



# CITY OF MERCER ISLAND **REVISED**

## CITY COUNCIL SPECIAL VIDEO MEETING

Tuesday, May 19, 2020 at 5:00 PM

### COUNCIL MEMBERS:

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

### LOCATION & CONTACT:

Mercer Island City Hall – Council Chambers  
9611 SE 36th Street | Mercer Island, WA 98040  
Phone: 206.275.7793 | [www.mercergov.org](http://www.mercergov.org)

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

### VIRTUAL MEETING NOTICE

The virtual meeting will be broadcast live on MITV Channel 21 and live-streamed on the City's YouTube Channel at <https://www.youtube.com/c/mercerislandcouncil>

**Register to Speak:** Individuals wishing to **speak live during Appearances and/or the TIP Virtual Public Hearing** will need to register their request with the City Clerk at (206) 275-7793 or email [deb.estrada@mercergov.org](mailto:deb.estrada@mercergov.org) and leave a message before 4PM on the day of the May 19 Council meeting. Please **reference Appearances or Public Hearing** for May 19 Council Meeting on your correspondence. The City Clerk will call on you by name or telephone number when it is your turn to speak.

**Telephone:** To listen to the meeting or speak live under Appearances and/or the Public Hearing via telephone, please call 253.215.8782 and enter Webinar ID 831 6865 4859 when prompted.

**Internet:** To watch the meeting over the internet or speak live under Appearances and/or the Public Hearing via your computer's microphone, follow these steps:

- 1) Click the link <https://us02web.zoom.us/j/83168654859?pwd=aFZ4WklwS1R2Z0FNajZuRlVtUVFWUT09>
- 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 831 6865 4859
- 4) Enter Password 851646

**Written Comments:** Written comments may be submitted at the Mercer Island Lets Talk Council Connects page. Written comments received by 4PM on May 19, 2020 will be forwarded to all Councilmembers and a brief summary of the comments will be included in the minutes of the meeting.

### CALL TO ORDER & ROLL CALL

### PLEDGE OF ALLEGIANCE

### AGENDA APPROVAL

### SPECIAL BUSINESS

1. WeLoveMI COVID-19 Relief Day on Mercer Island Proclamation No. 251

### CITY MANAGER REPORT

### APPEARANCES

### CONSENT CALENDAR

2. Claims Reporting for **Electronic Funds Transfers** for the month ending April 30, 2020 in the amount of \$2,398,187.20
3. Approve **Accounts Payable** Reports:
  - A. Report for the period ending May 1, 2020 in the amount of \$435,609.08, and
  - B. Report for the period ending May 8, 2020 in the amount of \$581,103.24

4. Approve **Certification of Payroll** dated May 8, 2020 in the amount of \$820,659.12
5. Approve **Minutes:**
  - A. April 21, 2020 Special Video Meeting
  - B. May 5, 2020 Special Video Meeting
  - C. May 12, 2020 Special Video Meeting
6. AB 5690: 2020 Human Resources Support Allocation  
**Recommended Action:** Approve use of the \$170,000 from the HR Department salary and benefits savings to support temporary Human Resources staff and a consultant to complete the outstanding work items in 2020.
7. AB 5693: Port of Seattle Economic Development Partnership Grant Acceptance  
**Recommended Action:** Authorize the City Manager to accept the 2020 Port of Seattle Economic Development Partnership Program grant

#### REGULAR BUSINESS

8. AB 5691: 2021-2026 Transportation Improvement Program (TIP) Public Hearing & Review  
**Recommended Action:** Receive comments from the public hearing and provide feedback to staff.
- ~~9. AB 5694: COVID-19 Response: 2020 Budget Adjustments (Ord. No. 20-08 and 20-09)~~ Postponed to 6/2

#### OTHER BUSINESS

10. Planning Schedule
11. Councilmember Absences & Reports

#### ADJOURNMENT



## The City of Mercer Island, Washington

# Proclamation

## WeLoveMI COVID-19 Relief Campaign

**WHEREAS**, on March 10, 2020, the Mercer Island Community Fund, Mercer Island High School International Entrepreneurship class, the Mercer Island Chamber of Commerce, and other community leaders joined forces to respond to the COVID-19 pandemic by establishing the WeLoveMI campaign on Mercer Island; and,

**WHEREAS**, the WeLoveMI campaign represents a stellar example of community collaboration by bringing together these student leaders and advocates from organizations across Mercer Island, including the Community Fund, Rotary, Mercer Island Youth and Family Services, Mercer Island Schools Foundation, Mercer Island Boys and Girls Club, the Stroum Jewish Community Center, and the Mercer Island Chamber of Commerce; and,

**WHEREAS**, WeLoveMI was created to inspire the Mercer Island community to come together in response to the COVID-19 pandemic to support our friends and neighbors and the businesses, nonprofits, and other community organizations who serve Mercer Island and are vital to the Island's economic vitality and quality of life; and,

**WHEREAS**, the WeLoveMI campaign has taken strides to rally the Mercer Island community by providing a platform for those impacted to share their story and need with the community and making it easy for community members to learn about and directly support those Mercer Island nonprofits and businesses that have been negatively impacted during the crisis; and,

**WHEREAS**, WeLoveMI enables Islanders to make tax-deductible donations directly to trusted and proven 501(c)(3) nonprofits that benefit Mercer Island citizens; and,

**WHEREAS**, WeLoveMI also encourages all Island businesses to join the campaign and provides an online directory of participating businesses' GoFundMe fundraising page, allowing Islanders to easily support the businesses of their choice, and the More Ways to Love MI page also offers citizens resources and ideas on other ways to support the community through the COVID-19 crisis; and,

**WHEREAS**, during Governor Inslee's "Stay Home, Stay Healthy" order, the WeLoveMI campaign has made a dramatic impact on the Mercer Island community, helping vital community organizations stay afloat during an unprecedented crisis. To date, the campaign has helped raise more than \$81,000 in support of local organizations, and that amount increases every day.

**NOW, THEREFORE**, I, Benson Wong, Mayor of the City of Mercer Island, Washington, and on behalf of its City Council, do hereby proclaim May 22, 2020 as

## WeLoveMI COVID-19 Relief Day

in Mercer Island. The City of Mercer Island recognizes the outstanding student and community collaboration, caring and creativity in helping local businesses and nonprofits on Mercer Island.

**APPROVED**, this 19th day of May 2020

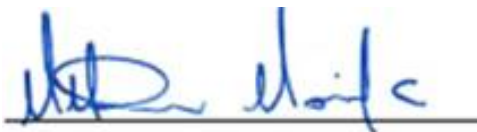
\_\_\_\_\_  
Benson Wong, Mayor

Proclamation No. 251



## 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>Date</u>	<u>Amount</u>
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EFT Payments

April 2020

**\$2,398,187.20**

# Accounts Payable EFT Report

Item 2.

Date	Type	Vendor Name/Description	Amount
Apr 24, 2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL ADP PAYROLL FEESADP - ADP Payroll Services	2,733.56
Apr 24, 2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL ADP PAYROLL FEESADP - ADP Payroll Services	3,069.34
Apr 30, 2020	Outgoing Money Transfer	ICMA Director Benefit	4,665.00
Apr 02, 2020	Outgoing Money Transfer	VEBA Employee Benefit	87,124.54
Apr 02, 2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL Employee Withholding - NAVIA BENEFIT Payroll	427.09
Apr 09, 2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL Employee Withholding - NAVIA BENEFIT Payroll	136.95
Apr 09, 2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL Employee Withholding - NAVIA BENEFIT Payroll	392.39
Apr 10, 2020	Outgoing Money Transfer	Employee Withholding - IAFF Dues Payroll	2,313.38
Apr 10, 2020	Outgoing Money Transfer	Employee Withholding - ICMA Payroll	34,759.79
Apr 10, 2020	Outgoing Money Transfer	Employee Withholding - VEBA Payroll	5,681.21
Apr 13, 2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL Employee Withholding - NATIONWIDE Payroll	940.00
Apr 13, 2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL Employee Withholding - NATIONWIDE Payroll	21,022.86
Apr 13, 2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL Employee Withholding - WASHINGTON-DSHS Payroll	599.99
Apr 16, 2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL Employee Withholding - NAVIA BENEFIT Payroll	3,214.05
Apr 23, 2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL Employee Withholding - NAVIA BENEFIT Payroll	1,047.80
Apr 24, 2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL Employee Withholding - NATIONWIDE Payroll	940.00
Apr 24, 2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL Employee Withholding - NATIONWIDE Payroll	19,652.86
Apr 24, 2020	Outgoing Money Transfer	Employee Withholding - IAFF Dues Payroll	2,313.38
Apr 24, 2020	Outgoing Money Transfer	Employee Withholding - ICMA Payroll	35,347.30
Apr 24, 2020	Outgoing Money Transfer	Employee Withholding - VEBA Payroll	5,681.21
Apr 27, 2020	Preauthorized ACH Debit	Employee Withholding - WASHINGTON-DSHS Payroll	599.99
Apr 30, 2020	Preauthorized ACH Debit	Employee Withholding - NAVIA BENEFIT Payroll	307.43
Apr 10, 2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL March Employee Insurance NORTHWEST ADMINI Premiums	179,212.61

## Accounts Payable EFT Report

Item 2.

Date	Type	Vendor Name/Description	Amount
		<i>Employee (payroll withholding)</i>	<i>\$20,822.92</i>
		<i>Employer Portion</i>	<i>\$158,389.69</i>
		DIRECT WITHDRAWAL	
Apr 02, 2020	Preauthorized ACH Debit	AUTHNET GATEWAY Merchant Fee - Boat Launch	<b>30.00</b>
		BOFA MERCH SVCS FEE	
Apr 03, 2020	Preauthorized ACH Debit	430134750159294 Merchant Fee - Boat Launch	<b>56.56</b>
		BOFA MERCH SVCS FEE	
Apr 03, 2020	Preauthorized ACH Debit	430134260026874 Merchant Fee - City Hall	<b>1,291.09</b>
		DIRECT WITHDRAWAL Merchant Fee -	
Apr 02, 2020	Preauthorized ACH Debit	AUTHNET GATEWAY Mybuildingpermit.com	<b>25.00</b>
		MERCHANT SVCS Merchant Fee -	
Apr 02, 2020	Preauthorized ACH Debit	MERCH FEE Mybuildingpermit.com	<b>1,205.10</b>
		VANTIV_INTG_PYMTBILL Merchant Fee - Parks &	
Apr 06, 2020	Preauthorized ACH Debit	NG 295483290884 Recreation	<b>1,015.83</b>
		VANTIV_INTG_PYMTBILL Merchant Fee - Parks &	
Apr 06, 2020	Preauthorized ACH Debit	NG 295483291882 Recreation	<b>120.48</b>
		VANTIV_INTG_PYMTBILL Merchant Fee - Parks &	
Apr 06, 2020	Preauthorized ACH Debit	NG 295483292880 Recreation	<b>31.90</b>
		MERCHANT	
Apr 02, 2020	Preauthorized ACH Debit	SERVICEMERCH Merchant Fee - Thrift Shop	<b>1,350.36</b>
		DIRECT WITHDRAWAL	
Apr 20, 2020	Preauthorized ACH Debit	CAYAN HOLDINGS Merchant Fee - Thrift Shop	<b>101.59</b>
		DIRECT WITHDRAWAL	
Apr 23, 2020	Preauthorized ACH Debit	CAYAN LLC PROC INV Merchant Fee - Thrift Shop	<b>5.35</b>
		DIRECT WITHDRAWAL	
Apr 01, 2020	Preauthorized ACH Debit	PAYA TRX FEES Merchant Fee - Utility Billing	<b>30.40</b>
		DIRECT DEPOSIT	
Apr 02, 2020	Preauthorized ACH Debit	BANKCARD Merchant Fee - Utility Billing	<b>3,586.74</b>
		DIRECT WITHDRAWAL	
Apr 02, 2020	Preauthorized ACH Debit	PAYA TRX FEES Merchant Fee - Utility Billing	<b>0.95</b>
		DIRECT WITHDRAWAL	
Apr 03, 2020	Preauthorized ACH Debit	PAYA MONTH END Merchant Fee - Utility Billing	<b>10.00</b>
		DIRECT WITHDRAWAL	
Apr 03, 2020	Preauthorized ACH Debit	PAYA TRX FEES Merchant Fee - Utility Billing	<b>10.45</b>
		DIRECT WITHDRAWAL	
Apr 06, 2020	Preauthorized ACH Debit	INVOICE CLOUD Merchant Fee - Utility Billing	<b>50.00</b>
		DIRECT WITHDRAWAL	
Apr 06, 2020	Preauthorized ACH Debit	PAYA TRX FEES Merchant Fee - Utility Billing	<b>5.70</b>
		DIRECT WITHDRAWAL	
Apr 07, 2020	Preauthorized ACH Debit	PAYA TRX FEES Merchant Fee - Utility Billing	<b>1.90</b>
		DIRECT WITHDRAWAL	
Apr 07, 2020	Preauthorized ACH Debit	PAYA TRX FEES Merchant Fee - Utility Billing	<b>2.85</b>
		DIRECT WITHDRAWAL	
Apr 07, 2020	Preauthorized ACH Debit	PAYA TRX FEES Merchant Fee - Utility Billing	<b>2.85</b>

# Accounts Payable EFT Report

Item 2.

Date	Type	Vendor Name/Description	Amount
		DIRECT WITHDRAWAL	
Apr 07, 2020	Preauthorized ACH Debit	PAYA TRX FEES Merchant Fee - Utility Billing	2.85
		DIRECT WITHDRAWAL	
Apr 07, 2020	Preauthorized ACH Debit	PAYA TRX FEES Merchant Fee - Utility Billing	3.80
		DIRECT WITHDRAWAL	
Apr 08, 2020	Preauthorized ACH Debit	PAYA TRX FEES Merchant Fee - Utility Billing	51.30
		DIRECT WITHDRAWAL	
Apr 09, 2020	Preauthorized ACH Debit	PAYA TRX FEES Merchant Fee - Utility Billing	1.90
		DIRECT WITHDRAWAL	
Apr 10, 2020	Preauthorized ACH Debit	PAYA TRX FEES Merchant Fee - Utility Billing	1.90
		DIRECT WITHDRAWAL	
Apr 13, 2020	Preauthorized ACH Debit	PAYA TRX FEES Merchant Fee - Utility Billing	46.55
		DIRECT DEPOSIT	
Apr 14, 2020	Preauthorized ACH Debit	BANKCARD Merchant Fee - Utility Billing	465.10
		DIRECT WITHDRAWAL	
Apr 14, 2020	Preauthorized ACH Debit	PAYA TRX FEES Merchant Fee - Utility Billing	0.95
		DIRECT WITHDRAWAL	
Apr 14, 2020	Preauthorized ACH Debit	PAYA TRX FEES Merchant Fee - Utility Billing	1.90
		DIRECT WITHDRAWAL	
Apr 14, 2020	Preauthorized ACH Debit	PAYA TRX FEES Merchant Fee - Utility Billing	4.75
		DIRECT WITHDRAWAL	
Apr 15, 2020	Preauthorized ACH Debit	PAYA TRX FEES Merchant Fee - Utility Billing	1.90
		DIRECT WITHDRAWAL	
Apr 16, 2020	Preauthorized ACH Debit	PAYA TRX FEES Merchant Fee - Utility Billing	53.20
		DIRECT WITHDRAWAL	
Apr 17, 2020	Preauthorized ACH Debit	PAYA TRX FEES Merchant Fee - Utility Billing	2.85
		DIRECT WITHDRAWAL	
Apr 20, 2020	Preauthorized ACH Debit	PAYA TRX FEES Merchant Fee - Utility Billing	5.70
		DIRECT WITHDRAWAL	
Apr 21, 2020	Preauthorized ACH Debit	PAYA TRX FEES Merchant Fee - Utility Billing	1.90
		DIRECT WITHDRAWAL	
Apr 21, 2020	Preauthorized ACH Debit	PAYA TRX FEES Merchant Fee - Utility Billing	2.85
		DIRECT WITHDRAWAL	
Apr 21, 2020	Preauthorized ACH Debit	PAYA TRX FEES Merchant Fee - Utility Billing	5.70
		DIRECT WITHDRAWAL	
Apr 22, 2020	Preauthorized ACH Debit	PAYA TRX FEES Merchant Fee - Utility Billing	46.55
		DIRECT WITHDRAWAL	
Apr 23, 2020	Preauthorized ACH Debit	PAYA TRX FEES Merchant Fee - Utility Billing	1.90
		DIRECT WITHDRAWAL	
Apr 24, 2020	Preauthorized ACH Debit	PAYA TRX FEES Merchant Fee - Utility Billing	4.75
		DIRECT WITHDRAWAL	
Apr 27, 2020	Preauthorized ACH Debit	PAYA TRX FEES Merchant Fee - Utility Billing	0.95
		DIRECT WITHDRAWAL	
Apr 28, 2020	Preauthorized ACH Debit	PAYA TRX FEES Merchant Fee - Utility Billing	0.95
		DIRECT WITHDRAWAL	
Apr 28, 2020	Preauthorized ACH Debit	PAYA TRX FEES Merchant Fee - Utility Billing	2.85

# Accounts Payable EFT Report

Item 2.

Date	Type	Vendor Name/Description	Amount
Apr 28, 2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES Merchant Fee - Utility Billing	2.85
Apr 29, 2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES Merchant Fee - Utility Billing	1.90
Apr 30, 2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL PAYA TRX FEES Merchant Fee - Utility Billing	47.50
Apr 02, 2020	Preauthorized ACH Debit	AUTHNET GATEWAY Merchant Fee - VOICE	19.75
Apr 03, 2020	Preauthorized ACH Debit	BOFA MERCH SVCS FEE 430134260026884 Merchant Fee - VOICE	6.45
Apr 03, 2020	Preauthorized ACH Debit	BOFA MERCH SVCS FEE 430134260026879 Merchant Fee - YFS LB	74.05
Apr 08, 2020	Outgoing Money Transfer	ADP PAYROLL Net Payroll 4-10-2020	517,589.95
Apr 22, 2020	Outgoing Money Transfer	ADP PAYROLL Net Payroll 4-24-2020	510,478.11
Apr 09, 2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL ADP Tax ADP Tax Payroll Taxes	180,640.30
		Employee (payroll withholding) \$131,209.22	
		Employer Portion \$49,431.10	
Apr 23, 2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL ADP Tax ADP Tax Payroll Taxes	176,860.65
		Employee (payroll withholding) \$128,475.74	
		Employer Portion \$48,384.91	
Apr 01, 2020	Preauthorized ACH Debit	DIRECT WITHDRAWAL ADP Tax ADP Tax Payroll Taxes 4-10-2020	1.63
Apr 07, 2020	Preauthorized ACH Debit	5 3 BANKCARD SYSNET SETLMT295483290884 Refunds - Parks & Recreation	668.00
Apr 13, 2020	Preauthorized ACH Debit	5 3 BANKCARD SYSNET SETLMT295483290884 Refunds - Parks & Recreation	880.50
Apr 14, 2020	Preauthorized ACH Debit	5 3 BANKCARD SYSNET SETLMT295483290884 Refunds - Parks & Recreation	1,345.00
Apr 16, 2020	Preauthorized ACH Debit	5 3 BANKCARD SYSNET SETLMT295483290884 Refunds - Parks & Recreation	1,941.63
Apr 17, 2020	Preauthorized ACH Debit	5 3 BANKCARD SYSNET SETLMT295483290884 Refunds - Parks & Recreation	3,348.00
Apr 21, 2020	Preauthorized ACH Debit	5 3 BANKCARD SYSNET SETLMT295483290884 Refunds - Parks & Recreation	1,573.00
Apr 23, 2020	Preauthorized ACH Debit	5 3 BANKCARD SYSNET SETLMT295483290884 Refunds - Parks & Recreation	2,476.75
Apr 24, 2020	Preauthorized ACH Debit	5 3 BANKCARD SYSNET SETLMT295483290884 Refunds - Parks & Recreation	3,677.50
Apr 27, 2020	Preauthorized ACH Debit	SETLMT295483290884 Refunds - Parks & Recreation	4,085.00



## Accounts Payable EFT Report

Item 2.

Date	Type	Vendor Name/Description		Amount
		DIRECT WITHDRAWAL		
Apr 29, 2020	Preauthorized ACH Debit	WA DEPT REVENUE TAX	Remit Excise Tax	<b>43,613.67</b>
		<i>Water Utility</i>	<i>\$19,523.69</i>	
		<i>Sewer Utility</i>	<i>\$15,007.45</i>	
		<i>Stormwater Utility</i>	<i>\$2,109.68</i>	
		<i>Thrift Shop</i>	<i>\$5,565.06</i>	
		<i>Parks &amp; Recreation</i>	<i>\$1,407.78</i>	
		DIRECT WITHDRAWAL		
Apr 29, 2020	Preauthorized ACH Debit	LABOR&INDUSTRIESL&I	Remit Q1 2020 L&I Tax	<b>111,630.00</b>
		DIRECT WITHDRAWAL		
Apr 02, 2020	Preauthorized ACH Debit	WA DEPT RET SYS DRS	Remit Retirement 3-27-2020	<b>141,022.13</b>
		<i>Employee (payroll</i>		
		<i>withholding)</i>	<i>\$63,640.53</i>	
		<i>Employer Portion</i>	<i>\$77,381.60</i>	
		DIRECT WITHDRAWAL		
Apr 27, 2020	Preauthorized ACH Debit	WA DEPT RET SYS DRS	Remit Retirement 4-10-2020	<b>139,452.85</b>
		<i>Employee (payroll</i>		
		<i>withholding)</i>	<i>\$62,763.39</i>	
		<i>Employer Portion</i>	<i>\$76,689.53</i>	
		DIRECT WITHDRAWAL		
Apr 28, 2020	Preauthorized ACH Debit	WA DEPT RET SYS DRS	Remit Retirement 4-24-2020	<b>134,433.15</b>
		<i>Employee (payroll</i>		
		<i>withholding)</i>	<i>\$60,706.44</i>	
		<i>Employer Portion</i>	<i>\$73,726.91</i>	
		DIRECT WITHDRAWAL		
Apr 17, 2020	Preauthorized ACH Debit	DOL FIREARMS	Remit WA State Firearms Licensing Fees	<b>486.00</b>
<b>Total</b>				<b>\$ 2,398,187.20</b>

# 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	203324-203398	5/01/2020	\$ 435,609.08
			\$ <b>435,609.08</b>

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
<b>Org Key: 402000 - Water Fund-Admin Key</b>				
P0107452	00203355	H D FOWLER	INVENTORY PURCHASES	5,522.15
P0107441	00203390	VERITIV OPERATING COMPANY	INVENTORY PURCHASES	1,683.78
P0107445	00203393	WALTER E NELSON CO	INVENTORY PURCHASES	1,611.42
P0107451	00203333	BLUETARP CREDIT SERVICES	INVENTORY PURCHASES	156.50
<b>Org Key: 814083 - Vol Life Ins - States West Lif</b>				
	00203330	AWC	AWC Life Insurance	363.00
<b>Org Key: CA1100 - Administration (CA)</b>				
P0107353	00203376	OGDEN MURPHY WALLACE PLLC	Professional Services - Invoic	13,584.50
	00203388	US BANK CORP PAYMENT SYS	Travel Expense	9.82
	00203388	US BANK CORP PAYMENT SYS	Travel Expense	9.35
	00203388	US BANK CORP PAYMENT SYS	Operating Supplies	-266.72
<b>Org Key: CA1200 - Prosecution &amp; Criminal Mngmnt</b>				
P0107354	00203371	MOBERLY AND ROBERTS	Professional Services - Invoic	6,800.00
<b>Org Key: CM1100 - Administration (CM)</b>				
	00203388	US BANK CORP PAYMENT SYS	Operating Supplies	173.03
P0107446	00203391	VERIZON WIRELESS	Monthly cell phone bill for P&	69.58
<b>Org Key: CO6100 - City Council</b>				
	00203388	US BANK CORP PAYMENT SYS	ZOOM Video Conference Subscrip	16.48
	00203388	US BANK CORP PAYMENT SYS	Training Parliamentary Procedu	9.99
	00203388	US BANK CORP PAYMENT SYS	Training Parliamentary Procedu	9.99
<b>Org Key: CR1100 - Human Resources</b>				
	00203388	US BANK CORP PAYMENT SYS	Webinar Registration	50.00
	00203388	US BANK CORP PAYMENT SYS	Recruitment advertisement.	45.00
	00203388	US BANK CORP PAYMENT SYS	Employee recognition award.	25.00
<b>Org Key: CT1100 - Municipal Court</b>				
	00203345	COMPLETE OFFICE	OFFICE SUPPLIES	53.32
<b>Org Key: DS0000 - Development Services-Revenue</b>				
P0107382	00203332	BELLEVUE, CITY OF	MBP SURCHARGE Q1 2020	9,978.93
<b>Org Key: DS1100 - Administration (DS)</b>				
P0107378	00203370	MICRO COM SYSTEMS LTD	MARCH 26, 2020 DOCUMENT PREP &	1,320.20
	00203388	US BANK CORP PAYMENT SYS	Operating Supplies	79.00
	00203388	US BANK CORP PAYMENT SYS	Services - Technology Fee	63.09
	00203388	US BANK CORP PAYMENT SYS	MBP.com Merchant Fee	54.10
	00203388	US BANK CORP PAYMENT SYS	Tuition & Registrations	-1,150.00
<b>Org Key: FN1100 - Administration (FN)</b>				
	00203388	US BANK CORP PAYMENT SYS	Webinar Registration - Annual	125.00
<b>Org Key: FN2100 - Data Processing</b>				
P0107379	00203368	METROPRESORT	E-SERVICE MONTHLY PORTAL ADMIN	50.00
P0107450	00203368	METROPRESORT	FEB 2020 MONTHLY E-SERVICE CHA	50.00
<b>Org Key: FN4501 - Utility Billing (Water)</b>				
	00203388	US BANK CORP PAYMENT SYS	Telephone - Cellular	110.52

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0107450	00203368	METROPRESORT	APRIL 2020 MAILING & PRINTING	77.92
P0107450	00203368	METROPRESORT	APRIL 2020 MAILING & PRINTING	72.91
<i>Org Key: FN4502 - Utility Billing (Sewer)</i>				
P0107450	00203368	METROPRESORT	APRIL 2020 MAILING & PRINTING	77.92
P0107450	00203368	METROPRESORT	APRIL 2020 MAILING & PRINTING	72.91
<i>Org Key: FN4503 - Utility Billing (Storm)</i>				
P0107450	00203368	METROPRESORT	APRIL 2020 MAILING & PRINTING	77.91
P0107450	00203368	METROPRESORT	APRIL 2020 MAILING & PRINTING	72.92
<i>Org Key: FR1100 - Administration (FR)</i>				
	00203388	US BANK CORP PAYMENT SYS	Computer Supplies	74.79
	00203388	US BANK CORP PAYMENT SYS	Uniform Cleaning	18.15
	00203388	US BANK CORP PAYMENT SYS	Amazon Membership/Fire	14.29
	00203388	US BANK CORP PAYMENT SYS	Package Shipment/NW Safety Cle	9.11
	00203388	US BANK CORP PAYMENT SYS	Shipping Surcharge	6.90
	00203388	US BANK CORP PAYMENT SYS	FRI Conference Refund/Heitman	-624.00
<i>Org Key: FR2100 - Fire Operations</i>				
	00203388	US BANK CORP PAYMENT SYS	Shop Supplies	152.52
	00203388	US BANK CORP PAYMENT SYS	Account Reload	50.00
P0107447	00203328	AT&T MOBILITY	FirstNet Phone Billing	45.55
	00203388	US BANK CORP PAYMENT SYS	Bunker Gear Supplies	14.37
<i>Org Key: FR2500 - Fire Emergency Medical Svcs</i>				
P0107228	00203395	WAXIE SANITARY SUPPLY	Sanitizing Equipment Both Stat	339.85
<i>Org Key: FR4100 - Training</i>				
P0107448	00203331	BELLEVUE, CITY OF	Academy/Collins	9,726.00
<i>Org Key: FR5100 - Community Risk Reduction</i>				
	00203388	US BANK CORP PAYMENT SYS	FI Conference Refund/Mair	-495.00
<i>Org Key: GGM001 - General Government-Misc</i>				
P0107381	00203332	BELLEVUE, CITY OF	2020 eCITYGOV ANNUAL MBRSHIP	3,900.00
	00203388	US BANK CORP PAYMENT SYS	Application Hosting	400.00
P0107339	00203343	COMCAST	2020 COMCAST BUSINESS	121.44
<i>Org Key: GGM004 - Gen Govt-Office Support</i>				
	00203345	COMPLETE OFFICE	OFFICE SUPPLIES	343.13
P0107457	00203346	CONFIDENTIAL DATA DISPOSAL	City Shredding Contract - Invo	190.00
P0107376	00203397	XEROX CORPORATION	PRINT AND COPY CHARGES FOR CPD	169.77
	00203345	COMPLETE OFFICE	OFFICE SUPPLIES	111.90
<i>Org Key: GGM005 - Genera Govt-L1 Retiree Costs</i>				
	00203363	LEOFF HEALTH & WELFARE TRUST	MEDICAL POLICE RETIREES	6,289.00
P0107486	00203392	WALLACE, THOMAS	LEOFF1 LTC Expenses	6,000.00
	00203362	LEOFF HEALTH & WELFARE TRUST	MEDICAL FIRE RETIREES	3,144.50
P0107482	00203349	DEEDS, EDWARD G	LEOFF1 Retiree Medical Expense	373.60
P0107481	00203349	DEEDS, EDWARD G	LEOFF1 Retiree Medical Expense	317.18
P0107485	00203329	AUGUSTSON, THOR	LEOFF1 Retiree Medical Expense	178.45
P0107484	00203392	WALLACE, THOMAS	LEOFF1 Retiree Medical Expense	118.15
P0107483	00203334	BOOTH, GLENDON D	LEOFF1 Retiree Medical Expense	85.95

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
<b>Org Key: GGM100 - Emerg Incident Response</b>				
	00203388	US BANK CORP PAYMENT SYS	Decontamination Equipment for	3,375.52
	00203388	US BANK CORP PAYMENT SYS	Small Tools & Equipment	2,641.48
P0107305	00203326	ALL PHASE COMM LLC	Mitel Workgroup Licenses for C	2,382.16
	00203388	US BANK CORP PAYMENT SYS	2 Handheld Electostatic Spraye	1,399.98
P0107325	00203326	ALL PHASE COMM LLC	Corona Phonebank additional	1,131.68
	00203388	US BANK CORP PAYMENT SYS	Thermometer for Fire and Polic	877.80
P0107306	00203364	LIFTOFF LLC	Audio Conferencing Licenses	440.00
	00203388	US BANK CORP PAYMENT SYS	Healthcare style thermometer f	412.50
	00203388	US BANK CORP PAYMENT SYS	Disinfectant for Fire - Covid-	364.80
	00203388	US BANK CORP PAYMENT SYS	masks for PD and City staff -	279.29
P0107377	00203326	ALL PHASE COMM LLC	EOC TRIO PHONE INSTALL	275.00
	00203388	US BANK CORP PAYMENT SYS	Gloves for PD - Covid-19 respo	263.55
P0107470	00203366	LYNN PEAHEY CO	Quarantine Zone Tape - COVID-1	203.50
	00203388	US BANK CORP PAYMENT SYS	Disinfecting tabs for Electros	199.01
	00203388	US BANK CORP PAYMENT SYS	gloves order for PD - Covid-19	186.78
	00203388	US BANK CORP PAYMENT SYS	supplies for signs	180.30
	00203388	US BANK CORP PAYMENT SYS	Thermometer supplies - Police,	164.90
	00203388	US BANK CORP PAYMENT SYS	Decontamination equipment for	156.00
	00203388	US BANK CORP PAYMENT SYS	Thermometer supplies - health	145.12
	00203388	US BANK CORP PAYMENT SYS	Gloves for Police during Covid	140.80
	00203388	US BANK CORP PAYMENT SYS	Latex Gloves - Patrol	137.49
	00203388	US BANK CORP PAYMENT SYS	simple green for COVID-19	123.66
	00203388	US BANK CORP PAYMENT SYS	Safety glasses for PD during C	65.33
	00203388	US BANK CORP PAYMENT SYS	Operating Supplies	60.48
	00203388	US BANK CORP PAYMENT SYS	Safety Glasses - Fire Departme	32.99
	00203388	US BANK CORP PAYMENT SYS	Disinfecting wipes - Covid-19	20.88
	00203388	US BANK CORP PAYMENT SYS	Operating Supplies	20.88
	00203388	US BANK CORP PAYMENT SYS	Operating Supplies	20.88
	00203388	US BANK CORP PAYMENT SYS	Hand Sanitizer alternative for	20.00
	00203388	US BANK CORP PAYMENT SYS	Operating Supplies	15.43
	00203388	US BANK CORP PAYMENT SYS	Stamps for LTC Facilities from	6.60
<b>Org Key: GX9996 - Employee Benefits-Police</b>				
	00203363	LEOFF HEALTH & WELFARE TRUST	MEDICAL POLICE	48,284.37
	00203363	LEOFF HEALTH & WELFARE TRUST	MEDICAL POLICE	5,477.75
<b>Org Key: GX9997 - Employee Benefits-Fire</b>				
	00203362	LEOFF HEALTH & WELFARE TRUST	MEDICAL FIRE ACTIVE	50,563.68
	00203363	LEOFF HEALTH & WELFARE TRUST	BILLING ADJUSTMENTS	0.03
	00203362	LEOFF HEALTH & WELFARE TRUST	MEDICAL FIRE ACTIVE	-0.02
<b>Org Key: IS2100 - IGS Network Administration</b>				
	00203388	US BANK CORP PAYMENT SYS	Services - Software Maint/Supt	480.00
P0107154	00203338	CDW GOVERNMENT INC	15 Meraki MDM licenses Additio	398.97
	00203388	US BANK CORP PAYMENT SYS	Computer Supplies	148.47
	00203388	US BANK CORP PAYMENT SYS	Computer Supplies	109.98
	00203388	US BANK CORP PAYMENT SYS	Computer Supplies	109.98
P0107307	00203324	3RTechnology LLC	Surplus Recycling Pickup	67.75
	00203388	US BANK CORP PAYMENT SYS	Professional Services	23.10
	00203388	US BANK CORP PAYMENT SYS	Professional Services	6.38

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00203388	US BANK CORP PAYMENT SYS	Tuition & Registrations	-350.00
	00203388	US BANK CORP PAYMENT SYS	Tuition & Registrations	-350.00
<i>Org Key: MT3100 - Water Distribution</i>				
P0107453	00203355	H D FOWLER	3" BRASS NIPPLES & UNION	377.80
	00203388	US BANK CORP PAYMENT SYS	Operating Supplies	296.50
P0106556	00203389	US Bank Redmond	RETAINAGE FOR P0106533	250.50
	00203388	US BANK CORP PAYMENT SYS	Operating Supplies	150.00
	00203388	US BANK CORP PAYMENT SYS	Operating Supplies	98.69
	00203388	US BANK CORP PAYMENT SYS	Operating Supplies	43.82
<i>Org Key: MT3150 - Water Quality Event</i>				
P0106535	00203384	SYBIS	CYBER LOCKS	6,932.86
<i>Org Key: MT3200 - Water Pumps</i>				
P0106535	00203384	SYBIS	CYBER LOCKS	6,932.87
<i>Org Key: MT3300 - Water Associated Costs</i>				
	00203345	COMPLETE OFFICE	OFFICE SUPPLIES	276.62
<i>Org Key: MT3400 - Sewer Collection</i>				
P0106535	00203384	SYBIS	CYBER LOCKS	6,932.87
P0106870	00203382	SHI INTERNATIONAL CORP	1 MR42 2 AIR-AP1562I-B-K9 2 MT	1,244.76
	00203388	US BANK CORP PAYMENT SYS	Small Tools & Equipment	165.31
<i>Org Key: MT3500 - Sewer Pumps</i>				
P0106535	00203384	SYBIS	CYBER LOCKS	6,932.88
P0106461	00203328	AT&T MOBILITY	2020 TELEMETRY	240.24
	00203339	CENTURYLINK	PHONE USAGE APRIL 2020	124.32
<i>Org Key: MT3600 - Sewer Associated Costs</i>				
	00203345	COMPLETE OFFICE	OFFICE SUPPLIES	224.70
<i>Org Key: MT4101 - Support Services - General Fd</i>				
	00203345	COMPLETE OFFICE	OFFICE SUPPLIES	146.88
<i>Org Key: MT4150 - Support Services - Clearing</i>				
	00203388	US BANK CORP PAYMENT SYS	CPR Cards	342.00
P0107442	00203373	MULTICARE IMMEDIATE CLINIC	DOT EXAM J.HUYNH /B.ROCK	200.00
	00203388	US BANK CORP PAYMENT SYS	Operating Supplies	164.93
	00203388	US BANK CORP PAYMENT SYS	Operating Supplies	140.35
P0106363	00203396	XEROX CORPORATION	2020 COPIER CHARGES	138.40
P0107440	00203351	DYNAMIC LANGUAGE CENTER LTD	TITLE VI INTERPRETATION SERVIC	132.00
	00203388	US BANK CORP PAYMENT SYS	Operating Supplies	55.10
P0106697	00203347	CRYSTAL AND SIERRA SPRINGS	PW WATER DELIVERY	45.02
	00203388	US BANK CORP PAYMENT SYS	Operating Supplies	29.63
	00203388	US BANK CORP PAYMENT SYS	Operating Supplies	21.98
	00203388	US BANK CORP PAYMENT SYS	Operating Supplies	7.50
	00203388	US BANK CORP PAYMENT SYS	Operating Supplies	4.29
	00203388	US BANK CORP PAYMENT SYS	Operating Supplies	2.15
<i>Org Key: MT4200 - Building Services</i>				
	00203388	US BANK CORP PAYMENT SYS	Operating Supplies	36.25
	00203388	US BANK CORP PAYMENT SYS	Operating Supplies	6.01

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: MT4300 - Fleet Services</i>				
	00203388	US BANK CORP PAYMENT SYS	Gas fill for Truck 381. Fire S	75.50
P0107063	00203378	PRAXAIR DISTRIBUTION INC	2020 ACETYLEN & OXYGEN TANK RE	53.12
	00203388	US BANK CORP PAYMENT SYS	Fuel for vehicle 350 - Gas pum	38.13
	00203388	US BANK CORP PAYMENT SYS	Fuel - MI-101	37.35
	00203388	US BANK CORP PAYMENT SYS	FLEET REPAIR PARTS	18.69
<i>Org Key: MT4450 - Cust Resp - Clearing Acct</i>				
	00203388	US BANK CORP PAYMENT SYS	WASTEWATER CERTIFICATION	20.00
<i>Org Key: PO1100 - Administration (PO)</i>				
	00203388	US BANK CORP PAYMENT SYS	Operating Supplies	525.78
P0107467	00203394	WASPC	Yearly Dues - Jokinen - Invoice	75.00
	00203388	US BANK CORP PAYMENT SYS	Operating Supplies	-350.00
<i>Org Key: PO1350 - Police Emergency Management</i>				
P0107459	00203379	REMOTE SATELLITE SYSTEMS INT'L	EOC Sat Phone Service - April	54.00
<i>Org Key: PO1700 - Records and Property</i>				
P0107469	00203397	XEROX CORPORATION	Records Copier - Invoice # 099	207.40
	00203388	US BANK CORP PAYMENT SYS	Credit for canceling Conferenc	-975.00
<i>Org Key: PO1900 - Jail/Home Monitoring</i>				
P0107458	00203358	ISSAQUAH JAIL, CITY OF	Jail Housing - April 2020 - In	3,007.00
P0107461	00203380	SCORE	Jail Housing - April 2020 - In	920.00
P0107473	00203387	Tritech Forensics Inc.	Evidence Tape - Invoice # 2526	106.70
<i>Org Key: PO2100 - Patrol Division</i>				
	00203388	US BANK CORP PAYMENT SYS	Scanner for patrol	439.99
P0107463	00203383	STARBUCK'S TOWING	Towing of recovered stolen veh	404.80
P0107471	00203367	MERCER ISLAND TOWING	Towing of vehicle 508 - Invoic	202.40
P0107466	00203369	MI HARDWARE - POLICE	Patrol Supplies - Invoice(s) #	208.44
P0107464	00203398	ZEE MEDICAL	Employee first Aid box refill	141.28
P0107462	00203341	CLEANERS PLUS 1	Uniform Cleaning - Invoice # 7	117.54
	00203388	US BANK CORP PAYMENT SYS	USB Hubs for Patrol	112.75
	00203388	US BANK CORP PAYMENT SYS	Plastic Bags for Patrol	32.96
	00203388	US BANK CORP PAYMENT SYS	Good to Go passes for Patrol V	30.00
	00203388	US BANK CORP PAYMENT SYS	Shipping Refund	-8.30
<i>Org Key: PO2200 - Marine Patrol</i>				
P0107474	00203377	PRAETORIAN DIGITAL	Grant Application and Assembly	3,000.00
P0107475	00203381	SEATTLE BARREL COMPANY	Buoy Supplies (Marine Patrol)	220.20
P0107465	00203352	FISHERIES SUPPLY	MP Supplies - Invoice # 522816	175.99
	00203388	US BANK CORP PAYMENT SYS	Physical exam & drug screen fo	167.00
	00203388	US BANK CORP PAYMENT SYS	USCG License application fee -	145.00
	00203388	US BANK CORP PAYMENT SYS	TSA TWIC card for Parr #142	125.25
<i>Org Key: PO2201 - Dive Team</i>				
	00203388	US BANK CORP PAYMENT SYS	Stray Current Detectors - Dive	27.34
<i>Org Key: PO3100 - Investigation Division</i>				
P0107460	00203386	THOMSON REUTERS - WEST	Thomson Reuters West Investiga	421.43
	00203388	US BANK CORP PAYMENT SYS	Tuition & Registrations	40.00

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00203388	US BANK CORP PAYMENT SYS	Tuition & Registrations	-350.00
	00203388	US BANK CORP PAYMENT SYS	Tuition & Registrations	-350.00
<i>Org Key: PO4300 - Police Training</i>				
	00203388	US BANK CORP PAYMENT SYS	REFUND - Class canceled due to	-100.00
	00203388	US BANK CORP PAYMENT SYS	Credit for canceling Conferenc	-975.00
<i>Org Key: PR1100 - Administration (PR)</i>				
P0107380	00203375	NORTHWEST PUBLISHING CENTER	ONLINE PARKS & REC GUIDE MARCH	1,006.00
	00203388	US BANK CORP PAYMENT SYS	Annual mail permit for P&R Gui	240.00
	00203388	US BANK CORP PAYMENT SYS	PR YFS online marketing	107.26
	00203388	US BANK CORP PAYMENT SYS	Operating Supplies	87.72
P0107446	00203391	VERIZON WIRELESS	Monthly cell phone bill for P&	87.52
	00203388	US BANK CORP PAYMENT SYS	Online survey subscription	38.51
	00203388	US BANK CORP PAYMENT SYS	Operating Supplies	28.00
<i>Org Key: PR1500 - Urban Forest Management</i>				
P0107446	00203391	VERIZON WIRELESS	Monthly cell phone bill for P&	59.59
<i>Org Key: PR2100 - Recreation Programs</i>				
	00203388	US BANK CORP PAYMENT SYS	Camper scholarship	208.00
	00203388	US BANK CORP PAYMENT SYS	Operating Supplies	178.13
	00203388	US BANK CORP PAYMENT SYS	Operating Supplies	25.00
	00203388	US BANK CORP PAYMENT SYS	FB boost	5.59
<i>Org Key: PR3500 - Senior Services</i>				
P0107446	00203391	VERIZON WIRELESS	Monthly cell phone bill for P&	54.13
<i>Org Key: PR4100 - Community Center</i>				
P0106545	00203344	COMCAST	MICEC High Speed Connection	268.22
	00203388	US BANK CORP PAYMENT SYS	amazon prime yearly payment	130.90
	00203388	US BANK CORP PAYMENT SYS	community coffee supplies	93.80
P0107446	00203391	VERIZON WIRELESS	Monthly cell phone bill for P&	59.59
	00203388	US BANK CORP PAYMENT SYS	labels for simple green spray	36.17
	00203345	COMPLETE OFFICE	OFFICE SUPPLIES	29.34
<i>Org Key: PR5700 - Special Programs</i>				
	00203388	US BANK CORP PAYMENT SYS	Annual STQRY public art platfo	1,000.00
<i>Org Key: PR6100 - Park Maintenance</i>				
P0107446	00203391	VERIZON WIRELESS	Monthly cell phone bill for P&	685.12
<i>Org Key: PR6200 - Athletic Field Maintenance</i>				
P0107446	00203391	VERIZON WIRELESS	Monthly cell phone bill for P&	114.98
<i>Org Key: PR6500 - Luther Burbank Park Maint.</i>				
P0107446	00203391	VERIZON WIRELESS	Monthly cell phone bill for P&	70.76
	00203388	US BANK CORP PAYMENT SYS	Operating Supplies	39.53
<i>Org Key: PR6600 - Park Maint-School Related</i>				
P0107446	00203391	VERIZON WIRELESS	Monthly cell phone bill for P&	15.38
<i>Org Key: PR6800 - Trails Maintenance</i>				
P0107446	00203391	VERIZON WIRELESS	Monthly cell phone bill for P&	59.60



**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: PR6900 - Aubrey Davis Park Maintenance</i>				
P0107446	00203391	VERIZON WIRELESS	Monthly cell phone bill for P&	130.34
P0107415	00203385	T-MOBILE	Monthly service for boat launc	20.00
<i>Org Key: ST0020 - ST Long Term Parking</i>				
P0107352	00203365	LIGHTHOUSE LAW GROUP PLLC	Professional Services - ST Lon	2,010.00
<i>Org Key: VCP104 - CIP Streets Salaries</i>				
	00203388	US BANK CORP PAYMENT SYS	STAFF TRAINING	350.00
<i>Org Key: WD722R - Sub Basin 3b.4 Watercourse</i>				
P0101491	00203337	CARDNO INC	WATERCOURSE STABALISATION PROJ	1,554.96
<i>Org Key: WD724R - Sub Basin 29.2 Watercourse</i>				
P0101491	00203337	CARDNO INC	WATERCOURSE STABILIZATION PROJE	2,887.79
<i>Org Key: WD907R - Basin #42.1 and 42.1a Impvt</i>				
P0106532	00203374	NATURAL SYSTEMS DESIGN	SUB BASIN 42 WATERCOURSE	6,713.00
<i>Org Key: WG110T - Computer Equip Replacements</i>				
P0106877	00203350	DELL MARKETING L.P.	Dell Ultrasharp Monitors	7,192.35
P0107167	00203359	ISSQUARED INC.	M4600 FW with Licensing,	4,774.08
P0107082	00203348	DATEC INC.	MDC Vehicle Docks for CRT	2,472.80
P0107320	00203359	ISSQUARED INC.	Watchguard Firewall Standby 4	1,516.98
P0106747	00203350	DELL MARKETING L.P.	Dell Laptop Docks	1,284.71
	00203388	US BANK CORP PAYMENT SYS	Capital-Computer Equipment	1,152.06
P0106870	00203382	SHI INTERNATIONAL CORP	1 MR42 2 AIR-AP1562I-B-K9 2 MT	1,244.79
	00203388	US BANK CORP PAYMENT SYS	Capital-Computer Equipment	709.35
P0106870	00203382	SHI INTERNATIONAL CORP	1 MR42 2 AIR-AP1562I-B-K9 2 MT	730.79
	00203388	US BANK CORP PAYMENT SYS	Capital-Computer Equipment	271.50
	00203388	US BANK CORP PAYMENT SYS	Capital-Computer Equipment	101.53
<i>Org Key: WG130E - Equipment Rental Vehicle Repl</i>				
P0104119	00203342	COLUMBIA FORD	POLICE VEHICLE REPLACEMENT	37,414.26
P0107472	00203353	GRAFIX SHOPPE	Graphic Kit for PSO Vehicle -	382.31
<i>Org Key: WG711T - Website Redesign</i>				
P0107449	00203357	IISA FLANAGAN	Consultant work on website tex	1,875.00
<i>Org Key: WG717T - Watercourse GIS Layer</i>				
P0104079	00203356	HERRERA ENVIRONMENTAL CONSULT	PROFESSIONAL SERVICES FOR MERC	2,023.52
<i>Org Key: WG920T - High Accuracy Orthophotos</i>				
P0107476	00203331	BELLEVUE, CITY OF	2020 AERIAL MAP PROJECT	4,450.20
<i>Org Key: WP122R - Vegetation Management</i>				
	00203388	US BANK CORP PAYMENT SYS	Operating Supplies	494.97
	00203388	US BANK CORP PAYMENT SYS	Operating Supplies	167.19
P0107446	00203391	VERIZON WIRELESS	Monthly cell phone bill for P&	59.59
	00203388	US BANK CORP PAYMENT SYS	Operating Supplies	31.86
	00203388	US BANK CORP PAYMENT SYS	Operating Supplies	10.81
<i>Org Key: WS713T - SCADA System Upgrade</i>				
P0103284	00203335	BROWN AND CALDWELL CONSULTANTS PH1	SCADA EQUIPMENT REPLACEMENT	40,468.60

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0107371	00203327	CHIP GEORGE INC	4 Pump Stations Cellular	9,575.47
P0107312	00203336	Cabling & Technology Services	72 strand fiber testing	2,112.00
P0104206	00203360	KBA INC	SCADA SYSTEM CONSTRUCTION	476.57
<i>Org Key: WS901G - Sewer System Generator Repl</i>				
P0104206	00203360	KBA INC	UTILTIY CONSTRUCTION	12,509.87
P0102982	00203340	CHS ENGINEERS LLC	LIFT STATION # 11 GENERATOR	1,128.86
<i>Org Key: WW120S - Meter Replacement Residential</i>				
P0104206	00203360	KBA INC	METER REPLACEMENT	920.95
<i>Org Key: WW535D- Booster Chlorination Station</i>				
P0104206	00203360	KBA INC	BOOSTER CL2 STATION CONSRUCTIO	5,123.99
<i>Org Key: XR543C - WMW Shoulders (Ph 2-3)</i>				
P0107439	00203361	KRAZAN & ASSOCIATES INC	WMW SHOULDER IMPROVEMENTS	1,577.50
<i>Org Key: XR810R - SE 36th and NMW Crosswalk</i>				
P0106282	00203325	AGOSTINO CONSTRUCTION INC	SE 36TH ST & NMW PEDESTRIAN CR	29,786.32
<i>Org Key: XR901C - ADA Compliance Plan Implementn</i>				
P0106282	00203325	AGOSTINO CONSTRUCTION INC	SE 36TH ST & NMW PEDESTRIAN CR	5,302.90
<i>Org Key: YF1100 - YFS General Services</i>				
P0107449	00203357	IISA FLANAGAN	Consultant work on website tex	1,875.00
	00203388	US BANK CORP PAYMENT SYS	Computer Supplies	557.48
	00203388	US BANK CORP PAYMENT SYS	Translations for Food Pantry C	132.00
	00203388	US BANK CORP PAYMENT SYS	Operating Supplies	61.53
	00203388	US BANK CORP PAYMENT SYS	Operating Supplies	43.95
	00203388	US BANK CORP PAYMENT SYS	Reference resource used in con	22.65
	00203388	US BANK CORP PAYMENT SYS	Operating Supplies	-130.00
<i>Org Key: YF1200 - Thrift Shop</i>				
	00203388	US BANK CORP PAYMENT SYS	Advertising	877.92
	00203388	US BANK CORP PAYMENT SYS	Operating Supplies	445.72
	00203388	US BANK CORP PAYMENT SYS	Operating Supplies	324.83
	00203388	US BANK CORP PAYMENT SYS	Operating Supplies	84.56
	00203388	US BANK CORP PAYMENT SYS	Operating Supplies	60.63
	00203388	US BANK CORP PAYMENT SYS	Advertising	53.91
	00203388	US BANK CORP PAYMENT SYS	Operating Supplies	29.64
	00203388	US BANK CORP PAYMENT SYS	Operating Supplies	27.46
P0107383	00203354	GRAINGER	SMOKE DETECTOR TESTER	24.52
	00203388	US BANK CORP PAYMENT SYS	Postage	18.30
<i>Org Key: YF2300 - VOICE Program</i>				
	00203388	US BANK CORP PAYMENT SYS	Operating Supplies	200.00
	00203388	US BANK CORP PAYMENT SYS	Operating Supplies	1.00
	00203388	US BANK CORP PAYMENT SYS	Operating Supplies	1.00
	00203388	US BANK CORP PAYMENT SYS	Operating Supplies	1.00
<i>Org Key: YF2600 - Family Assistance</i>				
	00203388	US BANK CORP PAYMENT SYS	Misc-Emergency Assistance	698.28
	00203388	US BANK CORP PAYMENT SYS	Misc-Emergency Assistance	251.00
	00203388	US BANK CORP PAYMENT SYS	Misc-Emergency Assistance	111.14

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00203388	US BANK CORP PAYMENT SYS	Misc-Emergency Assistance	33.91
Org Key: YF2700 - Special Project - Response				
	00203372	MONTAGUE, LIANA	LOCKBOXES AND LOCKS	365.47
Org Key: YF2800 - Fed Drug Free Communities Gran				
	00203388	US BANK CORP PAYMENT SYS	PR YFS online marketing	107.25
Total				435,609.08

**Accounts Payable Report by Check Number**

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00203324	05/01/2020	3RTechnology LLC Surplus Recycling Pickup	P0107307	3R-020-0567	03/25/2020	67.75
00203325	05/01/2020	AGOSTINO CONSTRUCTION INC SE 36TH ST & NMW PEDESTRIAN CR	P0106282	OH013303	04/15/2020	35,089.22
00203326	05/01/2020	ALL PHASE COMM LLC EOC TRIO PHONE INSTALL	P0107325	157830	04/09/2020	3,788.84
00203327	05/01/2020	CHIP GEORGE INC 4 Pump Stations Cellular	P0107371	2444	04/15/2020	9,575.47
00203328	05/01/2020	AT&T MOBILITY FirstNet Phone Billing	P0106461	4132020	04/05/2020	285.79
00203329	05/01/2020	AUGUSTSON, THOR LEOFF1 Retiree Medical Expense	P0107485	OH013299	04/30/2020	178.45
00203330	05/01/2020	AWC AWC Life Insurance		OH013304	05/20/2020	363.00
00203331	05/01/2020	BELLEVUE, CITY OF Academy/Collins	P0107476	36434	04/15/2020	14,176.20
00203332	05/01/2020	BELLEVUE, CITY OF MBP SURCHARGE Q1 2020	P0107381	36256	03/25/2020	13,878.93
00203333	05/01/2020	BLUETARP CREDIT SERVICES INVENTORY PURCHASES	P0107451	1628361688	03/25/2020	156.50
00203334	05/01/2020	BOOTH, GLENDON D LEOFF1 Retiree Medical Expense	P0107483	OH013298	04/30/2020	85.95
00203335	05/01/2020	BROWN AND CALDWELL CONSULTANTS PH1 SCADA EQUIPMENT REPLACEMENT	P0103284	14369225	04/15/2020	40,468.60
00203336	05/01/2020	Cabling & Technology Services 72 strand fiber testing	P0107312	9999	04/02/2020	2,112.00
00203337	05/01/2020	CARDNO INC WATERCOURSE STABILISATION PROJ	P0101491	290469	04/08/2020	4,442.75
00203338	05/01/2020	CDW GOVERNMENT INC 15 Meraki MDM licenses Additio	P0107154	XJM4501	03/25/2020	398.97
00203339	05/01/2020	CENTURYLINK PHONE USAGE APRIL 2020		OH013308	04/29/2020	124.32
00203340	05/01/2020	CHS ENGINEERS LLC LIFT STATION # 11 GENERATOR	P0102982	801903-2003	03/27/2020	1,128.86
00203341	05/01/2020	CLEANERS PLUS 1 Uniform Cleaning - Invoice # 7	P0107462	73042	04/01/2020	117.54
00203342	05/01/2020	COLUMBIA FORD POLICE VEHICLE REPLACEMENT	P0104119	3-L621	04/15/2020	37,414.26
00203343	05/01/2020	COMCAST 2020 COMCAST BUSINESS	P0107339	0060573-0520	04/21/2020	121.44
00203344	05/01/2020	COMCAST MICEC High Speed Connection	P0106545	0057728-0520	05/20/2020	268.22
00203345	05/01/2020	COMPLETE OFFICE OFFICE SUPPLIES		700027-APR	04/01/2020	1,185.89
00203346	05/01/2020	CONFIDENTIAL DATA DISPOSAL City Shredding Contract - Invo	P0107457	77089725	04/08/2020	190.00
00203347	05/01/2020	CRYSTAL AND SIERRA SPRINGS PW WATER DELIVERY	P0106697	1455831-041820	04/18/2020	45.02
00203348	05/01/2020	DATEC INC. MDC Vehicle Docks for CRT	P0107082	34564	04/07/2020	2,472.80
00203349	05/01/2020	DEEDS, EDWARD G LEOFF1 Retiree Medical Expense	P0107482	OH013297	04/30/2020	690.78

**Accounts Payable Report by Check Number**

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00203350	05/01/2020	DELL MARKETING L.P. Dell Laptop Docks	P0106877	10378196050	03/02/2020	8,477.06
00203351	05/01/2020	DYNAMIC LANGUAGE CENTER LTD TITLE VI INTERPRETATION SERVIC	P0107440	420656	04/16/2020	132.00
00203352	05/01/2020	FISHERIES SUPPLY MP Supplies - Invoice # 522816	P0107465	5228167	04/22/2020	175.99
00203353	05/01/2020	GRAFIX SHOPPE Graphic Kit for PSO Vehicle -	P0107472	133132	03/19/2020	382.31
00203354	05/01/2020	GRAINGER SMOKE DETECTOR TESTER	P0107383	9505790536	04/15/2020	24.52
00203355	05/01/2020	H D FOWLER INVENTORY PURCHASES	P0107453	15437190	04/17/2020	5,899.95
00203356	05/01/2020	HERRERA ENVIRONMENTAL CONSULT PROFESSIONAL SERVICES FOR MERC	P0104079	45825	01/07/2020	2,023.52
00203357	05/01/2020	IISA FLANAGAN Consultant work on website tex	P0107449	OH013295	04/21/2020	3,750.00
00203358	05/01/2020	ISSAQUAH JAIL, CITY OF Jail Housing - April 2020 - In	P0107458	20000282	04/07/2020	3,007.00
00203359	05/01/2020	ISSQUARED INC. M4600 FW with Licensing,	P0107320	001120	04/09/2020	6,291.06
00203360	05/01/2020	KBA INC SCADA SYSTEM CONSTRUCTION	P0104206	3005211	04/14/2020	19,031.38
00203361	05/01/2020	KRAZAN & ASSOCIATES INC WMW SHOULDER IMPROVEMENTS	P0107439	INV1616560-5832	03/31/2020	1,577.50
00203362	05/01/2020	LEOFF HEALTH & WELFARE TRUST MEDICAL FIRE RETIREES		OH013305	05/20/2020	53,708.16
00203363	05/01/2020	LEOFF HEALTH & WELFARE TRUST MEDICAL POLICE RETIREES		OH013306	05/20/2020	60,051.15
00203364	05/01/2020	LIFTOFF LLC Audio Conferencing Licenses	P0107306	5102ADD9	03/30/2020	440.00
00203365	05/01/2020	LIGHTHOUSE LAW GROUP PLLC Professional Services - ST Lon	P0107352	20453	04/03/2020	2,010.00
00203366	05/01/2020	LYNN PEAVEY CO Quarantine Zone Tape - COVID-1	P0107470	2904	04/02/2020	203.50
00203367	05/01/2020	MERCER ISLAND TOWING Towing of vehicle 508 - Invoic	P0107471	34439	03/04/2020	202.40
00203368	05/01/2020	METROPRESORT E-SERVICE MONTHLY PORTAL ADMIN	P0107450	IN622595	04/27/2020	552.49
00203369	05/01/2020	MI HARDWARE - POLICE Patrol Supplies - Invoice(s) #	P0107466	OH013302	03/31/2020	208.44
00203370	05/01/2020	MICRO COM SYSTEMS LTD MARCH 26, 2020 DOCUMENT PREP &	P0107378	17477	03/26/2020	1,320.20
00203371	05/01/2020	MOBERLY AND ROBERTS Professional Services - Invoic	P0107354	884	04/01/2020	6,800.00
00203372	05/01/2020	MONTAGUE, LIANA LOCKBOXES AND LOCKS		OH013307	04/08/2020	365.47
00203373	05/01/2020	MULTICARE IMMEDIATE CLINIC DOT EXAM J.HUYNH /B.ROCK	P0107442	134549	01/02/2020	200.00
00203374	05/01/2020	NATURAL SYSTEMS DESIGN SUB BASIN 42 WATERCOURSE	P0106532	2020-224	04/06/2020	6,713.00
00203375	05/01/2020	NORTHWEST PUBLISHING CENTER ONLINE PARKS & REC GUIDE MARCH	P0107380	144904	03/31/2020	1,006.00

**Accounts Payable Report by Check Number**

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00203376	05/01/2020	OGDEN MURPHY WALLACE PLLC Professional Services - Invoice	P0107353	835838	03/09/2020	13,584.50
00203377	05/01/2020	PRAETORIAN DIGITAL Grant Application and Assembly	P0107474	INV620	04/01/2020	3,000.00
00203378	05/01/2020	PRAXAIR DISTRIBUTION INC 2020 ACETYLEN & OXYGEN TANK RE	P0107063	95905066	03/31/2020	53.12
00203379	05/01/2020	REMOTE SATELLITE SYSTEMS INT'L EOC Sat Phone Service - April	P0107459	00106086	04/08/2020	54.00
00203380	05/01/2020	SCORE Jail Housing - April 2020 - In	P0107461	4508	04/13/2020	920.00
00203381	05/01/2020	SEATTLE BARREL COMPANY Buoy Supplies (Marine Patrol)	P0107475	55678	04/02/2020	220.20
00203382	05/01/2020	SHI INTERNATIONAL CORP 1 MR42 2 AIR-AP1562I-B-K9 2 MT	P0106870	B11379786	02/24/2020	3,220.34
00203383	05/01/2020	STARBUCK'S TOWING Towing of recovered stolen veh	P0107463	81526	04/21/2020	404.80
00203384	05/01/2020	SYBIS CYBER LOCKS	P0106535	1390	04/14/2020	27,731.48
00203385	05/01/2020	T-MOBILE Monthly service for boat launc	P0107415	519850018-0420	04/01/2020	20.00
00203386	05/01/2020	THOMSON REUTERS - WEST Thomson Reuters West Investiga	P0107460	842104735	04/01/2020	421.43
00203387	05/01/2020	Tritech Forensics Inc. Evidence Tape - Invoice # 2526	P0107473	252675	04/21/2020	106.70
00203388	05/01/2020	US BANK CORP PAYMENT SYS Operating Supplies		5539APRIL	04/06/2020	20,290.13
00203389	05/01/2020	US Bank Redmond RETAINAGE FOR P0106533	P0106556	3042	04/02/2020	250.50
00203390	05/01/2020	VERITIV OPERATING COMPANY INVENTORY PURCHASES	P0107441	655-22561215	03/17/2020	1,683.78
00203391	05/01/2020	VERIZON WIRELESS Monthly cell phone bill for P&	P0107446	9851087757	03/23/2020	1,466.18
00203392	05/01/2020	WALLACE, THOMAS LEOFF1 Retiree Medical Expense	P0107486	OH013301	04/30/2020	6,118.15
00203393	05/01/2020	WALTER E NELSON CO INVENTORY PURCHASES	P0107445	756142	04/24/2020	1,611.42
00203394	05/01/2020	WASPC Yearly Dues - Jokinen - Invoic	P0107467	DUES2020-0043	04/01/2020	75.00
00203395	05/01/2020	WAXIE SANITARY SUPPLY Sanitizing Equipment Both Stat	P0107228	79063376	04/08/2020	339.85
00203396	05/01/2020	XEROX CORPORATION 2020 COPIER CHARGES	P0106363	010053556	04/08/2020	138.40
00203397	05/01/2020	XEROX CORPORATION PRINT AND COPY CHARGES FOR CPD	P0107469	099966323	04/01/2020	377.17
00203398	05/01/2020	ZEE MEDICAL Employee first Aid box refill	P0107464	68398500	04/01/2020	141.28
					Total	435,609.08

# 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	203399-203458	5/8/2020	\$ 581,103.24 <b>\$ 581,103.24</b>

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
<b>Org Key: 001000 - General Fund-Admin Key</b>				
P0107496	00203458	YELLOW WOOD ACADEMY	Refund Rental FA-4307	934.00
P0107444	00203429	MERCER ISLAND HIGH SCHOOL	Refund Rental FA-4300	75.00
<b>Org Key: 814074 - Garnishments</b>				
	00203454	UNITED STATES TREASURY	PAYROLL 5-08	826.85
<b>Org Key: 814075 - Mercer Island Emp Association</b>				
	00203432	MI EMPLOYEES ASSOC	PAYROLL 5-08	290.00
<b>Org Key: CA1100 - Administration (CA)</b>				
P0107509	00203440	OGDEN MURPHY WALLACE PLLC	Professional Services - Invoice	3,950.48
<b>Org Key: CA1200 - Prosecution &amp; Criminal Mngmnt</b>				
P0107508	00203436	MOBERLY AND ROBERTS	Professional Services - Invoice	6,800.00
<b>Org Key: CM1300 - Sustainability</b>				
P0107337	00203409	CEDAR GROVE COMPOSTING INC	Organic Waste 3/2020 City Hall	59.70
P0107337	00203409	CEDAR GROVE COMPOSTING INC	Organic Waste 3/2020 City Hall	59.70
P0107337	00203409	CEDAR GROVE COMPOSTING INC	Organic Waste 3/2020 LB	29.85
P0107337	00203409	CEDAR GROVE COMPOSTING INC	Organic Waste 3/2020 LB	29.85
<b>Org Key: CO6100 - City Council</b>				
P0107503	00203415	DANIEL, KAMARIA	MITV 4/7 City Council Mtg	300.00
P0107503	00203415	DANIEL, KAMARIA	MITV 4/21 City Council Mtg	300.00
P0107503	00203415	DANIEL, KAMARIA	Transportation Fee	80.00
<b>Org Key: DS1100 - Administration (DS)</b>				
P0107521	00203456	VERIZON WIRELESS	2020 PHONE & DATA CHARGES	643.97
<b>Org Key: FN4501 - Utility Billing (Water)</b>				
P0107516	00203430	METROPRESORT	APRIL 2020 MAILING & PRINTING	64.48
P0107516	00203430	METROPRESORT	APRIL 2020 MAILING & PRINTING	60.39
<b>Org Key: FN4502 - Utility Billing (Sewer)</b>				
P0107516	00203430	METROPRESORT	APRIL 2020 MAILING & PRINTING	64.48
P0107516	00203430	METROPRESORT	APRIL 2020 MAILING & PRINTING	60.39
<b>Org Key: FN4503 - Utility Billing (Storm)</b>				
P0107516	00203430	METROPRESORT	APRIL 2020 MAILING & PRINTING	64.48
P0107516	00203430	METROPRESORT	APRIL 2020 MAILING & PRINTING	60.38
<b>Org Key: FR1100 - Administration (FR)</b>				
	00203410	CENTURYLINK	PHONE USAGE MAY 2020	176.58
P0107518	00203413	COMCAST	Internet Charges/Fire	110.20
P0107517	00203413	COMCAST	Internet Charges/Fire	90.25
<b>Org Key: FR2100 - Fire Operations</b>				
P0107519	00203408	CASCADE FIRE EQUIPMENT	Turnouts	2,759.00
P0107520	00203418	EASTSIDE FIRE & RESCUE	Labor - 8614	1,568.60
P0107522	00203456	VERIZON WIRELESS	2020 CELL & DATA VERIZON	1,205.22
P0107520	00203418	EASTSIDE FIRE & RESCUE	Labor - 7608	619.85
P0107520	00203418	EASTSIDE FIRE & RESCUE	Parts - 7608	34.01
<b>Org Key: GGM005 - Genera Govt-LI Retiree Costs</b>				



**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0107511	00203428	LOISEAU, LERI M	LEOFF1 Retiree Medical Expense	232.81
P0107512	00203400	ADAMS, RONALD E	LEOFF1 Retiree Medical Expense	127.70
<i>Org Key: GGM100 - Emerg Incident Response</i>				
P0107468	00203419	EXCEL SUPPLY COMPANY	NITRILE EXAM GLOVES	1,064.80
P0107495	00203457	WALTER E NELSON CO	PPE Nitrile exam gloves for PD	535.92
P0107479	00203399	343 MANAGEMENT LLC	PPE Gowns/MIFD for COVID-19	533.81
P0107503	00203415	DANIEL, KAMARIA	MITV 4/2 COVID Briefing	120.00
P0107503	00203415	DANIEL, KAMARIA	MITV 4/9 COVID Briefing	120.00
P0107503	00203415	DANIEL, KAMARIA	MITV 4/16 COVID Briefing	120.00
P0107503	00203415	DANIEL, KAMARIA	MITV 4/23 COVID Briefing	120.00
P0107503	00203415	DANIEL, KAMARIA	MITV 4/30 COVID Briefing	120.00
P0107503	00203415	DANIEL, KAMARIA	Transportation Fee	120.00
<i>Org Key: IGV012 - MW Pool Operation Subsidy</i>				
P0106607	00203433	MI SCHOOL DISTRICT #400	MI Pool Operation Subsidy	11,902.19
<i>Org Key: IGVO11 - Chamber of Commerce</i>				
P0106841	00203431	MI CHAMBER OF COMMERCE	MONTHLY CHAMBER OF COMMERCE	600.00
<i>Org Key: IS2100 - IGS Network Administration</i>				
	00203410	CENTURYLINK	PHONE USAGE MAY 2020	678.76
<i>Org Key: MT2100 - Roadway Maintenance</i>				
	00203444	PUGET SOUND ENERGY	ENERGY USAGE MAY 2020	5,637.06
P0107501	00203426	KING COUNTY FINANCE	SIGNAL SERVICES	1,027.27
<i>Org Key: MT2255 - Urban Forest Management (ROW)</i>				
P0107514	00203446	RON'S STUMP REMOVAL &	EMW EMERGENCY TREE REMOVAL	4,180.00
P0107510	00203446	RON'S STUMP REMOVAL &	Mercer Island Tree Work - Chan	715.00
<i>Org Key: MT2300 - Planter Bed Maintenance</i>				
P0107502	00203434	MI UTILITY BILLS	APRIL 2020 PAYMENT OF UTILITY	233.09
	00203444	PUGET SOUND ENERGY	ENERGY USAGE MAY 2020	13.67
<i>Org Key: MT3100 - Water Distribution</i>				
P0106533	00203406	BOLLES CONSTRUCTION INC	EXCAVATION ON CALL	5,260.50
P0107480	00203422	GC SYSTEMS INC.	SERVICE ON 12" 631-38 VALVE	1,101.10
	00203423	HUNTER, ALLEN	SERVICE REPAIR # 16138	33.64
	00203420	FELIX, JIM	Mileage Reimbursement	27.84
	00203437	MOLTZ, ERIC	Mileage Reimbursement	24.71
<i>Org Key: MT3200 - Water Pumps</i>				
	00203410	CENTURYLINK	PHONE USAGE MAY 2020	7,610.57
P0107499	00203448	SEQUOYAH ELECTRIC LLC	PS 24 REPAIR CONTROLS	3,112.60
<i>Org Key: MT3400 - Sewer Collection</i>				
P0106089	00203450	SOLID WASTE SYSTEMS INC	PUSH CAMERA	24,145.00
<i>Org Key: MT3500 - Sewer Pumps</i>				
	00203444	PUGET SOUND ENERGY	ENERGY USAGE MAY 2020	4,903.38
P0107333	00203417	DITCH WITCH WEST	LOCATE RECEIVER	2,549.05
	00203444	PUGET SOUND ENERGY	ENERGY USAGE MAY 2020	211.56
P0107502	00203434	MI UTILITY BILLS	APRIL 2020 PAYMENT OF UTILITY	43.09

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: MT3600 - Sewer Associated Costs</i>				
P0107527	00203442	PEACOCK PE, WILLIAM R	2020 ANNUAL WASTEWATER	160.00
<i>Org Key: MT3800 - Storm Drainage</i>				
P0107490	00203404	AM TEST INC	DECANT TESTING	95.00
<i>Org Key: MT4150 - Support Services - Clearing</i>				
P0106362	00203412	CINTAS CORPORATION #460	2020 PW COVERALL SERVICE	1,195.45
P0106555	00203455	UTILITIES UNDERGROUND LOCATION	2020 UTILITY LOCATES	154.80
<i>Org Key: MT4200 - Building Services</i>				
	00203444	PUGET SOUND ENERGY	ENERGY USAGE MAY 2020	4,940.90
	00203444	PUGET SOUND ENERGY	ENERGY USAGE MAY 2020	2,460.18
P0107502	00203434	MI UTILITY BILLS	APRIL 2020 PAYMENT OF UTILITY	600.35
P0107492	00203447	SECURITY SAFE & LOCK	DUPLICATE KEYS	13.04
<i>Org Key: MT4300 - Fleet Services</i>				
P0106928	00203433	MI SCHOOL DISTRICT #400	2020 MISD SCHOOL DISTRICT FUEL	4,153.52
P0107513	00203405	AUTONATION INC	FLEET REPAIR PARTS	993.02
P0107526	00203439	NAPA AUTO PARTS	FLEET REPAIR PARTS	592.93
P0105794	00203425	KIA MOTORS FINANCE	PW 2019 KIA NIRO PHEV LEASE	388.20
<i>Org Key: MT4420 - Transportation Planner Eng</i>				
P0107491	00203403	ALL-PHASE ELECTRIC	LED STREET LIGHT FIXTURES	8,354.50
<i>Org Key: MT4502 - Sewer Administration</i>				
P0106421	00203427	KING COUNTY TREASURY	MONTHLY SEWER JAN-DEC 2020	399,447.96
<i>Org Key: PO1350 - Police Emergency Management</i>				
P0107505	00203449	SKYLINE COMMUNICATIONS INC	MAY 2020 EOC INTERNET SERVICE	206.55
<i>Org Key: PO2100 - Patrol Division</i>				
P0107530	00203416	DEPT OF ENTERPRISE SERVICES	POLICE PRINT ORDER # 157555	78.01
<i>Org Key: PO2200 - Marine Patrol</i>				
P0107456	00203407	CADMAN INC	1 YARD OF CONCRETE FOR MARINE	507.59
<i>Org Key: PR4100 - Community Center</i>				
	00203444	PUGET SOUND ENERGY	ENERGY USAGE MAY 2020	39.28
<i>Org Key: PR6100 - Park Maintenance</i>				
P0107497	00203434	MI UTILITY BILLS	APRIL 2020 PAYMENT OF UTILITY B	1,566.54
	00203444	PUGET SOUND ENERGY	ENERGY USAGE MAY 2020	503.25
P0106362	00203412	CINTAS CORPORATION #460	PARKS 2020 COVERALL SERVICE	113.60
<i>Org Key: PR6200 - Athletic Field Maintenance</i>				
P0107497	00203434	MI UTILITY BILLS	APRIL 2020 PAYMENT OF UTILITY B	426.62
P0107494	00203435	MID-AMERICA SPORTS ADVANTAGE	8'H X 24'W X 4'D X 10'B SOCCER	219.38
	00203410	CENTURYLINK	PHONE USAGE MAY 2020	84.35
<i>Org Key: PR6500 - Luther Burbank Park Maint.</i>				
P0107497	00203434	MI UTILITY BILLS	APRIL 2020 PAYMENT OF UTILITY B	1,916.54
<i>Org Key: PR6900 - Aubrey Davis Park Maintenance</i>				
	00203444	PUGET SOUND ENERGY	ENERGY USAGE MAY 2020	708.14

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0106552	00203453	UNITED SITE SERVICES	Aubrey Davis & Lid Parking Are	529.18
P0107497	00203434	MI UTILITY BILLS	APRIL 2020 PAYMENT OF UTILTY B	464.69
P0106552	00203453	UNITED SITE SERVICES	Lid Parking Boat Launch - 2020	425.63
P0107507	00203451	T2 SYSTEMS CANADA INC	Monthly charges for services t	77.00
<i>Org Key: PRAT40 - Ongoing Art Programs</i>				
P0106804	00203401	Aero-Lab Inc.	MICEC ART PANEL REFINISHING	2,473.36
<i>Org Key: ST0020 - ST Long Term Parking</i>				
	00203444	PUGET SOUND ENERGY	ENERGY USAGE MAY 2020	80.32
<i>Org Key: VCP105 - Transit Funding Placeholder</i>				
P0107487	00203427	KING COUNTY TREASURY	Q1 2020 630 Shuttle Payment	19,346.00
<i>Org Key: WG102R - Maintenance Building Repairs</i>				
P0105568	00203441	PACIFIC MODULAR LLC	RETAINAGE FOR PROGRESS PAYMENT	858.00
<i>Org Key: WG105R - Community Center Bldg Repairs</i>				
P0106804	00203401	Aero-Lab Inc.	MICEC ART PANEL REFINISHING	266.13
P0106804	00203401	Aero-Lab Inc.	MICEC ART PANEL REFINISHING	187.95
<i>Org Key: WG106R - North Fire Station Repairs</i>				
P0101440	00203452	TRU MECHANICAL INC	RELEASE RETAINAGE	2,682.22
P0103854	00203441	PACIFIC MODULAR LLC	RETAINAGE	1,850.00
P0103854	00203441	PACIFIC MODULAR LLC	RETAINAGE	760.15
<i>Org Key: WG107R - Luther Burbank Admin Bldg Rep</i>				
P0105568	00203441	PACIFIC MODULAR LLC	RETAINAGE FOR PROGRESS PAYMENT	3,619.32
P0105883	00203402	ALBA PRO PAINTING LLC	LB ADMIN RETAINAGE	1,066.35
<i>Org Key: WP122P - Open Space - Pioneer/Engstrom</i>				
P0106552	00203453	UNITED SITE SERVICES	Pioneer Park - 2020 Portable T	106.11
<i>Org Key: WP122R - Vegetation Management</i>				
P0102409	00203438	MOUNTAINS TO SOUND	2019-2020 Forest Restoration	3,470.00
<i>Org Key: WP710C - Street End - Lincoln Landing</i>				
P0095391	00203443	PND ENGINEERS INC	Lincoln Landing Design Enginee	1,627.50
<i>Org Key: WS901D - Sewer Sys Pump Sta Repairs</i>				
P0107493	00203445	PUMPTech INC	PS 18 STARTUP FOR STATION REBU	1,221.00
<i>Org Key: WS901E - Sewer Sys Emergency Repairs</i>				
P0107488	00203411	CHS ENGINEERS LLC	5045 WMW EMERGENCY SEWER REPAI	3,298.83
<i>Org Key: WS901G - Sewer System Generator Repl</i>				
P0102982	00203411	CHS ENGINEERS LLC	LIFT STATION # 11 GENERATOR	986.12
P0102393	00203411	CHS ENGINEERS LLC	GENERATOR 13/17/24 AND PS 18	873.30
<i>Org Key: WS906C - Swr PS Flow Monitor Install</i>				
P0107411	00203421	FIELD INSTRUMENTS&CONTROLS INC	SCADA PILOT METERS	1,584.95
<i>Org Key: XP910C - SM Ballfield Backtop Safety</i>				
P0106119	00203414	D A HOGAN & ASSOC INC	South Mercer Ballfield backsto	4,060.00
<i>Org Key: YF1200 - Thrift Shop</i>				

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00203444	PUGET SOUND ENERGY	ENERGY USAGE MAY 2020	251.37
	00203410	CENTURYLINK	PHONE USAGE MAY 2020	184.23
Org Key: YF2600 - Family Assistance				
P0107498	00203424	KC HOUSING AUTHORITY	Rental Assistance for Emergenc	291.00
Total				581,103.24

**Accounts Payable Report by Check Number**

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00203399	05/08/2020	343 MANAGEMENT LLC PPE Gowns/MIFD for COVID-19	P0107479	822	04/29/2020	533.81
00203400	05/08/2020	ADAMS, RONALD E LEOFF1 Retiree Medical Expense	P0107512	OH013321	05/06/2020	127.70
00203401	05/08/2020	Aero-Lab Inc. MICEC ART PANEL REFINISHING	P0106804	OH013313	05/07/2020	2,927.44
00203402	05/08/2020	ALBA PRO PAINTING LLC LB ADMIN RETAINAGE	P0105883	01/02R	05/07/2020	1,066.35
00203403	05/08/2020	ALL-PHASE ELECTRIC LED STREET LIGHT FIXTURES	P0107491	2338-513415	04/28/2020	8,354.50
00203404	05/08/2020	AM TEST INC DECANT TESTING	P0107490	115307	04/16/2020	95.00
00203405	05/08/2020	AUTONATION INC FLEET REPAIR PARTS	P0107513	OH013320	05/01/2020	993.02
00203406	05/08/2020	BOLLES CONSTRUCTION INC EXCAVATION ON CALL	P0106533	3042	04/02/2020	5,260.50
00203407	05/08/2020	CADMAN INC 1 YARD OF CONCRETE FOR MARINE	P0107456	1713963	04/13/2020	507.59
00203408	05/08/2020	CASCADE FIRE EQUIPMENT Turnouts	P0107519	106732	04/21/2020	2,759.00
00203409	05/08/2020	CEDAR GROVE COMPOSTING INC Organic Waste 3/2020 City Hall	P0107337	000051420	03/31/2020	179.10
00203410	05/08/2020	CENTURYLINK PHONE USAGE MAY 2020		OH013330	04/29/2020	8,734.49
00203411	05/08/2020	CHS ENGINEERS LLC 5045 WMW EMERGENCY SEWER REPAIR	P0102393	801703-2004	04/24/2020	5,158.25
00203412	05/08/2020	CINTAS CORPORATION #460 2020 PW COVERALL SERVICE	P0106362	OH013316	04/30/2020	1,309.05
00203413	05/08/2020	COMCAST Internet Charges/Fire	P0107517	0024124-0531	05/14/2020	200.45
00203414	05/08/2020	D A HOGAN & ASSOC INC South Mercer Ballfield backsto	P0106119	20-6722	04/29/2020	4,060.00
00203415	05/08/2020	DANIEL, KAMARIA MITV 4/7 City Council Mtg	P0107503	37	04/01/2020	1,400.00
00203416	05/08/2020	DEPT OF ENTERPRISE SERVICES POLICE PRINT ORDER # 157555	P0107530	73197487	03/17/2020	78.01
00203417	05/08/2020	DITCH WITCH WEST LOCATE RECEIVER	P0107333	201715	04/16/2020	2,549.05
00203418	05/08/2020	EASTSIDE FIRE & RESCUE Parts - 7608	P0107520	3391/3390	04/28/2020	2,222.46
00203419	05/08/2020	EXCEL SUPPLY COMPANY NITRILE EXAM GLOVES	P0107468	121451	04/27/2020	1,064.80
00203420	05/08/2020	FELIX, JIM Mileage Reimbursement		OH013326	04/24/2020	27.84
00203421	05/08/2020	FIELD INSTRUMENTS&CONTROLS INC SCADA PILOT METERS	P0107411	173641	04/23/2020	1,584.95
00203422	05/08/2020	GC SYSTEMS INC. SERVICE ON 12" 631-38 VALVE	P0107480	5147	01/02/2020	1,101.10
00203423	05/08/2020	HUNTER, ALLEN SERVICE REPAIR # 16138		OH013327	04/24/2020	33.64
00203424	05/08/2020	KC HOUSING AUTHORITY Rental Assistance for Emergenc	P0107498	OH013325	04/30/2020	291.00

**Accounts Payable Report by Check Number**

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00203425	05/08/2020	KIA MOTORS FINANCE PW 2019 KIA NIRO PHEV LEASE	P0105794	OH013329	05/04/2020	388.20
00203426	05/08/2020	KING COUNTY FINANCE SIGNAL SERVICES	P0107501	103019-103022	01/01/2020	1,027.27
00203427	05/08/2020	KING COUNTY TREASURY MONTHLY SEWER JAN-DEC 2020	P0107487	2124001	04/10/2020	418,793.96
00203428	05/08/2020	LOISEAU, LERI M LEOFF1 Retiree Medical Expense	P0107511	OH013322	05/06/2020	232.81
00203429	05/08/2020	MERCER ISLAND HIGH SCHOOL Refund Rental FA-4300	P0107444	FA-4300	04/24/2020	75.00
00203430	05/08/2020	METROPRESORT APRIL 2020 MAILING & PRINTING	P0107516	IN622850	05/04/2020	374.60
00203431	05/08/2020	MI CHAMBER OF COMMERCE MONTHLY CHAMBER OF COMMERCE	P0106841	050120	04/28/2020	600.00
00203432	05/08/2020	MI EMPLOYEES ASSOC PAYROLL 5-08		OH013318	05/08/2020	290.00
00203433	05/08/2020	MI SCHOOL DISTRICT #400 MI Pool Operation Subsidy	P0106928	2020-03.31FUEL	04/29/2020	16,055.71
00203434	05/08/2020	MI UTILITY BILLS APRIL 2020 PAYMENT OF UTILITY	P0107497	OH013312	04/30/2020	5,250.92
00203435	05/08/2020	MID-AMERICA SPORTS ADVANTAGE 8'H X 24'W X 4'D X 10'B SOCCER	P0107494	413140-00	01/17/2020	219.38
00203436	05/08/2020	MOBERLY AND ROBERTS Professional Services - Invoic	P0107508	890	05/01/2020	6,800.00
00203437	05/08/2020	MOLTZ, ERIC Mileage Reimbursement		OH013328	04/24/2020	24.71
00203438	05/08/2020	MOUNTAINS TO SOUND 2019-2020 Forest Restoration	P0102409	3607	03/31/2020	3,470.00
00203439	05/08/2020	NAPA AUTO PARTS FLEET REPAIR PARTS	P0107526	OH013317	04/27/2020	592.93
00203440	05/08/2020	OGDEN MURPHY WALLACE PLLC Professional Services - Invoic	P0107509	838401	04/23/2020	3,950.48
00203441	05/08/2020	PACIFIC MODULAR LLC RETAINAGE FOR PROGRESS PAYMENT	P0105568	8382A/8175BR	05/07/2020	7,087.47
00203442	05/08/2020	PEACOCK PE, WILLIAM R 2020 ANNUAL WASTEWATER COLLECT	P0107527	D.BAKER2020	05/01/2020	160.00
00203443	05/08/2020	PND ENGINEERS INC Lincoln Landing Design Engineer	P0095391	2004123	04/14/2020	1,627.50
00203444	05/08/2020	PUGET SOUND ENERGY ENERGY USAGE MAY 2020		OH013331	04/29/2020	19,749.11
00203445	05/08/2020	PUMPTECH INC PS 18 STARTUP FOR STATION REBU	P0107493	0155227-IN	03/31/2020	1,221.00
00203446	05/08/2020	RON'S STUMP REMOVAL & EMW EMERGENCY TREE REMOVAL	P0107510	9853	01/30/2020	4,895.00
00203447	05/08/2020	SECURITY SAFE & LOCK DUPLICATE KEYS	P0107492	550952	03/09/2020	13.04
00203448	05/08/2020	SEQUOYAH ELECTRIC LLC PS 24 REPAIR CONTROLS	P0107499	7022605	03/27/2020	3,112.60
00203449	05/08/2020	SKYLINE COMMUNICATIONS INC MAY 2020 EOC INTERNET SERVICE	P0107505	IN45529	05/01/2020	206.55
00203450	05/08/2020	SOLID WASTE SYSTEMS INC PUSH CAMERA	P0106089	0121949-IN	01/01/2020	24,145.00

**Accounts Payable Report by Check Number**

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00203451	05/08/2020	T2 SYSTEMS CANADA INC Monthly charges for services t	P0107507	IRIS000070400	04/28/2020	77.00
00203452	05/08/2020	TRU MECHANICAL INC RELEASE RETAINAGE	P0101440	7834/7648R	05/07/2020	2,682.22
00203453	05/08/2020	UNITED SITE SERVICES Lid Parking Boat Launch - 2020	P0106552	OH013324	04/07/2020	1,060.92
00203454	05/08/2020	UNITED STATES TREASURY PAYROLL 5-08		OH013319	05/08/2020	826.85
00203455	05/08/2020	UTILITIES UNDERGROUND LOCATION 2020 UTILITY LOCATES	P0106555	0040173	04/30/2020	154.80
00203456	05/08/2020	VERIZON WIRELESS 2020 PHONE & DATA CHARGES	P0107522	9853158495	04/23/2020	1,849.19
00203457	05/08/2020	WALTER E NELSON CO PPE Nitrile exam gloves for PD	P0107495	756872	04/30/2020	535.92
00203458	05/08/2020	YELLOW WOOD ACADEMY Refund Rental FA-4307	P0107496	FA-4307	04/24/2020	934.00
					Total	<u>581,103.24</u>



# CITY OF MERCER ISLAND CERTIFICATION OF PAYROLL

Item 4.

**PAYROLL PERIOD ENDING**

**5.1.2020**

**PAYROLL DATED**

**5.8.2020**

Net Cash	\$	532,665.04
Net Voids/Manuals	\$	3,792.37
<b>Net Total</b>	<b>\$</b>	<b>536,457.41</b>
Federal Tax Deposit - Key Bank	\$	87,497.14
Social Security and Medicare Taxes	\$	48,244.84
Medicare Taxes Only (Fire Fighter Employees)	\$	2,349.41
State Tax (Massachusetts)	\$	-
Public Employees Retirement System 2 (PERS 2)	\$	30,303.35
Public Employees Retirement System 3 (PERS 3)	\$	5,947.13
Public Employees Retirement System (PERSJM)	\$	870.75
Public Safety Employees Retirement System (PSERS)	\$	214.08
Law Enforc. & Fire fighters System 2 (LEOFF 2)	\$	24,853.27
Regence & LEOFF Trust - Medical Insurance	\$	11,685.46
Domestic Partner/Overage Dependant - Insurance	\$	589.99
Group Health Medical Insurance	\$	1,062.85
Health Care - Flexible Spending Accounts	\$	1,939.72
Dependent Care - Flexible Spending Accounts	\$	959.62
ICMA Deferred Compensation	\$	35,862.70
Fire 457 Nationwide	\$	19,652.86
Roth - ICMA	\$	475.00
Roth - Nationwide	\$	940.00
Tax Levy	\$	826.85
Child Support	\$	599.99
Mercer Island Employee Association	\$	290.00
Cities & Towns/AFSCME Union Dues	\$	-
Police Union Dues	\$	-
Fire Union Dues	\$	2,153.38
Fire Union - Supplemental Dues	\$	160.00
Standard - Supplemental Life Insurance	\$	18.40
Unum - Long Term Care Insurance	\$	353.55
AFLAC - Supplemental Insurance Plans	\$	388.71
Coffee Fund	\$	144.00
Transportation	\$	136.67
HRA - VEBA	\$	5,681.99
<b>Tax &amp; Benefit Obligations Total</b>	<b>\$</b>	<b>284,201.71</b>

<b>TOTAL GROSS PAYROLL</b>	<b>\$ 820,659.12</b>
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I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Mercer Island, and that I am authorized to authenticate and certify to said claim.

Finance Director

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

Mayor

Date





## CITY COUNCIL MINUTES SPECIAL VIDEO MEETING APRIL 21, 2020

Item 5.

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### CALL TO ORDER & ROLL CALL

Mayor Benson Wong called the meeting to order at 5:03 pm from a remote location.

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

The Mercer Island City Leadership Team participated from remote locations.

City Manager Jessi Bon, Chief of Administration Ali Spietz, and City Clerk Deb Estrada participated remotely from separate rooms at City Hall, 9611 SE 36<sup>th</sup> Street, Mercer Island, Washington.

### PLEDGE OF ALLEGIANCE

Councilmember Jacobson led the Council in the Pledge of Allegiance.

### AGENDA APPROVAL

It was moved by Nice; seconded by Reynolds to:

**Approve the agenda as presented.**

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

Passed 7-0

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

### CONSENT CALENDAR

#### **Payables Reports for the Periods Ending:**

A. April 3, 2020 in the amount of \$232,493.14,

B. April 10, 2020 in the amount of \$689,882.60,

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

#### **Certification of Payroll** dated April 10, 2020 in the amount of \$807,178.01, and

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

#### **Minutes of the following meetings:**

A. April 7, 2020 Special Video Meeting, and

B. April 14, 2020 Special Video Meeting.

**Recommendation:** Approve the minutes as written.

#### **AB 5682: Sexual Assault Awareness Month Proclamation**

**Recommended Action:** Mayor proclaims April 2020 as Sexual Assault Awareness Month in the City of Mercer Island.

#### **AB 5671: Claims Reporting for Electronic Funds Transfers (EFTs)**

**Recommended Action:** Receive report. No action necessary.

It was moved by Reynolds; seconded by Anderl to:

**Approve the Consent Calendar as presented.**

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

Passed 7-0

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

## **PRESENTATION – STATE AUDITOR’S OFFICE EXIT CONFERENCE**

### **AB 5680: 2018 Annual Financial and Accountability Audit Exit Conference**

Representatives of the State Auditor’s Office reviewed the following items with City Council:

- Audit Reports & Highlights:
  - Accountability audit for January 1, 2018 through December 31, 2018 (draft)
  - Financial statement audit for January 1, 2018 through December 31, 2018 (draft)
- Recommendations not included in the Audit Reports that address control deficiencies or non-compliance with laws or regulation.
- Communications required by audit standards:
  - Uncorrected misstatements in the audited financial statements
  - There were no material misstatements in the financial statements
- Finalizing the City’s Audit:
  - Audit reports are published on the SAO’s website and distributed via email.
  - Management Representation Letter
  - Audit Cost - \$74,514
  - Next Scheduled Audit will be in 2020 and will cover Accountability for Public Resources and Financial Statement

The Auditors also reviewed a summary of uncorrected items for understated or overstate expenditures.

Audit Exit Recommendations included:

- Contingency Fund - monitor the Contingency Fund Ending Balance to ensure reserves to do exceed allowable limits specified in RCW 35A.33.145.
- Fire Department Overtime - review and update written policies for controls over overtime that are currently being followed, in order to minimize the risk of mis-use or misappropriation.
- Controls over Electronic Funds Transfers
  - EFT confirmations be received by an employee in addition to the primary contact to ensure dual oversight.
  - The City establish written policies over EFT's.
  - Deposit Authorization forms emailed to Human resources not be e-mailed to payroll since it sometimes contains voided checks.
  - Bank information retained in binders be secured to limit access.
- Financial Statements - the preparer and reviewer of journal entries sign journal entry coversheets to ensure accountability of duties and roles assigned to individuals.
- Payroll Accrual - the City establish policies and procedures to accrue payroll to the proper reporting period.
- Quarterly Financial Reports - continue to provide quarterly financial reports to City Council in a timely manner as required by RCW 35A.33.140.

## **FINANCE FOLLOW-UP PRESENTATION**

### **AB 5683: 2018 Annual Financial and Accountability Audit Exit Conference**

Interim Finance Director Matt Mornick presented on the following items:

2018 Audit – Changes Implemented:

- Time sheets are being properly authorized,
- Leave cash-out requests are being properly authorized,
- Leave accrual balances internally audited to verify accuracy,

- Reconciling leave accruals against timesheets regularly, and
- Effective June 1, 2020 manual payroll checks will be limited to emergencies only.

#### 2018 Audit – Changes in Progress:

- Human Resource Policy Improvements
- Implementation of NEOGOV for Human Resources & Payroll
- Detailed internal audit of payroll, back to January 2015
- The correction of past errors resulted in un-anticipated one-time costs for 2019 (\$19,609) and 2020 (\$28,344)

#### 2019 General Fund, as of December 31, 2019:

- Expenditures by Category
- Salary and Wages by Department
- Ending Fund Balance
- LEOFF 1 Long Term Care Reserve
- Annual LEOFF 1 Retiree Costs
- Compensated Absence Reserve

#### COVID-19 Emergency Response – Initial Expenditure Reductions:

- General Fund:
  - Parks & Recreation contract and seasonal staff layoffs
  - Weekly savings estimated at \$5,352, or \$198,016 for 2020
- Youth & Family Services Fund:
  - Thrift Shop contract, casual and work-study staff layoffs
  - One regular, part time staff, layoff
  - Weekly savings estimated at \$13,455

Mornick concluded his presentation explaining that the May 5 Council meeting would include a staff report with an updated financial forecast that would address:

- General Fund revenue assessment and COVID 19 impacts
- Additional information on cost-saving measures implemented to date
- Recommendations/discussion on additional cost-savings measures that may be required

Council asked several questions of staff and expressed a desire to review reserve funds, to which City Manager Bon responded explaining that the discussion would be scheduled as part of the 2021-2022 budget development process.

## CITY MANAGER REPORT

City Manager Bon reported on the following:

- Governor Inslee's April 21 address laying out a plan for Washington state's COVID-19 recovery
- 2Bar Distillery thank you for donating 100 4oz bottles of hand sanitizer
- City Board and Commission openings – Application dues May 19
- 2020 Work Plan Items
- Farmers Building was purchased for \$46.45 Million
- MI Boat Launch and Enatai Park Work
- Emergency Response by the Numbers:
  - 3,798 hours worked since full activation
  - EOC staffing & roles
  - Call Center and Outreach
- Activating Emergency Management Volunteers
- Parks Access
- Senior Hours and ADA
- Landscape Maintenance
- WeLoveMI Campaign
- Small Business Support Updates
- City Closure & Cancellation Updates

- City Department Updates

## **OTHER BUSINESS**

### **Planning Schedule**

City Manager Bon summarized the items scheduled for the May 5 City Council meeting.

### **Councilmember Absences**

There were no absences reported.

### **Councilmember Reports**

Councilmember Rosenbaum suggested that Council participate in Take-out Tuesday as part of the May 5 Regular Council Meeting.

Councilmember Jacobson reported that the Disability Board met on April 20 and approved expenses and caught up on past items.

Mayor Wong reported that he and several members of the King County Regional Water Quality Committee signed a letter addressed to King County Executive Dow Constantine asking him to reconsider a proposed 9.5% rate increase relative to storm water waste treatment in 2021.

Last week the Mercer Island Emergency Management volunteers started providing assistance to members of the Island in need and the WeLoveMI campaign was launched to provide Islanders an easy way to provide financial assistance to Island small businesses, Island social services and Island youth and their education

## **ADJOURNMENT**

There being no additional business to come before City Council, the Special Video Meeting adjourned at 9:02 PM

Attest:

\_\_\_\_\_  
Benson Wong, Mayor

\_\_\_\_\_  
Deborah A. Estrada, City Clerk



## CITY COUNCIL MINUTES SPECIAL VIDEO MEETING MAY 5, 2020

Item 5.

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### CALL TO ORDER & ROLL CALL

Mayor Benson Wong called the meeting to order at 5:01 pm from a remote location.

Mayor Benson Wong, Deputy Mayor Wendy Weiker and Councilmembers Lisa Anderl, Jake Jacobson, Salim Nice, Craig Reynolds, and David Rosenbaum (5:05 pm) participated remotely using a video teleconferencing platform by Zoom.

The Mercer Island City Leadership Team participated from remote locations.

City Manager Jessi Bon, and City Clerk Deb Estrada participated remotely from separate rooms at City Hall, 9611 SE 36<sup>th</sup> Street, Mercer Island, Washington.

### PLEDGE OF ALLEGIANCE

Deputy Mayor Weiker led the Council in the Pledge of Allegiance.

### AGENDA APPROVAL

It was moved by Anderl; seconded by Nice to:

**Approve the agenda as presented.**

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

Passed 7-0

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

### CITY MANAGER REPORT

City Manager Bon reported on the following:

- Reopening Washington – Governor Inslee announced the extension of the Stay Home, Stay Healthy Order through May 31. The state is currently in Phase 1.
  - Phase 1 City Operation Changes
  - Phase 2, beginning no earlier than May 25
  - Phase 3, could start June 15
  - Phase 4, could start July 6
  - Moving from Phase to Phase – specific readiness and capabilities need to be met before moving to the next phase.
    - Anticipate at least three weeks between phases
    - Individual Guidance
- Give Back on #GivingTuesdayNow – global day of giving and unity
- Home Invasion Robbery Update
- Virtual Block Watch
- Board and Commission Openings – Application deadline is May 19
- Over 100 masks distributed during senior hours at Mercerdale Park on April 24 and May 1

### APPEARANCES

Carol Heltzel, Mercer Island – Ms. Heltzel emailed the Council at 11:42 am encouraging the Council to post signs encouraging bikers and runners to wear masks while using the trails and parks. She also requested that signs listing Senior hours be placed at Mercerdale Park.

## CONSENT CALENDAR

### Payables Reports for the Periods Ending:

- A. Report for the period ending April 17, 2020 in the amount of \$561,952.01, and
- B. Report for the period ending April 24, 2020 in the amount of \$168,425.42

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

### Certification of Payroll:

- A. March 27, 2020 in the amount of \$818,167.33, and
- B. April 24, 2020 in the amount of \$790,824.26

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

### AB 5686: 2020 Water System Improvements Project & Bid Award

**Recommended Action:** Award the 2020 Water System Improvements project to Oceanside Construction in the amount of \$705,841, set the total project budget at \$1,194,009, and direct the City Manager to execute the construction contract.

It was moved by Jacobson; seconded by Anderl to:

**Approve the Consent Calendar as presented.**

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

Passed 7-0

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

## REGULAR BUSINESS

### AB 5684: Backflow Prevention Assembly Testing Enforcement Update

Alison Van Gorp, Policy Group Lead, explained what a backflow prevention assembly is to Council and that completion of annual backflow testing is a necessary requirement to protect the City's water supply. She also noted that Washington state law requires water purveyors to have a Cross Connection Control Program to protect the public from contaminated drinking water and that the requirement had not changed because of COVID-19.

Van Gorp further explained that in 2017, the CPD update to the code compliance regulations made the penalty for a testing violate a civil infraction, noting that issuing hundreds of civil infractions each spring and summer has been extremely onerous for staff. The proposed amendment would eliminate civil infractions and monetary penalties related to testing violations and water shut-off would remain the end point for enforcement.

In response to Council concerns about testing costs during the pandemic, Van Gorp explained that if a customer is unable to cover the cost of the test, the City can connect the homeowner to resources through the Emergency Assistance Program.

It was moved by Nice; seconded by Jacobson to:

**Suspend the City Council Rules of Procedures, Section 6.3**

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

Passed 7-0

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

It was moved by Nice; seconded by Weiker to:

**Adopt Ordinance No. 20C-07, amending MICC 15.14.060 and MICC 15.14.080 related to enforcement of certification and testing of Backflow Prevention Assemblies.**

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

Passed 7-0

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

### AB 5688: Small Business Support Update & Port of Seattle Grant Application

Sarah Bluvas, Small Business Liaison, explained that during the COVID-19 emergency she was reassigned from her normal Parks and Recreation duties to a role in the Emergency Operations Center, supporting Mercer Island's local business community. In this role, she partners with Councilmembers, the Mercer Island Chamber of Commerce, and local business owners and advocates to hear and resolve concerns; share local, state, and federal resources; and raise awareness for local business support among the community.

Bluvas went on to explain that in this new role, she and others researched financial resources to strengthen efforts to support the local business community during the COVID-19 recovery period. Staff identified a grant through the Port of Seattle Economic Development Partnership Program intended to help fund local economic development initiatives across King County. She further explained that Mercer Island was eligible to receive \$24,470, with an additional match requirement of \$12,235, noting that approximately half of this match (\$6,100) could come from in-kind support in the form of staff time, and the other half (\$6,135) would require a cash match.

Council expressed support and encouragement for Ms. Bluvas' work, the grant, and efforts to support Mercer Island small businesses.

### **AB 5689: City Manager's Request for Salary Reduction**

City Attorney Bio Park explained the COVID-19 pandemic had created a health and economic emergency that was significantly impacting the Mercer Island community and consequently the City's finances. To achieve budget savings during the emergency, City Manager Bon requested to reduce her salary by 10% for the remainder of 2020. Park also explained that the City Manager's salary is a contractual provision in the City Manager's Employment Agreement and that the City Council had to authorize an amendment to the Agreement for her salary to be reduced.

The entire Council demonstrated support and spoke with tremendous respect for City Manager Bon's leadership, empathy, and initiative during a very difficult time in the City's history.

Councilmember Rosenbaum suggested that Council consider donating their salaries, to which City Attorney Park responded explaining the restrictions on changing council salaries.

It was moved by Nice; seconded by Jacobson to:

**Authorize the Mayor to accept and execute an amendment to the current City Manager Employment Agreement for a 10% temporary salary reduction through the end of 2020.**

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

Passed 7-0

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

### **AB 5687: Financial Forecast, COVID-19 Impacts, and Cost Saving Measures**

City Manager Jessi Bon and Interim Finance Director Matt Mornick reported that staff committed to Council at its April 7 that staff would return to Council in early May with a complete General Fund and YFS Fund financial forecast and plans to address the revenue shortfalls. Mornick explained that efforts to address the revenue shortfalls had been grouped into phases. Phase 1 included a focused review of the YFS Department as well as park and recreation programs and services during the end of March and early April. Phase 2 included a review of all departments and funds receiving General Fund support, apart from Special Revenue and Capital Project Funds. These Funds would be reviewed in Phase 3, along with Utility Funds and other City funds that would likely see revenue reductions because of the COVID-19 emergency.

Mornick continued to outline the financial forecast for Council as follows:

YFS Fund – Updated Forecast:

- Revenue Shortfall - \$1,300,000
- Overview of Cost Saving Measures
- Phase 1 - Initial workforce reductions were made in mid-March/early April
- Phase 2 – 90-day Standby Layoffs implemented at the end of April
- Thrift Store Re-Opening Analysis – Phase 2 of Governor's Safe Start Plan
- Steps Forward – Establish YFS Working Group

General Fund – Updated Forecast:

- Revenue Shortfall - \$4,700,000
- Cost Saving Measures - Initial workforce reductions were made in mid-March/early April in the Parks
- Phase 1 – Hiring Freeze
- Phase 2 – Staff Reductions

General Fund Steps Forward to address the \$2.1 Million projected revenue shortfall:

- Additional workforce reductions (currently under review)
- Consider citywide furlough strategies.
- Potential delay on non-essential 2020 CIP General Fund projects.
- Suspend non-essential professional service contracts.
- Meet with labor partners to explore other cost saving strategies

Parks & Recreation Services:

Interim Finance Director Mornick the Recreation Services forecast assumes that the Community Center would remain closed through the end of 2020, noting that the Community Center and outdoor leagues are part of Phase 3 of the Governor's Safe Start Plan.

Mornick explained that the Governor's most recent order allowed for landscape maintenance to resume on May 5 and that outdoor recreational activities would be allowed to slowly resume over the first three phases of the Safe Start Plan.

City Manager Bon explained that options for steps forward could include establishing a working group of City Council, MISD School Board members, and staff to discuss and provide recommendations on service-level reductions at shared facilities, long-term funding strategy to address maintenance needs, and other possible partnerships.

Unemployment Costs:

- The City of Mercer Island is self-insured for unemployment.
- With the passage of the CARES Act, self-insured employers will be reimbursed for half (1/2) of the unemployment costs by the federal program.
- Residual Personnel Costs include accrued benefit cash-out, health insurance coverage for remaining month, 50% of unemployment benefits for up to 39 weeks

Emergency Response Overview:

- Activated the Emergency Operations Center (EOC) the first week in March.
- At the peak, the EOC was activated at Level 1 and there were nearly 40 staff supporting a wide variety of EOC functions.
- Beginning May 2, the EOC transitioned to Level 2 status.
- Emergency Expenditures:
- Detailed cost tracking in EOC including all staff time associated with the emergency response.
- Ensure the Annual Financial Report accurately reflects use of City resources.
- Emergency expenditures:
  - Personal protective equipment (PPE)
  - Specialized disinfecting machine for City facilities
  - Technology equipment for remote work

Council discussed the staff presentation at length and asked several questions. When fire and police overtime was mentioned, City Manager Bon recommended an executive session to discuss union negotiations in more detail.

Bon summarized the work ahead explaining that it would include addressing General Fund and YFS Fund shortfalls, refining revenue forecasts, an analysis of General Fund "Working Capital", and monitoring expenditures. She also noted that the work would involve preparing a draft Capital Improvement Program for 2021-2026 and the 2021-2022 budget preparation.

There was Council support to freeze the fleet fund through the end of the year, to which staff agreed to research further.



It was moved by Nice; seconded by Jacobson to direct the City Manager to:

- 1) **Continue Level 2 emergency response**
- 2) **Return with a budget amendment on 5/19 to:**
  - 1) **Appropriate funding from the Compensated Absences Reserve to cover accrued benefit cash-outs for laid off workers. (Balance \$1 million+ as of 12/31/2019).**
  - 2) **Appropriate \$500,000 of Contingency Funds for Emergency Operations thru August 31, 2020.**
  - 3) **Appropriate Contingency Funds to address projected YFS Fund deficit.**
  - 4) **Rebalance the 2020 budget based on Phase 1 and Phase 2 reductions.**
  - 5) **Present policy options to address remaining revenue shortfalls.**

It was moved by Reynolds; seconded by Weiker to:

**Amend the motion to use a “no reduction in spending scenario.”**

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

FAILED: 6-1

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

FOR: 1 (Reynolds)

Passed 7-0

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

## **OTHER BUSINESS**

### **Planning Schedule**

City Manager Bon reported that the top priority for the next meeting is the CIP. She also reported that staff are working on Work Plans and hope to bring them back to Council soon for re-prioritization. She also reported that an Executive Session would be scheduled for the following week.

There was Council consensus to start the May 19 meeting at 5 pm.

### **Councilmember Absences**

There were no absences reported.

### **Councilmember Reports**

Councilmember Rosenbaum suggested that Council consider finding a way to say thank you to EOC staff.

Mayor Wong reported that Councilmembers Jacobson and Reynolds tuned into the April 24 K4C background presentation, noting that the June 3 summit was still on the calendar. He also reported that the PIC has scheduled a May 13 meeting to discuss sewer rate increase proposals by the King County staff. Council responded unanimously that they were supportive of a 0% rate increase for 2021.

## **ADJOURNMENT**

There being no additional business to come before City Council, the Special Video Meeting adjourned at 9:50 PM

Attest:

\_\_\_\_\_  
Benson Wong, Mayor

\_\_\_\_\_  
Deborah A. Estrada, City Clerk



## CITY COUNCIL MINUTES SPECIAL VIDEO MEETING MAY 12, 2020

Item 5.

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### CALL TO ORDER & ROLL CALL

Mayor Benson Wong called the Special Meeting to order at 4:08 pm from a remote location.

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

City Attorney Bio Park participated in the executive session from a remote location using Zoom.

City Manager Jessi Bon and City Clerk Estrada participated from the City Hall Council Chambers using Zoom.

### SPECIAL BUSINESS

At 4:08 pm, Mayor Wong convened an Executive Session for approximately 120 minutes to 1) discuss with legal counsel litigation or potential litigation to which the City is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the City pursuant to RCW 42.30.110(1)(i) and 2) 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).

Mayor Wong noted for the record that no action would be taken.

At 5:58 pm, Mayor Wong reported that the meeting would be extended for 60 Minutes.

At 6:56 pm, Mayor Wong adjourned the Executive Session.

### ADJOURNMENT

The Special Meeting adjourned at 6:57 pm.

Attest:

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Benson Wong, Mayor

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Deborah Estrada, City Clerk



## BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

**AB 5690**  
**May 19, 2020**  
**Consent Calendar**

### AGENDA BILL INFORMATION

<b>TITLE:</b>	AB 5690: 2020 Human Resources Support Allocation	<input type="checkbox"/> Discussion Only
<b>RECOMMENDED ACTION:</b>	Approve allocation of \$170,000 for one-time support in the Human Resources Department in 2020.	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

<b>DEPARTMENT:</b>	Human Resources
<b>STAFF:</b>	Ali Spietz, Chief of Administration
<b>COUNCIL LIAISON:</b>	n/a
<b>EXHIBITS:</b>	n/a
<b>CITY COUNCIL PRIORITY:</b>	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.

<b>AMOUNT OF EXPENDITURE</b>	\$ 170,000
<b>AMOUNT BUDGETED</b>	\$
<b>APPROPRIATION REQUIRED</b>	\$ 170,000

### SUMMARY

The City has an immediate resource need in the Human Resources (HR) Department to address a number of one-time work items related to benefits administration, policy updates, new software implementation, and conversion of paper records to electronic format. These are generally short-term work items that will be completed by the end of 2020. Many of these work items arose from the results of the recent State Audit and other recent staff findings.

Staff recommends utilizing two to three employees from the recently announced layoffs to complete the following work items:

- Provide administrative support with the payroll audit, benefit payments, DRS reporting, unemployment benefits tracking, and leave accruals.
- Research and apply retention requirements for personnel files and payroll records. (Paper personnel files are currently archived through 1960.)
- Digitize current personnel files and payroll records.
- Research and respond to backlogged requests for information from the Department of Retirement Systems.

- Implement the NEOGOV software platform that will automate current manual processes and support the entire employee lifecycle, including online applications acceptance, performance management, and automated forms. The main component is implementing an HRIS system that includes payroll, benefits administration, and automated time and attendance tracking.

The City retained a consultant in January to assist and advise on this vast body of outstanding HR work. The anticipated costs associated with the consultant contract are included as part of this allocation request.

Currently, the Human Resources Department consists of a Human Resources Specialist and a Payroll Specialist. The Chief of Administration has been supporting the Department since January in an almost full-time capacity. Due to the COVID-19 Pandemic, all progress on the software implementation and other one-time projects has ceased and HR staff have been focusing primarily on supporting employee transitions.

In the HR Department, there is \$177,000 in projected annual salary and benefits savings due to the vacant HR Director position. Staff is requesting an allocation of \$170,000 from the salary and benefits savings to address the outstanding work items noted above in 2020.

Under the City Manager form of government, the City Manager is authorized to re-appropriate these budgeted funds. Given the financial impacts of the Pandemic, however, the City Manager is requesting City Council approval to proceed with this one-time work in 2020 and expend these funds.

## RECOMMENDATION

Approve use of the \$170,000 from the HR Department salary and benefits savings to support temporary Human Resources staff and a consultant to complete the outstanding work items in 2020.



## BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

**AB 5693**  
**May 19, 2020**  
**Consent Calendar**

### AGENDA BILL INFORMATION

<b>TITLE:</b>	AB 5693: Port of Seattle Economic Development Partnership Grant Acceptance	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed:
<b>RECOMMENDED ACTION:</b>	Accept Port of Seattle Economic Development Partnership Program grant funds and appropriate expenditures.	<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

<b>DEPARTMENT:</b>	City Manager
<b>STAFF:</b>	Sarah Bluvas, Small Business Liaison
<b>COUNCIL LIAISON:</b>	Jake Jacobson                      Craig Reynolds
<b>EXHIBITS:</b>	1. AB 5688 2. Port of Seattle Economic Development Partnership Agreement
<b>CITY COUNCIL PRIORITY:</b>	3. Implement an economic development program.

<b>AMOUNT OF EXPENDITURE</b>	\$ 36,705
<b>AMOUNT BUDGETED</b>	\$ 12,235
<b>APPROPRIATION REQUIRED</b>	\$ 24,470

### SUMMARY

On May 5, 2020, the staff presented the City's application for grant funding through the Port of Seattle Economic Development Partnership Program, an annual, cooperative program to help fund local economic development initiatives across King County, see Exhibit 1. The City Council directed staff to finalize the grant application and to bring back the grant award to the City Council for acceptance.

### BACKGROUND

In 2020, the Port is allowing cities to fund COVID-19 relief and recovery for small businesses. Mercer Island was awarded \$24,470 and is required to provide an additional match of \$12,235, see Exhibit 2. Approximately half of this match (\$6,100) will come from in-kind support, and the other half (\$6,135) will be provided as a cash match. The City's estimated financial investment will be \$6-12k to yield approximately \$37k in support for the local business community.

The grant funding will also lay the foundation for several mid- and long-term benefits for the City, including:

- Supporting the local business community
- Maintaining the local sales tax base
- Collecting information and data for future planning needs

- Strengthening the relationship between the City and the local business community

#### **PORT OF SEATTLE GRANT FUNDED ACTIVITIES**

The awarded grant will aid in addressing issues facing the business community and the City's ability to support it during the COVID-19 crisis, including:

- Lack of a comprehensive contact list and consistent mechanism for communicating with all businesses on Mercer Island
- Lack of community awareness of on-Island businesses and of organizations that are still "open for business" during the COVID-19 crisis
- Lack of consistent messaging of the importance of local economic development and supporting local businesses
- Lack of understanding of current business needs to create a sustainable, thriving local business sector

Funds will be allocated across two coinciding projects that focus on immediate COVID-19 business recovery and preparing for future economic development planning. Specific activities will include a community-wide campaign to encourage local spending at Mercer Island businesses; business outreach to share recovery resources and technical assistance; and an all-business needs assessment survey and analysis, see Exhibit 1.

Grant funds will be redirected to support the local Mercer Island economy as much as possible using local contractors and services to complete project needs. Staff anticipate the grant funds and matching funds will be used for the following types of expenses:

- Project management (City staff and/or contracted consultants)
- Contracting services (Mercer Island consultants in branding / marketing and needs assessment / research / survey; Mercer Island artists; and other local professional service providers as identified and/or needed)
- Outreach and marketing collateral (business postcard mailer; print and digital graphics for social media, window displays, print media, etc.; temporary signage; and other pieces as identified to promote the local business community)

The \$24,470 grant-funded appropriation request is for the 2019-2020 biennium. The grant project scope is expected to be executed June-October 2020, with final grant reporting and evaluation delivered to the Port of Seattle no later than November 2, 2020.

#### **RECOMMENDATION**

Authorize the City Manager to accept the 2020 Port of Seattle Economic Development Partnership Program grant and:

1. Appropriate \$24,470 in grant funds for 2020;
2. Authorize use of \$6,135 in General Government funds as a cash match; and,
3. Support the in-kind staff match, which is to be provided via the Small Business Liaison (a temporary position authorized via the City's Emergency Operations Center).



## BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

**AB 5688**  
**May 5, 2020**  
**Regular Business**

### AGENDA BILL INFORMATION

<b>TITLE:</b>	AB 5688: Small Business Support Update & Port of Seattle Grant Application	<input checked="" type="checkbox"/> Discussion Only <input type="checkbox"/> Action Needed:
<b>RECOMMENDED ACTION:</b>	Receive the report.	<input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

<b>DEPARTMENT:</b>	City Manager
<b>STAFF:</b>	Sarah Bluvas, Small Business Liaison
<b>COUNCIL LIAISON:</b>	Jake Jacobson                      Craig Reynolds
<b>EXHIBITS:</b>	1. 2020 Port of Seattle Economic Development Partnership Grant Guidelines 2. City of Mercer Island Application for Port of Seattle Grant
<b>CITY COUNCIL PRIORITY:</b>	3. Implement an economic development program.

<b>AMOUNT OF EXPENDITURE</b>	\$ 6,135
<b>AMOUNT BUDGETED</b>	\$ 0
<b>APPROPRIATION REQUIRED</b>	\$ n/a

### SUMMARY

Staff will provide a presentation on small business support efforts to-date as well as discuss the Port of Seattle grant program and next steps for accepting funding once the City receives the grant award.

#### COVID-19 & MERCER ISLAND BUSINESS UPDATE

During the COVID-19 emergency, many City staff have been reassigned from their normal operating duties to roles in the Emergency Operations Center (EOC). Sarah Bluvas, a member of the Parks & Recreation Department, was reassigned on March 19, 2020, to support Mercer Island's local business community. In this role, Bluvas is partnering with Councilmembers, the Mercer Island Chamber of Commerce, and local business owners and advocates to hear and resolve concerns; share local, state, and federal resources; and raise awareness for local business support among the community.

#### PORT OF SEATTLE ECONOMIC DEVELOPMENT GRANT

In addition to providing ongoing communication and technical assistance, staff is seeking financial resources to strengthen efforts to support the local business community during the COVID-19 recovery period. Staff identified and applied for a grant through the Port of Seattle Economic Development Partnership Program, which is an annual, cooperative program to help fund local economic development initiatives across King

County. Since the program's inception in 2016, the Port has awarded \$1.8 million through 58 grants to 30 cities, including more than \$47,000 to Mercer Island in 2017 and 2018. Funding is awarded on a per-capita calculation (between \$5,000 and \$65,000 based on the city's population) and requires a 50 percent match of dollars and in-kind support. The final deadline to submit project evaluations to the Port is November 2, 2020.

In 2020, the Port is allowing cities to fund COVID-19 relief and recovery for small businesses. Mercer Island is eligible to receive \$24,470, with an additional match requirement of \$12,235. Approximately half of this match (\$6,100) can come from in-kind support in the form of staff time, and the other half (\$6,135) will be provided as a cash match. Matching grant funds will be provided from the small general government professional services budget.

Exhibits 1 and 2 include the grant program guidelines and the City's 2020 application. Over the last two months, staff, in consultation with the Mercer Island Chamber of Commerce, Mercer Island City Council representatives, and local business owners/other community advocates, have heard recurring issues impacting the business community and the City's ability to support it during the COVID-19 crisis. These include:

- Lack of a comprehensive contact list and consistent mechanism for communicating with all businesses on Mercer Island
- Lack of community awareness of on-Island businesses and of organizations that are still "open for business" during the COVID-19 crisis
- Lack of consistent messaging of the importance of local economic development and supporting local businesses
- Lack of understanding of current business needs to create a sustainable, thriving local business sector

While this grant funding will only provide short-term financial support, staff aim to begin addressing some of these issues by focusing the project scope on two coinciding phases:

- **Transition Local Business Community into COVID-19 Reemergence/Recovery Phases** (May-October 2020): This phase will enable continued outreach to local businesses to share resources and technical assistance as well as support a community-wide "support local" marketing campaign to build awareness as local businesses begin resuming some operations.
- **Collect Data for Future Planning Needs** (May-October 2020): This phase will support efforts to build out the City's database of local business contact information as well as establish new foundations to enable future policy and strategic planning related to economic and Town Center development on Mercer Island.

The high-level goals and action items funded through this grant include the following:

#### **Project 1: Transition Local Business Community into COVID-19 Reemergence/Recovery Phases**

High-Level Goals:

1. Keep local businesses top-of-mind with local and off-Island customers to retain local businesses and local spending
2. Connect all Mercer Island businesses with resources and technical assistance to do business in the post-COVID-19 era

High-Level Actions:

- Expand "Shop Local-Spend Like It Matters" marketing campaign with branding/design (locally sourced), advertising (print, digital), community mailer, local press, website updates, and other



content/efforts to promote the local business community during the emergency and into the recovery phase

- Outreach to businesses via mail, e-mail, website, and other methods to share recovery resources

## **Project 2: Collect Data for Future Planning Needs**

High-Level Goals:

1. Fill gaps in City's database of contact and other information for local businesses
2. Document business challenges and needs pre- and post-COVID-19 emergency

High-Level Actions:

- Administer online/print survey to collect contact information and assess business needs
- Pilot temporary/non-permanent placemaking projects to test and collect feedback on policy-related ideas (ex. pocket parks, outside seating in Town Center, drop-off/pick-up zones)

An overarching goal of the grant project scope is to redirect awarded dollars back into the local Mercer Island economy by using local contractors and services to complete project needs as much as possible. Staff anticipate the funds will be used for the following types of expenses:

- Project management (City staff and Mercer Island Chamber of Commerce)
- Contracting services (Mercer Island consultants in branding/marketing and needs assessment/research/survey; Mercer Island artists; and other local professional service providers as identified and/or needed)
- Outreach and marketing collateral (business postcard mailer; print and digital graphics for social media, window displays, print media, etc; temporary signage; and other pieces as identified to promote the local business community)

## **RECOMMENDATION**

Staff recommends the City Council receive the report and review the attached exhibits related to the Port of Seattle Economic Development Partnership Grant program. No further City Council action is needed at this time.



## **ECONOMIC DEVELOPMENT PARTNERSHIP AGREEMENT**

### **BETWEEN**

### **THE PORT OF SEATTLE AND CITY OF MERCER ISLAND**

**S-00320300**

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This Economic Development Partnership Agreement (the "Agreement") is made by and between the Port of Seattle (the "Port") and the City of Mercer Island ("Agency"), both municipal corporations of the State of Washington (each, a "Party" or, collectively, the "Parties").

### **RECITALS**

WHEREAS, engaging in the promotion of economic development is a recognized Port purpose authorized under RCW 53.08.245; and

WHEREAS, RCW 35.21.703 similarly authorizes cities to engage in economic development programs; and

WHEREAS, RCW 53.08.240(2) permits the Port to contract with another municipality to perform such undertakings each is authorized to perform; and

WHEREAS, the Port Commission of the Port of Seattle established the Economic Development Partnership Program (the "Program"), to advance the Port's Century Agenda, promote a dramatic growth agenda, support the creation of middle class jobs and help address the lack of economic development funding for local projects; and

WHEREAS, grant funding across the region is very limited for cities that want to pursue economic development projects or initiatives, and Washington State has not had an economic development grant program for over 20 years; and

WHEREAS, the Program will provide 38 King County cities per capita funding to advance local economic development throughout the region, and requires a 50% local match by the cities that receive the grants; and

WHEREAS, the Program will help the Port advance regional economic vitality through focused partnerships with King County cities; and

WHEREAS, the Program will make grants to cities that pursue programs and projects that stimulate business development, job creation and community revitalization, such as small business development, industry retention and expansion, and other economic development projects that support new investment and job creation;

**NOW**, THEREFORE the parties agree as follows:

1. Purpose. The purpose of this Agreement is to establish a contractual arrangement under which the Port will pay the Agency Program funds in the amount set forth on Section 2 solely for the purpose of carrying out the local initiative described in Exhibit A, attached and incorporated hereto by this reference (the "Project"). This Agreement shall be interpreted in furtherance of this purpose.
2. Responsibilities of the Port. The Port shall contribute Twenty-four Thousand Four Hundred Seventy and 00/100 Dollars (\$24,470.00) (the "Grant Funds") to assist the Agency in funding the Project. The Port shall disburse the Grant Funds to the Agency no later than thirty (30) days after receipt of a complete and correct invoice detailing those Project deliverables completed in accordance with Exhibit A. Subject to the requirements of this Section and of Section 18 (where applicable), the Port shall make the final payment of the Grant Funds to the Agency no later than November 30, 2020, or receipt of the final report, whichever occurs later.
3. Responsibilities of the Agency.
  - 3.1 The Agency shall contribute local funds equivalent to at least fifty percent (50%) of the Grant Funds towards the Project.
  - 3.2 The Agency may contract with local non-profits to complete the Project or elements of the Project; *provided*, that the Port shall not, under any circumstance, disburse the Grant Funds to any of the Agency's contractors or subcontractors.
  - 3.3 The Agency shall complete the Project by November 30, 2020.
4. Term. This Agreement shall be become effective as of the date the Port executes this Agreement and shall terminate on November 30, 2020, unless earlier terminated under another provision of this Agreement.
5. Termination for Convenience. The Port may terminate this Agreement at any time for any reason, by giving the Agency thirty (30) days' written notice. In the event the Agency has completed any portion of the Project by the time it receives the Port's notice of termination, the Port shall pay the Agency the percentage of the Grant Funds attributable to the Agency's completed portion of the Project.
6. Termination for Default. Except in the case of delay or failure resulting from circumstances beyond the control and without the fault or negligence of the Agency, the Port shall be entitled, by written or oral notice to the Agency, to terminate Agreement for breach of any of the terms and to have all other rights against the

Agency by reason of the Agency's breach as provided by law.

7. Waiver. Failure at any time of the Port to enforce any provision of this Agreement shall not constitute a waiver of such provision or prejudice the right of the Port to enforce such provision at any subsequent time. No term or condition of this Agreement shall be held to be waived, modified or deleted except by a written amendment signed by the Parties

8. Partial Invalidity. If any provision of this Agreement is or becomes void or unenforceable by force or operation of law, all other provisions hereof shall remain valid and enforceable.

9. Indemnification and Hold Harmless Agreement. The Agency shall defend, indemnify, and hold harmless the Port, its Commissioners, officers, employees, and agents (hereafter, collectively, the "Port") from all liability, claims, damages, losses, and expenses (including, but not limited to attorneys' and consultants' fees and other expenses of litigation or arbitration) arising out of or related to the fulfillment of this Agreement; *provided*, however, if and to the extent that this Agreement is construed to be relative to the construction, alternation, repair, addition to, subtraction from, improvement to, or maintenance of, any building, highway, road, railroad, excavation, or other structure, project, development, or improvement attached to real estate, including moving or demolition in connection therewith, and therefore subject to Section 4.24.115 of the Revised Code of Washington, it is agreed that where such liability, claim, damage, loss or expense arises from the concurrent negligence of (i) the Port, and (ii) the Agency, its agents, or its employees, it is expressly agreed that the Agency's obligations of indemnity under this paragraph shall be effective only to the extent of the Agency's negligence. Such obligations shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any person or entity described in this paragraph. This paragraph shall not be construed so as to require the Agency to defend, indemnify, or hold harmless the Port from such claims, damages, losses or expenses caused by or resulting from the sole negligence of the Port.

In any and all claims against the Port, by any employee of the Agency, its agent, anyone directly or indirectly employed by either of them, or anyone for whose acts any of them may be liable, the indemnification obligation of this paragraph shall not be limited in any way by any limitation on the amount or type of damages compensation benefits payable by or for the Agency, or other person under applicable industrial insurance laws (including, but not limited to Title 51 of the Revised Code of Washington), it being clearly agreed and understood by the Parties hereto that the Agency expressly waives any immunity the Agency might have had under such laws. By executing this Agreement, the Agency acknowledges that the foregoing waiver has been mutually negotiated by the parties.

The Agency shall pay all attorneys' fees and expenses incurred by the Port in establishing and enforcing the Port's right under this paragraph, whether or not suit was instituted.

10. Comply with All Laws. The Agency shall at all times comply with all federal, state and local laws, ordinances and regulations, including but not limited to all environmental laws, which in any manner apply to the performance of this Agreement.
11. Integration. This Agreement, together with the attached Exhibit A, constitutes the entire agreement between the Parties and unless modified in writing by an amendment executed by the Parties, shall be implemented only as described herein.
12. Governing Law and Venue. This Agreement shall be governed by the laws of the State of Washington. Any action arising out of this Agreement shall be brought in King County.
13. No Employment Relationship Created. The Parties agree that nothing in this Agreement shall be construed to create an employment relationship between the Agency and the Port.
14. No Entity Created. The Parties agree that nothing in this Agreement shall be construed to create a joint entity between the Agency and the Port.
15. Notices. Notices to the Port shall be sent to the following address:
- Port of Seattle  
Economic Development Division  
P. O. Box 1209  
Seattle, WA 98111
- Notices to the Agency shall be sent to the following address:
- City of Mercer Island  
9611 S.E. 36<sup>th</sup> St.  
Mercer Island, WA 98040

16. Audits and Retention of Records. The Agency in and make all books, records and documents (the "Records") relating to the performance of this Agreement open to inspection or audit by representatives of the Port or Washington State during the term of this Agreement and for a period of not less than six (6) years after termination of the Agreement; *provided*, that if any litigation, claim or audit arising out of, in connection with or related to this Agreement is initiated, the Agency shall retain such Records until the later of

(a) resolution or completion of litigation claim or audit; or (b) six (6) years after the termination of this Agreement.

17. Amendment. This Agreement may only be amended by written agreement of the Parties.

18. Dispute Resolution. The Parties shall use their best, good faith efforts to cooperatively resolve disputes that arise in connection with this Agreement.

IN WITNESS WHEREOF, the Parties hereto have executed this agreement as of the date first set forth above.

**PORT OF SEATTLE**

By: Sherry Weiss  
Buyer, Purchasing

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Dated*

**CITY OF MERCER ISLAND**

By:

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Dated*

## EXHIBIT A - PROJECT

### Project Description:

#### Project 1: Transition Local Business Community into COVID-19 Recovery Phases

##### High-Level Goals:

- Keep local businesses top-of-mind with local and off-Island customers to retain local businesses and local spending.
- Connect all Mercer Island businesses with resources and technical assistance to do business in the post-COVID-19 era.

##### High-Level Actions:

- Expand “Shop Local-Spend Like It Matters” marketing campaign with branding/design (locally sourced), advertising (print, digital), community mailer, local press, website updates, and other content/efforts to promote the local business community during the emergency and into the recovery phase.
- Outreach to businesses via mail, e-mail, website, and other methods to share recovery resources

#### Project 2: Collect Data for Future Planning Needs

##### High-Level Goals:

1. Fill gaps in City’s database of contact and other information for local businesses
2. Document business challenges and needs pre- and post-COVID-19 emergency

##### High-Level Actions:

- Administer online/print survey to collect contact information and assess business needs
- Pilot temporary/non-permanent placemaking projects to test and collect feedback on policy-related ideas (ex. pocket parks, outside seating in Town Center, drop-off/pick-up zones)

### Scope of Work Description:

Project or component:	Project goal(s):	Output(s) and final deliverable(s):	Estimated completion:	Metrics or measures of success:	Describe the short-term, intermediate or long-term outcomes of the project.
Transition Local Business Community into COVID-19 Recovery	Keep local businesses top-of-mind with local and off-Island customers and	“Shop Local-Spend Like It Matters” marketing campaign, including: <ul style="list-style-type: none"> <li>• Locally</li> </ul>	Business outreach / data collection completed by July 2020	Number of businesses reached via mail / e-mail campaign	<b>Short-term</b> Better communication with the local business community

	<p>encourage local spending to retain local businesses and local spending</p> <p>Connect all Mercer Island businesses with resources and technical assistance to conduct business in the post-COVID-19 era</p>	<p>designed branding and messaging</p> <ul style="list-style-type: none"> <li>• Print advertising/outreach &amp; collateral</li> <li>• Digital advertising /outreach &amp; collateral</li> <li>• Print / digital editorial</li> <li>• Collaboration with local arts community to design creative ways to build awareness for local businesses. Examples could include visual storytelling; temporary arts installations/elements for brick-and-mortar locations to draw residents back to Town Center (if / when it's safe to do so); and other artistic ways to promote local businesses</li> <li>• Simple Buy/ Spend Local website to use as central landing place for local business information and can be refined/ expanded on</li> <li>• All-business outreach</li> </ul>	<p>Ongoing updates to Let's Talk website but push during grant period completed by August 2020</p> <p>Ongoing marketing campaign but push during grant period completed by September 2020</p> <p>Marketing dashboard finished by October 2020</p>	<p>Number of business responses to mail/ e-mail campaign</p> <p>Number of site visits to Spend Local website (launch date- September 2020)</p> <p>Number of redirect visits to businesses listed on Spend Local website (launch date- September 2020)</p> <p>Number of businesses able to resume modified / full services by October 2020 (pending additional executive orders)</p> <p>Number of artists supported through business/arts partnership</p>	<p>Strengthened community support of local businesses</p> <p>Increased spending at local businesses</p> <p>Increased sales tax revenue</p> <p><b>Intermediate</b> Local businesses reopen/resume services efficiently and sustainably</p> <p><b>Long-term</b> Community members choose local businesses first when it comes to shopping and service needs</p>
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		<p>mailer (regular and digital mail) [**overlaps with survey deliverable in project 2**]</p> <ul style="list-style-type: none"> <li>• Summary dashboard of marketing impacts /results</li> <li>• Database of businesses contacted</li> <li>• Database of marketing, training, and other business resources shared on Let's Talk website</li> </ul>			
Collect Data for Future Planning Needs	<p>Fill gaps in City's database of local business contact and other information.</p> <p>Document business needs and challenges pre- and post-COVID-19 emergencies.</p>	<p>Needs assessment survey deployed to all Island businesses (using business license registration list) [**overlaps with business mailer deliverable in project 1**]</p> <p>1-3 temporary/non-permanent placemaking projects to draw community members back to Town Center and test ideas for future economic and community development plans. Examples could include:</p> <ul style="list-style-type: none"> <li>• Creating temporary</li> </ul>	<p>Business outreach/ data collection completed by July 2020</p> <p>Planning Interventions implemented June-August 2020</p> <p>Internal database ongoing but push during grant period completed by August 2020</p> <p>Findings report completed by September 2020</p>	<p>Number of businesses reached via mail/e-mail survey</p> <p>Number of business responses to mail/e-mail survey</p> <p>Number of interactions with/ feedback from temporary placemaking projects</p> <p>Number of business contacts added to internal database</p>	<p><b>Short-term</b></p> <p>Better communication with the local business community</p> <p>More accurate understanding of local business needs/challenges</p> <p><b>Intermediate</b></p> <p>Better informed planning processes to develop long range economic development efforts</p> <p><b>Long-term</b></p> <p>Mercer Island has a healthier and more stable local</p>

		sidewalk seating and retail areas to temporarily expand business footprints while maintaining safe social distancing <ul style="list-style-type: none"> <li>• Converting public parking into temporary pocket parks to provide more outdoor space for community members to visit (when it is safer to do so)</li> <li>• Enabling pop-up retail enhancements like drop-off/pick-up zones to enable businesses to more efficiently and safely serve customers when phasing into recovery</li> </ul> Updated internal database of business contact information  Report Summarizing feedback from needs assessment survey and planning interventions			business community
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### Connection to Port of Seattle interests:

Our project aims to preserve small business and stimulate economic recovery for the City of Mercer Island, a regional patron of the Port of Seattle that relies on SeaTac International airport as a gateway for tourism and commerce. Maintaining the local Mercer Island economy is good

for the region, which ultimately benefits the Port of Seattle and its goal of promoting economic development in King County.

### Project Budget

Category:	Port of Seattle Funds Awarded:	City Monetary Matching Funds:	City In-kind Matching Funds:	Total Funds (Including In-Kind):	Project Category
Transition Local Business Community into COVID-19 Recovery Phases	\$15,000	\$3,000	\$3,000 in City Staff Support	\$21,000	Small Business Assistance
Collect Data for Future Planning Needs	\$9,470	\$3,500	\$3,000 in City Staff Support	\$15,970	Economic Development Planning
<b><u>Total Funds:</u></b>	<b>\$24,470</b>	<b>\$6,500</b>	<b>\$6,000</b>	<b>\$36,970</b>	
<b><u>Percentage contribution to Port Funds*:</u></b>	<b>100%</b>	<b>25%</b>	<b>25%</b>		

\*City monetary and in-kind matching funds must add up to at least 50% of the Port of Seattle's total contribution.

### Collaboration with Partners:

Mercer Island Chamber of Commerce

Mercer Island Arts Council

Mercer Island restaurants and retailers

Other local businesses

Local artists / arts community

Regional partners (Greater Seattle Partners, Startup425, etc.)

### Use of Consultants or Contractors:

Local marketing / branding consultant

Local artists (design work, visual storytelling, other business collaborations)

Printing services

Mailing services

Needs assessment survey / data design and analysis

# AB 5693: Port of Seattle Economic Development Partnership Grant Acceptance

# Corrected Match Funds in Agreement

Project Phase	Port of Seattle Funds Awarded	City Monetary Matching Funds	City In-kind Matching Funds	Total Funds (including Match)
Transition local Business Community COVID-19 Recovery Phases	\$15,000	\$3,000	\$3,000 in City Staff Support	\$21,000
Collect Data for Future Planning Needs	\$9,470	<b><i>\$3,117.50</i></b>	<b><i>\$3,117.50 in City Staff Support</i></b>	<b><i>\$15,705</i></b>
Total Funds	\$24,470	<b><i>\$6,117.50</i></b>	<b><i>\$6,117.50</i></b>	<b><i>\$36,705</i></b>
% contribution to Port Funds	100%	25%	25%	

# Recommended Action

**Authorize the City Manager to accept the 2020 Port of Seattle Economic Development Partnership Program grant and:**

1. Appropriate \$24,470 in grant funds for 2020;
2. Authorize use of \$6,117.50 in General Government funds as a cash match; and
3. Support the in-kind staff match, which is to be provided by the Small Business Liaison (a temporary position authorized via the City's Emergency Operations Center).



## BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

**AB 5691**  
**May 19, 2020**  
**Public Hearing**

### AGENDA BILL INFORMATION

<b>TITLE:</b>	AB 5691: 2021-2026 Transportation Improvement Program (TIP) Public Hearing & Review	<input checked="" type="checkbox"/> Discussion Only <input type="checkbox"/> Action Needed:
<b>RECOMMENDED ACTION:</b>	Receive comments from public hearing and provide feedback to staff.	<input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

<b>DEPARTMENT:</b>	Public Works
<b>STAFF:</b>	Patrick Yamashita, City Engineer
<b>COUNCIL LIAISON:</b>	n/a
<b>EXHIBITS:</b>	<ol style="list-style-type: none"> <li>1. Detail of Proposed Expenditures</li> <li>2. Street Fund Balance</li> <li>3. Project Descriptions</li> <li>4. Map of Proposed Six-Year TIP Roadway and PBF Improvements</li> <li>5. Map of PBF on the Mercer Ways</li> </ol>
<b>CITY COUNCIL PRIORITY:</b>	<ol style="list-style-type: none"> <li>1. Prepare for the impacts of growth and change with a continued consideration on environmental sustainability.</li> </ol>

<b>AMOUNT OF EXPENDITURE</b>	\$ n/a
<b>AMOUNT BUDGETED</b>	\$ n/a
<b>APPROPRIATION REQUIRED</b>	\$ n/a

### SUMMARY

#### BACKGROUND

The Six-Year Transportation Improvement Program ("TIP") is a planning tool used to identify specific projects that serve to maintain, preserve, and maximize use of the existing roadway and trail systems. The TIP balances revenues and expenditures within the Street Fund through programming and phasing construction of projects.

RCW 35.77.010 requires cities to formally adopt a TIP annually and submit it to WSDOT and the Puget Sound Regional Council ("PSRC") by July 1. A public hearing on the draft TIP is a requirement of State law and is incorporated as part of the City Council meeting. Once the TIP is adopted, projects are budgeted and funded through the City's Capital Improvement Program ("CIP") during the biennial budget process.

The TIP is also used to coordinate future transportation projects with needed underground utility improvements so that utility work is budgeted and programmed to occur prior to roadway projects. All arterial street and pedestrian and bicycle facility (“PBF”) projects must be included in the TIP to be eligible for State and federal funding.

The draft TIP is an update of the [2020-2025 version](#) adopted by the City Council in 2019. Individual projects/programs are combined, where feasible, to create economies of scale for construction.

The draft 2021-2026 TIP includes transportation improvement projects and programs in the following categories:

1. Residential Street Resurfacing
2. Arterial Street Improvements
3. Pedestrian and Bicycle Facilities (PBF) – New
4. East link Traffic/Safety Mitigation projects
5. Other

At the May 19, 2020 meeting, the City Council will conduct a public hearing on the draft 2021-2026 TIP and provide feedback to staff to inform development of the final TIP. A final version of the 2021-2026 TIP will be presented for review and adoption at the June 16, 2020 City Council meeting.

## **PUBLIC COMMENTS**

The formal public comment period for the TIP, originally scheduled for March 16 thru March 31, 2020 was extended to May 19<sup>th</sup> (public hearing date) due to the coronavirus Pandemic (“Pandemic”). Notices advertising the opportunity for public comment were posted on the City’s website, in the Mercer Island Weekly, in the Mercer Island Reporter (March 13 and March 18), and on [Let’s Talk](#). Additional information was available on the City’s TIP webpage ([www.mercergov.org/TIP](http://www.mercergov.org/TIP)). Both Let’s Talk and the City’s TIP webpage provides users with access to TIP maps, FAQ’s, and related information to learn more about the TIP process and to submit comments online.

Prior to the public hearing, a total of eight public comments were received.

- Non-transportation related remarks (5 comments),
- Transportation related but non-TIP project requests (2 comments), and
- Request for bike lanes in both directions on the Mercer Ways to accommodate residents who commute by bike and the ability to travel safely in both directions (1 comment).

Public comment will also be taken during the public hearing for the TIP at the May 19, 2020 City Council meeting. Legal notice for the public hearing was published in the Mercer Island Reporter on March 11 and March 18, 2020 and again on May 13, 2020.

## **STREET FUNDING**

The TIP is funded by a combination of revenues which includes:

- Real Estate Excise Tax (REET),
- Motor Vehicle Fuel Tax (MVFT),
- Vehicle License Fees from the Mercer Island Transportation Benefit District (TBD),
- Transportation Impact Fees (approved by Council in January 2016),
- Multimodal Transportation (approved by the State as part of ESSB 5987 in July 2015), and



- Grants (when they are available).

With the exception of REET funding, all other revenues are dedicated solely to the Street Fund.

In 2018, and as part of the 2019-2020 budget process, the City Council approved a reallocation of REET funding. To maintain reasonable levels of reinvestment across all types of City infrastructure (streets, parks, and buildings), 45% of total REET funds are allocated to Street projects and 55% of REET funds are allocated to CIP projects (park and building).

Council adopted Ordinance 14C-11 directs vehicle license fees collected under the Transportation Benefit District (TBD) to the operation, preservation, and maintenance of principal arterials of regional significance, high capacity transportation, and/or public transportation. The following programs were funded with vehicle license fees: Metro Transit Shuttle Service, Street Right of Way Maintenance and Operations, and portions of arterial street improvements.

On November 5, 2019, ballot measure Initiative 976 passed with a statewide majority. [AB 5607](#) outlined in detail the pending impacts of the passage of I-976. An injunction that stopped the initiative from taking effect after it was approved by voters in the fall has remained in place. The Washington State Supreme Court issued an order on April 29, 2020 agreeing to hear the case challenging I-976 this spring.

Should the State Supreme Court rule I-976 constitutional, the City will lose roughly \$410,000 annually, 13% of the Street Fund's annual revenues. This amount includes an estimated \$375,000 in vehicle license fees through the Mercer Island TBD, and \$34,000 in fees each year from the State's Multimodal Transportation Account, which is dedicated to pedestrian and bicycle facilities.

If upheld, I-976 will reduce State and local transportation revenue by repealing the authority of City and Transportation Benefit Districts to use vehicle license fees as a revenue source. This will significantly impact the City's ability to fund future transportation improvement projects.

The State Department of Licensing has committed to collecting vehicle fees and taxes until directed otherwise by the courts. City staff are tracking vehicle licensing fees received as of December 2019 and those revenues are deferred, pending the court ruling. As a result, several projects were delayed or reprogrammed to address the revenue loss impacts.

## **STAFF RESOURCES**

The 2021-2026 TIP takes into account staff capacity and other resources needed to successfully implement the proposed infrastructure work. Due to a key staff retirement in May 2020 and other workforce impacts related to the Pandemic, the number of projects included in the draft 2021-2026 TIP was reduced as compared to prior years. A number of the currently funded TIP projects are also delayed due to the impacts of the Pandemic.

## **PROGRAM ELEMENTS**

The following describes the TIP categories and follows the same order as the Detail of Expenditures in Exhibit 1. The proposed TIP projects fall under two main categories – "Preservation & Maintenance Projects and "New Construction Projects." The Capital Improvement Program includes a budget policy that prioritizes capital reinvestment projects (preservation & maintenance) over capital facilities projects (new facilities).

Staff utilizes this policy as a guideline when prioritizing projects in the TIP to maintain a positive Street Fund balance. For specific project descriptions, refer to Exhibit 3. For a map of these projects, refer to Exhibit 4.

## **Section A - Preservation & Maintenance Projects**

### **Residential Street Resurfacing**

This program restores and resurfaces the City's 58 miles of public residential streets on an approximate 35-year cycle. Over the last ten years, approximately 12.4 miles of residential streets have been resurfaced with a Hot Mix Asphalt (HMA) overlay and 2.8 miles have been resurfaced with a chip seal. This combined mileage accounts for almost 26% of the residential street network. HMA overlay construction for residential streets currently costs between \$350,000 and \$450,000 per road mile. Chip sealing, which was added to the program in 2012, currently costs approximately \$150,000 per road mile. The residential program also improves substandard streets in public right-of-way at the rate of roughly one per biennium, as the need arises. Selection and timing of residential resurfacing work is based upon Pavement Condition Index (PCI) ratings performed every three years as well as planned water, sewer, and storm drainage utility work.

### **Arterial Street Improvements**

This category provides preservation and improvement of the City's 26 miles of arterial streets on an approximate 25-year life cycle. Project priorities are based on PCI, the need for underground utility improvements, condition of pedestrian and bicycle facilities, and timing of other large projects. These projects incorporate reinvestment in existing pedestrian and bicycle facilities. Residential street overlays are linked when feasible to arterial street projects to create an economy of scale. In the next six years, resurfacing projects are planned on portions of all three Mercer Ways, SE 68th Street, SE 70th Place, Gallagher Hill Road, and SE 36th Street. In previous TIP's, the 2.6 miles of Town Center arterial streets had been a separate category. For this TIP, staff has merged Town Center Streets into the Arterial category.

## **Section B - New Construction Projects**

### **Pedestrian and Bicycle Facilities ("PBF") – New**

This category improves and adds to the pedestrian and bicycle facilities' network. Specific projects are based primarily on those identified in the 2010 PBF Plan, with input from the community and the School District. PBF "reinvestment" projects, such as asphalt overlays of existing pedestrian paths adjacent to arterial street improvements, are not included in this category. Rather, they are included in the scopes of their associated arterial street improvement projects. This category also includes ongoing program funding to implement smaller scale Americans with Disabilities Act (ADA) compliance improvements and PBF improvements.

The Roadside Shoulder Development Program was established in 2002 to create new paved shoulders suitable for pedestrian and bicycle use on the Mercer Ways. Since that time, numerous phases of work have been completed. While most of these have been on East Mercer Way, improvements have also been made on North and West Mercer Ways. Exhibit 5 shows the current status of the Roadside Shoulder Development Program. Since 2003, the City has constructed at least one shoulder project per biennium, for a total investment in the Mercer Ways roadside shoulders of over \$3.2 million.

### **East Link Traffic/Safety Mitigation Projects**

This category was added in the 2019-2024 TIP (adopted June 2018) to reflect projects identified to mitigate traffic/safety concerns due to the I-90 center roadway closure and the opening of the East Link Light Rail station. Staff developed these projects based on the community's feedback, analysis of traffic patterns and anticipated needs for pedestrian/bicycle safety improvements on routes to the light rail station. The projects are funded through the Sound Transit settlement funds.

## NEW PROJECTS AND CHANGES TO CONSIDER FROM THE PREVIOUS TIP

The following is a summary of the noteworthy changes made to the 2020-2025 TIP adopted in June 2019 to develop the draft 2021-2026 TIP. Refer to Exhibit 3 for a description of all the projects in the draft TIP.

The Town Center Street Improvement Projects category was eliminated and the projects were moved to other categories. An asphalt overlay of SE 27<sup>th</sup> Street previously planned for 2022 was moved to the Arterial Street Improvements and scheduled for 2024. The 80<sup>th</sup> Avenue and 78<sup>th</sup> Avenue Sidewalk Improvement projects were moved to the Pedestrian and Bicycle Facilities category.

### 1. Arterial Street Improvements

Arterial projects can vary in scope from substantial reconstruction (as seen on SE 40th Street in 2018), to hot mix asphalt overlays (East Mercer Way in 2019), to chip seals (East Mercer Way in 2018). Staff utilizes PCI data to help determine the scope, resurfacing method, and timing of arterial street projects. Arterial work for the next six years continues to focus on preserving existing facilities through HMA overlays and chip sealing.

The primary change to the projects this year involves timing. Several existing projects were delayed by one or two years.

### 2. Pedestrian and Bicycle Facilities (PBF) - New

- 80th Avenue and 78th Avenue Sidewalk Improvement projects – These projects were rescheduled for 2023 and 2025. Project timing was delayed due to staffing limitations and increased construction scope and cost. The scope was increased to include replacing insufficient and outdated street lighting at both locations.
- Mercer Ways Roadside Shoulders – The timing of the East Mercer Way Phase 11 and West Mercer Phase 3 projects was reversed, with West Mercer planned for construction in 2022 and East Mercer moving to 2024.
- Mid-block Crosswalk on 76th Ave SE between SE 24th and SE 27th – This new project will construct a mid-block crosswalk in the 2400 block of 76th Ave SE and was an ongoing request from the community. The project may include a pedestrian activated rectangular rapid flashing beacon (RRFB) signal, center median, ADA curb ramps and crosswalk markings. Construction may be in partnership with a future adjacent redevelopment project.
- 77th Ave SE Channelization Upgrades (SE 32nd to North Mercer Way) – This new project will modify existing channelization to provide on-street parking to support economic development in the Town Center, and provide a bike facility (sharrows) to connect to the I-90 Mountains to Sound trail in accordance with Town Center Development standards.
- PBF Plan Implementation – This project skips one year (2021) due to lack of staff resources available to manage this project.
- North Mercer Way Park and Ride Frontage Improvements – This new project will modify the frontage of the North Mercer Way Park and Ride and is planned for construction after the East Link Station is open and bus drop off/pick up is no longer needed adjacent to the Park and Ride. The project includes removal of the bus bay on the north side of the roadway, relocating streetlights, widening Mountains to Sound trail and other pedestrian/bicycle improvements to facilitate multiple users in the area.

### 3. East Link Traffic/Safety Mitigation Projects

- North–South Bike Route, Island Crest Way – This modified project reschedules Phase 1 and 2, originally scheduled for completion in the 2019-2020 biennium to the 2023-2024 biennium. This is due to lack of staffing resources available to manage the project.

### 4. Other

- Minor Capital – Traffic Operations Improvements – This small project is proposed as a biennial program to provide minor capital transportation improvements city wide to address traffic operations issues and concerns.

## LOOKING AHEAD – UNFUNDED PEDESTRIAN AND BICYCLE FACILITIES (“PBF”) PROJECTS BEYOND 2026

Several PBF projects are unfunded pending further evaluation of scope, confirmation of need, and availability of funding. They include:

- North-South Bike Route, Island Crest Way (90<sup>th</sup> Ave SE – SE 63<sup>rd</sup> Street) – Complete gap in N-S Bike route. Phase 3 Feasibility, Phase 4 Preliminary Design, Phase 5 Final Design and Phase 6 Construction will be proposed for funding in future years, pending outcome of Phases 1 & 2.
- 84<sup>th</sup> Ave SE Sidewalk Improvement (SE 33<sup>rd</sup> to 36<sup>th</sup> Streets) – Enhance existing gravel path with curb, gutter, and sidewalk to provide a “safe walk route” for Northwood Elementary and the High School.
- 86<sup>th</sup> Ave SE Sidewalk Improvement (SE 42<sup>nd</sup> Street to Island Crest Way) – Install curb, gutter, and sidewalk along east side of 86<sup>th</sup> Avenue where no walkway currently exists. This project would fill in a gap in the PBF network.
- Merrimount Drive (Island Crest Way to West Mercer Way) – Sidewalk improvements on both sides of roadway, requested by the community. Supports Safe Routes to School.
- 78<sup>th</sup> Ave SE (SE 40<sup>th</sup>-SE 41<sup>st</sup> Streets) – Install curb, gutter, and sidewalk on west side of roadway where no walkway currently exists. Project is a gap completion in the PBF network.
- Mercer Ways Roadside Shoulders Final Phase – Project will complete the Roadside Shoulder Development Program by constructing new paved shoulder from 8000 block of West Mercer Way around to 85<sup>th</sup> Avenue on East Mercer Way.

## MOBILE ASSET DATA COLLECTION & PAVEMENT CONDITION RATINGS

As part of the ongoing effort to cost-effectively maintain the City’s street network, staff contracted for pavement condition assessment of City roadways at regular intervals (completed in 2009, 2013, 2016, and 2019). The data collected produces a Pavement Condition Index (PCI) value for each of the over 700 segments of pavement within the City’s 83.5-mile public road network. This rating process is based on collecting visual pavement distress information and computing it into numerical deduction values which are subtracted from a highest possible score of 100, resulting in a PCI score between 0 and 100. These numerical scores are bracketed into six condition ranges: Good (PCI 100-86), Satisfactory (85-71), Fair (70-56), Poor (55-41), Very Poor (40-26), and Failed (25-0).

The overall health of Mercer Island’s road network can be determined by three general indicators: the average network PCI, the amount of network backlog (defined as a PCI below 40), and the amount of network in Good condition (PCI of 100-86).

Data in 2013 gave the City’s road network an average PCI of 77. This was considered an above-average grade in the pavement rating industry. The backlog of 7.8% was considered low (below 15% is desirable) and the amount of Good condition streets at 32% was considered high (should be at least 15%). In 2016, the City’s

road network condition dropped slightly, to an average PCI score of 75. The backlog dropped to 4.0% and the amount of Good condition streets dropped to 25%.

For 2019, the City's road network condition is relatively unchanged. The average PCI score dropped one point, to 74. Backlog remained steady at 4.0%, and the amount of Good condition streets dropped one point, to 24%. Over the last six years, City road projects have repaved numerous streets in the Poor and Failed categories, which has significantly lowered the backlog. While pavement data appears to show a slight downward trend in the "Good condition" value, staff does not anticipate a large change in these three indicators in the next PCI data set.

Staff uses PCI information as the primary basis for prioritizing street resurfacing projects within the TIP. Other factors that are considered when scheduling roads for repaving are pending utility projects (storm drainage, water mains, natural gas work) and coupling with PBF improvements. Because pavement conditions change over time, data collection needs to be an ongoing process. Staff plans to collect PCI data again in the summer of 2022.

### **SUMMARY**

Staff is seeking general feedback on the draft 2021-2026 TIP, in addition to conducting the public hearing.

### **RECOMMENDATION**

Receive comments from the public hearing and provide feedback to staff.

SIX-YEAR TRANSPORTATION PROGRAM

Detail of Expenditures for 2021 - 2026

Proj. No.	Status	Project Manager	Project	Summary Description	2021	2022	2023	2024	2025	2026	Total
			SECTION A - PRESERVATION & MAINTENANCE PROJECTS								
			RESIDENTIAL STREET RESURFACING								
SP100		Street Engr.	Residential Street Resurfacing	Annual program to resurface residential streets.	920,700	941,400	962,100	981,900	1,001,700	1,021,500	5,829,300
			Sub-total Residential Street Resurfacing		920,700	941,400	962,100	981,900	1,001,700	1,021,500	5,829,300
			ARTERIAL STREET IMPROVEMENTS								
SP101		Street Engr.	Arterial Preservation Program	Annual program to extend life of arterial streets through repair and patching of isolated pavement failure areas.	76,725	78,450	80,175	81,825	83,475	85,125	485,775
SP102		Street Engr.	East Mercer Way (SE 53rd - SE 68th)	Resurface pavement with HMA overlay	1,212,255						1,212,255
SP103		Street Engr.	SE 68th Street and SE 70th Place (ICW - EMW) (from 2020)	Resurface pavement with HMA overlay		711,280					711,280
SP104		Street Engr.	North Mercer Way (7500 to Roanoke)	Resurface pavement with HMA overlay			595,433				595,433
SP105		Street Engr.	West Mercer Way (SE 56th - EMW)	Restore pavement with chip seal			582,605				582,605
SP106		Street Engr.	Gallagher Hill Road (SE 36th - SE 40th)	Resurface pavement with HMA overlay.					594,342		594,342
SP107		Street Engr.	SE 40th (88th Ave SE - Gallagher Hill Rd)	Resurface pavement with HMA overlay				218,200			218,200
SP108		Street Engr.	SE 36th St (Gallagher Hill Rd - EMW)	Resurface pavement with HMA overlay. Minor sidewalk repairs included.					609,924		609,924
SP109		Street Engr.	North Mercer Way (8400 - SE 35th)	Resurface pavement with HMA overlay.						880,760	880,760
SP110		Street Engr.	SE 27th St (76th Ave SE - 80th Ave SE)	Resurface pavement with HMA overlay (Town Center)				597,868			597,868
			Sub-total Arterial Street Improvements		1,288,980	789,730	1,258,213	897,893	1,287,741	965,885	6,488,442
			SUB-TOTAL PRESERVATION & MAINTENANCE PROJECTS		2,209,680	1,731,130	2,220,313	1,879,793	2,289,441	1,987,385	12,317,742
			SECTION B - NEW CONSTRUCTION PROJECTS								
			PEDESTRIAN & BICYCLE FACILITIES - NEW								
SP111	delayed	vacant	80th Ave SE Sidewalk (SE 28th - SE 32nd)	Replace existing curb, sidewalk & ADA ramps. Replace street trees and street lighting. Moved to 2023, lack of staff.			1,104,840				1,104,840
SP112	delayed	vacant	78th Ave SE Sidewalk (SE 32nd - SE 34th)	Replace existing curb, sidewalk & ADA ramps. Replace street trees and street lighting. Moved to learn from SP111 before proceeding.					761,128		761,128
SP113		Street Engr.	EMW Roadside Shoulders - Ph 11 (Clarke Beach to Avalon Drive)	Pave shoulder along southbound side, gap completion				518,225			518,225
SP114		Street Engr.	WMW Roadside Shoulders - Ph 3 (SE 70th - SE 65th)	Pave shoulder along northbound side, gap completion		507,310					507,310
SP115		vacant	Gallagher Hill Sidewalk Impr (SE 36th - SE 40th)	New sidewalk, gap completion. In conjunction with resurfacing project. May be TIB grant eligible					527,562		527,562
SP116		vacant	SE 40th Sidewalk Impr (Gallagher Hill - 93rd Ave SE)	Replace existing sidewalk, construct bike lanes. Gap completion supporting SRTS. May be TIB or SRTS grant eligible				1,003,720			1,003,720
SP117		vacant	92nd Ave SE Sidewalk Impr (SE 40th - SE 41st)	Gap completion supporting SRTS. May be SRTS grant eligible						612,900	612,900
SP118		vacant	ADA Compliance Plan Implementation	Design and construct spot improvements to pedestrian facilities to meet compliance standards established by the Americans with Disabilities Act (ADA)		104,600		109,100		113,500	327,200
SP121	new	vacant	Mid-block crosswalk 76th Ave SE between SE 24th and SE 27th	New mid block crosswalk with center island and RRFB. May be grant eligible. Coordinate construction with adjacent TC redevelopment project.		253,704					253,704
SP123	new	vacant	North Mercer Way - MI P&R Frontage Improvements	Remove bus bay on north side of NMW, widen trail to meet current std for multi-use facility, provide mixing zone at 80th Ave SE crossing, improve sight lines at western driveway access. Relocate street lighting, add landscape area.				1,284,107			1,284,107
SP125	modified	vacant	PBF Plan Implementation	Annual program to identify, prioritize, design and construct small spot improvements and gap completion projects to pedestrian and bicycle facilities citywide, as identified in the PBF Plan. Work removed from 2021, lack of staff.		52,300	53,450	54,550	55,650	56,750	272,700
SP126	new	vacant	77th Ave SE channelization (SE 32nd - North Mercer Way)	Modify channelization to on-street parking (SE 32nd - SE 27th), shared bike (sharrows) facility to be consistent with Town Center Development and Design Standards (MICC 19.11), connect to MTS/I-90 trail.						57,875	57,875
			Sub-total Pedestrian & Bicycle Facilities - New		0	917,914	1,158,290	2,969,702	1,344,340	841,025	7,231,271

Item 8.

Proj. No.	Status	Project Manager	Project	Summary Description	2021	2022	2023	2024	2025	2026	Total
			EAST LINK TRAFFIC SAFETY/MITIGATION PROJECTS								
SP###		Street Engr.	I-90 Trail Crossing at West Mercer Way	Construction of improvements to this heavily used crosswalk. This project is within WSDOT ROW and requires WSDOT review and approval prior to construction. Extra project assigned to Street Engineer.	500,000						500,000
SP119	modified	vacant	N-S Bike Route Completion ICW (90th Ave SE - SE 63rd) Ph. 1 & 2	Gap completion, phased project. Ph 1 Alternative Identification and Ph 2 Public Involvement will use ST funds. Future phases Ph 3 preliminary design, Ph 4 Final design and Ph 5 Construction are unfunded. Moved to 2023, lack of staff and req'rs significant effort required to be successful.			102,300	209,200			311,500
SP120		Street Engr.	Sunset Hwy/77th Ave SE Improvements	Intersection improvements to facilitate ped/bike/vehicle thru the intersection near light rail station. The intersection is in WSDOT ROW and requires WSDOT review and approval prior to construction. Extra project assigned to Street Engineer.	102,300	627,600					729,900
			Sub-total East Link Traffic/Safety Mitigation Projects		602,300	627,600	102,300	209,200	0	0	1,541,400
			OTHER								
SP122	new	ROW Mgr./TBD	Minor Capital - Traffic Operations Improvements	Minor capital transportation improvements throughout the City to address traffic operation issues and concerns. Typical projects include upgrading signs to new mandated standards, channelization modifications or improvements, roadway safety improvements, upgrading traffic signals for increased efficiency and safety, and new or revised street lighting.	102,300		106,900		111,300		320,500
			Sub-total Other Projects		102,300	0	106,900	0	111,300	0	320,500
			SUB-TOTAL NEW CONSTRUCTION PROJECTS		704,600	1,545,514	1,367,490	3,178,902	1,455,640	841,025	9,093,171
			GRAND TOTAL PROJECT COSTS		2,914,280	3,276,644	3,587,803	5,058,695	3,745,081	2,828,410	21,410,913

SIX-YEAR TRANSPORTATION PROGRAM

Street Fund Balance - as of May 2020

2021 - 2026

RESOURCES	COMMENTS	2020	2021	2022	2023	2024	2025	2026
Beginning Fund Balance		\$ 3,628,546	\$ 4,997,860	\$ 4,833,500	\$ 4,356,516	\$ 3,021,003	\$ 272,108	\$ (1,071,928)
Revenues								
Real Estate Excise Tax	RCW 82.46.010	1,536,598	1,645,120	1,705,260	1,767,340	1,833,300	1,933,470	2,010,809
Fuel Tax	RCW 47.24.040	376,790	440,800	429,400	418,950	408,500	397,575	389,624
MI Transportation Benefit District (TBD)	MI Ordinance 14C-11 (Oct 2014)	375,000	-	-	-	-	-	-
Transportation Impact Fees	MI Ordinance 16C-01 (Jan 2016)	40,926	64,000	65,000	66,000	68,000	70,000	71,100
City of Seattle	630 Shuttle Service	20,000	-	-	-	-	-	-
State Shared - Multimodal Transportation	ESSB 5987 (July 2015)	34,000	-	-	-	-	-	-
Mitigation - Sound Transit	Up to \$5.1M. Complete by 12/31/25	525,000	600,000	600,000	-	-	-	-
Per I-976 - MI TBD		(375,000)	-	-	-	-	-	-
Per I-976 - State Shared Multimodal Transportation		(34,000)	-	-	-	-	-	-
Total Revenues		\$ 2,499,314	\$ 2,749,920	\$ 2,799,660	\$ 2,252,290	\$ 2,309,800	\$ 2,401,045	\$ 2,471,532
Total Street Fund Resources		\$ 6,127,860	\$ 7,747,780	\$ 7,633,160	\$ 6,608,806	\$ 5,330,803	\$ 2,673,153	\$ 1,399,604

EXPENDITURES	COMMENTS	2020	2021	2022	2023	2024	2025	2026
A. Residential Streets Preservation Program		292,000	920,700	941,400	962,100	981,900	1,001,700	1,021,500
B. Arterial Street Improvements		388,000	1,288,980	789,730	1,258,213	897,893	1,287,741	965,885
C. Pedestrian & Bicycle Facilities - New		375,000	-	917,914	1,158,290	2,969,702	1,344,340	841,025
D. East Link Traffic/Safety Mitigation Projects		75,000	602,300	627,600	102,300	209,200	-	-
E. Other		-	102,300	-	106,900	-	111,300	-
Total Expenditures		\$ 1,130,000	\$ 2,914,280	\$ 3,276,644	\$ 3,587,803	\$ 5,058,695	\$ 3,745,081	\$ 2,828,410
Ending Fund Balance (including reserves)		\$ 4,997,860	\$ 4,833,500	\$ 4,356,516	\$ 3,021,003	\$ 272,108	\$ (1,071,928)	\$ (1,428,806)

FUND RESERVES AND DESIGNATIONS	COMMENTS	2020	2021	2022	2023	2024	2025	2026
Working Capital Reserve	Restricted ending fund balance	200,000	200,000	200,000	200,000	200,000	200,000	200,000
Impact Fees Collected	Will be applied to eligible projects	324,188	388,188	453,188	519,188	587,188	657,188	728,288
Ending Fund Balance (available after reserves)		\$ 4,373,988	\$ 4,145,628	\$ 3,703,328	\$ 2,301,815	\$ (515,080)	\$ (1,929,116)	\$ (2,357,094)

\*Pending further analysis



# SIX-YEAR TRANSPORTATION PROGRAM

## Project Descriptions

### (2021-2026)

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#### ***[SP100] - Residential Street Resurfacing***

Historically, this program has consisted of hot mix asphalt (HMA) overlays on an average of 1.0 to 1.5 miles of residential streets annually. Several years ago, the City added chip sealing as another tool for street pavement preservation. To date, chip seal projects have been performed in 2011, 2013, and 2018. The Residential Street Preservation Program also improves about one substandard street per biennium, as the need arises.

The City's pavement condition data is an integral part of determining the locations and schedule of future residential street asphalt overlays and chip seal work. Pavement Condition Index (PCI) data was collected in 2013, 2016, and 2019. When PCI falls below a score of 70, staff considers a roadway for resurfacing. For roadways with resurfacing needs that also have pending utility work (storm drainage, new water main, etc.), these roadways are typically scheduled for paving in the years following completion of that major utility work. The timing and limits of residential street resurfacing work in future TIPs may change, as determined by updated pavement condition information.

Some of the residential roadways planned for future HMA repaving are listed below. Other roadways may be added or the timing of these streets below may change based on when and where water main construction, storm drainage construction, franchise utility work, and major housing projects occur.

- In 2021 the neighborhood plat of Parkwest (bounded by 82<sup>nd</sup> Avenue, 83<sup>rd</sup> Place, SE 62<sup>nd</sup> Street and SE 70<sup>th</sup> Street) is planned for repaving. These roadways have PCI's in the Fair, Poor, and Very Poor ranges.
- For 2022, SE 68<sup>th</sup> Street and 93<sup>rd</sup> and 94<sup>th</sup> Avenues are planned for repaving (in conjunction with the arterial repaving of SE 68<sup>th</sup> Street and SE 70<sup>th</sup> Place). These roads have PCI's in the Fair, Poor, and Very Poor ranges. In addition, the Madrona Crest West neighborhood (SE 36<sup>th</sup>, SE 37<sup>th</sup>, and SE 39<sup>th</sup> Streets, 86<sup>th</sup> Avenue) will be repaved. These roadways have PCI ratings of Satisfactory; but they have not been repaved since a City watermain project in 2016.
- In 2023, roadways in the south end neighborhood of Island Point (84<sup>th</sup> Avenue, SE 80<sup>th</sup> and SE 82<sup>nd</sup> Streets) will be resurfaced, as well as SE 78<sup>th</sup> Street in front of Lakeridge Elementary School. These roadways have PCI's ranging from Fair to Very Poor to Failed.
- For 2024, the Madrona Crest East neighborhood (bounded by 88<sup>th</sup> and 90<sup>th</sup> Avenues, and SE 36<sup>th</sup> and SE 40<sup>th</sup> Streets) will be repaved following a large watermain replacement project in that same neighborhood scheduled for construction in 2022. Current PCI's for this area range from Fair to Very Poor to Failed.

- In 2025, the neighborhood streets comprised of SE 60<sup>th</sup> and SE 61<sup>st</sup> Streets and 90<sup>th</sup>, 92<sup>nd</sup>, 93<sup>rd</sup>, and 94<sup>th</sup> Avenues (east of Island Crest Way) are planned for repaving. Current PCI's of these roads are in the Fair, Poor, and Very Poor ranges. Additionally, portions of SE 47<sup>th</sup> Street, 84<sup>th</sup> Avenue, and 86<sup>th</sup> Avenue, lying west of Island Crest Way will be repaved. These roadway PCI ratings range from Fair to Very Poor to Failed.
- Potential roadways to resurface in 2026 include SE 58<sup>th</sup> and SE 59<sup>th</sup> Streets and 91<sup>st</sup> Avenue (lying east of Island Crest Way) and several isolated streets in the First Hill neighborhood.

### ***Arterial Street Improvements***

- **[SP101] Arterial Preservation Program** work continues annually. The purpose of this program is to extend the life of arterial streets proactively, by repairing isolated pavement failure areas through crack sealing, square cut patching, and grinding and repaving of full-lane-width segments. Crack sealing extends the life of existing pavements by sealing out water intrusion.
- **[SP102] East Mercer Way (SE 53<sup>rd</sup> Place to SE 68<sup>th</sup> Street).** Last repaved in 1992, East Mercer Way is showing pavement fatigue and advanced wear. Pavement segments within these limits range from low Satisfactory to Fair. Patching and crack sealing have both been performed in recent years. The general scope of this 1.3-mile project is an HMA overlay of the roadway and the adjacent southbound pedestrian shoulder, scheduled for 2021. The City repaved East Mercer Way from the 4400 block to SE 53<sup>rd</sup> Place with an HMA overlay in 2019.
- **[SP103] SE 68<sup>th</sup> Street and SE 70<sup>th</sup> Place (Island Crest Way to East Mercer Way)** was added to the TIP in 2013 as an HMA resurfacing project. The pavement on SE 68<sup>th</sup> Street dates to about 1985 and SE 70<sup>th</sup> Place was last resurfaced in 2001. Pavement conditions are in the low Satisfactory and Fair ranges. SE 70<sup>th</sup> Place was crack sealed in 2011 and again in 2016. This project had been budgeted for construction in 2020; but is being rescheduled to 2022. This overlay will be coupled with hot mix asphalt repaving of the nearby residential streets, also planned for 2022.
- **[SP104] North Mercer Way (7500 block to Roanoke Way).** This project will resurface North Mercer Way with an HMA overlay in 2023. The roadway was last repaved in 1994 and its current PCI ratings are in the low Satisfactory and Fair ranges. Work scope will include repaving the roadway and the adjacent eastbound pedestrian shoulder.
- **[SP105] West Mercer Way (SE 56<sup>th</sup> Street to East Mercer Way)** is planned for resurfacing in 2023 with a chip seal. This roadway was last repaved in 1995 with an HMA overlay. Its current PCI's are in the low Satisfactory range and its condition will continue to slowly decline. Patching and crack sealing have both been performed in recent years. Chip seal resurfacing is a cost-effective way improve the condition of this 2.3-mile long segment of West Mercer.
- **[SP110] SE 27<sup>th</sup> Street (76<sup>th</sup> Ave SE to 80<sup>th</sup> Ave SE)** will resurface SE 27<sup>th</sup> Street from 76<sup>th</sup> Avenue to 80<sup>th</sup> Avenue in the Town Center with a grind and HMA overlay of the existing

roadway in 2024. This roadway was last resurfaced in 1994 and its current PCI is in the Fair range.

- **[SP107] SE 40<sup>th</sup> Street (88<sup>th</sup> Avenue to Gallagher Hill Road).** This project will resurface a short portion of SE 40<sup>th</sup> Street with a grind and HMA overlay process. It is planned for 2024, after completion of a large water main construction project in the Madrona Crest East neighborhood (to the north). This overlay will be coupled with hot mix asphalt repaving of the residential streets in Madrona Crest East, also planned for 2024. Sidewalks and bike lanes on this portion of SE 40<sup>th</sup> were constructed in 2018.
- **[SP106] Gallagher Hill Road (SE 36<sup>th</sup> Street to SE 40<sup>th</sup> Street)** is proposed for resurfacing with an HMA overlay in 2025. Last repaved in 1988, Gallagher Hill Road's current PCI rating is in the Fair range and staff believes that by 2025 its rating could decline to Poor.
- **[SP108] SE 36<sup>th</sup> Street (Gallagher Hill Road to East Mercer Way).** This project will resurface SE 36<sup>th</sup> Street with an HMA overlay in 2025. This roadway was rebuilt in the mid 1980's by WSDOT as part of the I-90 freeway improvements. Its current PCI rating is Fair; but is expected to decline further in the coming years. This pavement has performed well, but will be nearly 40 years old in 2025, and will need resurfacing. Project elements will also include sidewalk repairs for ADA compliance.
- **[SP109] North Mercer Way (8400 to SE 35<sup>th</sup> Street).** This project will resurface North Mercer Way with an HMA overlay in 2026. Work may also include sidewalk repairs for ADA compliance and resurfacing of nearby SE 26<sup>th</sup> Street, from Island Crest Way to 84<sup>th</sup> Avenue. This portion of North Mercer was last repaved in 1994 by WSDOT at the end of the I-90 freeway construction. While its PCI ratings are in the Satisfactory and Fair ranges, staff believes PCI's will drop into the Poor range by 2025, after completion of the upcoming King County North Mercer Interceptor Sewer pipe project.

### ***Pedestrian and Bicycle Facilities – New***

- **[SP111] 80<sup>th</sup> Avenue SE Sidewalk Improvements (SE 28<sup>th</sup> Street to SE 32<sup>nd</sup> Street).** This project will reconstruct curbs, sidewalks, and ADA ramps along the east side of 80<sup>th</sup> Avenue and replace street trees with a new design that will allow space for trees to mature without sidewalk damage. Work along 80<sup>th</sup> Avenue will also include replacement of the outdated street lighting fixtures. This section of 80<sup>th</sup> Avenue was not rebuilt during the 1994-1996 Town Center Streets reconstruction effort and suffers from significant sidewalk damage from tree roots, poor ADA accessibility, and poor sidewalk lighting. Design work on this project began in 2019, with construction originally anticipated in 2020; however, work scope has increased significantly and construction is now reprogrammed for 2023.
- **[SP112] 78<sup>th</sup> Avenue SE Sidewalk Improvements (SE 32<sup>nd</sup> Street to SE 34<sup>th</sup> Street).** This project proposes to replace curbs, sidewalks, and street trees along the east side of the roadway with a new design that will allow space for new street trees to mature without sidewalk damage. In addition, ADA accessibility and street lighting would be improved on both sides of the roadway. This section of 78<sup>th</sup> Avenue was not rebuilt during the 1994-1996 Town Center Streets reconstruction effort and suffers from significant sidewalk damage from tree roots. Construction is planned to occur in 2025.

- **[SP113] East Mercer Way Roadside Shoulders – Phase 11.** The Roadside Shoulder Development Program was established in 2002 to construct new paved shoulders along the Mercer Ways for pedestrian and bicycle use (constructed independently from roadway improvement projects). Shoulders have been under construction in phases since 2004. The City Council has continued to approve and fund additional shoulder projects along East Mercer Way, which to date cover over 80% of its 4.8 mile length. The East Mercer Way Roadside Shoulders Phase 11 project will construct a new paved shoulder along the southbound side of East Mercer from SE 79<sup>th</sup> Street to Avalon Drive in 2024. The Phase 10 project was constructed in 2018.
- **[SP114] West Mercer Way Roadside Shoulders - Phase 3.** This project, planned for construction in 2022, will complete a gap in paved shoulders along the northbound side of West Mercer Way between SE 65<sup>th</sup> and SE 70<sup>th</sup> Streets. Phase 1 constructed new paved shoulder from the 8100 block north to the 7400 block in 2017. Phase 2 constructed new paved shoulder from the 7400 block north to SE 70<sup>th</sup> Street in 2020. Currently, paved shoulder exists along 77% of West Mercer Way's 6.0 mile length.
- **[SP115] Gallagher Hill Road Sidewalk Improvement (SE 36<sup>th</sup> Street to 40<sup>th</sup> Street).** This project will complete the gap in the sidewalk infrastructure on Gallagher Hill Road connecting SE 40<sup>th</sup> Street to the SE 36<sup>th</sup> Street/North Mercer Way intersection at the bottom of Gallagher Hill. The project, proposed for design and construction in 2025, will build concrete curb, gutter, and sidewalk along the east side of the roadway. It will be constructed in conjunction with the resurfacing of Gallagher Hill Road.
- **[SP116] SE 40<sup>th</sup> Street Sidewalk Improvements (Gallagher Hill Road to 93<sup>rd</sup> Avenue SE).** Proposed for construction in 2024, this project will build concrete curb, gutter, sidewalk, and bike lane along the south side of SE 40<sup>th</sup> from Gallagher Hill Road to 93<sup>rd</sup> Avenue SE, and along the north side from Gallagher Hill Road to Greenbrier Lane. This project will complete the PBF infrastructure along SE 40<sup>th</sup> Street between Island Crest Way and Mercerwood Drive by providing continuous, uniform sidewalk and bike routing along both sides of the street. This project is a high priority request of the School District staff and supports "Safe Routes to School" principles for the schools and facilities within the School District campus and a bus stop location for Islander Middle School.
- **[SP117] 92<sup>nd</sup> Avenue SE Sidewalk Improvements (SE 40<sup>th</sup> Street to SE 41<sup>st</sup> Street).** Proposed for construction in 2026, the project will build concrete curb, gutter, and sidewalk along the west side of 92<sup>nd</sup> Avenue to provide a "safe walk route" for Northwood Elementary and the High School, as well as a bus stop location for Islander Middle School. This project will complete a missing link on 92<sup>nd</sup> Avenue by connecting with sidewalks the School District constructed in 2015 along the High School frontage, creating a continuous sidewalk from SE 40<sup>th</sup> to SE 42<sup>nd</sup> Streets. This project may be eligible for TIB or SRTS Grant funding.
- **[SP118] ADA Compliance Plan Implementation** is a biennial program to identify, inventory, prioritize, design, and construct spot improvements to pedestrian facilities citywide to meet compliance standards established by the Americans with Disabilities Act (ADA).
- **[SP125] PBF Plan Implementation** is an annual program to identify, prioritize, design and construct small spot improvements and gap completion projects to pedestrian and bicycle facilities citywide as identified in the PBF Plan. Specific projects for this program have not yet been identified or prioritized for construction. Proposed focus is on implementation of

signage and pavement markings to support sharing of the road by all users and completion of missing links in sidewalk or trails to fill gaps in the PBF system.

- **[SP121] Mid-block Crosswalk on 76<sup>th</sup> Avenue (between SE 24 and SE 27<sup>th</sup> Streets).** This project will construct a mid-block crosswalk in the 2400 block of 76<sup>th</sup> Ave SE to include a pedestrian activated rectangular rapid flashing beacon (RRFB) signal, center median, ADA curb ramps, and crosswalk markings. Construction may be in partnership with future adjacent property redevelopment.
- **[SP123] North Mercer Way Park and Ride Frontage Improvements.** This project will modify the frontage of the North Mercer Way Park and Ride by removing the bus bay on the north side of the roadway, widening the I-90 Mountains to Sound trail to meet current standard for a multi-use facility, providing a mixing zone at 80<sup>th</sup> Ave SE crossing, improving sight lines at the western driveway access, relocating street lighting, and providing a new landscape area to match existing landscape. This project is planned for construction after the East Link Station is open and bus drop off/pick up is no longer needed on the north side of the road.
- **[SP126] 77<sup>th</sup> Ave SE Channelization Upgrades (SE 32<sup>nd</sup> to North Mercer Way).** This project will modify existing channelization to provide on-street parking from SE 32<sup>nd</sup> to SE 27<sup>th</sup> Streets to support economic development in the Town Center, and provide a bike facility (sharrows) to connect to the I-90 Mountains to Sound trail in accordance with Town Center Development standards.

### ***East Link Traffic/Safety Mitigation Projects***

- **[SP###] I-90 Trail Crossing at West Mercer Way.** This trail crossing is adjacent to the I-90 ramps to Seattle and has experienced an increase in traffic due to the center roadway closure. This location is heavily used by pedestrians and bicyclists due to the proximity to Aubrey Davis Park fields and the Mountains to Sound Greenway (I-90) trail. Improvements to the crosswalk for the trail crossing, new signage, street lighting, curb ramps to meet ADA requirements and improve access for bicyclists, and channelization are being evaluated. Construction is proposed for 2021. The project location is within WSDOT limited access and will require WSDOT review and approvals.
- **[SP119] North – South Bike Route, Island Crest Way (90<sup>th</sup> Avenue SE to SE 63<sup>rd</sup> Street).** This allocates funding for the design of the missing link in the North-South Bike Route. Its goal is to complete the missing section of bicycle route along Island Crest Way between 90<sup>th</sup> Ave SE and SE 63<sup>rd</sup> St. Recognizing the complexity and challenges in this corridor, the proposed project will be phased over several years, with Phase 1 – Alternative Identification/Analysis and Phase 2 – Public Engagement programmed in the 2023-2024 biennium. These phases will be funded with Sound Transit Mitigation funds. Phase 3 – Feasibility, Phase 4 – Preliminary Design, Phase 5 – Final Design, and Phase 6 Construction are unfunded, and will be programmed and funded in future years, pending the outcome of Phases 1 & 2 and available funding.
- **[SP120] Sunset Highway/77<sup>th</sup> Avenue SE Intersection Improvement.** This intersection is directly adjacent to the East Link station access and is expected to experience an increase in pedestrian and bicycle traffic, as well as vehicle traffic once the station opens. A long-term solution could be to install a rectangular rapid flashing beacon (RRFB) system or other

urban design type intersection to improve pedestrian and bicycle crossings and vehicular circulation. Further evaluation and design are needed. The project will be funded with Sound Transit Mitigation funds. The project location is within WSDOT limited access and will require WSDOT review and approvals.

### **Other**

- **[SP122] Minor Capital – Traffic Operations Improvements** is a biennial program to provide minor capital transportation improvements city wide to address traffic operations issues and concerns. Typical projects include upgrading signs to new mandated standards, channelization modifications or improvements, roadway safety improvements, upgrading traffic signals for increased efficiency and safety, and new or revised street lighting.

### **Unfunded PBF Projects – Beyond 2026**

- **North – South Bike Route, Island Crest Way (90<sup>th</sup> Avenue SE to SE 63<sup>rd</sup> Street).** This project will complete the missing link in the North-South Bike Route. The remaining phases of this project, Phase 3 – Feasibility, Phase 4 – Preliminary Design, Phase 5 – Final Design, and Phase 6 Construction will be programmed and funded in future years. The scope of work will be determined during Phase 1 – Alternative Identification/Analysis and Phase 2 – Public Engagement and proposed for funding in future years.
- **84<sup>th</sup> Avenue SE Sidewalk Improvements (SE 33<sup>rd</sup> Place to SE 36<sup>th</sup> Street).** This project proposes to install concrete curb, gutter, and sidewalk along the east side of 84<sup>th</sup> Avenue SE to provide a 'safe walk route' for Northwood Elementary and the High School. It is a medium priority request of the School District.
- **86<sup>th</sup> Avenue SE Sidewalk Improvements (SE 42<sup>nd</sup> Street to Island Crest Way).** This project proposes to install concrete curb, gutter, and sidewalk along the east side of 86<sup>th</sup> Ave SE to provide a walking facility where none currently exists. The project will complete a missing link in the sidewalk network and connect Island Crest Way and adjacent neighborhoods to the High School, Northwood Elementary School, the Mary Wayte Pool, and PEAK. Drainage work will be required, and road widening to provide shared space for bicycles is a potential element.
- **Merrimount Drive Sidewalk Improvements (Island Crest Way to West Mercer Way).** The project proposes to install concrete curb, gutter, and sidewalk along both sides of Merrimount Drive. The project improves walkability by providing a defined route and place for school kids to walk and wait for the school bus or walk to West Mercer Elementary. The project was requested by several property owners living adjacent to Merrimount Drive.
- **78<sup>th</sup> Ave SE Sidewalk Improvements (SE 40<sup>th</sup> – SE 41<sup>st</sup>).** This project proposes to install concrete curb, gutter and sidewalk along the west side of 78<sup>th</sup> Ave SE to provide a walking facility where none currently exists. The project will create a connection from the adjacent neighborhood to SE 40<sup>th</sup> Street, providing access to the Town Center and West Mercer Elementary School.
- **Mercer Ways Roadside Shoulders – Final Phase.** This project proposes to complete the Roadside Shoulder Development Program by constructing a new paved shoulder from the

8000 block of West Mercer Way around the south tip of the Island to 85<sup>th</sup> Ave on East Mercer Way.

**2021-2026  
Six - Year TIP  
Roadway & PBF  
Improvements**

- Roadway Project
- - - PBF Project
- 2021
- 2022
- 2023
- 2024
- 2025
- 2026

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# Current Pedestrian & Bicycle Facilities (PBF) on the Mercer Ways

Paved Roadside Shoulder

Sidewalks or Paths

No Facility

May 2020

WMW Phase 3  
Proposed for 2022

WMW Phase 2  
Completed March 2020

Final Phase of  
WMW/EMW  
proposed for 2027

EMW Phase 11  
Proposed for 2024





# DRAFT 2021-2026 TRANSPORTATION IMPROVEMENT PROGRAM

May 19, 2020

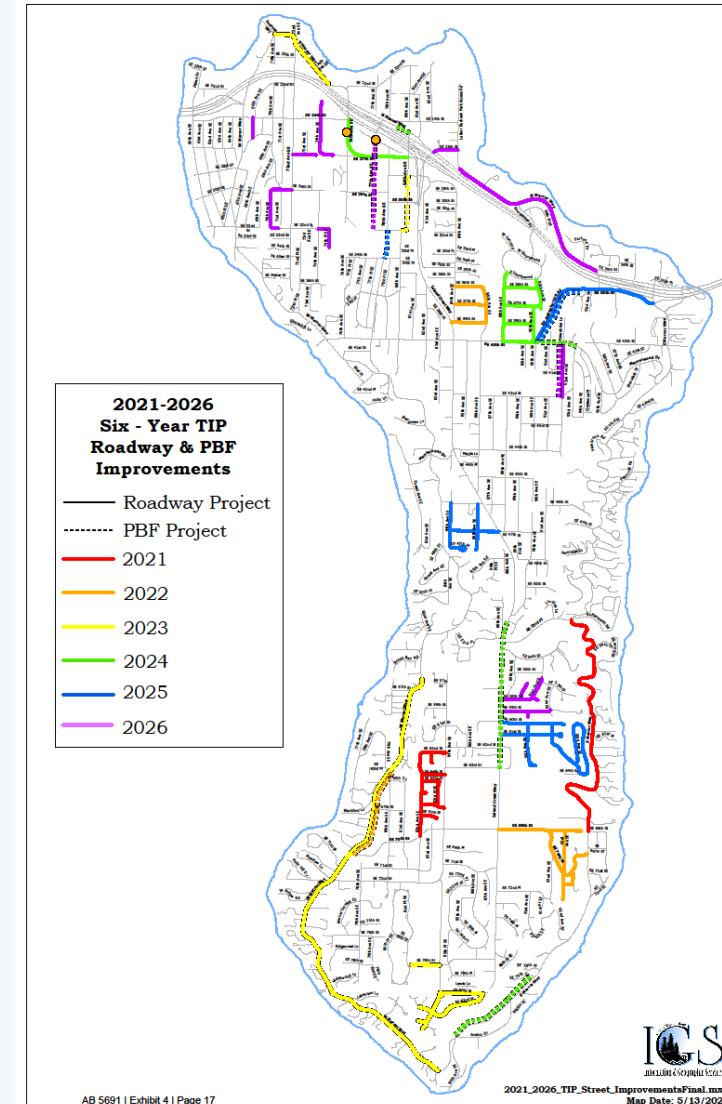
# Background

- State requires annual update by July 1 (RCW 35.77)
- Goals include
  - Preserving/reinvesting in existing infrastructure
  - Adding new facilities to increase safety/capacity
  - Maintaining positive Street Fund balance
- Funding - Street Fund, grants, utility funds for utilities, no General Fund.
- TIP is dynamic. Needs and issues change. Updated annually.
  - Focus on the biennium. Leads to CIP budget process.
  - The rest is a “plan” that will change.



# TIP Overview

- High level presentation (7 slides)
- TIP Priorities
- Program elements
- General questions from Council
- Funding
- Why Delay projects
- Refer to agenda bill for details
  - Ex. 1 – Project list (Mostly unchanged. Refer to status (new/modified/delayed) & project manager columns)
  - Ex. 3 – Project descriptions
  - Ex. 4 – Project map



# TIP Prioritization

## Comprehensive Plan & CIP Budget Policies

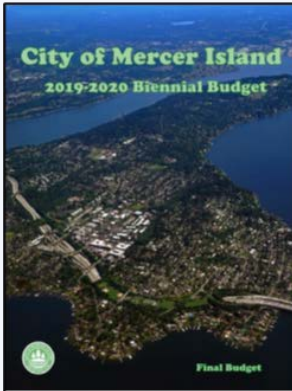
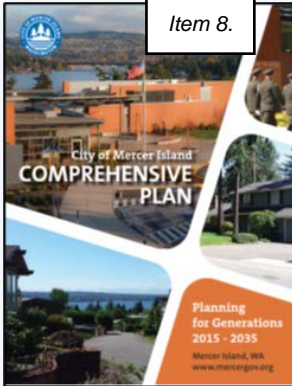
- Prioritizes “reinvestment” over constructing new facilities.

## Reinvestment Projects

- Repaving of residential and arterial streets (called “preservation”).
- Projects prioritized based on Pavement Condition Index (3-year cycle). See AB pgs. 6-7.

## New Construction

- Identified/prioritized based on staff analysis, public comment, PBF Plan, SRTS.
- Timing and coordination with other projects (TIP, TC, or utilities).





# Program Elements

## Preservation & Maintenance

(maintain what we have)

- Residential streets  
(58 miles, 35 yr. cycle)
- Arterial streets  
(26 miles, 25 yr. cycle)

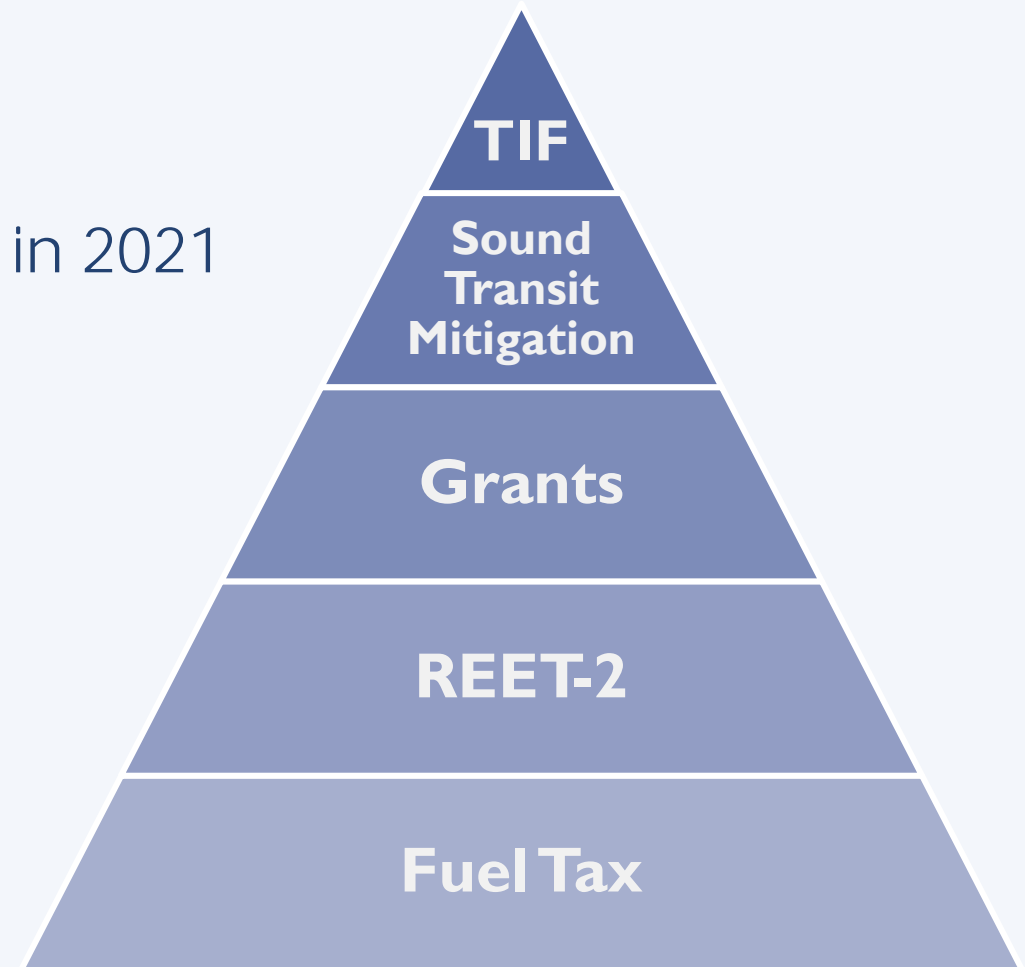
## New Construction

- Pedestrian & bicycle facilities (PBF)
- East Link traffic/safety mitigation projects (from ST settlement funds)
- Other improvements



# TIP Funding

- Street Fund revenues support the TIP
- \$5 Million projected Street Fund Balance in 2021
- Apply most restrictive revenues first



# TIP Funding

## Negative Impacts to Street Fund

- 14% annual revenue loss in Street fund due to Initiative-976
  - ~ \$375,000/ year -> MI Transportation Benefit District (TBD) **No more**
  - ~ \$34,000/ year -> State's Multimodal Transportation Account **No more**
- Preserve and maintain existing transportation infrastructure
- Maintain positive fund balance thru forecast





# Why are some projects delayed?

- TIP takes into account staff capacity and other resources
- Reduced funding
- More realistic approach to scheduling work due to competing needs
- Workforce impacts related to COVID-pandemic
  - Delayed projects
  - Workforce reductions (Transportation Engineer)
- Key staff retirement (May 2020)



# TIP Next Steps

- Public hearing tonight
- Feedback from Council
- Adoption scheduled for June 16<sup>th</sup>
- Adopted TIP must be forwarded to WSDOT and PSRC by July 1

## Things to remember

- The TIP is a “plan”
- Things change. It’s updated annually based on the best information available at the time.



# Additional Slides For Specific Project Discussions



# 80<sup>th</sup> Ave. SE Sidewalk Replacement (SP111)

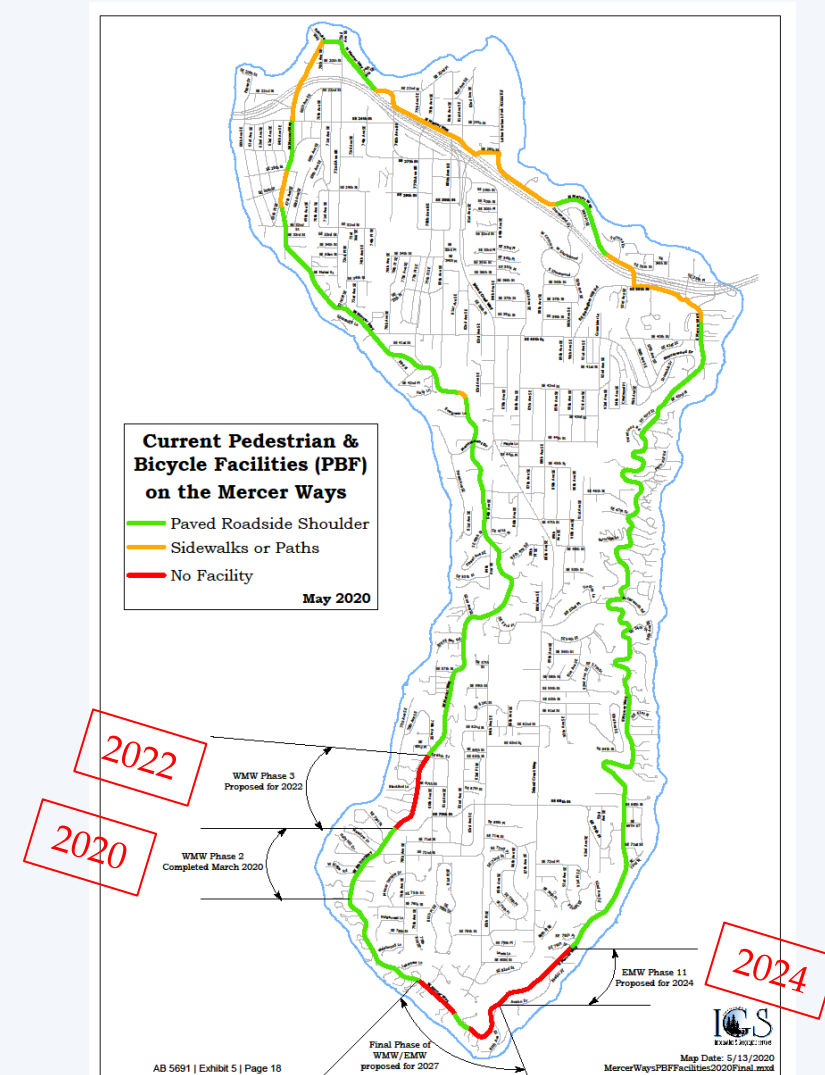
- SE 28<sup>th</sup> St. to SE 32<sup>nd</sup> St.
- One of the few areas not rebuilt during 1994-1996 TC street reconstruction projects.
- Replace narrow/broken sidewalk, curbs, street trees, new ADA ramps, and replace outdated streetlighting.
- Preliminary design started in 2019.
- Project timing delayed - staffing limitations, increased scope/cost.



# Mercer Way Shoulder Development (SP113 & SP114)

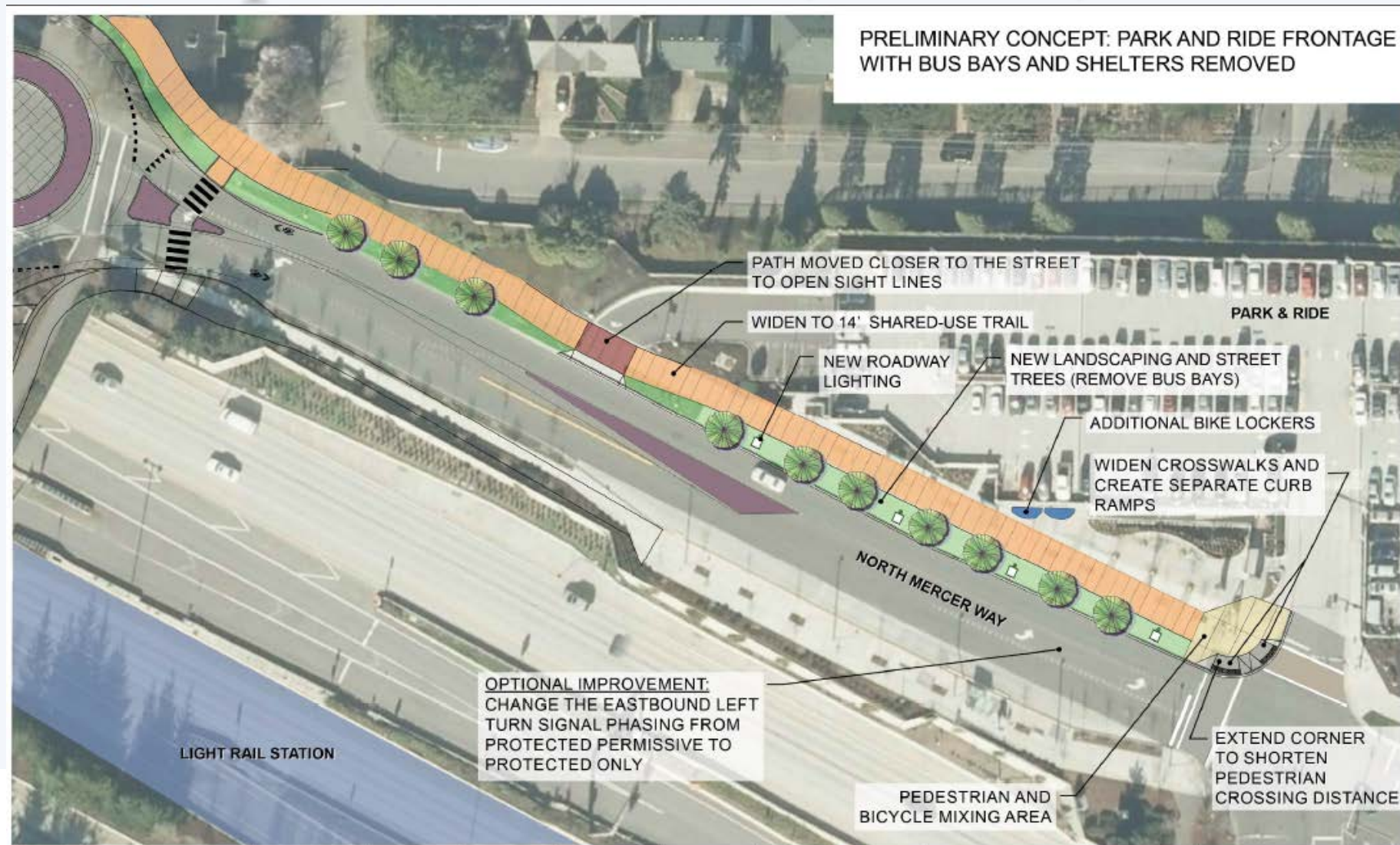
Program began in 2002 to create new paved shoulders suitable for pedestrian & bicycle use.

- Exhibit 5 depicts progress and remaining phases (red).
- At least one project per biennium. (2020, 2022, 2024)
- Focus mostly on EMW but also some on NMW and WMW.
- Majority complete. (80% of 11 miles)





# North Mercer Way – MI P&R Frontage Improvements (SP123)



# 77<sup>th</sup> Ave. SE Channelization - SE 32<sup>nd</sup> St. to NMW (SP126)

14

Item 8.

Mercer Island City Code 19.11.120 Street Standards (updated in 2016)

*All major new construction abutting 77th Avenue SE or 78th Avenue SE shall improve the right-of-way adjacent to the property as required in Figure 14. Major new construction abutting all other streets shall improve the right-of-way adjacent to the property as required by the Mercer Island Town Center Streetscape Manual. **The design commission may require or grant a modification to the nature or extent of any required street improvement for any of the following reasons upon recommendation by the city engineer:***

- A. If unusual topographic or physical conditions preclude the construction of the improvements as required; or*
- B. **If the required improvement is part of a larger project that has been scheduled for implementation in the city's six-year capital improvement program;** or*
- C. If angled parking is required but parallel parking would enhance pedestrian, vehicle or bicycle safety, or result in a more desirable pedestrian environment; or*
- D. If other unusual circumstances preclude the construction of the improvements as required.*





# 77th Ave. SE Channelization - SE 32nd St. to NMW (SP126)



77<sup>th</sup> Ave. SE with Xing Hua site to the right



Figure 14 (MICC 19.11.120)



# 77<sup>th</sup> Ave. SE Channelization - SE 32<sup>nd</sup> St. to NMW (SP126)

16

Item 8.

## MICC 19.11.120 Street Stds.

- Major new developments must meet street standards – parking lanes + 1 lane each direction w/sharrow or DC may grant a modification to the nature or extent of improvement with recommendation from City Engineer IF the required improvement is part of a larger project that has been scheduled for implementation in the City's six-year capital improvement program.

## Xing Hua (Mud Bay) project must comply with current regulations

- Building the improvements in front of the site creates awkward transitions between existing/new street cross-sections, piecemeal appearance, impacts traffic.
- DC could consider recommendation from CE to ask developer to share in the cost of larger project (if in 6-year CIP) and
- Council could change street standard later but prior to SP126 construction and rescope SP126 accordingly.
- DC is approving authority for Xing Hua project. Council is approving authority of TIP and any amendments to development regulations.



# North-South Bike Route on ICW (90<sup>th</sup> Ave. SE to SE 63<sup>rd</sup> St.) (SP119)

- Ph. 1 & 2 (alternatives ID/analysis and public engagement) programmed for 2019-2020, Council funded with ST mitigation funds.
- Complex, challenging corridor – mature trees, diverse users, competing interests, no simple solution.
- Scope, timing, and budget for future phases (feasibility, pre-design, design, construction) programmed after Council selection of alternative.
- Added in 2018 TIP process. Reprogrammed to 2023-2024 due to lack of staff resources.





# 2020 PLANNING SCHEDULE

Item 9.

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

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

Attorney General's March 26 Update Guidance - Ask yourself, is the matter (1) "necessary and routine," or (2) "necessary to respond to the COVID-19 outbreak and current public health emergency"? If the matter does not meet those criteria in (1) or (2) for the temporary time the proclamation is in effect, then the matter must wait.

MAY 19							
Legal Notice: May 13							
Legal Notice for Public Hearing: March 11 & 18, and May 13							
ABSENCES:							
ITEM TYPE   TIME   TOPIC					STAFF		
SPECIAL BUSINESS (5 pm)							
15	WeLoveMI COVID-19 Relief Day on Mercer Island Proclamation No. 251				Deb Estrada		
CONSENT CALENDAR							
--	Minutes of April 21, May 5, and May 12				Deb Estrada		
--	Accounts Payable, Payroll Vouchers				Deb Estrada		
--	Claims Reporting for Electronic Funds Transfers - April				LaJuan Tuttle		
--	AB 5690: 2020 Human Resources Support Allocation				Ali Spietz		
--	AB 5693: Port of Seattle Economic Development Partnership Grant Acceptance				Sarah Bluvas		
REGULAR BUSINESS							
120	AB 5691: 2021-2026 Transportation Improvement Program (TIP) Public Hearing and Review				Matt Mornick Patrick Yamashita		
90	AB 5694: COVID-19 Response: 2020 Budget Adjustments (Ord. No. 20-08)				Matt Mornick LaJuan Tuttle		

JUNE 2			5/15	5/19	5/19	5/21	5/25
ABSENCES:			DD	FN	CA	Clerk	CM
ITEM TYPE   TIME   TOPIC					STAFF		
STUDY SESSION (5:30-6:30 pm)							
CONSENT CALENDAR							
--	AB 5692: Resolution No. 1581 authorizing RCO grant application for dock renovation at Luther Burbank Park				Paul West		
--	AB 5695: 2020 Watercourse Stabilization Project Bid Award				Fred Gu		
REGULAR BUSINESS							
90	AB 5694: COVID-19 Response: 2020 Budget Adjustments (Ord. No. 20-08)				Matt Mornick LaJuan Tuttle		
15	ALPR Purchase and Budget Allocation Discussion (No Agenda Bill)				Nice/Anderl		
30	AB xxxx: Boards & Commissions Annual Appointments				Deb Estrada		
EXECUTIVE SESSION							

JUNE 16 Legal Notice: ABSENCES:			5/29 DD	6/2 FN	62/ CA	6/4 Clerk	6/8 CM
ITEM TYPE   TIME   TOPIC					STAFF		
STUDY SESSION (5:30-6:30 pm)							
SPECIAL BUSINESS (6:30 pm)							
CONSENT CALENDAR							
	AB xxxx: Hazard Mitigation Plan Adoption				Jennifer Franklin		
REGULAR BUSINESS							
	AB xxxx: Zayo Franchise (Tentative)				Evan Maxim		
15	AB xxxx: Interim Small Cell Ordinance 6-month extension <b>Public Hearing</b>				Evan Maxim		
30	AB xxxx: 2021-2026 Adoption of Transportation Improvement Program				Patrick Yamashita		
30	AB 5697: ARCH Housing Trust Fund Project Approval				Alison Van Gorp		
EXECUTIVE SESSION							



## COVID-19 public health emergency – Response & relief city legislative priorities

Washington cities and towns have a unique role to play in responding to any emergency and they have been particularly involved in keeping their communities safe during the COVID-19 public health emergency.

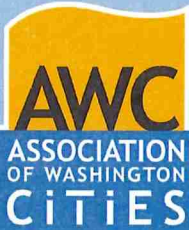
Cities and towns have been impacted significantly due to costs for emergency response and loss of revenue from the dramatic impact the emergency has had on our state's economy. Regardless of these impacts, cities and towns are committed to partnering with the state to keep our communities safe during this unprecedented challenge.

As the Legislature considers necessary actions to address the impacts of COVID-19 on our state, we ask the Legislature to give priority support for cities and towns in the following areas:

- **Financial support**
  - Maintain critical state-shared revenues that provide funding for essential public services.
  - Provide fiscal relief to cities hard-hit with costs for emergency response and loss of tax revenue.
- **Fiscal flexibility**
  - Provide flexibility within existing restricted revenues to allow cities to use funds where they are most needed right now.
- **Regulatory relief**
  - Continue the emergency action taken by the Governor to provide flexibility on deadlines for permitting and land use timelines. Cities hard-hit by this emergency may still be experiencing staffing shortages and backlogs that will impact their ability to comply with typical statutory deadlines.
- **City-owned utility support**
  - Allow city-owned utilities that have waived late fees and shut-offs an extension of their ability to collect outstanding debt so that they can work with ratepayers to extend payment plans without impacting the financial viability of the utility or raising rates on other customers.
  - Provide funding to help offset losses related to forgiving late fees and delinquent accounts for those customers hard-hit by the emergency.
- **Economic stimulus**
  - Investing in public infrastructure projects is one of the best ways to support economic stimulus as infrastructure investments have a positive economic multiplier with the creation of family-wage jobs and support increased economic activity.

**Cities also support efforts to help the most vulnerable residents and our small businesses, including:**

- Programs to provide emergency rental assistance and emergency housing.
- Programs to provide emergency assistance to small businesses.



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## COVID-19 Public Health Emergency – Response & Relief City Legislative Priorities

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As the Legislature considers necessary actions to address the impacts of COVID-19 on our state, we ask that priority be given to support for cities and towns in the following areas:

- **Financial support**
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  - Provide fiscal relief to cities hard hit with costs for emergency response and loss of tax revenue.
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- **Regulatory relief**
  - Continue the emergency action taken by the Governor to provide flexibility on regulatory requirement sand statutory deadlines. Cities hard hit by this emergency may still be experiencing staffing shortages and back-logs that will impact their ability to comply with typical statutory deadlines and meet regulatory requirements.
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### Cities also support efforts to help the most vulnerable residents and our small businesses

- Cities support programs to provide emergency rental assistance and emergency housing.
- Cities support programs to provide emergency assistance to small businesses.

The proposed priorities are fairly broad - listed below are some additional specifics.

### Fiscal flexibility proposals:

- Criminal justice sales taxes

- Cities and counties levy criminal justice sales taxes that are shared via a distribution formula and must be used for criminal justice purposes. Cities would like to be able to use those funds for any emergency response costs with the maximum flexibility.
- Lodging sales tax and tourism promotion fees
  - Cities can levy a local lodging sales tax and per-room tourism promotion fee, but those funds are restricted primarily to efforts to promote tourism. During this emergency, cities would like approval to use those funds for response efforts, such as providing emergency shelter or quarantine housing.
- Affordable housing sales tax credit (HB 1406 funds)
  - Cities would like flexibility to use these resources for COVID-19 quarantine and isolation needs, and to replace lost homeless shelter capacity due to social distancing within shelters.
- Real Estate Excise Taxes (REET)
  - These revenues are primarily dedicated to capital investments. We urge that cities be allowed to repurpose those funds for short-term emergency needs.
- Property tax levy lid lifts
  - Cities with voter-approved levy lid lift authority to increase their property tax above the one percent limit have non-supplanting requirements on the use of those funds. Provide more flexibility for use of these local funds by eliminating the non-supplant restrictions.
- Interfund loans
  - Cities may have reserve funds for specific purposes and can (under certain circumstances) provide themselves interfund loans to the city general fund. Cities would like maximum flexibility to use this existing tool without resulting in an audit finding.

#### **New revenue proposals:**

- Revising the 1% property tax cap

#### **Regulatory relief proposals:**

- Open Public Meetings Act requirements
  - In order to ensure access to open public meetings while protecting public health, we will need to continue temporary modifications to the Open Public Meetings Act to continue to accommodate social distancing.
- Frequency of local audits
  - For jurisdictions with a clean audit history, temporarily reduce the frequency of state audits and the associated billing costs, as the state did in response to the recession a decade ago.
- Toll or temporarily suspend permitting review and approval requirements
 

Several land use and permit review statutes include deadlines and public meeting requirements that will likely not be achievable in the current emergency. There are many other statutes with related deadlines; a blanket suspension on land use statutory deadlines may be appropriate.

  - RCW 58.17.095 (public hearing on the proposed subdivision shall be held if any person files a request for a hearing within 21 days of the publishing of notice)
  - RCW 58.17.140 (preliminary plats shall be approved, disapproved, or returned to applicant for modification/correction within 90 days from date of filing, final plats within 30 days)
  - RCW 36.70B.070 (project permit applications (28 days), notice to applicant)
  - RCW 36.70B.080 (development regulations requirements (120 days to process a completed permit application subject to damages))
  - RCW 36.70B.110 (notice of application, public comments, hearing, appeal deadlines)

#### **Economic stimulus proposals:**

- Infrastructure funding via the PWTf and other infrastructure programs like CERB.
- Tax Increment Financing – however, with the need for a constitutional amendment this is unlikely to be successful in a special session and may be more of an opportunity to continue educational efforts to generate support for 2021.