (Ord. No. 21C-26 Second Reading)				Jeff Thomas/Alison Van Gorp		
--	AB 5967: King County North Mercer Interceptor Staging Area Agreements for I-90 Boat Launch and Luther Burbank South Parking Lot				Paul West		
--	AB 5973: 2020 Watercourse Stabilization Project Closeout				Fred Gu		
--	AB 5974: Shop Local Proclamation No. 285				Sarah Bluvas/Andrea Larson		
REGULAR BUSINESS							
60	PUBLIC HEARING (Legal Notice: 11/3/2021 & 11/10/2021) AB 5975: 2021-2022 Mid-Biennial Budget Review				Matt Mornick/LaJuan Tuttle		

	<ul style="list-style-type: none"> • Third Quarter 2021 Financial Status Update, • NORCOM 2022 Budget Resolution No. 1604, • 2022 Utility Rate Resolutions, • 2022 Emergency Services Cost Recovery Resolution No. 1605 (EF Recovery) • 2022 Property Tax Ordinances, • First Reading of Ordinance to dissolve the YFS Endowment Fund, and • First Reading and Adoption of 2021-2022 Budget Adjustments. 	
15	PUBLIC HEARING (Legal Notice: 10/13/2021) AB 5976: Town Center Moratorium Renewal (Ord. No. 21-27)	Jeff Thomas/Sarah Bluvas
60	AB 5977: Development Code Amendment ZTR19-004 (Ord. No. 21C-28 First Reading)	Jeff Thomas/Sarah Bluvas
30	AB5956: Community Conversations on Diversity, Equity and Inclusion	Mayor Wong/Jessi Bon
30	AB 5980: Ordinance Amending Chapter 7.04 MICC – Animal Code (Ord. No. 21C-18 Third Reading) (tentative)	Bio Park

DECEMBER 7		DD	FN	CA	Clerk	CM
ABSENCES:						
ITEM TYPE TIME TOPIC				STAFF		
STUDY SESSION						
SPECIAL BUSINESS						
	Resolutions of Appreciation for Outgoing Councilmembers					
CONSENT AGENDA						
--	AB xxxx: Development Code Amendment ZTR19-004 (Ord. No. 21x-xx Second Reading)			Sarah Bluvas		
	AB xxxx: Approval of the Police and Support CBAs			Ed Holmes		
REGULAR BUSINESS						
15	PUBLIC HEARING (Legal Notice: 11/3/2021) AB xxxx: Outdoor Dining Interim Regulations Renewal (Ord. No. 21C-25)			Sarah Bluvas		
30	AB xxxx: Second Reading and Adoption of 2021-2022 Budget Adjustments (If Needed)			Matt Mornick/LaJuan Tuttle		
30	AB xxxx: Development Fee Resolution			Jeff Thomas		
60	AB xxxx: Comprehensive Plan / Development Code Amendment Docket 2022 (Res. No. xxxx)			Alison Van Gorp		
15	AB xxxx: Resolution Confirming Appointment of the Municipal Court Judge			Jessi Bon		
EXECUTIVE SESSION						

DECEMBER 21 (POTENTIALLY CANCELED)		DD	FN	CA	Clerk	CM
ABSENCES:						
ITEM TYPE TIME TOPIC				STAFF		
STUDY SESSION						
SPECIAL BUSINESS						
CONSENT AGENDA						

REGULAR BUSINESS		
EXECUTIVE SESSION		

JANUARY 4, 2022		DD	FN	CA	Clerk	CM
ABSENCES:						
ITEM TYPE TIME TOPIC				STAFF		
NO STUDY SESSION						
SPECIAL BUSINESS						
	AB xxxx: Councilmember Oaths of Office and Mayor and Deputy Mayor Elections			Andrea Larson		
CONSENT AGENDA						
REGULAR BUSINESS						
45	AB xxxx: King County Clean Water Plan Elected Officials Workshop (Discussion only)			Jason Kintner		
EXECUTIVE SESSION						