



CITY OF MERCER ISLAND

CITY COUNCIL SPECIAL HYBRID MEETING

Tuesday, January 03, 2023 at 5:00 PM

MERCER ISLAND CITY COUNCIL:

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

LOCATION & CONTACT:

Mercer Island City Hall and via Zoom
9611 SE 36th Street | Mercer Island, WA 98040
206.275.7793 | www.mercerisland.gov

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

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

Registering to Speak for Appearances: Individuals wishing to speak live during Appearances (public comment period) must register with the City Clerk at **206.275.7793** or cityclerk@mercerisland.gov before 4 PM on the day of the Council meeting.

Please reference "Appearances" on your correspondence and state if you would like to speak either in person at City Hall or remotely using Zoom. If providing your comments using Zoom, staff will be prepared to permit temporary video access when you enter the live Council meeting. Please remember to activate the video option on your phone or computer, ensure your room is well lit, and kindly ensure that your background is appropriate for all audience ages. Screen sharing will not be permitted, but documents may be emailed to council@mercerisland.gov.

Each speaker will be allowed three (3) minutes to speak. A timer will be visible in Council Chambers, online to speakers, City Council, and meeting participants. Please be advised that there is a time delay between the Zoom broadcast and the YouTube or Channel 21 broadcast.

Join by Telephone at 5:00 PM (Appearances will start sometime after 6:00 PM): To listen to the meeting via telephone, please call **253.215.8782** and enter Webinar ID **868 0567 7847** and Password **730224** if prompted.

Join by Internet at 5:00 PM (Appearances will start sometime after 6:00 PM): To watch the meeting over the internet via your computer, follow these steps:

- 1) Click this [link](#)
- 2) If the Zoom app is not installed on your computer, you will be prompted to download it.
- 3) If prompted for Webinar ID, enter **868 0567 7847**; Enter Password **730224**
- 4) The City Clerk will call on you by name or refer to your email address when it is your turn to speak. Please confirm that your audio works prior to participating.

Join in person at Mercer Island City Hall at 5:00 PM (Appearances will start sometime after 6:00 PM): – Council Chambers - 9611 SE 36th Street

Submitting Written Comments: Email written comments to the City Council at council@mercerisland.gov.

MEETING AGENDA

CALL TO ORDER & ROLL CALL, 5:00 PM

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

STUDY SESSION

1. AB 6199: Roadway Pavement Condition Rating Update

Recommended Action: Receive presentation. No action necessary.

CITY MANAGER REPORT

APPEARANCES

(This is the opportunity for anyone to speak to the City Council on any item.)

CONSENT AGENDA

2. AB 6201: December 2, 2022 Payroll Certification

Recommended Action: Approve the December 2, 2022 Payroll Certification (Exhibit 1) in the amount of \$929,770.63 and authorize the Mayor to sign the certification on behalf of the entire City Council.

3. AB 6202: December 16, 2022 Payroll Certification

Recommended Action: Approve the December 16, 2022 Payroll Certification (Exhibit 1) in the amount of \$939,712.21 and authorize the Mayor to sign the certification on behalf of the entire City Council.

4. Certification of Claims:

- A. Check Register | 213987-214070 | 12/2/2022 | \$382,315.66
- B. Check Register | 214071-214147 | 12/9/2022 | \$472,379.96
- C. Check Register | 214148-214218 | 12/16/2022 | \$254,348.27
- D. Check Register | 214219-214284 | 12/22/2022 | \$1,036,248.74

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

5. City Council Meeting Minutes of December 6, 2022 Regular Hybrid Meeting

Recommended Action: Approve the minutes of the December 6, 2022 Regular Hybrid Meeting.

6. AB 6190: SCADA Sewer Equipment Replacement Project Bid Award

Recommended Action:

- 1. Award the Sewer SCADA equipment replacement project to Valley Electrical Co. of Mt. Vernon in the amount of \$2,446,883 and authorize the City Manager to execute a contract with Valley Electric Co. of Mt. Vernon for the construction of the Sewer SCADA Equipment Replacement project.
- 2. Authorize \$1,533,625 appropriation from the Sewer Fund balance for the additional cost above the 2023-2024 budget of \$2,000,000.

7. AB 6203: Sewer Main Easement Replacement (3 Eden Lane)

Recommended Action: Authorize the City Manager to terminate the sewer easement (recording number 5804682) through a partial easement extinguishment as depicted in Exhibit 3 in exchange for a new 20-foot-wide realigned sewer easement, both to be approved by the City Attorney substantially in the form of Exhibits 2 and 3.

REGULAR BUSINESS

8. AB 6204: Acceptance of *Raven* by Ron Reeder (Public Art Donation by MIVAL)

Recommended Action: Accept the donation of *Raven* by Ron Reeder into the City's public art collection.

9. AB 6207: 2023 City Council Liaison Assignments

Recommended Action: No action necessary.

10. AB 6206: City Council Meeting Start Time Amendment (Ord. No. 23C-01)

Recommended Action: Adopt Ordinance No. 23C-01 amending MICC 2.06.010 to establish the start time of Regular Meetings of the City Council at 5:00 pm.

11. AB 6205: Review City Council Rules of Procedure

Recommended Action: Review proposed amendments to the City Council Rules of Procedure and provide direction.

OTHER BUSINESS

12. Planning Schedule

13. Councilmember Absences & Reports

EXECUTIVE SESSION

14. Pending or Potential Litigation

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

Collective Bargaining

Executive Session for planning or adopting the strategy or position to be taken by the City Council during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress pursuant to RCW 42.30.140(4)(b).

ADJOURNMENT



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6199
January 3, 2023
Study Session

AGENDA BILL INFORMATION

TITLE:	AB 6199: Roadway Pavement Condition Rating Update	<input checked="" type="checkbox"/> Discussion Only <input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Receive presentation. No action necessary.	

DEPARTMENT:	Public Works
STAFF:	Jason Kintner, Chief of Operations Patrick Yamashita, City Engineer/Deputy Public Works Director Clint Morris, Capital Division Manager Ian Powell, Street Engineer Leah Llamas, GIS Coordinator Matt Ringel, GIS Analyst II
COUNCIL LIAISON:	n/a
EXHIBITS:	1. Map of 2022 Pavement Condition Ratings
CITY COUNCIL PRIORITY:	n/a

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

EXECUTIVE SUMMARY

The purpose of this agenda bill is to present the City Council with an update on the pavement conditions of the City of Mercer Island's roadway network.

- The City maintains a network of 83.6 miles of arterial and residential roadways, 99% are asphalt pavement.
- A pavement condition rating process is conducted every three years to evaluate the City's road network.
- Roadway segments are rated based on visual pavement distresses and scored between 0 and 100.
- Mercer Island's network average Pavement Condition Index for 2022 is 75, an overall rating of "Satisfactory".

BACKGROUND

The City of Mercer Island maintains a network of 25.3 miles of arterial and 58.3 miles of residential roadways, for a total network of 83.6 centerline miles. These roadways, nearly all of which are asphalt pavement, have

been built, paved, and repaved at various times over the past 60 years and are therefore at different points within their individual life cycles. To effectively manage the roadway network, a method is needed to organize and rank the different segments of pavement to help plan for future resurfacing work.

Roadway pavements wear and deteriorate over time not only due to the accumulation of the traffic loads they carry but also due to distress brought about by weathering and age. To rate the condition of each pavement segment within a given roadway network, a Pavement Condition Index (PCI) rating system is commonly used, in which a numerical PCI score is derived from quantifying various common distress types that are visible on the pavement's surface. The PCI score is an assessment of the overall health of a given pavement segment on a scale of 0 to 100, with 100 being the best possible rating. PCI scores serve as the starting point in developing (or updating) near-term and long-term repair and repaving plans to maintain the pavement network.

In 2009, the City undertook a project to have all City street pavements rated by a visual PCI procedure. Because pavement distresses worsen over time, distress surveys need to be performed periodically to keep the network's PCI information up to date. The City currently conducts PCI ratings every three years.

Staff utilizes the PCI data in the development of the Transportation Improvement Plan (TIP) and utility plans. Collaboration between GIS, engineering, roadway maintenance, and utilities staff allows the City to develop a proactive pavement management plan that identifies pavement rehabilitation needs years in advance and provides time to plan and complete necessary utility improvements before new paving happens.

ISSUE/DISCUSSION

In the spring of 2022, proposals from consultants were received and the City contracted with Infrastructure Management Systems (IMS) from Arizona, a firm that specializes in pavement condition evaluations. IMS has conducted previous pavement condition evaluations for the City in 2013, 2016, and 2019. IMS crews conducted their data collection in September and submitted their preliminary PCI report in November. Data was collected and evaluated using the ASTM D6433 "Standard Practice for Road and Parking Lots Pavement Condition Index Surveys" procedure. This procedure was originally developed by the US Army Corps of Engineers and was standardized by the American Society for Testing and Materials (ASTM).

IMS used their Laser Road Surface Tester to collect the data. This device collects surface distress observations based on the extent and severity of distress encountered along the length of the roadway. Surface distress conditions such as cracking, potholes, raveling, and rutting are indicators of the overall pavement condition.

Three common metrics are used to evaluate the quality of an agency's roadway network:

1. **The network average PCI score:** This is a good global indicator of a network's overall health. Mercer Island's network average PCI score for 2022 is 75, an overall rating of "Satisfactory." In 2019, the network average PCI was essentially the same, with a score of 74. The national condition average currently seen by IMS is between 60 and 65. Mercer Island's network PCI is well above the national average.
2. **The percentage of roads rated as "Good":** IMS recommends the number of road segments with a rating of "Good" (PCI score between 85 and 100) in a network to be at 15% or above. Mercer Island currently has approximately 25% of its streets rated as "Good."
3. **The percentage of roads in "Backlog":** This is defined as the road segments rated as "Failed" and "Very Poor" (PCI score between 0 and 40). These represent the portion of the network in need of

extensive rehabilitation, such as full-depth reconstruction. A healthy network will have a backlog of 10% or less. Mercer Island's backlog amount of roughly 4% is well below this threshold.

Public Works Engineering and GIS staff will give a presentation at the study session on January 3, 2023, to explain the City's recent PCI project, including a brief background on the common pavement distresses that affect condition rating, details about the data collection process, and a discussion of the Pavement Condition Ratings map (Exhibit 1).

Additionally, staff will discuss the pavement life cycle and repair strategies for preserving pavement. Life cycles for pavements vary and depend on the traffic loads and volumes the road must carry, the types of construction materials used, the strength of the roadway pavement section, and distresses accumulated over time. Pavement life cycles for Mercer Island streets have historically been planned and designed at 20-25 years for arterial and 30-35 years for residential streets. The City has previously utilized crack sealing, permanent patching, chip sealing, and hot mix overlays to preserve its roadway network.

NEXT STEPS

Staff expects to receive the final report and data set from IMS in January 2023. These new PCI results will be used as staff updates the TIP in spring 2023. Current planning has the next PCI data collection project set for 2025.

RECOMMENDED ACTION

Receive presentation. No action necessary.

2022 PAVEMENT CONDITION RATINGS

COLOR	RATING SCALE		2022 MILES	2022 %
	Good	86-100	21.4	25.6%
	Satisfactory	71-85	34.5	41.3%
	Fair	56-70	18.1	21.6%
	Poor	41-55	6.7	8.0%
	Very Poor	26-40	2.1	2.5%
	Failed	0-25	0.8	0.9%
	TOTAL NETWORK		83.6	100.0%

2022 PCI AVERAGE SCORE: 75 (SATISFACTORY)

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Disclaimer: These maps were developed by the City of Mercer Island and are intended to be a general purpose digital reference tool. These maps are not an accepted legal instrument for describing, establishing, recording or maintaining descriptions for property concerns or boundaries. The City makes no representation or warranty with respect to the accuracy or currency of these data sets, especially in regard to labeling of surveyed dimensions, or agreement with official sources such as records of survey, or mapped locations of features. For questions or errors please contact GIS at (206) 275-7770 or (206) 275-7774 or email at: gisadmin@mercerisland.gov



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6201
January 3, 2023
Consent Agenda

AGENDA BILL INFORMATION

TITLE:	AB 6201: December 2, 2022 Payroll Certification	<input type="checkbox"/> Discussion Only
RECOMMENDED ACTION:	Approve the December 2, 2022 Payroll Certification in the amount of \$929,770.63.	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

DEPARTMENT:	Human Resources
STAFF:	Ali Spietz, Chief of Administration Nicole Vannatter, Sr. Payroll Analyst
COUNCIL LIAISON:	n/a
EXHIBITS:	1. December 2, 2022 Payroll Certification 2. FTE/LTE Counts
CITY COUNCIL PRIORITY:	n/a

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

EXECUTIVE SUMMARY

This is an approval of the payroll certification for the City of Mercer Island for the period from November 12, 2022 through November 25, 2022 in the amount of \$929,770.63. (see Exhibit 1).

BACKGROUND

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

ISSUE/DISCUSSION

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

Additional payments:

- \$29,081.23 in leave cash outs for current employees.
- \$9,725.54 in service and recognition awards.
- \$57,831.49 in overtime earnings (see chart for overtime hours by department).

Overtime hours by department:

Department	Hours
Administrative Services	
City Attorney's Office	
City Manager's Office	
Community Planning & Development	
Finance	
Fire	582.75
Municipal Court	
Police	115.25
Public Works	67.50
Thrift Shop	
Youth & Family Services	
Total Overtime Hours	765.50

FTE/LTE COUNTS

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

Casual Labor

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

Thrift Shop Recovery and Staffing

The 2021-2022 Thrift Shop Budget does not include an FTE/LTE headcount, with the exception of two 0.5 FTEs in 2021 and 2.0 FTEs in 2022. This is because the Thrift Shop is recovering operations that were impacted by the Pandemic and the staff positions were not known at the time the budget was adopted. Although the positions were not identified in the budget, resources were set aside to staff the Thrift Shop and that is accomplished using FTEs, LTEs, and seasonal staff. For example, the staffing budget (salaries and benefits) for 2022 is \$1,034,422 and currently funds 2.0 FTEs, 8.0 LTEs, and seasonal staff. The table in Exhibit 2 reflects the LTE headcount of employees currently working at the Thrift Shop. Seasonal staff are not included in the head count. As Thrift Shop recovery work continues, it is anticipated that the 2023-2024 budget will once again include an FTE/LTE headcount, similar to what is currently done in other departments.

RECOMMENDED ACTION


Approve the December 2, 2022 Payroll Certification (Exhibit 1) in the amount of \$929,770.63 and authorize the Mayor to sign the certification on behalf of the entire City Council.

CITY OF MERCER ISLAND PAYROLL CERTIFICATION

Item 2.

PAYROLL PERIOD ENDING	11.25.22
PAYROLL DATED	12.02.22
Net Cash	\$ 642,569.82
Net Voids/Manuals	\$ -
Net Total	\$ 642,569.82
Federal Tax Deposit	\$ 101,684.98
Social Security and Medicare Taxes	\$ 50,858.16
Medicare Taxes Only (Fire Fighter Employees)	\$ 2,549.10
State Tax (Oregon, Massachusetts and North Carolina)	\$ 141.63
Family/Medical Leave Tax (Massachusetts)	\$ 7.81
Public Employees Retirement System 1 (PERS 1)	\$ -
Public Employees' Retirement System (PERS Plan 2)	\$ 26,953.67
Public Employees' Retirement System (PERS Plan 3)	\$ 7,664.11
Public Employees' Retirement System (PERSJM)	\$ 553.96
Public Safety Employees' Retirement System (PSERS)	\$ 216.74
Law Enforcement Officers' & Fire Fighters' Retirement System (LEOFF Plan2)	\$ 29,815.61
Regence & LEOFF Trust Medical Insurance Deductions	\$ 12,848.50
Domestic Partner Medical Insurance Deductions	\$ 994.44
Kaiser Medical Insurance Deductions	\$ 1,012.48
Health Care - Flexible Spending Account Contributions	\$ 1,580.95
Dependent Care - Flexible Spending Account Contributions	\$ 1,224.71
ICMA Roth IRA Contributions	\$ 519.23
ICMA 457 Deferred Compensation Contributions	\$ 30,429.48
Fire Nationwide 457 Deferred Compensation Contributions	\$ 5,839.75
Fire Nationwide Roth IRA Contributions	\$ 1,125.00
ICMA 401K Deferred Compensation Contributions	\$ -
Garnishments (Chapter 13)	\$ 572.00
Tax Wage Garnishment	
Child Support Wage Garnishment	\$ 706.03
Mercer Island Employee Association Dues	\$ 220.00
AFSCME Union Dues	\$ -
Police Union Dues	\$ -
Fire Union Dues	\$ 2,099.79
Fire Union Supplemental Dues	\$ 150.00
Standard - Supplemental Life Insurance	\$ -
Unum - Long Term Care Insurance	\$ 1,018.65
AFLAC - Supplemental Insurance Plans	\$ 238.52
Coffee Club Dues	\$ 144.00
Transportation - Flexible Spending Account Contributions	\$ 62.50
Fire HRA-VEBA Contributions	\$ 5,967.30
Miscellaneous	\$ -
GET	\$ -
Oregon Transit Tax and Oregon Benefit Tax	\$ 1.71
Tax & Benefit Obligations Total	\$ 287,200.81
TOTAL GROSS PAYROLL	\$ 929,770.63

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


 Finance Director

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

FTE AND LTE COUNTS AS OF 11/25/2022

Full Time Equivalents (FTEs)	2022 Budgeted	2022 Actual
Administrative Services	14.00	13.00
City Attorney's Office	2.00	2.00
City Manager's Office	4.00	4.00
Community Planning & Development ³	18.00	18.00
Finance ⁹	9.00	8.00
Fire	31.50	27.50
Municipal Court	3.30	3.10
Police ¹	37.50	37.50
Public Works ^{10,14}	64.80	59.80
Recreation ⁶	10.25	9.00
Thrift Shop ⁷	2.00	2.00
Youth & Family Services ²	11.43	11.43
Total FTEs	207.78	195.33
Limited Term Equivalents (LTEs)	2022 Budgeted	2022 Actual
Administrative Services ⁴	1.00	0.00
City Manager's Office ⁸	1.00	1.00
Community Planning & Development ³	1.50	0.50
Finance ¹¹		1.00
Public Works ¹³	3.00	1.00
Thrift Shop	*	7.50
Youth & Family Services ¹²	2.43	1.50
Total LTEs	8.93	12.50
Total FTEs & LTEs	216.71	207.83

Footnotes:

- ¹ 5/18/2021: Authorized hire ahead of two officers 2.0 FTE [AB 5874](#)
- ² 1/5/2021: Authorized increase of 1.37 FTE in YFS [AB 5795](#)
- ³ 9/21/2021: Authorized increase of 2.0 FTE and 0.5 LTE in CPD [AB 5942](#)
- ⁴ 9/21/2021: Authorized increase of 1.0 LTE in Admin Services – HR [AB 5942](#)
- ⁵ 10/19/2021: Authorized increase of 0.5 FTE in City Manager's Office [AB 5961](#)
- ⁶ 11/1/2021: Authorized restoration of 9.5 FTE in PW – Recreation [AB 5954](#)
- ⁷ 12/7/2021: Authorized increase of 1.0 FTE in Thrift Shop [AB 5992](#)
- ⁸ 12/7/2021: Authorized increase of 1.0 LTE in City Manager's Office [AB 5992](#)
- ⁹ 3/1/2022: Authorized increase of 1.0 FTE in Finance [AB 6031](#)
- ¹⁰ 4/19/2022: Authorized 1.0 FTE hire ahead for Utilities Engineer and increase of 0.5 FTE for Stormwater Quality Technician [AB 6051](#)
- ¹¹ 6/21/2022: 1.0 LTE hired instead of 1.0 FTE
- ¹² 7/5/2022: Authorized 1.0 FTE hire ahead for Middle School Counselor [AB 6106](#)
- ¹³ 7/19/2022: Authorized hire of 2.0 LTE (for 2 years) Water Meter Project Team Members and 1.0 LTE (for 2 years) Utilities Inspector [AB 6112](#)
- ¹⁴ 11/11/2022: Authorized 1.0 FTE CIP Project Inspector and 1.0 FTE Utility Engineer [AB 6177](#)
- * See note in AB 6072 re Thrift Shop staffing [AB 6072](#)

FTE Vacancies:

1.0 CIP Project Inspector	1.0 HR Analyst
1.0 CIP Project Manager	1.0 Parks Maintenance Team Member
1.0 Deputy Fire Chief (contracted out)	0.25 Recreation Assistant (0.25 FTE)
1.0 Financial Analyst	1.0 Recreation Facility Supervisor
1.0 Fire Chief (contracted out)	1.0 Utility Engineer (Hire Ahead)
2.0 Firefighter	1.0 Utility Engineer

LTE Vacancies:

1.0 Economic Development Coord.	2.0 Water Meter Project Team Members
0.83 Middle School Counselor	

Notes:

Current Judge is 0.2 FTE less than budgeted

Casual Labor (temporary and seasonal employees) are not included in the counts.



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6202
January 3, 2023
Consent Agenda

AGENDA BILL INFORMATION

TITLE:	AB 6202: December 16, 2022 Payroll Certification	<input type="checkbox"/> Discussion Only
RECOMMENDED ACTION:	Approve the December 16, 2022 Payroll Certification in the amount of \$939,712.21.	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

DEPARTMENT:	Administrative Services
STAFF:	Ali Spietz, Chief of Administration Nicole Vannatter, Sr. Payroll Analyst
COUNCIL LIAISON:	n/a
EXHIBITS:	1. December 16, 2022 Payroll Certification 2. FTE/LTE Counts
CITY COUNCIL PRIORITY:	n/a

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

EXECUTIVE SUMMARY

This agenda bill is to approve the payroll certification for the City of Mercer Island for the period from November 26, 2022 through December 09, 2022 in the amount of \$939,712.21. (see Exhibit 1).

BACKGROUND

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

ISSUE/DISCUSSION

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

Additional payments:

- \$23,601.72 in leave cash outs for current employees.
- \$15,340.12 in service and recognition awards.
- \$75,064.69 in overtime earnings (see chart for overtime hours by department).

Overtime hours by department:

Department	Hours
Administrative Services	
City Attorney's Office	
City Manager's Office	
Community Planning & Development	
Finance	
Fire	753.25
Municipal Court	
Police	128.25
Public Works	144.25
Thrift Shop	
Youth & Family Services	
Total Overtime Hours	1025.75

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

NEXT STEPS

FTE/LTE COUNTS

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

Casual Labor

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

Thrift Shop Recovery and Staffing

The 2021-2022 Thrift Shop Budget does not include an FTE/LTE headcount, with the exception of two 0.5 FTEs in 2021 and 2.0 FTEs in 2022. This is because the Thrift Shop is recovering operations that were impacted by the Pandemic and the staff positions were not known at the time the budget was adopted. Although the positions were not identified in the budget, resources were set aside to staff the Thrift Shop and that is accomplished using FTEs, LTEs, and seasonal staff. For example, the staffing budget (salaries and benefits) for 2022 is \$1,034,422 and currently funds 2.0 FTEs, 8.0 LTEs, and seasonal staff. The table in Exhibit 2 reflects the LTE headcount of employees currently working at the Thrift Shop. Seasonal staff are not included in the head count. As Thrift Shop recovery work continues, it is anticipated that the 2023-2024 budget will once again include an FTE/LTE headcount, similar to what is currently done in other departments.

RECOMMENDED ACTION

Approve the December 16, 2022 Payroll Certification (Exhibit 1) in the amount of \$939,712.21 and authorize the Mayor to sign the certification on behalf of the entire City Council.

CITY OF MERCER ISLAND PAYROLL CERTIFICATION

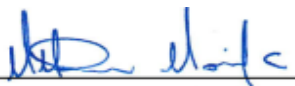
Item 3.

PAYROLL PERIOD ENDING **12.09.22**
PAYROLL DATED **12.16.22**

Net Cash	\$ 637,300.35
Net Voids/Manuals	\$ -
Net Total	\$ 637,300.35
Federal Tax Deposit	\$ 104,484.48
Social Security and Medicare Taxes	\$ 49,610.10
Medicare Taxes Only (Fire Fighter Employees)	\$ 2,613.30
State Tax (Oregon, Massachusetts and North Carolina)	\$ 169.34
Family/Medical Leave Tax (Massachusetts)	\$ 9.57
Public Employees' Retirement System (PERS Plan 2)	\$ 27,861.40
Public Employees' Retirement System (PERS Plan 3)	\$ 7,819.27
Public Employees' Retirement System (PERSJM)	\$ 553.96
Public Safety Employees' Retirement System (PSERS)	\$ 216.74
Law Enforcement Officers' & Fire Fighters' Retirement System (LEOFF Plan2)	\$ 30,278.85
Regence & LEOFF Trust Medical Insurance Deductions	\$ 13,552.99
Domestic Partner Medical Insurance Deductions	\$ 994.44
Kaiser Medical Insurance Deductions	\$ 1,012.48
Health Care - Flexible Spending Account Contributions	\$ 1,580.95
Dependent Care - Flexible Spending Account Contributions	\$ 1,224.71
ICMA Roth IRA Contributions	\$ 519.23
ICMA 457 Deferred Compensation Contributions	\$ 34,215.10
Fire Nationwide 457 Deferred Compensation Contributions	\$ 7,794.79
Fire Nationwide Roth IRA Contributions	\$ 905.00
ICMA 401K Deferred Compensation Contributions	\$ -
Garnishments (Chapter 13)	\$ 572.00
Child Support Wage Garnishment	\$ 706.03
Mercer Island Employee Association Dues	\$ 220.00
AFSCME Union Dues	\$ 2,769.20
Police Union Dues	\$ 2,599.12
Fire Union Dues	\$ 2,099.79
Fire Union Supplemental Dues	\$ 150.00
Standard - Supplemental Life Insurance	\$ 416.90
Unum - Long Term Care Insurance	\$ 1,018.65
AFLAC - Supplemental Insurance Plans	\$ 238.52
Coffee Club Dues	\$ 144.00
Transportation - Flexible Spending Account Contributions	\$ 62.50
Fire HRA-VEBA Contributions	\$ 5,996.74
Miscellaneous	\$ -
GET	\$ -
Oregon Transit Tax and Oregon Benefit Tax	\$ 1.71
Tax & Benefit Obligations Total	\$ 302,411.86

TOTAL GROSS PAYROLL	\$ 939,712.21
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I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Mercer Island, and that I am authorized to authenticate and certify to said claim.



 Finance Director

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

FTE AND LTE COUNTS AS OF 12/9/2022

Full Time Equivalents (FTEs)	2022 Budgeted	2022 Actual
Administrative Services	14.00	13.00
City Attorney's Office	2.00	2.00
City Manager's Office	4.00	4.00
Community Planning & Development ³	18.00	18.00
Finance ⁹	9.00	8.00
Fire	31.50	27.50
Municipal Court	3.30	3.10
Police ¹	37.50	37.50
Public Works ^{10,14}	64.80	59.80
Recreation ⁶	10.25	9.00
Thrift Shop ⁷	2.00	2.00
Youth & Family Services ²	11.43	11.43
Total FTEs	207.78	195.33
Limited Term Equivalents (LTEs)	2022 Budgeted	2022 Actual
Administrative Services ⁴	1.00	0.00
City Manager's Office ⁸	1.00	1.00
Community Planning & Development ³	1.50	0.50
Finance ¹¹		1.00
Public Works ¹³	3.00	2.00
Thrift Shop	*	7.50
Youth & Family Services ¹²	2.43	1.50
Total LTEs	8.93	13.50
Total FTEs & LTEs	216.71	208.83

Footnotes:

- ¹ 5/18/2021: Authorized hire ahead of two officers 2.0 FTE [AB 5874](#)
- ² 1/5/2021: Authorized increase of 1.37 FTE in YFS [AB 5795](#)
- ³ 9/21/2021: Authorized increase of 2.0 FTE and 0.5 LTE in CPD [AB 5942](#)
- ⁴ 9/21/2021: Authorized increase of 1.0 LTE in Admin Services – HR [AB 5942](#)
- ⁵ 10/19/2021: Authorized increase of 0.5 FTE in City Manager's Office [AB 5961](#)
- ⁶ 11/1/2021: Authorized restoration of 9.5 FTE in PW – Recreation [AB 5954](#)
- ⁷ 12/7/2021: Authorized increase of 1.0 FTE in Thrift Shop [AB 5992](#)
- ⁸ 12/7/2021: Authorized increase of 1.0 LTE in City Manager's Office [AB 5992](#)
- ⁹ 3/1/2022: Authorized increase of 1.0 FTE in Finance [AB 6031](#)
- ¹⁰ 4/19/2022: Authorized 1.0 FTE hire ahead for Utilities Engineer and increase of 0.5 FTE for Stormwater Quality Technician [AB 6051](#)
- ¹¹ 6/21/2022: 1.0 LTE hired instead of 1.0 FTE
- ¹² 7/5/2022: Authorized 1.0 FTE hire ahead for Middle School Counselor [AB 6106](#)
- ¹³ 7/19/2022: Authorized hire of 2.0 LTE (for 2 years) Water Meter Project Team Members and 1.0 LTE (for 2 years) Utilities Inspector [AB 6112](#)
- ¹⁴ 11/11/2022: Authorized 1.0 FTE CIP Project Inspector and 1.0 FTE Utility Engineer [AB 6177](#)
- * See note in AB 6072 re Thrift Shop staffing [AB 6072](#)

FTE Vacancies:

1.0 CIP Project Inspector	1.0 HR Analyst
1.0 CIP Project Manager	1.0 Parks Maintenance Team Member
1.0 Deputy Fire Chief (contracted out)	0.25 Recreation Assistant (0.25 FTE)
1.0 Financial Analyst	1.0 Recreation Facility Supervisor
1.0 Fire Chief (contracted out)	1.0 Utility Engineer (Hire Ahead)
2.0 Firefighter	1.0 Utility Engineer

LTE Vacancies:

1.0 Economic Development Coord.	1.0 Water Meter Project Team Members
0.83 Middle School Counselor	

Notes:

Current Judge is 0.2 FTE less than budgeted

Casual Labor (temporary and seasonal employees) are not included in the counts.

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	213987-214070	12/2/2022	\$382,315.66
			\$382,315.66

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: 402000 - Water Fund-Admin Key</i>				
	00214060	TOWMAN LLC	REFUND OVERPAY 00413068006	1,518.52
	00214023	HOWIE, PATRICIA	REFUND OVERPAY 002918600	232.27
<i>Org Key: 814074 - Garnishments</i>				
	00214001	CHAPTER 13 TRUSTEE	PAYROLL EARLY WARRANTS	572.00
<i>Org Key: 814075 - Mercer Island Emp Association</i>				
	00214040	MI EMPLOYEES ASSOC	PAYROLL EARLY WARRANTS	220.00
<i>Org Key: AS1100 - Administrative Services</i>				
P0116411	00214003	DATAQUEST LLC	Background Check INV 19967	79.50
<i>Org Key: CM1100 - Administration (CM)</i>				
P0116349	00214009	ESSER, LUKE	August Lobbying Services	2,000.00
P0116349	00214009	ESSER, LUKE	September Lobbying Services	2,000.00
<i>Org Key: CR1100 - Human Resources</i>				
P0116379	00214015	GOVERNMENTJOBS.COM	Annual Subscription (Insight)	5,795.46
<i>Org Key: DS0000 - Development Services-Revenue</i>				
	00214064	WANG, KAI	OVERPAYMENT	4,871.10
	00214041	MILESTONE-WCMI LLC	Application Withdrawn	2,631.52
	00214046	PILCHUCK PLUMBING LLC	NOT NEEDED	520.80
	00214054	SEATOWN ELECTRIC CORP	NO LONGER NEEDED	283.20
<i>Org Key: FR1100 - Administration (FR)</i>				
P0116389	00214047	PUGET SOUND CLEAN AIR AGENCY	Gas Facilities Dues/Fees	140.00
<i>Org Key: FR2100 - Fire Operations</i>				
P0116367	00214045	NORCOM 911	Code3 Software Reimbursement	861.08
P0116397	00214034	LN CURTIS & SONS	Boots	627.17
P0116399	00214034	LN CURTIS & SONS	Parts - Storz Adapter	618.23
<i>Org Key: FR2500 - Fire Emergency Medical Svcs</i>				
P0116361	00213990	AIRGAS USA LLC	Oxygen/Fire	19.95
P0116362	00213990	AIRGAS USA LLC	Oxygen/Fire	5.99
<i>Org Key: GGM004 - Gen Govt-Office Support</i>				
P0116390	00214049	RICOH USA INC (FIRE)	Copier rental	278.77
<i>Org Key: GGM005 - Genera Govt-L1 Retiree Costs</i>				
P0116381	00214063	WALLACE, THOMAS	LEOFF1 LTC Expenses	6,172.45
	00214032	LEOFF HEALTH & WELFARE TRUST	POLICE RETIREES	6,123.89
	00214031	LEOFF HEALTH & WELFARE TRUST	FIRE RETIREES	3,223.11
	00214018	HAGSTROM, JAMES	LEOFF1 Medicare Reimb	653.20
P0116375	00214011	FORSMAN, LOWELL	LEOFF1 Retiree Medical Expense	640.33
	00214022	HILTNER, PETER	LEOFF1 Medicare Reimb	619.50
	00213999	CARLSON, LARRY	medicare reimbursement	510.30
P0116369	00214028	KUHN, DAVID	LEOFF1 Retiree Medical Expense	476.33
P0116338	00214052	RUCKER, MANORD J	LEOFF1 Retiree Medical Expense	316.53
P0116368	00214017	HAGSTROM, CRAIG	LEOFF1 Retiree Medical Expense	272.60
	00213994	BARNES, WILLIAM	LEOFF1 Medicare Reimb	271.10
	00214004	DEEDS, EDWARD G	LEOFF1 Medicare Reimb	271.10

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00214011	FORSMAN, LOWELL	LEOFF1 Medicare Reimb	271.10
P0116370	00213996	BOOTH, GLENDON D	LEOFF1 Retiree Medical Expense	270.24
	00214059	THOMPSON, JAMES	LEOFF1 Medicare Reimb	245.90
	00214053	SCHOENTRUP, WILLIAM	LEOFF1 Medicare Reimb	240.60
	00213988	ABBOTT, RICHARD	LEOFF1 Medicare Reimb	239.10
	00214014	GOODMAN, J C	LEOFF1 Medicare Reimb	239.00
	00214056	SMITH, RICHARD	LEOFF1 Medicare Reimb	220.70
P0116336	00213999	CARLSON, LARRY	LEOFF1 Retiree Medical Expense	213.72
	00214037	LYONS, STEVEN	LEOFF1 Medicare Reimb	211.80
	00214007	ELSOE, RONALD	LEOFF1 Medicare Reimb	208.30
	00213989	ADAMS, RONALD E	LEOFF1 Medicare Reimb	206.60
	00214028	KUHN, DAVID	LEOFF1 Medicare Reimb	205.60
	00214006	DOWD, PAUL	LEOFF1 Medicare Reimb	203.20
	00213996	BOOTH, GLENDON D	LEOFF1 Medicare Reimb	202.60
	00213993	AUGUSTSON, THOR	LEOFF1 Medicare Reimb	192.80
	00214035	LOISEAU, LERI M	LEOFF1 Medicare Reimb	192.80
	00214063	WALLACE, THOMAS	LEOFF1 Medicare Reimb	183.10
	00214005	DEVENY, JAN P	LEOFF1 Medicare Reimb	182.00
	00214052	RUCKER, MANORD J	LEOFF1 Medicare Reimb	181.70
	00214068	WHEELER, DENNIS	LEOFF1 Medicare Reimb	181.70
	00214044	MYERS, JAMES S	LEOFF1 Medicare Reimb	179.80
	00214025	JOHNSON, CURTIS	LEOFF1 Medicare Reimb	175.50
	00214066	WEGNER, KEN	LEOFF1 Medicare Reimb	170.10
	00214048	RAMSAY, JON	LEOFF1 Medicare Reimb	136.20
P0116337	00214035	LOISEAU, LERI M	LEOFF1 Retiree Medical Expense	122.45
P0116371	00214067	WEGNER, KEN	LEOFF1 Retiree Medical Expense	114.66
P0116339	00213993	AUGUSTSON, THOR	LEOFF1 Retiree Medical Expense	75.14
P0116373	00214007	ELSOE, RONALD	LEOFF1 Retiree Medical Expense	62.99
P0116374	00214007	ELSOE, RONALD	LEOFF1 Retiree Medical Expense	60.66
Org Key: GGM606 - Excess Retirement-Fire				
	00213994	BARNES, WILLIAM	LEOFF1 Excess Benefit	2,162.44
	00214002	COOPER, ROBERT	LEOFF1 Excess Benefit	2,118.03
	00214025	JOHNSON, CURTIS	LEOFF1 Excess Benefit	1,220.32
	00214053	SCHOENTRUP, WILLIAM	LEOFF1 Excess Benefit	1,025.82
	00214048	RAMSAY, JON	LEOFF1 Excess Benefit	585.43
Org Key: GX9996 - Employee Benefits-Police				
	00214032	LEOFF HEALTH & WELFARE TRUST	POLICE / POLICE SUPPORT	51,099.46
Org Key: GX9997 - Employee Benefits-Fire				
	00214031	LEOFF HEALTH & WELFARE TRUST	FIRE ACTIVE	51,912.81
Org Key: IGM002 - Alcoholism Program				
P0116359	00214026	KC FINANCE	3rd Quarter 2022 2% Liquor Tax	1,977.90
Org Key: IS2100 - IGS Network Administration				
	00214038	MANDEVILLE, TROY	ACCIS CONFERENCE 1	258.75
	00214043	MORENO, ALFREDO	ACCIS CONFERENCE	258.75
	00214038	MANDEVILLE, TROY	ACCIS CONFERENCE	163.95
	00214043	MORENO, ALFREDO	ACCIS CONFERENCE PER DIEM	158.95

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
Org Key: MT3300 - Water Associated Costs				
	00214051	Robinson, Cody	CDL PERMIT TEST	171.25
	00213992	AUCKLAND, JOSH	MISC. WORK CLOTHES	119.67
	00214036	LOVELL, MARCUS	WWCPA ANNUAL RENEWAL	111.75
	00214036	LOVELL, MARCUS	CALL OUTS	103.06
	00213992	AUCKLAND, JOSH	WO # 40420 MAIN BREAK	46.13
	00214010	FELIX, JIM	waterworks renewal payment	42.00
	00214033	LESARGE, JAKE	WATER CERT RENEAL	42.00
	00214010	FELIX, JIM	main break wo #40418	29.63
	00214030	LEMAOTA, MALEKO	CALL OUT	18.69
Org Key: MT3500 - Sewer Pumps				
P0116360	00214000	CenturyLink	SEWER TELEMETRY NOV 2022	2,555.60
Org Key: MT3600 - Sewer Associated Costs				
	00214039	MARTIN, ERIC	MAIN BREAK	6.69
Org Key: MT4150 - Support Services - Clearing				
P0116411	00214003	DATAQUEST LLC	Background Check INV 19967	169.50
P0116412	00214061	WA CITIES INSURANCE AUTHORITY	No-Show Fee INV 15631	100.00
Org Key: MT4450 - Cust Resp - Clearing Acct				
	00214021	HEATH, SCOTT C	WATER DISTRIBUTION EXAM 1	104.00
Org Key: MT4501 - Water Administration				
P0116356	00214069	WILLIAMS KASTNER & GIBBS PLLC	FOR PROFESSIONAL SERVICES REND	980.04
Org Key: MT4800 - Water Conservation				
	00214020	HARVEY, RICHARD ALEX	WATERWORKS RENEWAL	42.00
Org Key: MT6100 - Park Maintenance				
	00214029	LEHOCZKY, ZSOLT	SAFETY BOOTS WORK CLOTHES	452.78
Org Key: PA0101 - Recurring Parks Minor Capital				
P0115611	00213997	BUSH ROED & HITCHINGS INC	TOPOGRAPHIC SURVEY OF DEANE'S	10,000.00
Org Key: PA0103 - Trail Renovation & Property Ma				
P0116291	00214042	MONARCH LANDSCAPE HOLDINGS	ROW Stair tread replacement	57,946.89
Org Key: PA0122 - Luther Burbank Dock Repair & R				
P0114806	00214027	KPFF CONSULTING ENGINEERS	Luther Burbank Park Final Desi	1,978.55
Org Key: PA0123 - Luther Burbank Minor Capital L				
P0113978	00214065	WATERFRONT CONSTRUCTION	Luther Burbank docks short ter	2,928.94
P0113978	00214065	WATERFRONT CONSTRUCTION	Luther Burbank docks short ter	1,847.06
Org Key: PA0129 - Pioneer Park/Engstrom OS Fores				
P0114951	00213991	APPLIED ECOLOGY LLC	RESTORATION WORK IN PIONEER PA	53,968.85
Org Key: PA0165 - Bike Skills Area				
P0115611	00213997	BUSH ROED & HITCHINGS INC	TOPOGRAPHIC SURVEY OF DEANE'S	19,203.00
Org Key: PA122A - LB North Pier Renovation				
P0114806	00214027	KPFF CONSULTING ENGINEERS	Luther Burbank Park Final Desi	910.75

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: PA122B - LB Shoreline Access Improvemen</i>				
P0114806	00214027	KPFF CONSULTING ENGINEERS	Luther Burbank Park Final Desi	11,207.35
<i>Org Key: PA122D - LB Storm Drainage KC Flood Con</i>				
P0114806	00214027	KPFF CONSULTING ENGINEERS	Luther Burbank Park Final Desi	4,770.60
P0113911	00214013	GEOENGINEERS INC	LUTHER BURBANK UPLAND	486.09
<i>Org Key: PA122E - LB Docks - Project costs</i>				
	00214027	KPFF CONSULTING ENGINEERS	Luther Burbank Park Final Desi	2,045.50
<i>Org Key: PO1350 - Police Emergency Management</i>				
	00214008	ERICKSON, CARL	HEADPHONES FOR MIRO	33.02
<i>Org Key: PR1100 - Administration (PR)</i>				
P0116122	00214062	WA ST DEPT OF TRANS/T2	Lease AA-1-10265 I.C. 1-17-055	1,697.90
P0116122	00214062	WA ST DEPT OF TRANS/T2	Lease AA-1-10221, IC 1-1705512	436.88
<i>Org Key: SU0108 - Comprehensive Pipeline R&R Pro</i>				
P0112365	00214057	Staheli Trenchless Consultants	21-30 Basin 40 Sewer	7,650.56
<i>Org Key: SU0170 - ARPA - Sewer Pipe Upsize</i>				
P0114350	00214057	Staheli Trenchless Consultants	21-48 Sewer Pipe Replacements	9,064.56
<i>Org Key: SW0104 - Sub Basin 22.1 Watercourse Sta</i>				
P0114817	00214016	GRAY & OSBORNE INC	Watercourse Stabilization Proj	7,273.35
<i>Org Key: SW0106 - Sub basin 25b.2 Watercourse St</i>				
P0114817	00214016	GRAY & OSBORNE INC	Watercourse Stabilization Proj	7,273.36
<i>Org Key: YF1100 - YFS General Services</i>				
	00214019	HARNISH, CHRISTOPHER JAMES	LICENSE RENEWAL FEES SUDP CC	420.00
	00214012	FRANKLIN, DEREK	LICENSE RENEWAL	196.00
P0116411	00214003	DATAQUEST LLC	Background Check INV 19967	26.50
<i>Org Key: YF2500 - Family Counseling</i>				
P0116363	00214070	YAMADA, MARK	Clinical consultation	200.00
<i>Org Key: YF2600 - Family Assistance</i>				
P0116365	00213987	CREST APARTMENT LLC	Rental assistance for EA clien	2,000.00
P0113288	00214055	SHOREWOOD #14885	Rental assistance for EA clien	1,917.00
<i>Org Key: YF2850 - Federal SPF Grant</i>				
P0116393	00213998	CACTUS PRODUCTIONS	Creation of media to promote H	5,000.00
P0116364	00213995	Benaroya, Melissa	Fall guiding good choices	3,125.00
P0116382	00214024	Jennifer Miller Consulting LLC	Healthy Youth Forum facilitato	1,500.00
	00214050	RITTER, MICHELLE	expense reimbursement	554.49
P0116410	00214058	THE ISLANDER NEWSPAPER (MIHS)	MIHS Islander newspaper ad	400.00
Total				<u>382,315.66</u>

Accounts Payable Report by Check Number

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00213987	11/29/2022	CREST APARTMENT LLC Rental assistance for EA clien	P0116365	112322	11/23/2022	2,000.00
00213988	12/02/2022	ABBOTT, RICHARD LEOFF1 Medicare Reimb		DEC2022B	11/01/2022	239.10
00213989	12/02/2022	ADAMS, RONALD E LEOFF1 Medicare Reimb		DEC2022B	11/01/2022	206.60
00213990	12/02/2022	AIRGAS USA LLC Oxygen/Fire	P0116362	9131762700	11/02/2022	25.94
00213991	12/02/2022	APPLIED ECOLOGY LLC RESTORATION WORK IN PIONEER PA	P0114951	1412	11/03/2022	53,968.85
00213992	12/02/2022	AUCKLAND, JOSH MISC. WORK CLOTHES		111422	11/14/2022	165.80
00213993	12/02/2022	AUGUSTSON, THOR LEOFF1 Medicare Reimb	P0116339	112222	11/22/2022	267.94
00213994	12/02/2022	BARNES, WILLIAM LEOFF1 Medicare Reimb		DEC2022A	11/01/2022	2,433.54
00213995	12/02/2022	Benaroya, Melissa Fall guiding good choices	P0116364	NOVEMBER 22	11/22/2022	3,125.00
00213996	12/02/2022	BOOTH, GLENDON D LEOFF1 Medicare Reimb	P0116370	112322	11/23/2022	472.84
00213997	12/02/2022	BUSH ROED & HITCHINGS INC TOPOGRAPHIC SURVEY OF DEANE'S	P0115611	368907	10/31/2022	29,203.00
00213998	12/02/2022	CACTUS PRODUCTIONS Creation of media to promote H	P0116393	1152	11/22/2022	5,000.00
00213999	12/02/2022	CARLSON, LARRY medicare reimbursement	P0116336	112122	11/21/2022	724.02
00214000	12/02/2022	CenturyLink SEWER TELEMTRY NOV 2022	P0116360	616410648	11/04/2022	2,555.60
00214001	12/02/2022	CHAPTER 13 TRUSTEE PAYROLL EARLY WARRANTS		12.02.22	12/02/2022	572.00
00214002	12/02/2022	COOPER, ROBERT LEOFF1 Excess Benefit		DEC2022A	11/01/2022	2,118.03
00214003	12/02/2022	DATAQUEST LLC Background Check INV 19967	P0116411	19967	11/30/2022	275.50
00214004	12/02/2022	DEEDS, EDWARD G LEOFF1 Medicare Reimb		DEC2022B	11/01/2022	271.10
00214005	12/02/2022	DEVENY, JAN P LEOFF1 Medicare Reimb		DEC2022B	11/01/2022	182.00
00214006	12/02/2022	DOWD, PAUL LEOFF1 Medicare Reimb		DEC2022B	11/01/2022	203.20
00214007	12/02/2022	ELSOE, RONALD LEOFF1 Medicare Reimb	P0116374	112322B	11/23/2022	331.95
00214008	12/02/2022	ERICKSON, CARL HEADPHONES FOR MIRO		110222	11/02/2022	33.02
00214009	12/02/2022	ESSER, LUKE August Lobbying Services	P0116349	SEPTEMBER 2022	09/02/2002	4,000.00
00214010	12/02/2022	FELIX, JIM main break wo #40418		112822	11/28/2022	71.63
00214011	12/02/2022	FORSMAN, LOWELL LEOFF1 Medicare Reimb	P0116375	112322	11/23/2022	911.43
00214012	12/02/2022	FRANKLIN, DEREK LICENSE RENEWAL		112222	11/22/2022	196.00

Accounts Payable Report by Check Number

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00214013	12/02/2022	GEOENGINEERS INC LUTHER BURBANK UPLAND IMPROVEM	P0113911	0184248	11/18/2022	486.09
00214014	12/02/2022	GOODMAN, J C LEOFF1 Medicare Reimb		DEC2022B	11/01/2022	239.00
00214015	12/02/2022	GOVERNMENTJOBS.COM Annual Subscription (Insight)	P0116379	INV-29688	11/23/2022	5,795.46
00214016	12/02/2022	GRAY & OSBORNE INC Watercourse Stabilization Proj	P0114817	7	11/07/2022	14,546.71
00214017	12/02/2022	HAGSTROM, CRAIG LEOFF1 Retiree Medical Expense	P0116368	112322	11/23/2022	272.60
00214018	12/02/2022	HAGSTROM, JAMES LEOFF1 Medicare Reimb		DEC2022B	11/01/2022	653.20
00214019	12/02/2022	HARNISH, CHRISTOPHER JAMES LICENSE RENEWAL FEES SUDP CC		112322	11/23/2022	420.00
00214020	12/02/2022	HARVEY, RICHARD ALEX WATERWORKS RENEWAL		112822	11/28/2022	42.00
00214021	12/02/2022	HEATH, SCOTT C WATER DISTRIBUTION EXAM 1		072922	07/29/2022	104.00
00214022	12/02/2022	HILTNER, PETER LEOFF1 Medicare Reimb		DEC2022B	11/01/2022	619.50
00214023	12/02/2022	HOWIE, PATRICIA REFUND OVERPAY 002918600		111422	11/14/2022	232.27
00214024	12/02/2022	Jennifer Miller Consulting LLC Healthy Youth Forum facilitato	P0116382	614-404-7555	11/11/2022	1,500.00
00214025	12/02/2022	JOHNSON, CURTIS LEOFF1 Medicare Reimb		DEC2022A	11/01/2022	1,395.82
00214026	12/02/2022	KC FINANCE 3rd Quarter 2022 2% Liquor Tax	P0116359	2145456	11/18/2022	1,977.90
00214027	12/02/2022	KPFF CONSULTING ENGINEERS Luther Burbank Park Final Desi		448057	11/14/2022	20,912.75
00214028	12/02/2022	KUHN, DAVID LEOFF1 Medicare Reimb	P0116369	112322	11/23/2022	681.93
00214029	12/02/2022	LEHOCZKY, ZSOLT SAFETY BOOTS WORK CLOTHES		111322	11/13/2022	452.78
00214030	12/02/2022	LEMAOTA, MALEKO CALL OUT		111422	11/14/2022	18.69
00214031	12/02/2022	LEOFF HEALTH & WELFARE TRUST FIRE RETIREES		120122	12/01/2022	55,135.92
00214032	12/02/2022	LEOFF HEALTH & WELFARE TRUST POLICE RETIREES		120122	12/01/2022	57,223.35
00214033	12/02/2022	LESARGE, JAKE WATER CERT RENEAL		111822	11/18/2022	42.00
00214034	12/02/2022	LN CURTIS & SONS Boots	P0116399	INV647144	11/03/2022	1,245.40
00214035	12/02/2022	LOISEAU, LERI M LEOFF1 Medicare Reimb	P0116337	112122	11/21/2022	315.25
00214036	12/02/2022	LOVELL, MARCUS WWCPA ANNUAL RENEWAL		110822	11/08/2022	214.81
00214037	12/02/2022	LYONS, STEVEN LEOFF1 Medicare Reimb		DEC2022B	11/01/2022	211.80
00214038	12/02/2022	MANDEVILLE, TROY ACCIS CONFERENCE 1		112222B	11/22/2022	422.70

Accounts Payable Report by Check Number

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00214039	12/02/2022	MARTIN, ERIC MAIN BREAK		111422	11/14/2022	6.69
00214040	12/02/2022	MI EMPLOYEES ASSOC PAYROLL EARLY WARRANTS		12.02.22	12/02/2022	220.00
00214041	12/02/2022	MILESTONE-WCMI LLC Application Withdrawn		112322	11/23/2022	2,631.52
00214042	12/02/2022	MONARCH LANDSCAPE HOLDINGS ROW Stair tread replacement	P0116291	CD50256382	11/14/2022	57,946.89
00214043	12/02/2022	MORENO, ALFREDO ACCIS CONFERENCE		112222B	11/22/2022	417.70
00214044	12/02/2022	MYERS, JAMES S LEOFF1 Medicare Reimb		DEC2022B	11/01/2022	179.80
00214045	12/02/2022	NORCOM 911 Code3 Software Reimbursement	P0116367	0001353	11/21/2022	861.08
00214046	12/02/2022	PILCHUCK PLUMBING LLC NOT NEEDED		112322	11/23/2022	520.80
00214047	12/02/2022	PUGET SOUND CLEAN AIR AGENCY Gas Facilities Dues/Fees	P0116389	20232405	11/19/2022	140.00
00214048	12/02/2022	RAMSAY, JON LEOFF1 Medicare Reimb		DEC2022A	11/01/2022	721.63
00214049	12/02/2022	RICOH USA INC (FIRE) Copier rental	P0116390	106715984	11/21/2022	278.77
00214050	12/02/2022	RITTER, MICHELLE expense reimbursement		112222	11/22/2022	554.49
00214051	12/02/2022	Robinson, Cody CDL PERMIT TEST		111822	11/18/2022	171.25
00214052	12/02/2022	RUCKER, MANORD J LEOFF1 Medicare Reimb	P0116338	112122	11/21/2022	498.23
00214053	12/02/2022	SCHOENTRUP, WILLIAM LEOFF1 Medicare Reimb		DEC2022A	11/01/2022	1,266.42
00214054	12/02/2022	SEATOWN ELECTRIC CORP NO LONGER NEEDED		2207-224/225	11/23/2022	283.20
00214055	12/02/2022	SHOREWOOD #14885 Rental assistance for EA clien	P0113288	120122	12/01/2022	1,917.00
00214056	12/02/2022	SMITH, RICHARD LEOFF1 Medicare Reimb		DEC2022B	11/01/2022	220.70
00214057	12/02/2022	Staheli Trenchless Consultants 21-30 Basin 40 Sewer	P0114350	22-217	11/14/2022	16,715.12
00214058	12/02/2022	THE ISLANDER NEWSPAPER (MIHS) MIHS Islander newspaper ad	P0116410	113022	11/30/2022	400.00
00214059	12/02/2022	THOMPSON, JAMES LEOFF1 Medicare Reimb		DEC2022B	11/01/2022	245.90
00214060	12/02/2022	TOWMAN LLC REFUND OVERPAY 00413068006		112022	11/20/2022	1,518.52
00214061	12/02/2022	WA CITIES INSURANCE AUTHORITY No-Show Fee INV 15631	P0116412	15631	11/30/2022	100.00
00214062	12/02/2022	WA ST DEPT OF TRANS/T2 Lease AA-1-10265 I.C. 1-17-055	P0116122	10-2022	10/01/2022	2,134.78
00214063	12/02/2022	WALLACE, THOMAS LEOFF1 Medicare Reimb	P0116381	112322	11/23/2022	6,355.55
00214064	12/02/2022	WANG, KAI OVERPAYMENT		2211-084	11/23/2022	4,871.10

Accounts Payable Report by Check Number

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00214065	12/02/2022	WATERFRONT CONSTRUCTION Luther Burbank docks short ter	P0113978	44831-RET	06/15/2022	4,776.00
00214066	12/02/2022	WEGNER, KEN LEOFF1 Medicare Reimb		DEC2022B	11/01/2022	170.10
00214067	12/02/2022	WEGNER, KEN LEOFF1 Retiree Medical Expense	P0116371	112322	11/23/2022	114.66
00214068	12/02/2022	WHEELER, DENNIS LEOFF1 Medicare Reimb		DEC2022B	11/01/2022	181.70
00214069	12/02/2022	WILLIAMS KASTNER & GIBBS PLLC FOR PROFESSIONAL SERVICES REND	P0116356	644676	10/25/2022	980.04
00214070	12/02/2022	YAMADA, MARK Clinical consultation	P0116363	111864	11/09/2022	200.00
					Total	<u>382,315.66</u>

CERTIFICATION OF CLAIMS

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



Finance Director

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

Mayor

Date

<u>Report</u>	<u>Warrants</u>	<u>Date</u>	<u>Amount</u>
Check Register	214071-214147	12/9/2022	\$472,379.96
			\$472,379.96

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
Org Key: 402000 - Water Fund-Admin Key				
P0116422	00214129	SEATTLE PUBLIC UTILITIES	NOV 2022 SPU CHARGE FOR RETAIL	4,825.00
P0116422	00214129	SEATTLE PUBLIC UTILITIES	OCT 2022 SPU CHARGE FOR RETAIL	3,744.00
P0116392	00214098	GEMPLER'S INC	INVENTORY PURCHASES	532.20
P0116380	00214093	EXCEL SUPPLY COMPANY	INVENTORY PURCHASES	454.27
P0116329	00214099	GRAINGER	INVENTORY PURCHASES	385.80
P0115997	00214079	BUFFALO INDUSTRIES LLC	INVENTORY PURCHASES	295.07
P0116424	00214137	TRAFFIC SAFETY SUPPLY	INVENTORY PURCHASES	195.30
P0116385	00214099	GRAINGER	INVENTORY PURCHASES	98.18
Org Key: CA1100 - Administration (CA)				
P0116407	00214114	MARTEN LAW	Invoice #44093993 Professional	95.00
Org Key: CA1200 - Prosecution & Criminal Mngmnt				
P0116451	00214108	Kiviat, Aaron	Invoice #1520 Professional Ser	1,400.00
P0116451	00214108	Kiviat, Aaron	Invoice #1529 Professional Ser	1,400.00
P0116451	00214108	Kiviat, Aaron	Invoice #1533 Professional Ser	1,000.00
Org Key: CO6300 - Climate Action Plan				
P0116386	00214084	COMMUNITY CLIMATE SOLUTIONS	Community Climate Solutions	4,000.00
P0116316	00214085	CONSOLIDATED PRESS	Environmental Survey Mailer (8	2,864.87
Org Key: CR1100 - Human Resources				
P0116465	00214145	WA FITNESS SERVICES INC	SERVICE CALL: 9/16/2022	333.35
P0116435	00214118	National PELRA	Spietz Membership Dues 2023 IN	225.00
P0116460	00214147	WORKSAFE SERVICE INC, A	Pre-Employment Drug Tests INV	200.00
P0116482	00214123	PUBLIC SAFETY TESTING INC	June 2022 Police Fees INV 2022	198.00
P0116482	00214123	PUBLIC SAFETY TESTING INC	October 2022 Police Fees INV	187.00
P0116482	00214123	PUBLIC SAFETY TESTING INC	July 2022 Police Fees INV 2022	110.00
Org Key: CT1100 - Municipal Court				
P0116427	00214103	INTERCOM LANGUAGE SERVICES INC	Intercom invoice #22-548	725.00
P0116431	00214088	DMCMA	DMCMA - 2023 Membership App Fe	150.00
P0116428	00214111	LANGUAGE LINE SERVICES	Language Line Invoice #1068523	12.64
Org Key: DS1200 - Bldg Plan Review & Inspection				
P0116387	00214127	SAFEbuilt llc	March Plan Review Services	1,248.00
P0116434	00214135	SOUND SAFETY PRODUCTS	SAFETY BOOTS & MISC. WORK CLOT	463.09
P0116425	00214135	SOUND SAFETY PRODUCTS	MISC. WORK CLOTHES	163.90
Org Key: FN1100 - Administration (FN)				
P0116469	00214142	VERIZON WIRELESS	OCT24-NOV23 2022 CITY CELL PHO	47.06
P0116469	00214142	VERIZON WIRELESS	OCT24-NOV23 2022 CITY CELL PHO	42.07
P0116469	00214142	VERIZON WIRELESS	OCT24-NOV23 2022 CITY CELL PHO	42.06
Org Key: FN4501 - Utility Billing (Water)				
P0116272	00214115	METROPRESORT	PRINTING, STUFFING & MAILING O	1,955.38
P0116376	00214115	METROPRESORT	NOV 2022 PRINTING & MAILING OF	102.86
P0116394	00214115	METROPRESORT	NOV 2022 PRINTING & MAILING OF	99.04
P0116376	00214115	METROPRESORT	NOV 2022 PRINTING & MAILING OF	85.46
P0116394	00214115	METROPRESORT	NOV 2022 PRINTING & MAILING OF	81.76
P0116469	00214142	VERIZON WIRELESS	OCT24-NOV23 2022 CITY CELL PHO	47.06
P0116469	00214142	VERIZON WIRELESS	OCT24-NOV23 2022 CITY CELL PHO	42.06

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: FN4502 - Utility Billing (Sewer)</i>				
P0116272	00214115	METROPRESORT	PRINTING, STUFFING & MAILING O	1,955.37
P0116376	00214115	METROPRESORT	NOV 2022 PRINTING & MAILING OF	102.87
P0116394	00214115	METROPRESORT	NOV 2022 PRINTING & MAILING OF	99.04
P0116376	00214115	METROPRESORT	NOV 2022 PRINTING & MAILING OF	85.46
P0116394	00214115	METROPRESORT	NOV 2022 PRINTING & MAILING OF	81.76
<i>Org Key: FN4503 - Utility Billing (Storm)</i>				
P0116376	00214115	METROPRESORT	NOV 2022 PRINTING & MAILING OF	102.88
P0116394	00214115	METROPRESORT	NOV 2022 PRINTING & MAILING OF	99.04
P0116376	00214115	METROPRESORT	NOV 2022 PRINTING & MAILING OF	85.47
P0116394	00214115	METROPRESORT	NOV 2022 PRINTING & MAILING OF	81.76
<i>Org Key: FR1100 - Administration (FR)</i>				
P0116453	00214089	EASTSIDE FIRE & RESCUE	Admin Services 07/2022 INV 481	29,700.00
P0116453	00214089	EASTSIDE FIRE & RESCUE	Admin Services 08/2022 INV 488	29,700.00
P0116453	00214089	EASTSIDE FIRE & RESCUE	Admin Services 11/2022 INV 506	29,700.00
P0116453	00214089	EASTSIDE FIRE & RESCUE	Admin Services 12/2022 INV 507	29,700.00
P0116406	00214123	PUBLIC SAFETY TESTING INC	FF candidates background evals	8,240.76
P0116473	00214136	SYSTEMS DESIGN WEST LLC	EMS Billing for October	1,557.64
P0116439	00214091	Evergreen Appliance Repair LLC	Diagnose & repair stacked Mayt	408.78
P0116436	00214091	Evergreen Appliance Repair LLC	Diagnose & repair dishwasher	363.64
P0116442	00214091	Evergreen Appliance Repair LLC	Replace Bosch dishwasher suppl	342.96
P0116472	00214146	WALTER E NELSON CO	Inventory supplies	338.56
P0116441	00214091	Evergreen Appliance Repair LLC	Replace Maytag dryer blower fa	283.67
P0116445	00214073	Alvaria Inc	Telestaff monthly maintenance	221.12
P0116440	00214091	Evergreen Appliance Repair LLC	Diagnose Maytag Dryer, Allianc	176.40
P0116443	00214091	Evergreen Appliance Repair LLC	Diagnose cooktop - bad spark c	88.08
P0116437	00214091	Evergreen Appliance Repair LLC	Diagnose Amana refrigerator	88.08
P0116438	00214091	Evergreen Appliance Repair LLC	Diagnose Cooktop	88.08
<i>Org Key: FR2100 - Fire Operations</i>				
P0116452	00214089	EASTSIDE FIRE & RESCUE	Parts & Labor 8613 INV 5062	9,346.68
P0116400	00214099	GRAINGER	equip- gas washer	2,939.47
P0116395	00214144	VIRGINIA MASON CLINIC	PULMONARY PHYSICAL	1,980.00
P0116396	00214076	AT&T MOBILITY	cell phone monthly service, ip	1,762.53
P0116452	00214089	EASTSIDE FIRE & RESCUE	Parts & Labor 4604 INV 3581	791.14
P0116452	00214089	EASTSIDE FIRE & RESCUE	Parts & Labor 7609 INV 4838	775.27
P0116452	00214089	EASTSIDE FIRE & RESCUE	Parts & Labor 8611 INV 4974	375.14
P0116418	00214110	KROESENS UNIFORM COMPANY	Industrial pants	296.17
P0116419	00214086	DAY MANAGEMENT CORP	Radio repair	236.72
P0116452	00214089	EASTSIDE FIRE & RESCUE	Parts & Labor 8613 INV 5063	140.80
<i>Org Key: FR2400 - Fire Suppression</i>				
P0116398	00214071	AAA FIRE & SAFETY INC	Fire Extinguishers	786.08
<i>Org Key: FR2500 - Fire Emergency Medical Svcs</i>				
P0116404	00214112	LIFE ASSIST INC	Aid Supplies - Gloves	1,189.08
P0116403	00214112	LIFE ASSIST INC	Aid supplies - SMART Pads III	980.00
P0116401	00214112	LIFE ASSIST INC	stock aid supplies	925.02
P0116402	00214112	LIFE ASSIST INC	Aid supplies - Primary battery	636.88

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: GB0101 - HVAC Repairs</i>				
P0115998	00214094	FERGUSON ENTERPRISES LLC	FIRE HOSE FITTINGS	1,241.46
<i>Org Key: GB0102 - ADA Improvements</i>				
	00214078	Baklinski Group	RETAINAGE	1,630.00
<i>Org Key: GGM004 - Gen Govt-Office Support</i>				
P0116420	00214124	RESERVE ACCOUNT	DEC 2022 RESERVE FUND REFILL F	2,500.00
P0116333	00214107	KELLEY IMAGING SYSTEMS	HP730 300-ML INK CARTRIDGES -	1,113.14
P0116463	00214122	PITNEY BOWES	Folding Machine Lease Q4 2022	1,053.76
P0116444	00214126	RICOH USA INC	B&W, Color printing	286.65
<i>Org Key: GGM007 - ARPA-PPE & Pandemic Response</i>				
P0116380	00214093	EXCEL SUPPLY COMPANY	NITRILE EXAM GLOVES	594.54
<i>Org Key: GT0101 - City Information via Web GIS</i>				
P0116391	00214143	VERTIGIS NORTH AMERICA LTD	GEOCORTEX ESSENTIALS UPDATES	220.00
<i>Org Key: GT0108 - Technology Equipment Replaceme</i>				
P0115677	00214104	ISSQUARED INC.	Cisco ASA Replacement	4,456.27
P0115085	00214104	ISSQUARED INC.	Network Switches Replacement 2	2,524.50
<i>Org Key: IS2100 - IGS Network Administration</i>				
P0116189	00214130	SHI INTERNATIONAL CORP	SQL Server 2019	5,553.62
P0115716	00214104	ISSQUARED INC.	Backup Core Router for Cluster	1,275.22
P0116470	00214142	VERIZON WIRELESS	OCT24-NOV23 2022 IGS CELL PHON	218.25
P0116467	00214134	Smarsh Inc.	Smarsh Subscription Additional	107.59
<i>Org Key: MT2100 - Roadway Maintenance</i>				
P0116426	00214113	LTI INC	DEICER SALT (33.33 TONS)	6,611.96
P0116450	00214116	MI UTILITY BILLS	NOV 2022 PMT OF UTILITY BILLS	463.65
P0116423	00214137	TRAFFIC SAFETY SUPPLY	"5 MPH" SIGN	74.32
P0116423	00214137	TRAFFIC SAFETY SUPPLY	"84TH AVE SE" STREET SIGN	83.55
P0116469	00214142	VERIZON WIRELESS	OCT24-NOV23 2022 CITY CELL PHO	40.01
P0116327	00214102	IBS INC	MISC. HARDWARE (WAREHOUSE)	16.79
<i>Org Key: MT2200 - Vegetation Maintenance</i>				
P0116327	00214102	IBS INC	MISC. HARDWARE (WAREHOUSE)	16.79
<i>Org Key: MT2255 - Urban Forest Management (ROW)</i>				
P0115824	00214072	ALEX TREE SERVICE LLC	EMERGENCY TREE REMOVAL WORK	3,715.87
<i>Org Key: MT2300 - Planter Bed Maintenance</i>				
P0116450	00214116	MI UTILITY BILLS	NOV 2022 PMT OF UTILITY BILLS	1,162.85
<i>Org Key: MT3100 - Water Distribution</i>				
P0116450	00214116	MI UTILITY BILLS	NOV 2022 PMT OF UTILITY BILLS	1,893.10
P0115575	00214087	DELL MARKETING L.P.	Dell Laptop	1,560.88
P0116308	00214100	HOME DEPOT CREDIT SERVICE	MARINE HOSES & IRRIGATION FITT	210.39
P0116327	00214102	IBS INC	MISC. HARDWARE (WAREHOUSE)	19.19
<i>Org Key: MT3150 - Water Quality Event</i>				
P0116384	00214075	AQUATIC INFORMATICS INC.	2022 CROSS CONNECTION WEB TEST	1,600.00
P0113357	00214074	AM TEST INC	2022 WATER QUALITY SAMPLES	300.00

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0116326	00214075	AQUATIC INFORMATICS INC.	2022 CROSS CONNECTION WEB TEST	98.00
<i>Org Key: MT3300 - Water Associated Costs</i>				
P0116353	00214120	OCCUPATIONAL HEALTH CTRS OF WA	DOT PHYSICAL FOR CASEY LEYDE	116.00
<i>Org Key: MT3400 - Sewer Collection</i>				
P0116450	00214116	MI UTILITY BILLS	NOV 2022 PMT OF UTILITY BILLS	989.49
P0116005	00214082	CESSCO INC	APRON CHAPS 36"	121.10
P0116327	00214102	IBS INC	MISC. HARDWARE (WAREHOUSE)	16.79
<i>Org Key: MT3500 - Sewer Pumps</i>				
P0114278	00214092	EVOQUA WATER TECHNOLOGIES LLC	ANNUAL BIOXIDE	5,607.27
P0116331	00214076	AT&T MOBILITY	2022 TELEMTRY	818.35
P0116005	00214082	CESSCO INC	APRON CHAPS 36"	121.10
P0116327	00214102	IBS INC	MISC. HARDWARE (WAREHOUSE)	16.79
<i>Org Key: MT3600 - Sewer Associated Costs</i>				
P0116378	00214097	GCP WW HOLDCO LLC	MISC. WORK CLOTHES	164.40
P0116353	00214120	OCCUPATIONAL HEALTH CTRS OF WA	DOT PHYSICAL FOR ERIC MARTIN	116.00
<i>Org Key: MT3800 - Storm Drainage</i>				
P0115993	00214090	ENVIRO-CLEAN EQUIPMENT INC	CRP140 CRAWLER UPGRADE AND RAP	21,362.60
P0115651	00214090	ENVIRO-CLEAN EQUIPMENT INC	CCU208 CONTROLLER, CPL 150 CRA	5,000.00
P0116421	00214139	UNITED REPROGRAPHICS	VINYL GRAPHICS WRAP FOR SWEEPE	3,123.94
P0116450	00214116	MI UTILITY BILLS	NOV 2022 PMT OF UTILITY BILLS	88.24
P0116327	00214102	IBS INC	MISC. HARDWARE (WAREHOUSE)	19.19
<i>Org Key: MT4150 - Support Services - Clearing</i>				
P0116429	00214083	CINTAS CORPORATION #460	2022 PW COVERALL SERVICE	2,458.12
P0116433	00214141	UTILITIES UNDERGROUND LOCATION	2022 UTILITY LOCATES	184.47
<i>Org Key: MT4200 - Building Services</i>				
P0116450	00214116	MI UTILITY BILLS	NOV 2022 PMT OF UTILITY BILLS	31,879.00
P0116327	00214102	IBS INC	MISC. HARDWARE (WAREHOUSE)	16.79
<i>Org Key: MT4300 - Fleet Services</i>				
P0115348	00214128	SEATTLE BOAT COMPANY	Marine Patrol Fuel	10,479.43
P0116377	00214119	NELSON PETROLEUM	2022 DIESEL DELIVERY	5,132.95
P0116430	00214117	NAPA AUTO PARTS	REPAIR PARTS	904.71
P0116432	00214077	AUTONATION INC	FLEET PARTS	50.02
P0116327	00214102	IBS INC	MISC. HARDWARE (WAREHOUSE)	16.79
<i>Org Key: MT6100 - Park Maintenance</i>				
P0116334	00214107	KELLEY IMAGING SYSTEMS	CANON INK - MAGENTA & CYAN	370.76
P0116005	00214082	CESSCO INC	SHARPEN MOWER BLADES	230.05
P0116429	00214083	CINTAS CORPORATION #460	PARKS 2022 COVERALL SERVICE	101.40
P0116327	00214102	IBS INC	MISC. HARDWARE (WAREHOUSE)	16.79
<i>Org Key: MT6200 - Athletic Field Maintenance</i>				
P0116327	00214102	IBS INC	MISC. HARDWARE (WAREHOUSE)	16.79
<i>Org Key: MT6500 - Luther Burbank Park Maint</i>				
P0116327	00214102	IBS INC	MISC. HARDWARE (WAREHOUSE)	16.79
<i>Org Key: MT6600 - Park Maint School Fields</i>				

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0116327	00214102	IBS INC	MISC. HARDWARE (WAREHOUSE)	16.79
<i>Org Key: MT6800 - Trails Maintenance</i>				
P0115824	00214072	ALEX TREE SERVICE LLC	EMERGENCY TREE REMOVAL WORK	6,385.80
P0116327	00214102	IBS INC	MISC. HARDWARE (WAREHOUSE)	16.79
<i>Org Key: MT6900 - Aubrey Davis Park Maint</i>				
P0116327	00214102	IBS INC	MISC. HARDWARE (WAREHOUSE)	16.77
<i>Org Key: PA0100 - Open Space Management</i>				
P0114950	00214096	GARDEN CYCLES	RESTORATION WORK IN ISLAND CRE	9,820.54
P0114767	00214095	GARDEN CYCLES	RESTORATION WORK IN NORTH	6,328.32
<i>Org Key: PA0111 - Aubrey Davis Park Vegetation M</i>				
P0116262	00214109	KPG	PSOMAS DBA KPG PSOMAS INC	504.00
<i>Org Key: PA0118 - Lincoln Landing Watercourse Re</i>				
P0115280	00214121	OMA CONSTRUCTION INC	Lincoln Landing Shoreline and	23,286.15
<i>Org Key: PO1800 - Contract Dispatch Police</i>				
P0116335	00214081	CDW GOVERNMENT INC	3 Acrobat Pro 2020 PD Records	1,564.96
<i>Org Key: PO2200 - Marine Patrol</i>				
P0116366	00214116	MI UTILITY BILLS	PAYMENT OF UTILITY BILL FOR SE	40.91
<i>Org Key: PR2104 - Special Events</i>				
P0116330	00214138	UNITED RENTALS NORTH AMERICA	BOOM 76-85' ARTICULATING RENTA	1,409.55
<i>Org Key: PR4100 - Community Center</i>				
P0116450	00214116	MI UTILITY BILLS	NOV 2022 PMT OF UTILITY BILLS	6,838.17
P0116334	00214107	KELLEY IMAGING SYSTEMS	CANON INK - MAGENTA & CYAN	370.76
P0116464	00214146	WALTER E NELSON CO	AFFINITY TOUCH FREE DISP BLACK	288.18
<i>Org Key: PY4621 - Flex Spending Admin 2021</i>				
	00214101	HORSCHMAN, BRENT	FLEX SPENDING	548.00
<i>Org Key: ST0020 - ST Long Term Parking</i>				
P0116450	00214116	MI UTILITY BILLS	NOV 2022 PMT OF UTILITY BILLS	1,634.41
<i>Org Key: SU0100 - Emergency Sewer Repairs</i>				
P0111022	00214140	UTILITIES SERVICE CO INC	21-13 UNIT PRICE PUMP MAINT &	8,726.11
P0111022	00214140	UTILITIES SERVICE CO INC	21-13 UNIT PRICE PUMP MAINT &	6,158.86
P0111022	00214140	UTILITIES SERVICE CO INC	21-13 UNIT PRICE PUMP MAINT &	3,993.80
P0111022	00214140	UTILITIES SERVICE CO INC	21-13 UNIT PRICE PUMP MAINT &	1,261.20
<i>Org Key: SU0102 - Pump Station R&R Improvements</i>				
P0114014	00214125	RH2 ENGINEERING INC	21-29 SEWER PUMP STATION CONDI	4,376.76
<i>Org Key: SU0109 - Sewer System Generator Replace</i>				
P0112274	00214125	RH2 ENGINEERING INC	21-31 Sewer Pump Station Gener	1,039.61
<i>Org Key: SW0126 - Emergency Stormwater Conveyanc</i>				
P0115651	00214090	ENVIRO-CLEAN EQUIPMENT INC	CCU208 CONTROLLER, CPL 150 CRA	60,514.99
<i>Org Key: WU0101 - Booster Chlorination Station</i>				
P0108114	00214080	CAROLLO ENGINEERS INC	BOOSTER CHLORINATION SYSTEM	4,943.50

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: WU0106 - Madrona Crest East Addition Wa</i>				
P0116328	00214099	GRAINGER	PORTABLE ELECTRIC HEATER	121.02
<i>Org Key: YF1200 - Thrift Shop</i>				
P0116450	00214116	MI UTILITY BILLS	NOV 2022 PMT OF UTILITY BILLS	973.56
P0116469	00214142	VERIZON WIRELESS	OCT24-NOV23 2022 CITY CELL PHO	47.06
P0116469	00214142	VERIZON WIRELESS	OCT24-NOV23 2022 CITY CELL PHO	42.06
P0116469	00214142	VERIZON WIRELESS	OCT24-NOV23 2022 CITY CELL PHO	42.05
<i>Org Key: YF2600 - Family Assistance</i>				
P0113288	00214131	SHOREWOOD #14885	Rental assistance for EA clien	2,000.00
P0113288	00214133	SHOREWOOD #14885	Rental assistance for EA clien	2,000.00
P0113288	00214132	SHOREWOOD #14885	Rental assistance for EA clien	1,120.00
P0113288	00214131	SHOREWOOD #14885	Rental assistance for EA clien	534.93
P0113286	00214106	KC HOUSING AUTHORITY	Rental Assistance for EA clien	321.00
P0113286	00214105	KC HOUSING AUTHORITY	Rental Assistance for EA clien	192.00
Total				<u>472,379.96</u>

Accounts Payable Report by Check Number

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00214071	12/09/2022	AAA FIRE & SAFETY INC Fire Extinguishers	P0116398	INV0003201	11/03/2022	786.08
00214072	12/09/2022	ALEX TREE SERVICE LLC EMERGENCY TREE REMOVAL WORK	P0115824	1158	12/01/2022	10,101.67
00214073	12/09/2022	Alvaria Inc Telestaff monthly maintenance	P0116445	ASI074173	12/05/2022	221.12
00214074	12/09/2022	AM TEST INC 2022 WATER QUALITY SAMPLES	P0113357	130424	11/17/2022	300.00
00214075	12/09/2022	AQUATIC INFORMATICS INC. 2022 CROSS CONNECTION WEB TEST	P0116326	102556	11/09/2022	1,698.00
00214076	12/09/2022	AT&T MOBILITY cell phone monthly service, ip	P0116331	X11132022B	11/13/2022	2,580.88
00214077	12/09/2022	AUTONATION INC FLEET PARTS	P0116432	188212	12/01/2022	50.02
00214078	12/09/2022	Baklinski Group RETAINAGE		2203-01	09/15/2022	1,630.00
00214079	12/09/2022	BUFFALO INDUSTRIES LLC INVENTORY PURCHASES	P0115997	0103060-IN	09/27/2022	295.07
00214080	12/09/2022	CAROLLO ENGINEERS INC BOOSTER CHLORINATION SYSTEM	P0108114	FB30093	11/29/2022	4,943.50
00214081	12/09/2022	CDW GOVERNMENT INC 3 Acrobat Pro 2020 PD Records	P0116335	FB24053	11/10/2022	1,564.96
00214082	12/09/2022	CESSCO INC APRON CHAPS 36"	P0116005	18793/18795/1880	11/03/2022	472.25
00214083	12/09/2022	CINTAS CORPORATION #460 2022 PW COVERALL SERVICE	P0116429	113022-12701643	11/30/2022	2,559.52
00214084	12/09/2022	COMMUNITY CLIMATE SOLUTIONS Community Climate Solutions	P0116386	339	05/21/2022	4,000.00
00214085	12/09/2022	CONSOLIDATED PRESS Environmental Survey Mailer (8	P0116316	29501	10/01/2022	2,864.87
00214086	12/09/2022	DAY MANAGEMENT CORP Radio repair	P0116419	INV753546	12/01/2022	236.72
00214087	12/09/2022	DELL MARKETING L.P. Dell Laptop	P0115575	10617051240	11/07/2022	1,560.88
00214088	12/09/2022	DMCMA DMCMA - 2023 Membership App Fe	P0116431	CHKPYMT-2023-004	12/05/2022	150.00
00214089	12/09/2022	EASTSIDE FIRE & RESCUE Admin Services 07/2022 INV 481	P0116452	3581	01/01/2022	130,229.03
00214090	12/09/2022	ENVIRO-CLEAN EQUIPMENT INC CCU208 CONTROLLER, CPL 150 CRA	P0115651	22-58927M	11/28/2022	86,877.59
00214091	12/09/2022	Evergreen Appliance Repair LLC Diagnose & repair stacked Mayt	P0116443	944	11/29/2022	1,839.69
00214092	12/09/2022	EVOQUA WATER TECHNOLOGIES LLC ANNUAL BIOXIDE	P0114278	905587902	10/31/2022	5,607.27
00214093	12/09/2022	EXCEL SUPPLY COMPANY INVENTORY PURCHASES	P0116380	139501	11/14/2022	1,048.81
00214094	12/09/2022	FERGUSON ENTERPRISES LLC FIRE HOSE FITTINGS	P0115998	46,52,253,250,25	09/27/2022	1,241.46
00214095	12/09/2022	GARDEN CYCLES RESTORATION WORK IN NORTH	P0114767	889	11/30/2022	6,328.32
00214096	12/09/2022	GARDEN CYCLES RESTORATION WORK IN ISLAND CRE	P0114950	858	10/18/2022	9,820.54

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00214097	12/09/2022	GCP WW HOLDCO LLC MISC. WORK CLOTHES	P0116378	INV2040002457	11/20/2022	164.40
00214098	12/09/2022	GEMPLER'S INC INVENTORY PURCHASES	P0116392	INV0004525051	11/23/2022	532.20
00214099	12/09/2022	GRAINGER INVENTORY PURCHASES	P0116328	9514079574	11/15/2022	3,544.47
00214100	12/09/2022	HOME DEPOT CREDIT SERVICE MARINE HOSES & IRRIGATION FITT	P0116308	6103417	11/17/2022	210.39
00214101	12/09/2022	HORSCHMAN, BRENT FLEX SPENDING		120222	12/02/2022	548.00
00214102	12/09/2022	IBS INC MISC. HARDWARE (WAREHOUSE)	P0116327	800422-1	11/04/2022	239.84
00214103	12/09/2022	INTERCOM LANGUAGE SERVICES INC Intercom invoice #22-548	P0116427	22-548	11/30/2022	725.00
00214104	12/09/2022	ISSQUARED INC. Cisco ASA Replacement	P0115716	007146	10/31/2022	8,255.99
00214105	12/09/2022	KC HOUSING AUTHORITY Rental Assistance for EA clien	P0113286	120722	12/07/2022	192.00
00214106	12/09/2022	KC HOUSING AUTHORITY Rental Assistance for EA clien	P0113286	120722B	12/07/2022	321.00
00214107	12/09/2022	KELLEY IMAGING SYSTEMS HP730 300-ML INK CARTRIDGES -	P0116334	SO327896	11/21/2022	1,854.66
00214108	12/09/2022	Kiviat, Aaron Invoice #1520 Professional Ser	P0116451	1533	11/22/2022	3,800.00
00214109	12/09/2022	KPG PSOMAS DBA KPG PSOMAS INC	P0116262	190354	11/16/2022	504.00
00214110	12/09/2022	KROESENS UNIFORM COMPANY Industrial pants	P0116418	71082	11/30/2022	296.17
00214111	12/09/2022	LANGUAGE LINE SERVICES Language Line Invoice #1068523	P0116428	10685238	11/30/2022	12.64
00214112	12/09/2022	LIFE ASSIST INC Aid supplies - Primary battery	P0116404	1268015	11/15/2022	3,730.98
00214113	12/09/2022	LTI INC DEICER SALT (33.33 TONS)	P0116426	4119238	11/29/2022	6,611.96
00214114	12/09/2022	MARTEN LAW Invoice #44093993 Professional	P0116407	44093993	11/14/2022	95.00
00214115	12/09/2022	METROPRESORT NOV 2022 PRINTING & MAILING OF	P0116394	IN649503	11/30/2022	5,018.15
00214116	12/09/2022	MI UTILITY BILLS NOV 2022 PMT OF UTILITY BILLS	P0116450	113022	11/30/2022	45,963.38
00214117	12/09/2022	NAPA AUTO PARTS REPAIR PARTS	P0116430	113022-16715156	11/30/2022	904.71
00214118	12/09/2022	National PELRA Spietz Membership Dues 2023 IN	P0116435	2363	12/02/2022	225.00
00214119	12/09/2022	NELSON PETROLEUM 2022 DIESEL DELIVERY	P0116377	00815712/5713	11/14/2022	5,132.95
00214120	12/09/2022	OCCUPATIONAL HEALTH CTRS OF WA DOT PHYSICAL FOR CASEY LEYDE	P0116353	77347262	11/16/2022	232.00
00214121	12/09/2022	OMA CONSTRUCTION INC Lincoln Landing Shoreline and	P0115280	PP#5	10/31/2022	23,286.15
00214122	12/09/2022	PITNEY BOWES Folding Machine Lease Q4 2022	P0116463	3316685881	12/05/2022	1,053.76

Accounts Payable Report by Check Number

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00214123	12/09/2022	PUBLIC SAFETY TESTING INC October 2022 Police Fees INV	P0116406	PSTI22-357	11/23/2022	8,735.76
00214124	12/09/2022	RESERVE ACCOUNT DEC 2022 RESERVE FUND REFILL F	P0116420	47912225-DEC22	12/02/2022	2,500.00
00214125	12/09/2022	RH2 ENGINEERING INC 21-29 SEWER PUMP STATION CONDI	P0112274	88408	11/17/2022	5,416.37
00214126	12/09/2022	RICOH USA INC B&W, Color printing	P0116444	5066236103	12/01/2022	286.65
00214127	12/09/2022	SAFEbuilt llc March Plan Review Services	P0116387	0085026-IN	03/31/2022	1,248.00
00214128	12/09/2022	SEATTLE BOAT COMPANY Marine Patrol Fuel	P0115348	082222-RE	08/22/2022	10,479.43
00214129	12/09/2022	SEATTLE PUBLIC UTILITIES OCT 2022 SPU CHARGE FOR RETAIL	P0116422	NOV 2022	11/30/2022	8,569.00
00214130	12/09/2022	SHI INTERNATIONAL CORP SQL Server 2019	P0116189	B16104559	11/10/2022	5,553.62
00214131	12/09/2022	SHOREWOOD #14885 Rental assistance for EA clien	P0113288	120622D	12/06/2022	2,534.93
00214132	12/09/2022	SHOREWOOD #14885 Rental assistance for EA clien	P0113288	120822	12/08/2022	1,120.00
00214133	12/09/2022	SHOREWOOD #14885 Rental assistance for EA clien	P0113288	120822B	12/08/2022	2,000.00
00214134	12/09/2022	Smarsh Inc. Smash Subscription Additional	P0116467	INV-62858	11/30/2022	107.59
00214135	12/09/2022	SOUND SAFETY PRODUCTS MISC. WORK CLOTHES	P0116434	506536/1	11/30/2022	626.99
00214136	12/09/2022	SYSTEMS DESIGN WEST LLC EMS Billing for October	P0116473	20222375	12/31/2022	1,557.64
00214137	12/09/2022	TRAFFIC SAFETY SUPPLY INVENTORY PURCHASES	P0116423	INV054726	11/22/2022	353.17
00214138	12/09/2022	UNITED RENTALS NORTH AMERICA BOOM 76-85' ARTICULATING RENTA	P0116330	212726583-001	11/07/2022	1,409.55
00214139	12/09/2022	UNITED REPROGRAPHICS VINYL GRAPHICS WRAP FOR SWEEPE	P0116421	9110636-IN	09/13/2022	3,123.94
00214140	12/09/2022	UTILITIES SERVICE CO INC 21-13 UNIT PRICE PUMP MAINT &	P0111022	2994	06/17/2022	20,139.97
00214141	12/09/2022	UTILITIES UNDERGROUND LOCATION 2022 UTILITY LOCATES	P0116433	2110182	11/30/2022	184.47
00214142	12/09/2022	VERIZON WIRELESS OCT24-NOV23 2022 CITY CELL PHO	P0116469	9921262549	11/23/2022	609.74
00214143	12/09/2022	VERTIGIS NORTH AMERICA LTD GEOCORTEX ESSENTIALS UPDATES	P0116391	IN-VGNA-00003929	10/31/2022	220.00
00214144	12/09/2022	VIRGINIA MASON CLINIC PULMONARY PHYSICAL	P0116395	HA7-24-37-18	10/02/2022	1,980.00
00214145	12/09/2022	WA FITNESS SERVICES INC SERVICE CALL: 9/16/2022	P0116465	W18193	09/19/2022	333.35
00214146	12/09/2022	WALTER E NELSON CO Inventory supplies	P0116464	885107	09/15/2022	626.74
00214147	12/09/2022	WORKSAFE SERVICE INC, A Pre-Employment Drug Tests INV	P0116460	327663	11/30/2022	200.00
					Total	472,379.96

CERTIFICATION OF CLAIMS

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



Finance Director

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

Mayor

Date

Report	Warrants	Date	Amount
Check Register	214148-214218	12/16/2022	\$254,348.27 \$254,348.27

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
Org Key: 402000 - Water Fund-Admin Key				
	00214172	ZETTEL, CHANTEL	Connection Charges	3,899.00
	00214172	ZETTEL, CHANTEL	Meter Installations	2,750.00
	00214167	TOMASELLI, DAVID	REFUND OVERPAY 00774521702	1,165.52
	00214155	FELTIS, JOHN	REFUND OVERPAY 006885850	507.25
Org Key: 814074 - Garnishments				
	00214192	CHAPTER 13 TRUSTEE	PAYROLL EARLY WARRANTS	572.00
Org Key: 814075 - Mercer Island Emp Association				
	00214207	MI EMPLOYEES ASSOC	PAYROLL EARLY WARRANTS	220.00
Org Key: 814076 - City & Counties Local 21M				
	00214216	WSCCCE AFSCME AFL-CIO	PAYROLL EARLY WARRANTS	2,769.20
Org Key: 814077 - Police Association				
	00214211	POLICE ASSOCIATION	PAYROLL EARLY WARRANTS	2,599.12
Org Key: CA1100 - Administration (CA)				
	00214182	Amazon Capital Services Inc	City Attorney	40.17
Org Key: CM1100 - Administration (CM)				
	00214182	Amazon Capital Services Inc	Public Works - Support Service	340.76
	00214182	Amazon Capital Services Inc	Public Works - Support Service	21.25
Org Key: CO6100 - City Council				
	00214182	Amazon Capital Services Inc	Admin Services-IGS	216.36
	00214182	Amazon Capital Services Inc	Admin Services-Customer Service	95.78
	00214182	Amazon Capital Services Inc	Admin Services-Customer Service	88.07
Org Key: CR1100 - Human Resources				
	00214166	SPIETZ, ALLISON	OPEN ENROLLMENT DRAWING	1,050.00
	00214182	Amazon Capital Services Inc	Public Works - Support Service	160.69
P0116516	00214213	PUBLIC SAFETY TESTING INC	Nov 2022 Police Fees INV 2022-	99.00
	00214182	Amazon Capital Services Inc	Public Works - Support Service	33.88
	00214182	Amazon Capital Services Inc	Admin Services-HR	22.01
Org Key: CT1100 - Municipal Court				
	00214194	COMPLETE OFFICE	OFFICE SUPPLIES	68.12
Org Key: DS0000 - Development Services-Revenue				
	00214163	MI COUNTRY CLUB	Land Use	9,751.00
	00214172	ZETTEL, CHANTEL	Single Family-New	932.00
	00214163	MI COUNTRY CLUB	Sale of Land Use Signs	110.00
Org Key: DS1100 - Administration (DS)				
	00214182	Amazon Capital Services Inc	Admin Services-Customer Service	41.72
	00214218	ZACK, ADAM	MRSC ACCESSORY DWELL WEBINAR	40.00
	00214182	Amazon Capital Services Inc	CPD	30.82
Org Key: DS1200 - Bldg Plan Review & Inspection				
	00214205	Judge, Tom	WORK BOOTS	110.09
	00214205	Judge, Tom	PRINTER INK	57.24
Org Key: FN4501 - Utility Billing (Water)				

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0116471	00214154	FCS GROUP	WATER, SEWER, AND STORMWATER R	6,250.50
	00214157	HARVEY, OLIVIA	MISC. WORK CLOTHES/BOOTS	367.50
<i>Org Key: FN4502 - Utility Billing (Sewer)</i>				
P0116471	00214154	FCS GROUP	WATER, SEWER, AND STORMWATER R	6,250.50
<i>Org Key: FN4503 - Utility Billing (Storm)</i>				
P0116471	00214154	FCS GROUP	WATER, SEWER, AND STORMWATER R	1,389.00
<i>Org Key: FR0000 - Fire-Revenue</i>				
	00214163	MI COUNTRY CLUB	Single Family-Alteration	188.00
<i>Org Key: FR1100 - Administration (FR)</i>				
	00214191	CENTURYLINK	FIRE STATION 92 T1	2,320.70
	00214191	CENTURYLINK	FIRE STATION 92 T1	2,315.88
	00214182	Amazon Capital Services Inc	Fire	1,154.95
	00214182	Amazon Capital Services Inc	Fire	1,099.90
	00214182	Amazon Capital Services Inc	Fire	465.60
	00214182	Amazon Capital Services Inc	Fire	363.66
	00214182	Amazon Capital Services Inc	Fire	335.78
	00214182	Amazon Capital Services Inc	Fire	279.36
	00214182	Amazon Capital Services Inc	Fire	271.76
	00214194	COMPLETE OFFICE	OFFICE SUPPLIES	212.38
	00214191	CENTURYLINK	MAIN FIRE STATION FD#7	195.16
	00214191	CENTURYLINK	MAIN FIRE STATION FD#7	193.69
	00214182	Amazon Capital Services Inc	Fire	166.48
	00214182	Amazon Capital Services Inc	Fire	158.95
	00214182	Amazon Capital Services Inc	Fire	140.34
	00214182	Amazon Capital Services Inc	Fire	132.06
	00214182	Amazon Capital Services Inc	Fire	118.30
	00214182	Amazon Capital Services Inc	Fire	111.08
	00214182	Amazon Capital Services Inc	Fire	111.08
	00214182	Amazon Capital Services Inc	Fire	111.08
	00214182	Amazon Capital Services Inc	Fire	111.08
	00214182	Amazon Capital Services Inc	Fire	111.08
	00214182	Amazon Capital Services Inc	Fire	104.58
	00214182	Amazon Capital Services Inc	Fire	104.58
	00214182	Amazon Capital Services Inc	Fire	93.56
	00214182	Amazon Capital Services Inc	Fire	86.28
	00214182	Amazon Capital Services Inc	Fire	70.36
	00214182	Amazon Capital Services Inc	Fire	53.92
	00214182	Amazon Capital Services Inc	Fire	44.03
	00214182	Amazon Capital Services Inc	Fire	43.98
	00214182	Amazon Capital Services Inc	Fire	43.14
	00214182	Amazon Capital Services Inc	Fire	42.19
	00214182	Amazon Capital Services Inc	Fire	32.56
	00214182	Amazon Capital Services Inc	Fire	30.82
	00214182	Amazon Capital Services Inc	Fire	29.72
	00214182	Amazon Capital Services Inc	Fire	28.56
	00214182	Amazon Capital Services Inc	Fire	25.27
	00214182	Amazon Capital Services Inc	Fire	21.57
	00214182	Amazon Capital Services Inc	Fire	11.97

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00214182	Amazon Capital Services Inc	Fire	11.00
<i>Org Key: FR2100 - Fire Operations</i>				
P0109898	00214193	COMCAST	2021 Comcast Business - Fire	1,216.50
	00214182	Amazon Capital Services Inc	Fire	131.80
	00214182	Amazon Capital Services Inc	Fire	127.05
	00214182	Amazon Capital Services Inc	Fire	52.80
	00214182	Amazon Capital Services Inc	Fire	44.82
	00214182	Amazon Capital Services Inc	Fire	43.90
	00214182	Amazon Capital Services Inc	Fire	15.40
<i>Org Key: FR2105 - Fire Mobile Integrated Health</i>				
	00214182	Amazon Capital Services Inc	YFS	110.92
	00214182	Amazon Capital Services Inc	YFS	50.59
	00214182	Amazon Capital Services Inc	YFS	30.81
	00214182	Amazon Capital Services Inc	YFS	16.29
	00214182	Amazon Capital Services Inc	YFS	14.18
	00214182	Amazon Capital Services Inc	YFS	13.85
	00214182	Amazon Capital Services Inc	YFS	10.88
<i>Org Key: GB0100 - Building Repairs</i>				
P0112427	00214184	Ankrom Moisan Architects Inc.	Architectural Design and Space	6,296.00
P0112427	00214184	Ankrom Moisan Architects Inc.	Architectural Design and Space	5,726.50
<i>Org Key: GB0101 - HVAC Repairs</i>				
	00214182	Amazon Capital Services Inc	Public Works - Support Service	659.50
<i>Org Key: GGM001 - General Government-Misc</i>				
P0109898	00214193	COMCAST	2021 Comcast Business - City h	2,507.10
<i>Org Key: GGM004 - Gen Govt-Office Support</i>				
P0116515	00214159	KELLEY IMAGING SYSTEMS	Copier Lease Fees Nov 2022	1,805.13
P0116501	00214171	Xerox Financial Services	Copier Lease Fees Dec 2022 INV	1,031.64
P0116236	00214171	Xerox Financial Services	Copier Lease Oct 2022 INV 3548	1,031.64
P0116236	00214171	Xerox Financial Services	Copier Leave Nov 2022 INV 3611	1,031.64
P0116501	00214171	Xerox Financial Services	Copier Lease Fees Dec 2022 INV	857.69
P0116236	00214171	Xerox Financial Services	Copier Lease Oct 2022 INV 3519	857.69
P0116236	00214171	Xerox Financial Services	Copier Leave Nov 2022 INV 3581	857.69
	00214194	COMPLETE OFFICE	OFFICE SUPPLIES	665.63
	00214194	COMPLETE OFFICE	OFFICE SUPPLIES	558.28
	00214194	COMPLETE OFFICE	OFFICE SUPPLIES	308.48
P0116236	00214171	Xerox Financial Services	Copier Lease Oct 2022 INV 3521	284.06
P0116236	00214171	Xerox Financial Services	Copier Lease Nov 2022 INV 3583	284.06
P0116501	00214171	Xerox Financial Services	Copier Lease Fees Dec 2022 INV	284.06
	00214194	COMPLETE OFFICE	OFFICE SUPPLIES	57.14
<i>Org Key: GGM005 - Genera Govt-LI Retiree Costs</i>				
P0116510	00214152	DEVENY, JAN P	LEOFF1 LTC Expenses	9,346.00
P0116510	00214152	DEVENY, JAN P	LEOFF1 Retiree Medical Expense	143.76
<i>Org Key: GGX620 - Custodial Disbursements</i>				
P0116513	00214170	WA ST TREASURER'S OFFICE	NOV22 NC Court Transmittal	2,596.05
P0116512	00214170	WA ST TREASURER'S OFFICE	NOV22 MI Court Transmittal	2,547.05

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0116513	00214170	WA ST TREASURER'S OFFICE	NOV22 NC Court Transmittal	1,525.67
P0116513	00214170	WA ST TREASURER'S OFFICE	NOV22 NC Court Transmittal	1,436.98
P0116512	00214170	WA ST TREASURER'S OFFICE	NOV22 MI Court Transmittal	1,414.54
P0116512	00214170	WA ST TREASURER'S OFFICE	NOV22 MI Court Transmittal	927.08
P0116513	00214170	WA ST TREASURER'S OFFICE	NOV22 NC Court Transmittal	625.03
P0116512	00214170	WA ST TREASURER'S OFFICE	NOV22 MI Court Transmittal	379.60
P0116513	00214170	WA ST TREASURER'S OFFICE	NOV22 NC Court Transmittal	312.69
P0116513	00214170	WA ST TREASURER'S OFFICE	NOV22 NC Court Transmittal	312.18
P0116513	00214170	WA ST TREASURER'S OFFICE	NOV22 NC Court Transmittal	296.14
P0116512	00214170	WA ST TREASURER'S OFFICE	NOV22 MI Court Transmittal	189.48
P0116512	00214170	WA ST TREASURER'S OFFICE	NOV22 MI Court Transmittal	182.37
P0116512	00214170	WA ST TREASURER'S OFFICE	NOV22 MI Court Transmittal	170.19
P0116512	00214170	WA ST TREASURER'S OFFICE	NOV22 MI Court Transmittal	145.32
P0116512	00214170	WA ST TREASURER'S OFFICE	NOV22 MI Court Transmittal	111.10
P0116512	00214170	WA ST TREASURER'S OFFICE	NOV22 MI Court Transmittal	111.10
P0116512	00214170	WA ST TREASURER'S OFFICE	NOV22 MI Court Transmittal	47.14

Org Key: IS2100 - IGS Network Administration

00214191	CENTURYLINK	PRI Span	648.99
00214191	CENTURYLINK	PRI Span	648.99
00214191	CENTURYLINK	COMMUNITY CTR BACKUP PER T1	589.46
00214191	CENTURYLINK	COMMUNITY CTR BACKUP PER T1	589.46
00214182	Amazon Capital Services Inc	Admin Services-IGS	297.00
00214191	CENTURYLINK	TRUNKS & BILLING (PRI)	236.67
00214191	CENTURYLINK	TRUNKS & BILLING (PRI)	234.23
00214191	CENTURYLINK	FIRE STAT 92 ALARM, AUTODIAL &	177.79
00214191	CENTURYLINK	FIRE STAT 92 ALARM, AUTODIAL &	174.28
00214191	CENTURYLINK	COMMUNITY CENTER	130.30
00214191	CENTURYLINK	COMMUNITY CENTER	127.74
00214182	Amazon Capital Services Inc	Admin Services-IGS	112.22
00214191	CENTURYLINK	PUBLIC WORKS RADIO	96.05
00214191	CENTURYLINK	PUBLIC WORKS RADIO	96.05
00214191	CENTURYLINK	FIRE STATION 91 BACKUP PRI TES	94.21
00214191	CENTURYLINK	FIRE STATION 91 BACKUP PRI TES	92.14
00214182	Amazon Capital Services Inc	Admin Services-IGS	75.93
00214191	CENTURYLINK	OPX lines - 16 or 32?	71.97
00214191	CENTURYLINK	OPX lines - 16 or 32?	71.48
00214191	CENTURYLINK	FIRE/BURGLAR ALARM	68.61
00214191	CENTURYLINK	FIRE/BURGLAR ALARM	67.31
00214191	CENTURYLINK	MAINTENANCE 911 BACKUP LINE	62.45
00214191	CENTURYLINK	FIRE/BURGLAR ALARM	61.61
00214191	CENTURYLINK	FIRE/BURGLAR ALARM	61.61
00214191	CENTURYLINK	MAINTENANCE 911 BACKUP LINE	61.27
00214191	CENTURYLINK	FIRE/BURGLAR ALARM	60.31
00214191	CENTURYLINK	FIRE/BURGLAR ALARM	60.31
00214191	CENTURYLINK	FIRE STATION 92 ELEVATOR ALARM	59.27
00214191	CENTURYLINK	LUTHER BURBANK 911 BACKUP LIN	59.22
00214191	CENTURYLINK	THRIFT STORE 911 BACKUP LINE	59.22
00214191	CENTURYLINK	FIRE STATION 92 ELEVATOR ALARM	58.09
00214191	CENTURYLINK	LUTHER BURBANK 911 BACKUP LIN	58.04
00214191	CENTURYLINK	THRIFT STORE 911 BACKUP LINE	58.04

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00214182	Amazon Capital Services Inc	Admin Services-IGS	52.80
	00214182	Amazon Capital Services Inc	Admin Services-IGS	39.62
	00214182	Amazon Capital Services Inc	Admin Services-IGS	18.05
	00214182	Amazon Capital Services Inc	Admin Services-IGS	7.70
<i>Org Key: MT1500 - Urban Forest Mangement</i>				
P0116458	00214204	HANSON TREE SERVICE LLC	5255 E Mercer Way, Mercer Isla	880.80
<i>Org Key: MT3100 - Water Distribution</i>				
	00214182	Amazon Capital Services Inc	Public Works	19.81
<i>Org Key: MT3200 - Water Pumps</i>				
	00214191	CENTURYLINK	FIRE VHF RADIO @ RESERVOIR	59.74
	00214191	CENTURYLINK	MAIN FIRE STATION	59.74
	00214191	CENTURYLINK	SOUTH END FIRE STATION	59.74
	00214191	CENTURYLINK	MAIN WATER RESERVOIR	59.74
	00214191	CENTURYLINK	BOOSTER PUMP STATION	59.74
	00214191	CENTURYLINK	FIRE VHF RADIO @ RESERVOIR	59.74
	00214191	CENTURYLINK	MAIN FIRE STATION	59.74
	00214191	CENTURYLINK	SOUTH END FIRE STATION	59.74
	00214191	CENTURYLINK	MAIN WATER RESERVOIR	59.74
	00214191	CENTURYLINK	BOOSTER PUMP STATION	59.74
<i>Org Key: MT3300 - Water Associated Costs</i>				
	00214160	LEYDE, CASEY	MAIN BREAK WO 40418/40420	98.25
	00214168	TROY, BRIAN CASEY	CALL OUT WATER MAIN BREAK	82.00
	00214156	FRAZEE, JANE	MILEAGE REIMBUR	48.79
<i>Org Key: MT3500 - Sewer Pumps</i>				
	00214191	CENTURYLINK	UTILITIES DEPARTMENT	212.40
	00214191	CENTURYLINK	UTILITIES DEPARTMENT	212.40
	00214191	CENTURYLINK	UTILITIES DEPARTMENT	168.64
	00214191	CENTURYLINK	UTILITIES DEPARTMENT	168.64
	00214191	CENTURYLINK	UTILITIES DEPARTMENT	124.45
	00214191	CENTURYLINK	UTILITIES DEPARTMENT	124.45
<i>Org Key: MT4150 - Support Services - Clearing</i>				
	00214182	Amazon Capital Services Inc	Admin Services-IGS	219.09
	00214182	Amazon Capital Services Inc	Public Works	58.24
	00214182	Amazon Capital Services Inc	Public Works	30.82
	00214182	Amazon Capital Services Inc	Public Works	14.89
	00214182	Amazon Capital Services Inc	Public Works	9.79
<i>Org Key: MT4200 - Building Services</i>				
P0116456	00214201	FIRE PROTECTION INC	Hardwired Door/Window Hardwire	1,856.29
	00214182	Amazon Capital Services Inc	Public Works - Support Service	1,181.32
	00214182	Amazon Capital Services Inc	Public Works - Support Service	1,098.80
P0116461	00214208	PACIFIC AIR CONTROL INC	MERCER ISLAND FIRE STATION #9	954.02
P0116462	00214208	PACIFIC AIR CONTROL INC	MERCER ISLAND MAINTENANCE	577.47
P0116457	00214201	FIRE PROTECTION INC	Mercer Island - Fire Alarm La	148.64
<i>Org Key: MT4300 - Fleet Services</i>				
	00214182	Amazon Capital Services Inc	Public Works	401.12

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00214182	Amazon Capital Services Inc	Public Works	252.93
	00214182	Amazon Capital Services Inc	Public Works	96.82
	00214182	Amazon Capital Services Inc	Public Works	64.05
	00214182	Amazon Capital Services Inc	Public Works	39.61
<i>Org Key: MT4420 - Transportation Planner Eng</i>				
P0116466	00214200	ENNIS-FLIT, INC.	PM125WH QV BD 6' "SLOW" FHWA	2,149.48
<i>Org Key: MT4501 - Water Administration</i>				
	00214191	CENTURYLINK	RESERVOIR FIRE/BURGALUR ALARM	55.97
	00214191	CENTURYLINK	RESERVOIR FIRE/BURGALUR ALARM	55.97
<i>Org Key: MT6100 - Park Maintenance</i>				
	00214182	Amazon Capital Services Inc	Public Works	89.70
	00214182	Amazon Capital Services Inc	Public Works	71.28
	00214182	Amazon Capital Services Inc	Public Works	46.95
	00214182	Amazon Capital Services Inc	Public Works	15.40
<i>Org Key: MT6200 - Athletic Field Maintenance</i>				
P0116459	00214202	Firefly Sports Testing	Gmax:Gmax Test	750.00
<i>Org Key: MT6500 - Luther Burbank Park Maint</i>				
P0116455	00214201	FIRE PROTECTION INC	Fire Alarm Monitoring - Quart	1,816.65
	00214191	CENTURYLINK	LUTHER BURBANK PARK	130.30
	00214191	CENTURYLINK	LUTHER BURBANK PARK	127.74
	00214191	CENTURYLINK	LUTHER BURBANK PARK	65.16
	00214191	CENTURYLINK	LUTHER BURBANK PARK	63.86
<i>Org Key: MT6600 - Park Maint School Fields</i>				
P0116459	00214202	Firefly Sports Testing	Gmax:Gmax Test	750.00
<i>Org Key: PA0100 - Open Space Management</i>				
P0114773	00214148	APPLIED ECOLOGY LLC	RESTORATION WORK IN UPPER LUTH	4,104.10
P0116550	00214203	GREEN LATRINE	CLARKE BEACH PARK	275.00
<i>Org Key: PA0109 - Aubrey Davis Park Trail Safety</i>				
P0110899	00214215	WA ST DEPT OF TRANSPORTATION	JZ AUBREY DAVIS PARK SAFETY	345.14
<i>Org Key: PA0123 - Luther Burbank Minor Capital L</i>				
P0114773	00214148	APPLIED ECOLOGY LLC	RESTORATION WORK IN UPPER LUTH	16,741.73
<i>Org Key: PA0136 - Luther Burbank South Shoreline</i>				
P0115172	00214183	ANCHOR QEA LLC	LUTHER BURBANK SOUTH	14,308.84
<i>Org Key: PO1100 - Administration (PO)</i>				
	00214194	COMPLETE OFFICE	OFFICE SUPPLIES	269.73
	00214158	HOLMES, EDWARD J	WASPC CONFERENCE	163.95
	00214194	COMPLETE OFFICE	OFFICE SUPPLIES	79.22
	00214182	Amazon Capital Services Inc	Police-P&T	51.10
	00214182	Amazon Capital Services Inc	Police-P&T	20.72
	00214182	Amazon Capital Services Inc	Police-P&T	17.49
	00214182	Amazon Capital Services Inc	Police-P&T	15.62
<i>Org Key: PO1350 - Police Emergency Management</i>				
	00214165	ORMSBY, ANNA	CAR SEAT CHECK NEWSLETTER	63.86

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PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: PO1700 - Records and Property</i>				
	00214182	Amazon Capital Services Inc	Police	77.55
	00214182	Amazon Capital Services Inc	Police	44.58
	00214182	Amazon Capital Services Inc	Police	30.82
<i>Org Key: PO2100 - Patrol Division</i>				
	00214182	Amazon Capital Services Inc	Police-P&T	1,396.32
	00214182	Amazon Capital Services Inc	Police-P&T	508.66
	00214182	Amazon Capital Services Inc	Police-P&T	377.05
	00214182	Amazon Capital Services Inc	Police-P&T	339.84
	00214182	Amazon Capital Services Inc	Admin Services-IGS	264.21
	00214182	Amazon Capital Services Inc	Police-P&T	255.69
	00214182	Amazon Capital Services Inc	Police-P&T	127.34
	00214182	Amazon Capital Services Inc	Police-P&T	121.05
	00214182	Amazon Capital Services Inc	Police-Marine	118.82
	00214182	Amazon Capital Services Inc	Police-P&T	100.74
	00214182	Amazon Capital Services Inc	Police-P&T	95.69
	00214182	Amazon Capital Services Inc	Police-P&T	85.23
	00214182	Amazon Capital Services Inc	Police-Marine	71.12
	00214182	Amazon Capital Services Inc	Police-P&T	66.06
	00214182	Amazon Capital Services Inc	Police-Marine	60.54
	00214182	Amazon Capital Services Inc	Police-Marine	59.45
	00214182	Amazon Capital Services Inc	Police-P&T	56.15
	00214182	Amazon Capital Services Inc	Police-P&T	54.99
	00214182	Amazon Capital Services Inc	Police-Marine	44.73
	00214182	Amazon Capital Services Inc	Police-Marine	41.42
	00214182	Amazon Capital Services Inc	Police	39.12
	00214182	Amazon Capital Services Inc	Police-P&T	34.62
	00214182	Amazon Capital Services Inc	Police-P&T	34.24
	00214182	Amazon Capital Services Inc	Police-P&T	31.87
	00214182	Amazon Capital Services Inc	Police-P&T	19.76
	00214182	Amazon Capital Services Inc	Police-Marine	14.91
	00214182	Amazon Capital Services Inc	Police-P&T	13.20
<i>Org Key: PO2200 - Marine Patrol</i>				
	00214182	Amazon Capital Services Inc	Police-Marine	663.60
<i>Org Key: PO3100 - Investigation Division</i>				
	00214182	Amazon Capital Services Inc	Police-CIS	32.92
	00214182	Amazon Capital Services Inc	Police-CIS	26.39
	00214182	Amazon Capital Services Inc	Police-CIS	9.90
<i>Org Key: PR1100 - Administration (PR)</i>				
	00214194	COMPLETE OFFICE	OFFICE SUPPLIES	242.86
P0116518	00214206	KELLEY IMAGING SYSTEMS	MAINTENANCE CARTRIDGE FOR PLOT	123.32
	00214182	Amazon Capital Services Inc	MICEC	66.04
	00214182	Amazon Capital Services Inc	MICEC	28.56
	00214182	Amazon Capital Services Inc	MICEC	28.56
	00214194	COMPLETE OFFICE	OFFICE SUPPLIES	16.50
	00214182	Amazon Capital Services Inc	MICEC	11.99

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PO #	Check #	Vendor:	Transaction Description	Check Amount
Org Key: PR2104 - Special Events				
P0116527	00214195	CORT PARTY RENTAL	TENT/TABLES MERCERDALE PARK	1,730.61
P0116485	00214164	MORGAN SOUND INC	TREE LIGHTING EVENT DEC2, 2022	1,153.85
P0116484	00214169	UNITED REPROGRAPHICS	ILLUMINATE MERCERDALE	105.84
Org Key: PR4100 - Community Center				
	00214182	Amazon Capital Services Inc	Public Works - Support Service	1,172.47
	00214182	Amazon Capital Services Inc	MICEC	400.64
	00214182	Amazon Capital Services Inc	MICEC	258.72
	00214182	Amazon Capital Services Inc	MICEC	194.88
	00214182	Amazon Capital Services Inc	MICEC	154.14
	00214182	Amazon Capital Services Inc	Public Works - Support Service	101.07
	00214182	Amazon Capital Services Inc	Public Works - Support Service	88.04
	00214182	Amazon Capital Services Inc	Public Works - Support Service	69.33
	00214182	Amazon Capital Services Inc	Public Works - Support Service	67.08
	00214191	CENTURYLINK	COMMUNITY CENTER 911 ID LINE	61.61
	00214191	CENTURYLINK	COMMUNITY CENTER 911 ID LINE	60.31
	00214182	Amazon Capital Services Inc	Public Works - Support Service	28.52
	00214182	Amazon Capital Services Inc	Public Works - Support Service	28.52
	00214182	Amazon Capital Services Inc	Public Works - Support Service	3.23
Org Key: WU0102 - SCADA System Replacement-Water				
P0110385	00214149	BAINBRIDGE ISLAND ELECTRIC	21-01 SCADA WATER EQUIP REPLAC	17,098.72
Org Key: WU0109 - 60 Ave SE, btw SE 27 and SE 32				
P0115870	00214185	AXIS SURVEY & MAPPING	2023 WATER SYSTEMS IMPROVEMENT	14,910.00
P0116024	00214186	BLUELINE GROUP	2023 WATER SYSTEM IMPROVEMENTS	13,595.45
Org Key: WU0170 - ARPA-First Hill Generator				
P0114349	00214198	DAVID EVANS & ASSOC INC	21-45 First Hill Booster Stati	1,476.80
Org Key: YF1100 - YFS General Services				
P0116536	00214212	POLYLANG TRANSLATION SERV INC	Client interpreter fees	162.50
	00214153	FALSGRAF NELSON, LAURA	LICENSE RENEWAL	106.00
	00214182	Amazon Capital Services Inc	YFS	52.75
	00214194	COMPLETE OFFICE	OFFICE SUPPLIES	40.94
	00214182	Amazon Capital Services Inc	YFS	38.29
	00214182	Amazon Capital Services Inc	YFS	22.30
	00214182	Amazon Capital Services Inc	YFS	16.29
	00214182	Amazon Capital Services Inc	YFS	14.17
	00214182	Amazon Capital Services Inc	YFS	10.87
	00214182	Amazon Capital Services Inc	YFS	8.36
Org Key: YF1200 - Thrift Shop				
	00214182	Amazon Capital Services Inc	Admin Services-IGS	505.36
	00214182	Amazon Capital Services Inc	Thrift Shop	341.30
	00214182	Amazon Capital Services Inc	Thrift Shop	286.26
	00214191	CENTURYLINK	THRIFT SHOP ALARMS	194.00
	00214191	CENTURYLINK	THRIFT SHOP ALARMS	192.53
	00214182	Amazon Capital Services Inc	Thrift Shop	75.60
	00214182	Amazon Capital Services Inc	Thrift Shop	52.32
	00214182	Amazon Capital Services Inc	Thrift Shop	47.33

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PO #	Check #	Vendor:	Transaction Description	Check Amount
	00214182	Amazon Capital Services Inc	Thrift Shop	44.00
	00214182	Amazon Capital Services Inc	Thrift Shop	43.58
	00214182	Amazon Capital Services Inc	Thrift Shop	37.80
	00214182	Amazon Capital Services Inc	Thrift Shop	34.12
	00214182	Amazon Capital Services Inc	Thrift Shop	31.62
	00214182	Amazon Capital Services Inc	Thrift Shop	22.60
	00214182	Amazon Capital Services Inc	Thrift Shop	21.92
	00214182	Amazon Capital Services Inc	Thrift Shop	20.91
	00214182	Amazon Capital Services Inc	Admin Services-IGS	20.68
	00214182	Amazon Capital Services Inc	Thrift Shop	19.80
	00214182	Amazon Capital Services Inc	Thrift Shop	19.23
	00214182	Amazon Capital Services Inc	Thrift Shop	16.50
	00214182	Amazon Capital Services Inc	Thrift Shop	11.86
	00214182	Amazon Capital Services Inc	Thrift Shop	11.86
	00214182	Amazon Capital Services Inc	Thrift Shop	11.00
	00214182	Amazon Capital Services Inc	Thrift Shop	10.98
	00214182	Amazon Capital Services Inc	Thrift Shop	9.90
	00214182	Amazon Capital Services Inc	Thrift Shop	1.74
Org Key: YF2100 - School/City Partnership				
	00214214	VISSER, CALEB	SUPERVISION TOWARD CERT	400.00
	00214153	FALSGRAF NELSON, LAURA	TRAINING KIDS CROSSFIRE	351.21
Org Key: YF2500 - Family Counseling				
P0116537	00214217	YAMADA, MARK	Clinical supervision consultat	200.00
Org Key: YF2600 - Family Assistance				
	00214151	CORK, TAMBI A	EA HOLIDAY PROGRAM GIFT CARDS	5,900.00
P0116538	00214196	COUNTRY VILLAGE DAY SCHOOL	Preschool scholarship for EA c	1,466.66
P0116542	00214197	CREATIVE LEARNING CENTER	Preschool scholarship for EA c	643.90
P0116540	00214209	PEBBLE @ MIPC, THE	Preschool scholarship for EA c	450.00
P0116539	00214210	PEBBLE @ MIPC, THE	Preschool scholarship for EA c	420.00
P0116220	00214162	MERCER EAST	Utility assistance for EA clie	224.43
P0116234	00214161	MERCER EAST	Utility assistance for EA clie	215.00
Org Key: YF2850 - Federal SPF Grant				
P0116514	00214150	CACTUS PRODUCTIONS	Media to promote MI HYI websit	15,000.00
P0116541	00214199	Early Parent Support	2 Fall PAT groups	6,600.00
Total				<u>254,348.27</u>

Accounts Payable Report by Check Number

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00214148	12/13/2022	APPLIED ECOLOGY LLC RESTORATION WORK IN UPPER LUTH	P0114773	1378	10/04/2022	20,845.83
00214149	12/13/2022	BAINBRIDGE ISLAND ELECTRIC 21-01 SCADA WATER EQUIP REPLAC	P0110385	11	11/18/2022	17,098.72
00214150	12/13/2022	CACTUS PRODUCTIONS Media to promote MI HYI websit	P0116514	1157	12/02/2022	15,000.00
00214151	12/13/2022	CORK, TAMBI A EA HOLIDAY PROGRAM GIFT CARDS		120122	12/01/2022	5,900.00
00214152	12/13/2022	DEVENY, JAN P LEOFF1 Retiree Medical Expense	P0116510	121322	12/13/2022	9,489.76
00214153	12/13/2022	FALSGRAF NELSON, LAURA LICENSE RENEWAL		120622	12/06/2022	457.21
00214154	12/13/2022	FCS GROUP WATER, SEWER, AND STORMWATER R	P0116471	3600-22210125	10/21/2022	13,890.00
00214155	12/13/2022	FELTIS, JOHN REFUND OVERPAY 006885850		112322	11/23/2022	507.25
00214156	12/13/2022	FRAZEE, JANE MILEAGE REIMBUR		111822	11/08/2022	48.79
00214157	12/13/2022	HARVEY, OLIVIA MISC. WORK CLOTHES/BOOTS		112122	11/21/2022	367.50
00214158	12/13/2022	HOLMES, EDWARD J WASPC CONFERENCE		112222	11/22/2022	163.95
00214159	12/13/2022	KELLEY IMAGING SYSTEMS Copier Lease Fees Nov 2022	P0116515	IN1201601	12/12/2022	1,805.13
00214160	12/13/2022	LEYDE, CASEY MAIN BREAK WO 40418/40420		110822-REISSUE	11/08/2022	98.25
00214161	12/13/2022	MERCER EAST Utility assistance for EA clie	P0116234	110422RE A	11/04/2022	215.00
00214162	12/13/2022	MERCER EAST Utility assistance for EA clie	P0116220	110422RE B	11/04/2022	224.43
00214163	12/13/2022	MI COUNTRY CLUB Land Use		112122	11/21/2022	10,049.00
00214164	12/13/2022	MORGAN SOUND INC TREE LIGHTING EVENT DEC2, 2022	P0116485	MSI111419	12/06/2022	1,153.85
00214165	12/13/2022	ORMSBY, ANNA CAR SEAT CHECK NEWSLETTER		113022	11/30/2022	63.86
00214166	12/13/2022	SPIETZ, ALLISON OPEN ENROLLMENT DRAWING		120922	12/09/2022	1,050.00
00214167	12/13/2022	TOMASELLI, DAVID REFUND OVERPAY 00774521702		112322	11/23/2022	1,165.52
00214168	12/13/2022	TROY, BRIAN CASEY CALL OUT WATER MAIN BREAK		110722	11/07/2022	82.00
00214169	12/13/2022	UNITED REPROGRAPHICS ILLUMINATE MERCERDALE	P0116484	9112156-IN	11/29/2022	105.84
00214170	12/13/2022	WA ST TREASURER'S OFFICE NOV22 MI Court Transmittal	P0116513	NOV22B	11/15/2022	13,329.71
00214171	12/13/2022	Xerox Financial Services Copier Lease Fees Dec 2022 INV	P0116236	111122	11/11/2022	6,520.17
00214172	12/13/2022	ZETTEL, CHANTEL Meter Installations		120522	12/05/2022	7,581.00
00214182	12/16/2022	Amazon Capital Services Inc City Attorney		113-6655013-8957	11/01/2022	22,835.47

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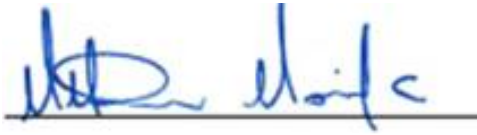
Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00214183	12/16/2022	ANCHOR QEA LLC LUTHER BURBANK SOUTH SHORELINE	P0115172	13233	11/30/2022	14,308.84
00214184	12/16/2022	Ankrom Moisan Architects Inc. Architectural Design and Space	P0112427	86634	11/15/2022	12,022.50
00214185	12/16/2022	AXIS SURVEY & MAPPING 2023 WATER SYSTEMS IMPROVEMENT	P0115870	18129	11/30/2022	14,910.00
00214186	12/16/2022	BLUELINE GROUP 2023 WATER SYSTEM IMPROVEMENTS	P0116024	24882	11/30/2022	13,595.45
00214191	12/16/2022	CENTURYLINK MAIN FIRE STATION FD#7		275-4207 DEC22	12/01/2022	12,576.43
00214192	12/16/2022	CHAPTER 13 TRUSTEE PAYROLL EARLY WARRANTS		12.16.22	12/16/2022	572.00
00214193	12/16/2022	COMCAST 2021 Comcast Business - Fire	P0109898	160711859	12/01/2022	3,723.60
00214194	12/16/2022	COMPLETE OFFICE OFFICE SUPPLIES		OCT22	10/31/2022	2,519.28
00214195	12/16/2022	CORT PARTY RENTAL TENT/TABLES MERCERDALE PARK	P0116527	152139-1	12/16/2022	1,730.61
00214196	12/16/2022	COUNTRY VILLAGE DAY SCHOOL Preschool scholarship for EA c	P0116538	121522	12/15/2022	1,466.66
00214197	12/16/2022	CREATIVE LEARNING CENTER Preschool scholarship for EA c	P0116542	9609-9658	10/20/2022	643.90
00214198	12/16/2022	DAVID EVANS & ASSOC INC 21-45 First Hill Booster Stati	P0114349	523486	11/30/2022	1,476.80
00214199	12/16/2022	Early Parent Support 2 Fall PAT groups	P0116541	PEPS202215	11/29/2022	6,600.00
00214200	12/16/2022	ENNIS-FLIT, INC. PM125WH QV BD 6' "SLOW" FHWA	P0116466	270958	11/08/2022	2,149.48
00214201	12/16/2022	FIRE PROTECTION INC Hardwired Door/Window Hardwire	P0116455	73936	10/01/2022	3,821.58
00214202	12/16/2022	Firefly Sports Testing Gmax:Gmax Test	P0116459	7072	11/29/2022	1,500.00
00214203	12/16/2022	GREEN LATRINE CLARKE BEACH PARK	P0116550	I28391	12/02/2022	275.00
00214204	12/16/2022	HANSON TREE SERVICE LLC 5255 E Mercer Way, Mercer Isla	P0116458	10.3.2022	10/03/2022	880.80
00214205	12/16/2022	Judge, Tom WORK BOOTS		121322	12/13/2022	167.33
00214206	12/16/2022	KELLEY IMAGING SYSTEMS MAINTENANCE CARTRIDGE FOR PLOT	P0116518	IN1199669	12/07/2022	123.32
00214207	12/16/2022	MI EMPLOYEES ASSOC PAYROLL EARLY WARRANTS		12.16.22	11/06/2022	220.00
00214208	12/16/2022	PACIFIC AIR CONTROL INC MERCER ISLAND FIRE STATION #9	P0116462	34137A	09/27/2022	1,531.49
00214209	12/16/2022	PEBBLE @ MIPC, THE Preschool scholarship for EA c	P0116540	110122	11/01/2022	450.00
00214210	12/16/2022	PEBBLE @ MIPC, THE Preschool scholarship for EA c	P0116539	110122B	11/01/2022	420.00
00214211	12/16/2022	POLICE ASSOCIATION PAYROLL EARLY WARRANTS		12.16.22	11/06/2022	2,599.12
00214212	12/16/2022	POLYLANG TRANSLATION SERV INC Client interpreter fees	P0116536	MIF221102	11/30/2022	162.50

Accounts Payable Report by Check Number

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00214213	12/16/2022	PUBLIC SAFETY TESTING INC Nov 2022 Police Fees INV 2022-	P0116516	2022-1064	12/13/2022	99.00
00214214	12/16/2022	VISSER, CALEB SUPERVISION TOWARD CERT		121222	12/12/2022	400.00
00214215	12/16/2022	WA ST DEPT OF TRANSPORTATION JZ AUBREY DAVIS PARK SAFETY	P0110899	RE41JZ1035L008	11/14/2022	345.14
00214216	12/16/2022	WSCCCE AFSCME AFL-CIO PAYROLL EARLY WARRANTS		12.16.22	12/16/2022	2,769.20
00214217	12/16/2022	YAMADA, MARK Clinical supervision consultat	P0116537	111957	12/06/2022	200.00
00214218	12/16/2022	ZACK, ADAM MRSC ACCESSORY DWELL WEBINAR		120922	12/09/2022	40.00
					Total	254,348.27

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	214219-214284	12/22/2022	\$1,036,248.74
			\$1,036,248.74

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
Org Key: 402000 - Water Fund-Admin Key				
P0116520	00214235	FERGUSON ENTERPRISES LLC	INVENTORY PURCHASES	2,573.30
P0116477	00214233	DUNN LUMBER COMPANY	INVENTORY PURCHASES	940.25
P0116414	00214243	H D FOWLER	INVENTORY PURCHASES	819.18
P0116522	00214281	VERITIV OPERATING COMPANY	FUEL SURCHARGE FOR INVOICE	14.86
Org Key: CA1100 - Administration (CA)				
P0116546	00214256	Madrona Law Group, PLLC	Invoice #11702 Professional	7,528.00
P0116546	00214256	Madrona Law Group, PLLC	Invoice #11704 Professional	4,186.00
P0116546	00214256	Madrona Law Group, PLLC	Invoice #11703 Professional	1,400.00
P0116543	00214270	RELX INC DBA LEXISNEXIS	Invoice #3094177960 Legal	363.33
P0116546	00214256	Madrona Law Group, PLLC	Invoice #11701 Professional	325.00
P0116546	00214256	Madrona Law Group, PLLC	Invoice #11700 Professional	225.00
Org Key: CA1150 - Attorney-Litigation				
P0116548	00214258	McNaul Ebel Nawrot	Invoice #106562 Professional	66,031.32
P0116546	00214256	Madrona Law Group, PLLC	Invoice #11705 Professional	899.00
Org Key: CA1200 - Prosecution & Criminal Mngmnt				
P0116547	00214265	MOBERLY AND ROBERTS	Invoice #1071 Professional Ser	7,308.32
P0116545	00214254	Kiviat, Aaron	Invoice #1536 Professional Ser	3,400.00
P0116545	00214254	Kiviat, Aaron	Invoice #1540 Professional Ser	1,500.00
P0116545	00214254	Kiviat, Aaron	Invoice #1539 Professional Ser	1,000.00
Org Key: CM1100 - Administration (CM)				
	00214280	US BANK CORP PAYMENT SYS	Tuition & Registrations	126.59
	00214280	US BANK CORP PAYMENT SYS	Webinar Registration - Bon	99.00
Org Key: CM1400 - Communications				
	00214280	US BANK CORP PAYMENT SYS	Operating Supplies	422.78
	00214280	US BANK CORP PAYMENT SYS	Operating Supplies	51.83
	00214280	US BANK CORP PAYMENT SYS	Dues & Subscriptions	15.96
	00214280	US BANK CORP PAYMENT SYS	Dues & Subscriptions	5.95
Org Key: CO6100 - City Council				
	00214280	US BANK CORP PAYMENT SYS	Council Meeting Meal (11/1)	183.82
	00214280	US BANK CORP PAYMENT SYS	Council Meeting Meal (11/1)	35.14
Org Key: CR1100 - Human Resources				
P0116566	00214276	SUMMIT LAW GROUP	HR Professional Services Suppo	5,196.00
	00214228	CORK, TAMBI A	STARBUCKS 20 X \$25	500.00
	00214280	US BANK CORP PAYMENT SYS	Professional Services	304.08
	00214280	US BANK CORP PAYMENT SYS	Operating Supplies	161.39
	00214280	US BANK CORP PAYMENT SYS	Advertising	130.00
	00214280	US BANK CORP PAYMENT SYS	Advertising	130.00
	00214280	US BANK CORP PAYMENT SYS	Supplies-Awards / Recognition	75.00
	00214280	US BANK CORP PAYMENT SYS	Operating Supplies	40.00
	00214280	US BANK CORP PAYMENT SYS	Tuition & Registrations	40.00
	00214280	US BANK CORP PAYMENT SYS	Operating Supplies	22.49
	00214280	US BANK CORP PAYMENT SYS	Tuition & Registrations	20.00
	00214280	US BANK CORP PAYMENT SYS	Professional Services	10.11
	00214280	US BANK CORP PAYMENT SYS	Professional Services	8.80

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
Org Key: DS0000 - Development Services-Revenue				
	00214264	MICHAEL T SHINN CONSTRUCTION	OVERPAYMENT	284.00
	00214244	HAILEI & LAM HUNG-MIN CHEN	NO WORK BEING DONE	283.20
	00214260	MERIT ELECTRIC INC	OVERPAYMENT	177.00
	00214260	MERIT ELECTRIC INC	OVERPAYMENT	177.00
Org Key: FN1100 - Administration (FN)				
	00214280	US BANK CORP PAYMENT SYS	Office Supplies	177.47
	00214280	US BANK CORP PAYMENT SYS	Operating Supplies	54.10
Org Key: FN2100 - Data Processing				
P0116503	00214261	METROPRESORT	NOV 2022 E-SERVICES CHARGES	75.00
Org Key: FN4501 - Utility Billing (Water)				
P0116584	00214234	FCS GROUP	Project 3600 Mercer Island - W	492.75
P0116503	00214261	METROPRESORT	NOV 2022 PRINTING & MAILING OF	97.03
P0116502	00214261	METROPRESORT	NOV 2022 PRINTING & MAILING OF	95.66
P0116503	00214261	METROPRESORT	NOV 2022 PRINTING & MAILING OF	80.82
P0116502	00214261	METROPRESORT	NOV 2022 PRINTING & MAILING OF	79.73
Org Key: FN4502 - Utility Billing (Sewer)				
P0116584	00214234	FCS GROUP	Project 3600 Mercer Island - W	492.75
P0116503	00214261	METROPRESORT	NOV 2022 PRINTING & MAILING OF	97.03
P0116502	00214261	METROPRESORT	NOV 2022 PRINTING & MAILING OF	95.66
P0116503	00214261	METROPRESORT	NOV 2022 PRINTING & MAILING OF	80.82
P0116502	00214261	METROPRESORT	NOV 2022 PRINTING & MAILING OF	79.73
Org Key: FN4503 - Utility Billing (Storm)				
P0116584	00214234	FCS GROUP	Project 3600 Mercer Island - W	109.50
P0116503	00214261	METROPRESORT	NOV 2022 PRINTING & MAILING OF	97.02
P0116502	00214261	METROPRESORT	NOV 2022 PRINTING & MAILING OF	95.67
P0116503	00214261	METROPRESORT	NOV 2022 PRINTING & MAILING OF	80.82
P0116502	00214261	METROPRESORT	NOV 2022 PRINTING & MAILING OF	79.73
Org Key: FR1100 - Administration (FR)				
P0116572	00214248	KAISER FOUNDATION HEALTH PLAN	Medical testing/New Recruits	2,078.00
P0116571	00214279	TRUE VALUE CONSTRUCTION DEPT	Fire station snow shovels	183.22
	00214280	US BANK CORP PAYMENT SYS	Trick or treating	68.00
	00214280	US BANK CORP PAYMENT SYS	Name plates	56.15
	00214280	US BANK CORP PAYMENT SYS	Corrected - Good to Go Pass fo	50.00
	00214280	US BANK CORP PAYMENT SYS	Operating Supplies	48.31
	00214280	US BANK CORP PAYMENT SYS	Operating Supplies	36.30
	00214280	US BANK CORP PAYMENT SYS	Name plates	31.93
Org Key: FR1200 - Fire Marshal				
	00214280	US BANK CORP PAYMENT SYS	Fire Marshall Conference	436.28
Org Key: FR2100 - Fire Operations				
	00214280	US BANK CORP PAYMENT SYS	Fire promotional	395.48
P0116573	00214255	KROESENS UNIFORM COMPANY	boots	380.01
P0116575	00214255	KROESENS UNIFORM COMPANY	boots	369.34
	00214280	US BANK CORP PAYMENT SYS	Fire promotional	170.03
	00214280	US BANK CORP PAYMENT SYS	Telestaff shift calendar	143.07

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0116240	00214227	COMCAST	MI FIRE STATION	113.87
P0116240	00214227	COMCAST	MI FIRE STATION	93.92
	00214280	US BANK CORP PAYMENT SYS	CBD Trick or Treating	72.96
P0116240	00214227	COMCAST	MI FIRE STATION	62.41
	00214280	US BANK CORP PAYMENT SYS	Food for Promotional	50.37
	00214280	US BANK CORP PAYMENT SYS	Office supplies for promotiona	32.01
	00214280	US BANK CORP PAYMENT SYS	Food for promotional	29.99
Org Key: FR4100 - Training				
	00214280	US BANK CORP PAYMENT SYS	Fire Officer Test	450.00
Org Key: GB0100 - Building Repairs				
P0116529	00214221	AUBURN MECHANICAL	11/4 FAILED BOILER PUMP	4,885.51
P0116531	00214237	FIRE PROTECTION INC	ALARM SERVICE	1,011.73
	00214280	US BANK CORP PAYMENT SYS	Repair & Maintenance Bldgs	96.89
P0116587	00214225	BUILDERS EXCHANGE OF WA	PUBLISH PROJECTS ONLINE	50.00
Org Key: GB0101 - HVAC Repairs				
P0116528	00214219	ACOUSTICAL DESIGN INC	CEILING TILE REPLACEMENT	1,399.06
P0116499	00214236	FERGUSON ENTERPRISES LLC	PART D & A ADAPTERS & COUPLING	152.44
Org Key: GB0102 - ADA Improvements				
P0116528	00214219	ACOUSTICAL DESIGN INC	CEILING TILE REPLACEMENT	839.13
Org Key: GB0103 - City Hall - Seismic Retrofits				
P0116528	00214219	ACOUSTICAL DESIGN INC	CEILING TILE REPLACEMENT	2,240.23
Org Key: GB0105 - Thrift Shop Building Repairs				
P0116528	00214219	ACOUSTICAL DESIGN INC	CEILING TILE REPLACEMENT	420.58
Org Key: GGM001 - General Government-Misc				
P0116504	00214223	BRINKS INC	11/1-11/30/2022 ARMORED TRUCK	1,527.68
P0116240	00214227	COMCAST	CITY OF MI	111.46
P0116240	00214227	COMCAST	MI CITY HALL	11.41
Org Key: IS2100 - IGS Network Administration				
P0113518	00214251	KING COUNTY FINANCE	I-NET MONTHLY SERVICES FROM	1,492.00
	00214280	US BANK CORP PAYMENT SYS	Tuition & Registrations	498.70
	00214280	US BANK CORP PAYMENT SYS	Office Supplies	67.22
	00214280	US BANK CORP PAYMENT SYS	Professional Services	60.69
	00214280	US BANK CORP PAYMENT SYS	Professional Services	13.21
	00214280	US BANK CORP PAYMENT SYS	Professional Services	5.73
Org Key: MT2500 - ROW Administration				
P0116415	00214275	SOUND SAFETY PRODUCTS	MISC. WORK CLOTHES	232.64
P0116416	00214275	SOUND SAFETY PRODUCTS	MISC. WORK CLOTHES	85.24
	00214246	HUYNH, JASON	TREE RESPONSE SR 8439	20.63
Org Key: MT3100 - Water Distribution				
P0116500	00214243	H D FOWLER	HYDRANT PUMPER NOZZLE & TRAFFI	2,017.03
Org Key: MT3150 - Water Quality Event				
P0116454	00214220	AQUATIC INFORMATICS INC.	2022 CROSS CONNECTION WEB TEST	37.00
Org Key: MT3300 - Water Associated Costs				

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00214280	US BANK CORP PAYMENT SYS	Registration Cross Connection	405.00
	00214280	US BANK CORP PAYMENT SYS	Advanced BAT Certification Tra	315.00
P0116417	00214275	SOUND SAFETY PRODUCTS	SAFETY BOOTS	329.28
	00214280	US BANK CORP PAYMENT SYS	CESCL Certification Training f	250.00
P0116448	00214241	GCP WW HOLDCO LLC	MISC. WORK CLOTHES	272.52
	00214280	US BANK CORP PAYMENT SYS	Utility Confined Space Trainin	210.00
	00214280	US BANK CORP PAYMENT SYS	Utility Confined Space Trainin	210.00
	00214280	US BANK CORP PAYMENT SYS	Tuition & Registrations	209.00
	00214280	US BANK CORP PAYMENT SYS	SQL Series Training for Raymon	209.00
	00214280	US BANK CORP PAYMENT SYS	Water Operator Certification T	130.00
	00214280	US BANK CORP PAYMENT SYS	Water Operator Certification T	130.00
	00214280	US BANK CORP PAYMENT SYS	Flagger/Traffic Control Certif	121.00
	00214280	US BANK CORP PAYMENT SYS	Tuition & Registrations	87.00
	00214280	US BANK CORP PAYMENT SYS	Tuition & Registrations	1.74
Org Key: MT3600 - Sewer Associated Costs				
	00214250	KELLEY, CHRIS M	CLOTHING REIMBUR	468.31
	00214247	JONES, MARK	WATER/PEST CERT	113.50
	00214250	KELLEY, CHRIS M	WATER CERT RENEWAL	62.00
	00214257	MARTIN, ERIC	WATER CERT RENEWAL	62.00
Org Key: MT3800 - Storm Drainage				
P0116486	00214242	GRAINGER	CATCH BASIN INSERT, 48" L X 36	326.73
Org Key: MT4150 - Support Services - Clearing				
	00214280	US BANK CORP PAYMENT SYS	Operating Supplies	1,000.90
P0116240	00214227	COMCAST	CITY OF MI	86.41
P0116479	00214229	CRYSTAL AND SIERRA SPRINGS	PW WATER DELIVERY	84.23
Org Key: MT4200 - Building Services				
	00214280	US BANK CORP PAYMENT SYS	Operating Supplies	660.34
	00214280	US BANK CORP PAYMENT SYS	Repair & Maintenance HVAC/Htg	546.03
	00214280	US BANK CORP PAYMENT SYS	Operating Supplies	500.00
P0116591	00214226	CINTAS	EMERGENCY SUPPLIES	272.52
	00214280	US BANK CORP PAYMENT SYS	Operating Supplies	159.87
	00214280	US BANK CORP PAYMENT SYS	Operating Supplies	24.48
	00214280	US BANK CORP PAYMENT SYS	Operating Supplies	5.27
	00214280	US BANK CORP PAYMENT SYS	Operating Supplies	-247.63
Org Key: MT4300 - Fleet Services				
P0116478	00214272	SCARFF FORD	REPAIR PARTS FOR VEC. # 446	6,119.88
P0116449	00214259	MERCER ISLAND CHEVRON	FUEL	1,775.77
P0116480	00214232	DON SMALL & SONS OIL DIST CO	OIL DELIVERY	1,817.96
P0116447	00214222	BRAKE & CLUTCH SUPPLY INC	REPAIR PARTS FOR VEC. # 480	155.03
	00214280	US BANK CORP PAYMENT SYS	Fire Marshall conference/Chela	50.64
Org Key: MT4502 - Sewer Administration				
P0113196	00214253	KING COUNTY TREASURY	JAN-DEC 2022 MONTHLY SEWER CHA	424,953.73
Org Key: MT6100 - Park Maintenance				
P0116413	00214263	MI UTILITY BILLS	NOV 2022 PMT OF UTILITY BILLS	2,591.29
	00214280	US BANK CORP PAYMENT SYS	1 large work light, 2 small wo	549.15
	00214280	US BANK CORP PAYMENT SYS	Bollard bases	359.82

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0116483	00214245	HOME DEPOT CREDIT SERVICE	LUMBER & HARDWARE	248.25
P0116481	00214241	GCP WW HOLDCO LLC	MISC. WORK CLOTHES	202.28
	00214280	US BANK CORP PAYMENT SYS	Dremel tool	89.32
	00214280	US BANK CORP PAYMENT SYS	Laminator	75.47
	00214280	US BANK CORP PAYMENT SYS	Headlamps	38.74
	00214280	US BANK CORP PAYMENT SYS	Lamination sheets	27.78
<i>Org Key: MT6200 - Athletic Field Maintenance</i>				
P0116413	00214263	MI UTILITY BILLS	NOV 2022 PMT OF UTILITY BILLS	1,033.97
<i>Org Key: MT6500 - Luther Burbank Park Maint</i>				
P0116413	00214263	MI UTILITY BILLS	NOV 2022 PMT OF UTILITY BILLS	2,798.86
P0116589	00214226	CINTAS	OFFICE LUNCH ROOM SUPPLIES	196.94
P0116598	00214237	FIRE PROTECTION INC	MI FIRE ALARM LABOR LBB SEC	148.64
P0116599	00214237	FIRE PROTECTION INC	MI FIRE ALARM LABOR LBB SEC	148.64
<i>Org Key: MT6600 - Park Maint School Fields</i>				
	00214280	US BANK CORP PAYMENT SYS	IMS portable toilet	395.00
	00214280	US BANK CORP PAYMENT SYS	IMS portable toilet rental	395.00
<i>Org Key: MT6900 - Aubrey Davis Park Maint</i>				
P0116413	00214263	MI UTILITY BILLS	NOV 2022 PMT OF UTILITY BILLS	934.21
	00214280	US BANK CORP PAYMENT SYS	Boat launch toilet	395.00
	00214280	US BANK CORP PAYMENT SYS	Lid C portable toilet	395.00
	00214280	US BANK CORP PAYMENT SYS	Boat launch portable toilet re	395.00
P0116608	00214268	PAYBYPHONE TECHNOLOGIES INC	TRANSACTION FEE MONTHLY	250.00
P0116481	00214241	GCP WW HOLDCO LLC	MISC. WORK CLOTHES	202.27
<i>Org Key: PA0100 - Open Space Management</i>				
P0114950	00214240	GARDEN CYCLES	RESTORATION WORK IN ISLAND CRE	8,072.73
P0114765	00214239	GARDEN CYCLES	RESTORATION WORK IN HOMESTEAD	1,126.40
P0114765	00214239	GARDEN CYCLES	RESTORATION WORK IN HOMESTEAD	550.40
P0114770	00214240	GARDEN CYCLES	RESTORATION WORK IN PARKWOOD	531.50
	00214280	US BANK CORP PAYMENT SYS	Volunteer supplies	51.92
	00214280	US BANK CORP PAYMENT SYS	Volunteer Supplies	44.11
	00214280	US BANK CORP PAYMENT SYS	Arbor Day volunteer event supp	22.02
	00214280	US BANK CORP PAYMENT SYS	Volunteer Supplies	20.05
	00214280	US BANK CORP PAYMENT SYS	Volunteer Supplies	12.10
<i>Org Key: PA0118 - Lincoln Landing Watercourse Re</i>				
	00214266	OMA CONSTRUCTION INC	Lincoln Landing Shoreline and	17,187.60
<i>Org Key: PA0129 - Pioneer Park/Engstrom OS Fores</i>				
	00214280	US BANK CORP PAYMENT SYS	Pioneer park portable toilet	320.50
	00214280	US BANK CORP PAYMENT SYS	Volunteer supplies	51.92
	00214280	US BANK CORP PAYMENT SYS	Volunteer Supplies	33.03
<i>Org Key: PO1100 - Administration (PO)</i>				
	00214280	US BANK CORP PAYMENT SYS	NTOA training tuition	179.00
	00214280	US BANK CORP PAYMENT SYS	Written Review Service	144.00
	00214280	US BANK CORP PAYMENT SYS	MI Reporter subscription	116.00
	00214280	US BANK CORP PAYMENT SYS	MI Reporter subscription	116.00
	00214280	US BANK CORP PAYMENT SYS	FBI-LEEDA annual memberships d	50.00

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00214280	US BANK CORP PAYMENT SYS	Operating Supplies	4.99
<i>Org Key: PO1350 - Police Emergency Management</i>				
P0116408	00214274	SKYLINE COMMUNICATIONS INC	EOC INTERNET	216.55
	00214280	US BANK CORP PAYMENT SYS	Crime Prevention giveaways dur	190.54
	00214280	US BANK CORP PAYMENT SYS	Operating Supplies	121.00
	00214280	US BANK CORP PAYMENT SYS	Operating Supplies	98.76
<i>Org Key: PO2100 - Patrol Division</i>				
	00214280	US BANK CORP PAYMENT SYS	shipping for equipment repair	50.35
	00214280	US BANK CORP PAYMENT SYS	shipping for equipment repair	17.05
<i>Org Key: PO2200 - Marine Patrol</i>				
	00214280	US BANK CORP PAYMENT SYS	Porta-Potties and hand washing	1,980.04
<i>Org Key: PO2350 - Bike Patrol</i>				
	00214280	US BANK CORP PAYMENT SYS	Repair & Maintenance Services	126.29
	00214280	US BANK CORP PAYMENT SYS	Uniforms & Clothing	20.79
<i>Org Key: PO3100 - Investigation Division</i>				
	00214280	US BANK CORP PAYMENT SYS	Investigative Service	914.00
<i>Org Key: PO4100 - Firearms Training</i>				
	00214280	US BANK CORP PAYMENT SYS	Tuition & Registrations	125.00
<i>Org Key: PO4300 - Police Training</i>				
	00214280	US BANK CORP PAYMENT SYS	Operating Supplies	350.00
	00214280	US BANK CORP PAYMENT SYS	Operating Supplies	259.00
	00214280	US BANK CORP PAYMENT SYS	Operating Supplies	159.00
	00214280	US BANK CORP PAYMENT SYS	Operating Supplies	159.00
<i>Org Key: PR1100 - Administration (PR)</i>				
P0116579	00214267	Pacific Fitness Products LLC	FITNESS EQUIPMENT RELOCATION	2,306.60
P0116580	00214267	Pacific Fitness Products LLC	CARDIO EQUIPMENT RELOCATION	1,756.10
P0116581	00214249	KELLEY IMAGING SYSTEMS	CANON PIGMENT INK X2 CYAN MAGE	741.52
P0116582	00214249	KELLEY IMAGING SYSTEMS	CANON PRINT HEAD TX 3000	549.40
	00214280	US BANK CORP PAYMENT SYS	Supplies for pumpkin walk	263.05
	00214280	US BANK CORP PAYMENT SYS	Pumpkin Walk supplies	120.00
	00214280	US BANK CORP PAYMENT SYS	Halloweekend Supplies	105.54
	00214280	US BANK CORP PAYMENT SYS	Pumpkin Walk supplies	86.48
	00214280	US BANK CORP PAYMENT SYS	Marketing	25.00
	00214280	US BANK CORP PAYMENT SYS	Pumpkin Walk supplies	22.01
	00214280	US BANK CORP PAYMENT SYS	Marketing	9.00
	00214280	US BANK CORP PAYMENT SYS	Halloweekend Supplies	8.75
<i>Org Key: PR2100 - Recreation Programs</i>				
	00214280	US BANK CORP PAYMENT SYS	Operating Supplies	277.45
	00214280	US BANK CORP PAYMENT SYS	Operating Supplies	256.60
	00214280	US BANK CORP PAYMENT SYS	Operating Supplies	220.13
	00214280	US BANK CORP PAYMENT SYS	Operating Supplies	120.00
	00214280	US BANK CORP PAYMENT SYS	Operating Supplies	44.03
<i>Org Key: PR2104 - Special Events</i>				
	00214280	US BANK CORP PAYMENT SYS	Special event portable toilet	750.00

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00214280	US BANK CORP PAYMENT SYS	Pumpkin Walk supplies	161.57
P0116498	00214262	MI HARDWARE - ROW	MISC. HARDWARE FOR THE MONTH O	148.89
	00214280	US BANK CORP PAYMENT SYS	Halloweekend Supplies	107.94
P0116152	00214284	Wintergreen Corp.	COMMERCIAL LED POWER ADAPTER,	66.65
	00214280	US BANK CORP PAYMENT SYS	Town Center Trick or Treating	40.97
Org Key: PR4100 - Community Center				
	00214280	US BANK CORP PAYMENT SYS	Operating Supplies	773.93
P0116597	00214237	FIRE PROTECTION INC	ALARM SERVICE - LABOR CC SEC	473.43
	00214280	US BANK CORP PAYMENT SYS	Senior "Rocktober" supplies	375.77
P0116240	00214227	COMCAST	MI COMMUNITY CENTER	299.19
P0116603	00214277	TKE CORPORATION	COMMUNITY CENTER OIL AND GREAS	252.44
P0116504	00214223	BRINKS INC	11/1-11/30/2022 ARMORED TRUCK	246.20
	00214280	US BANK CORP PAYMENT SYS	Operating Supplies	164.57
	00214280	US BANK CORP PAYMENT SYS	Senior Rocktober supplies	131.50
	00214280	US BANK CORP PAYMENT SYS	Operating Supplies	43.18
	00214280	US BANK CORP PAYMENT SYS	Senior Rocktober supplies	27.40
	00214280	US BANK CORP PAYMENT SYS	Senior Rocktober supplies	19.90
Org Key: PR5300 - Community Arts Support				
P0116578	00214283	WHEELHOUSE PROMOTIONS & EVENTS	CUSTOM TOTE BAGS 1000 UNITS	3,495.68
Org Key: SP0100 - Residential Street Resurfacing				
P0115147	00214282	WATSON ASPHALT PAVING CO	2022 ARTERIAL AND RESIDENTIAL	18,950.00
P0115147	00214282	WATSON ASPHALT PAVING CO	2022 ARTERIAL AND RESIDENTIAL	7,782.82
Org Key: SP0103 - SE 68 Street & SE 70 Place Ove				
P0115147	00214282	WATSON ASPHALT PAVING CO	2022 ARTERIAL AND RESIDENTIAL	5,014.06
Org Key: SP0118 - ADA Compliance Plan Implementa				
P0116489	00214278	TRANSPO GROUP USA INC	ADA TRANSITION PLAN GIS SUPPOR	472.50
Org Key: SP0122 - Minor Capital - Traffic Operat				
P0116557	00214252	KING COUNTY FINANCE	RSD MI0100 SIGNAL SERVICES PRO	26,928.12
P0114749	00214269	PETERSEN BROTHERS INC	MERCERWOOD GUARDRAIL	969.16
Org Key: SU0108 - Comprehensive Pipeline R&R Pro				
P0116530	00214230	DAILY JOURNAL OF COMMERCE	BASIN 40 CIPP SEWER	372.60
P0116587	00214225	BUILDERS EXCHANGE OF WA	PUBLISH PROJECTS ONLINE	48.15
Org Key: SU0113 - SCADA System Replacement-Sewer				
P0103284	00214224	BROWN AND CALDWELL CONSULTANTS	PH1 SCADA EQUIPMENT REPLACEMEN	42,546.19
P0103284	00214224	BROWN AND CALDWELL CONSULTANTS	PH1 SCADA EQUIPMENT REPLACEMEN	1,015.98
Org Key: SU0118 - Lincoln Landing Sewer Improvem				
P0115280	00214266	OMA CONSTRUCTION INC	Lincoln Landing Shoreline and	34,579.83
Org Key: WU0102 - SCADA System Replacement-Water				
P0103284	00214224	BROWN AND CALDWELL CONSULTANTS	PH1 SCADA EQUIPMENT REPLACEMEN	14,688.71
Org Key: WU0103 - Water Reservoir Improvements				
P0111379	00214271	RH2 ENGINEERING INC	RESERVOIR IMPROVEMENTS ASSESSM	50,341.76
Org Key: WU0106 - Madrona Crest East Addition Wa				
P0114993	00214238	FURY SITE WORKS INC	2022 WATER SYSTEM IMPROVEMENTS	193,842.75

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: YF1100 - YFS General Services</i>				
	00214280	US BANK CORP PAYMENT SYS	Telehealth subscription	1,083.39
	00214280	US BANK CORP PAYMENT SYS	Telephone - Cellular	802.37
	00214280	US BANK CORP PAYMENT SYS	Operating Supplies	198.18
	00214280	US BANK CORP PAYMENT SYS	Operating Supplies	75.00
	00214280	US BANK CORP PAYMENT SYS	Operating Supplies	66.06
	00214280	US BANK CORP PAYMENT SYS	Operating Supplies	66.06
	00214280	US BANK CORP PAYMENT SYS	Operating Supplies	55.05
P0116609	00214231	DEPT OF ENTERPRISE SERVICES	2021 CHERYL BUSINESS CARDS	53.73
	00214228	CORK, TAMBI A	ISLAND BOOKS 2 X \$25	50.00
	00214228	CORK, TAMBI A	ISLAND BOOKS VOLUNTEER	49.51
	00214280	US BANK CORP PAYMENT SYS	Operating Supplies	33.03
	00214280	US BANK CORP PAYMENT SYS	ORCA cards for EA clients	15.00
	00214280	US BANK CORP PAYMENT SYS	Operating Supplies	5.35
	00214280	US BANK CORP PAYMENT SYS	Operating Supplies	-33.03
	00214280	US BANK CORP PAYMENT SYS	Operating Supplies	-66.06
<i>Org Key: YF1200 - Thrift Shop</i>				
	00214280	US BANK CORP PAYMENT SYS	Operating Supplies	340.19
	00214280	US BANK CORP PAYMENT SYS	Operating Supplies	214.91
P0116590	00214226	CINTAS	STOREROOM CABINET SUPPLIES	160.81
	00214280	US BANK CORP PAYMENT SYS	Operating Supplies	29.67
	00214280	US BANK CORP PAYMENT SYS	Operating Supplies	13.46
	00214280	US BANK CORP PAYMENT SYS	Operating Supplies	13.05
	00214280	US BANK CORP PAYMENT SYS	Operating Supplies	11.25
	00214280	US BANK CORP PAYMENT SYS	Operating Supplies	9.96
	00214280	US BANK CORP PAYMENT SYS	Operating Supplies	9.59
	00214280	US BANK CORP PAYMENT SYS	Operating Supplies	8.49
	00214280	US BANK CORP PAYMENT SYS	Operating Supplies	7.87
	00214280	US BANK CORP PAYMENT SYS	Operating Supplies	7.25
	00214280	US BANK CORP PAYMENT SYS	Operating Supplies	7.25
	00214280	US BANK CORP PAYMENT SYS	Operating Supplies	3.00
	00214280	US BANK CORP PAYMENT SYS	Operating Supplies	-8.49
<i>Org Key: YF2500 - Family Counseling</i>				
	00214280	US BANK CORP PAYMENT SYS	Derek Training	89.00
<i>Org Key: YF2600 - Family Assistance</i>				
P0113288	00214273	SHOREWOOD #14885	Rental assistance for EA clien	534.93
	00214280	US BANK CORP PAYMENT SYS	For Emergency Assistance Clie	346.33
	00214280	US BANK CORP PAYMENT SYS	For Emergency Assistance Clie	105.59
	00214280	US BANK CORP PAYMENT SYS	For Emergency Assistance Clie	73.20
	00214280	US BANK CORP PAYMENT SYS	For Emergency Assistance Clie	58.06
	00214280	US BANK CORP PAYMENT SYS	For Emergency Assistance Clie	36.42
	00214280	US BANK CORP PAYMENT SYS	For Emergency Assistance Clie	33.17
	00214280	US BANK CORP PAYMENT SYS	Misc-Emergency Assistance	32.94
<i>Org Key: YF2850 - Federal SPF Grant</i>				
	00214280	US BANK CORP PAYMENT SYS	Operating Supplies	300.00
	00214280	US BANK CORP PAYMENT SYS	Operating Supplies	41.07

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
			Total	1,036,248.74

Accounts Payable Report by Check Number

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00214219	12/22/2022	ACOUSTICAL DESIGN INC CEILING TILE REPLACEMENT	P0116528	14530-ADJ	10/26/2022	4,899.00
00214220	12/22/2022	AQUATIC INFORMATICS INC. 2022 CROSS CONNECTION WEB TEST	P0116454	102918	11/30/2022	37.00
00214221	12/22/2022	AUBURN MECHANICAL 11/4 FAILED BOILER PUMP	P0116529	39378	11/09/2022	4,885.51
00214222	12/22/2022	BRAKE & CLUTCH SUPPLY INC REPAIR PARTS FOR VEC. # 480	P0116447	685453	12/05/2022	155.03
00214223	12/22/2022	BRINKS INC 11/1-11/30/2022 ARMORED TRUCK	P0116504	5335800	11/30/2022	1,773.88
00214224	12/22/2022	BROWN AND CALDWELL CONSULTANTS PH1 SCADA EQUIPMENT REPLACEMENT	P0103284	14466399B	12/07/2022	58,250.88
00214225	12/22/2022	BUILDERS EXCHANGE OF WA PUBLISH PROJECTS ONLINE	P0116587	1073109	11/09/2022	98.15
00214226	12/22/2022	CINTAS EMERGENCY SUPPLIES	P0116590	5129532355	10/20/2022	630.27
00214227	12/22/2022	COMCAST MI FIRE STATION	P0116240	0012599-112022	11/20/2022	778.67
00214228	12/22/2022	CORK, TAMBI A STARBUCKS 20 X \$25		122222	12/22/2022	599.51
00214229	12/22/2022	CRYSTAL AND SIERRA SPRINGS PW WATER DELIVERY	P0116479	14555831 112622	11/26/2022	84.23
00214230	12/22/2022	DAILY JOURNAL OF COMMERCE BASIN 40 CIPP SEWER	P0116530	3382705	10/17/2022	372.60
00214231	12/22/2022	DEPT OF ENTERPRISE SERVICES 2021 CHERYL BUSINESS CARDS	P0116609	731119022	12/01/2022	53.73
00214232	12/22/2022	DON SMALL & SONS OIL DIST CO OIL DELIVERY	P0116480	S228609	11/29/2022	1,817.96
00214233	12/22/2022	DUNN LUMBER COMPANY INVENTORY PURCHASES	P0116477	9089282	12/06/2022	940.25
00214234	12/22/2022	FCS GROUP Project 3600 Mercer Island - W	P0116584	3600-22211070	11/18/2022	1,095.00
00214235	12/22/2022	FERGUSON ENTERPRISES LLC INVENTORY PURCHASES	P0116520	1118841-3	12/12/2022	2,573.30
00214236	12/22/2022	FERGUSON ENTERPRISES LLC PART D & A ADAPTERS & COUPLING	P0116499	0226206	11/28/2022	152.44
00214237	12/22/2022	FIRE PROTECTION INC ALARM SERVICE	P0116597	74858	10/17/2022	1,782.44
00214238	12/22/2022	FURY SITE WORKS INC 2022 WATER SYSTEM IMPROVEMENTS	P0114993	PP#5	11/30/2022	193,842.75
00214239	12/22/2022	GARDEN CYCLES RESTORATION WORK IN HOMESTEAD	P0114765	836-RET	09/16/2022	1,676.80
00214240	12/22/2022	GARDEN CYCLES RESTORATION WORK IN PARKWOOD R	P0114950	897	12/09/2022	8,604.23
00214241	12/22/2022	GCP WW HOLDCO LLC MISC. WORK CLOTHES	P0116481	INV2050001881	12/07/2022	677.07
00214242	12/22/2022	GRAINGER CATCH BASIN INSERT, 48" L X 36	P0116486	9532262780	12/02/2022	326.73
00214243	12/22/2022	H D FOWLER INVENTORY PURCHASES	P0116500	I6284451	12/09/2022	2,836.21
00214244	12/22/2022	HAILEI & LAM HUNG-MIN CHEN NO WORK BEING DONE		2208-036/037	12/20/2022	283.20

Accounts Payable Report by Check Number

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00214245	12/22/2022	HOME DEPOT CREDIT SERVICE LUMBER & HARDWARE	P0116483	5012869/0962	12/08/2022	248.25
00214246	12/22/2022	HUYNH, JASON TREE RESPONSE SR 8439		121822	12/18/2022	20.63
00214247	12/22/2022	JONES, MARK WATER/PEST CERT		121522	12/15/2022	113.50
00214248	12/22/2022	KAISER FOUNDATION HEALTH PLAN Medical testing/New Recruits	P0116572	72567079	12/01/2022	2,078.00
00214249	12/22/2022	KELLEY IMAGING SYSTEMS CANON PRINT HEAD TX 3000	P0116581	IN1185780	11/21/2022	1,290.92
00214250	12/22/2022	KELLEY, CHRIS M CLOTHING REIMBUR		121522B	12/15/2022	530.31
00214251	12/22/2022	KING COUNTY FINANCE I-NET MONTHLY SERVICES FROM	P0113518	11013092	11/30/2022	1,492.00
00214252	12/22/2022	KING COUNTY FINANCE RSD MI0100 SIGNAL SERVICES PRO	P0116557	122490-122496	10/31/2022	26,928.12
00214253	12/22/2022	KING COUNTY TREASURY JAN-DEC 2022 MONTHLY SEWER CHA	P0113196	30035754	12/01/2022	424,953.73
00214254	12/22/2022	Kiviat, Aaron Invoice #1539 Professional Ser	P0116545	1536	11/29/2022	5,900.00
00214255	12/22/2022	KROESENS UNIFORM COMPANY boots	P0116573	71294	12/15/2022	749.35
00214256	12/22/2022	Madrona Law Group, PLLC Invoice #11700 Professional	P0116546	11705	12/01/2022	14,563.00
00214257	12/22/2022	MARTIN, ERIC WATER CERT RENEWAL		121522	12/15/2022	62.00
00214258	12/22/2022	McNaul Ebel Nawrot Invoice #106562 Professional	P0116548	106562	11/29/2022	66,031.32
00214259	12/22/2022	MERCER ISLAND CHEVRON FUEL	P0116449	NOV22	11/30/2022	1,775.77
00214260	12/22/2022	MERIT ELECTRIC INC OVERPAYMENT		2212-035	12/20/2022	354.00
00214261	12/22/2022	METROPRESORT NOV 2022 E-SERVICES CHARGES	P0116503	IN649645	12/06/2022	1,134.72
00214262	12/22/2022	MI HARDWARE - ROW MISC. HARDWARE FOR THE MONTH O	P0116498	113022-560700	11/30/2022	148.89
00214263	12/22/2022	MI UTILITY BILLS NOV 2022 PMT OF UTILITY BILLS	P0116413	113022B	11/30/2022	7,358.33
00214264	12/22/2022	MICHAEL T SHINN CONSTRUCTION OVERPAYMENT		2212-081	12/20/2022	284.00
00214265	12/22/2022	MOBERLY AND ROBERTS Invoice #1071 Professional Ser	P0116547	1071	12/01/2022	7,308.32
00214266	12/22/2022	OMA CONSTRUCTION INC Lincoln Landing Shoreline and	P0115280	PP#6	11/30/2022	51,767.43
00214267	12/22/2022	Pacific Fitness Products LLC CARDIO EQUIPMENT RELOCATION	P0116579	89334	11/28/2022	4,062.70
00214268	12/22/2022	PAYBYPHONE TECHNOLOGIES INC TRANSACTION FEE MONTHLY MINIMU	P0116608	INVPBP-US63	11/30/2022	250.00
00214269	12/22/2022	PETERSEN BROTHERS INC MERCERWOOD GUARDRAIL	P0114749	2206901-RET	05/28/2022	969.16
00214270	12/22/2022	RELX INC DBA LEXISNEXIS Invoice #3094177960 Legal	P0116543	3094177960	11/30/2022	363.33

Accounts Payable Report by Check Number

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00214271	12/22/2022	RH2 ENGINEERING INC RESERVOIR IMPROVEMENTS ASSESSM	P0111379	120922	12/09/2022	50,341.76
00214272	12/22/2022	SCARFF FORD REPAIR PARTS FOR VEC. # 446	P0116478	61213	11/21/2022	6,119.88
00214273	12/22/2022	SHOREWOOD #14885 Rental assistance for EA clien	P0113288	122022	12/20/2022	534.93
00214274	12/22/2022	SKYLINE COMMUNICATIONS INC EOC INTERNET	P0116408	INV46960	12/01/2022	216.55
00214275	12/22/2022	SOUND SAFETY PRODUCTS MISC. WORK CLOTHES	P0116417	137490/4	11/30/2022	647.16
00214276	12/22/2022	SUMMIT LAW GROUP HR Professional Services Suppo	P0116566	142049	12/19/2022	5,196.00
00214277	12/22/2022	TKE CORPORATION COMMUNITY CENTER OIL AND GREAS	P0116603	3006973771	12/01/2022	252.44
00214278	12/22/2022	TRANSPO GROUP USA INC ADA TRANSITION PLAN GIS SUPPOR	P0116489	29328	12/06/2022	472.50
00214279	12/22/2022	TRUE VALUE CONSTRUCTION DEPT Fire station snow shovels	P0116571	145392	12/19/2022	183.22
00214280	12/22/2022	US BANK CORP PAYMENT SYS Tuition & Registrations		5539NOV22	11/06/2022	26,995.61
00214281	12/22/2022	VERITIV OPERATING COMPANY FUEL SURCHARGE FOR INVOICE	P0116522	655-22889535	12/05/2022	14.86
00214282	12/22/2022	WATSON ASPHALT PAVING CO 2022 ARTERIAL AND RESIDENTIAL	P0115147	PP#6	12/31/2022	31,746.88
00214283	12/22/2022	WHEELHOUSE PROMOTIONS & EVENTS CUSTOM TOTE BAGS 1000 UNITS	P0116578	1147	12/15/2022	3,495.68
00214284	12/22/2022	Wintergreen Corp. COMMERCIAL LED POWER ADAPTER,	P0116152	7026823	11/04/2022	66.65
					Total	<u>1,036,248.74</u>



CITY COUNCIL MINUTES REGULAR HYBRID MEETING DECEMBER 6, 2022

Item 5.

EXECUTIVE SESSION

At 5:02 pm, Mayor Nice convened an Executive Session in the Farside Room at City Hall, 9611 SE 36th Street, Mercer Island, WA and via Microsoft Teams. The Executive Session was to discuss with legal counsel pending or potential litigation pursuant to RCW 42.30.110(1)(I).

Mayor Salim Nice, Deputy Mayor David Rosenbaum and Councilmembers Lisa Anderl, Jake Jacobson, and Ted Weinberg participated in person in the Farside Room at City Hall.

Councilmembers Craig Reynolds and Wendy Weiker joined via Microsoft Teams.

Mayor Nice adjourned the Executive Session at 5:44 pm.

CALL TO ORDER & ROLL CALL

Mayor Salim Nice called the regular meeting to order at 6:00 pm in the Council Chambers at City Hall, 9611 SE 36th Street, Mercer Island, Washington.

Mayor Salim Nice, Deputy Mayor David Rosenbaum and Councilmembers Lisa Anderl, Jake Jacobson, and Ted Weinberg participated in person in Council Chambers.

Councilmembers Craig Reynolds and Wendy Weiker joined via Zoom.

PLEDGE OF ALLEGIANCE

The City Council delivered the Pledge of Allegiance.

AGENDA APPROVAL

It was moved by Jacobson; seconded by Rosenbaum to:

Amend the agenda to add "Action on Sound Transit Litigation" as the first item of Regular Business and to approve the amended agenda.

PASSED: 7-0

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

CITY MANAGER REPORT

City Manager Bon reported on the following items:

- Mayor Nice, City Manager Bon and MIPD staff attended the Celebration of Life for fallen Bellevue Police Officer Jordan Jackson.
- **Council, Boards & Commission Meetings Update:** Likely canceling the December 20 City Council meeting, the next scheduled City Council Meeting is January 3, 2023. Final boards and commission meetings of the year, Utility Board Hybrid Meeting on December 13, and Planning Commission Hybrid Meeting on December 14.
- **City Services Updates:** Increase in MIYFS Food Pantry Visits, Thanksgiving Holiday Meal program assisted 119 households this year, Thank you IAFF Local 1762 YFS Food Pantry drives, Thrift Shop Giving Tree is back, all month long the Thrift Shop will feature special discounts and sales, Welcome Officers Jensen and Owen, City Facilities are closed on Monday December 26 and Monday January 2

- **Upcoming Events:** Community Conversations Series final session on Thursday, December 8, Battle of the Badges this Friday December 9 holiday light decorating, Friends of the Library Book sale December 8-10 & 12, Holiday Tree Lot final weekend.
- **News:** Thanksgiving Meal for MIPD, Illuminate MI Tree Lighting and Firehouse Munch thank you sponsors and community groups.

APPEARANCES

Gardner Morelli, Mercer Island, spoke in support of the Beach Club docket item.

Katie Boissoneault, Mercer Island, spoke in support of the Beach Club docket item.

Brad Thiele, Seattle, spoke in support of the Beach Club docket item.

Dan Thompson, Mercer Island, spoke in support of the docket of the 2023 Comprehensive Plan and Development Code amendments.

Debbie Hansen, Mercer Island, spoke in support of the Beach Club docket item.

Dan Nordale, Mercer Island, Mercer Island Country Club, spoke about a code interpretation that was issued by CPD in November.

Jordan Friedman, Mercer Island, spoke about a code interpretation that was issued by CPD in November.

CONSENT AGENDA

AB 6189: November 18, 2022 Payroll Certification

Recommended Action: Approve the November 18, 2022 Payroll Certification (Exhibit 1) in the amount of \$913,780.51 and authorize the Mayor to sign the certification on behalf of the entire City Council.

Certification of Claims:

- A. Check Register | 213749-213824 | 11/11/2022 | \$963,651.87
- B. Check Register | 213853-213930 | 11/18/2022 | \$439,032.04
- C. Check Register | 213931-213986 | 11/23/2022 | \$269,407.32
- D. EFT Payments | October 2022 | \$2,406,148.66

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

City Council Meeting Minutes of:

- November 15, 2022 Regular Hybrid Meeting
- November 29, 2022 Special Hybrid Meeting

Recommended Action: Approve the minutes of the November 15, 2022 Regular Hybrid Meeting and of the November 29, 2022 Special Hybrid Meeting.

AB 6191: Basin 40 Cured-In-Place (CIPP) Sewer Lining Project Phase 1 Bid Award

Recommended Action: Award the Basin 40 CIPP Lining Project Phase 1 to Insta-Pipe, Inc in the amount of \$547,681, set the total project budget at \$999,518, and authorize the City Manager to execute the construction contract.

AB 6196: Ordinance No. 22C-18, Extending Interim Development Regulations to Allow Outdoor Dining Expansion by Eating and Drinking Establishments

Recommended Action: Adopt Ordinance No. 22C-18 extending interim development regulations to allow

outdoor dining expansion by Mercer Island eating and drinking establishments.

AB 6197: Compost Procurement Ordinance

Recommended Action: Adopt Ordinance No. 22C-22, adding Section 4.040.50 MICC regarding the use of locally produced, certified compost in City Public Works and other maintenance projects.

AB 6192: Letter of Support for Mercer Island School District's Position on Cost-of-Living Adjustments for State Basic Education Compensation Allocations

Recommended Action: Authorize the Mayor to sign a letter of support for Mercer Island School District's request to maintain cost-of-living adjustments for state basic education compensation allocations.

AB 6200: Heat Pump Campaign Update and Eastside Climate Partnership ILA

Recommended Action: Approve extension of the 2022 heat pump pilot program into 2023; and authorize the City Manager to sign the Eastside Climate Partnership Interlocal Agreement.

It was moved by Anderl; seconded by Jacobson to:

Approve the Consent Agenda and the recommended actions contained therein.

PASSED: 7-0

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

REGULAR BUSINESS

No AB: Action on Sound Transit Litigation

It was moved by Jacobson; seconded by Rosenbaum to:

Ratify and approve the CR 2A agreement to end the litigation with Sound Transit as discussed in Executive Session

PASSED: 7-0

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

AB 6198: 2023 Comprehensive Plan and Development Code Amendment Docket

Interim CPD Director Jeff Thomas and Deputy CPD Director Alison Van Gorp presented the 2023 Comprehensive Plan and Development Code Amendment Docket. Deputy Director Van Gorp discussed the process of the docket and how it creates the workplan for CPD. She spoke about the criteria for docketing an item, about the City's available resources and capacity for legislative work and gave an overview of the eight items that were submitted for consideration and Planning Commission recommendation for each item.

Council discussed the proposed docket items and asked questions of staff.

It was moved by Rosenbaum; seconded by Jacobson to:

Approve Resolution No. 1641 to include item No. 1 setting the final docket of Comprehensive Plan and development code amendments for 2023, additionally instruct staff to include items Nos. 2-6 as the scoping for the Residential Development Standards review begins.

PASSED: 7-0

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

It was moved by Reynolds; seconded by Weinberg to:

Amend to also add Item No. 7 as a docket item.

FAILED: 3-4

FOR: 3 (Reynolds, Weiker, and Weinberg)

AGAINST: 4 (Anderl, Jacobson, Nice, and Rosenbaum)

AB 6177: Receive the 2023-2024 Preliminary Budget

Finance Director Matt Mornick presented the 2023-2024 biennial budget. He presented the process that the 2023-2023 biennial budget to get to approval and about the strategy that was used in creation of the budget.

Management Analyst Robbie Cunningham Adams spoke about the passage of Proposition No. 1, the base level goals that will be funded over the next biennium, and the implementation of annual year-end status updates on the levy implementation with the first update being presented to Council at the end of 2023.

Council discussed the budget.

It was moved by Rosenbaum; seconded by Reynolds to:

Adopt Ordinance No. 22-23, adopting the biennial budget for the City of Mercer Island, Washington, for fiscal years 2023-2024

PASSED: 7-0

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

OTHER BUSINESS

Planning Schedule

It was moved by Jacobson; seconded by Anderl to:

Cancel the December 20, 2022 City Council Meeting.

PASSED: 7-0

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

City Manager Jessi Bon spoke about the January 3, 2023 meeting being a special meeting due to the ordinance setting the start time of Council meetings at 5pm expires on December 31, 2022. She also previewed items on the January 3 Agenda including a proposed permanent change to meeting start time, a look at the City Council Rules of Procedure, and 2023 City Council Liaison assignments.

Councilmember Absences and Reports

Councilmember Jacobson attended the SCA Annual meeting on November 30, Eastside Transportation partnership meeting on December 9, and thanked City Manager Bon and staff for all of their work.

Mayor Nice thanked Council and staff for all of their work over the past year.

Councilmember Reynolds attended the Parks & Recreation Commission meeting that talked about the conceptual design of the Bike Skills Area.

Deputy Mayor Rosenbaum SCA PIC meeting next week.

Councilmember Weiker save the date for YFS Breakfast on February 8, thanked Council and staff for their efficient work this year, and thanked the community for the passage of Proposition No. 1.

ADJOURNMENT

The regular Council Meeting adjourned at 7:29 pm.

Salim Nice, Mayor

Attest:

Andrea Larson, City Clerk



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6190
January 3, 2023
Consent Agenda

AGENDA BILL INFORMATION

TITLE:	AB 6190: SCADA Sewer Equipment Replacement Project Bid Award	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Award the SCADA Sewer Equipment Replacement project to Valley Electric Company of Mt. Vernon and appropriate \$1,533,625 from the Sewer Fund balance for the additional cost to complete project implementation.	

DEPARTMENT:	Public Works
STAFF:	Jason Kintner, Chief of Operations/Public Works Director Alaine Sommargren, Deputy Public Works Director Allen Hunter, Utilities Operations Manager
COUNCIL LIAISON:	Lisa Anderl
EXHIBITS:	1. Map of SCADA Sewer Sites
CITY COUNCIL PRIORITY:	3. Make once-in-a-generation investments to update and modernize aging infrastructure, capital facilities, and parks.

AMOUNT OF EXPENDITURE	\$ 3,533,625
AMOUNT BUDGETED	\$ 2,000,000
APPROPRIATION REQUIRED	\$ 1,533,625

EXECUTIVE SUMMARY

The purpose of this agenda bill is to award the construction contract for the sewer Supervisory Control and Data Acquisition ("SCADA") project and request an appropriation of \$1,533,625 from the Sewer Fund balance to supplement the project's approved 2023-2024 budget.

- The City's sewer and water utilities are monitored and controlled remotely by two separate systems:
 - Supervisory Control and Data Acquisition (SCADA) for water; and
 - Telemetry for sewer; collectively referred to as SCADA.
- The City relies on the SCADA system for control and alarm notifications; it is important that this system operate with the highest reliability to protect the environment while providing safe and reliable drinking water and community sewer services.
- Due to the age and condition of the water and sewer systems, the City's current technology needs to be replaced to ensure the systems are reliable and are able to meet the City's needs.
- The City recently completed construction of the SCADA system within the water distribution system and is now ready to construct the system for the sewer conveyance system.

- Upgrades to the sewer SCADA system are complex and required additional design, engineering, and construction work. Project costs have increased beyond the approved budget for the construction phase.

This agenda bill provides an overview of the SCADA project, the design process, upgrades to the sewer system, information about the bid results, staff's recommendation for awarding the construction bid, and an appropriation request to complete the project.

BACKGROUND

In 2017, the City learned that critical components of its SCADA system were reaching the end of their useful life. Frequent alarms, fragmented SCADA components, and loss of reliability within the system prompted an internal evaluation and planning process for replacement.

The City hired Brown and Caldwell, an engineering firm specializing in SCADA system planning for sewer and water utilities, to design a new SCADA system. These planning efforts established the framework for expanding and upgrading the entire SCADA system and platform. This new platform will provide a consistent, fully integrated, secure monitoring system for sewer and water distribution that improves reliability and operations.

Design and programming work for the SCADA system replacement began in March 2019, with the original intent to bid the water and sewer platforms as one construction package. However, during the design process, it became apparent that the sewer SCADA replacement was more complex, largely due to fire code and specific land use permitting requirements. The NFPA 820 Standard for Fire Protection in Wastewater Treatment and Collection Facilities was established to mitigate fire and explosion hazards specific to those facilities.

In 2020, Carollo Engineering Inc. was hired to assess the Island's 17 sewer pump station sites for compliance with the NFPA 820 Standard and provide a report documenting the findings and recommended improvements for each pump station. These recommendations were incorporated into the design. In addition, due to the location of the sewer pump stations adjacent to the Lake Washington shoreline, each site requires a Shoreline Exemption permit and a review of applicable easements.

Due to these additional requirements associated with the sewer utility, staff moved ahead with the construction of the SCADA project for the Water Utility in January 2022, while continuing design on the sewer portion of the project. The construction of the water SCADA project was completed in December 2022.

Design for the Sewer SCADA project is complete, and the project was advertised for construction bids on September 26, 2022.

ISSUE/DISCUSSION

PROJECT DESCRIPTION

This project will replace the existing SCADA equipment at 17 sewer pump station sites along the shore of Lake Washington (see Exhibit 1). The scope of work consists of replacing the following at each pump station: the Programmable Logic Controller (PLC) panels, hardware, operational equipment, motor controls, fire code related improvements, and other improvements to fully incorporate the SCADA system.

Upon completion of the construction, field testing and commissioning of the new control system equipment will be performed, and staff will be trained on its operation.

BID RESULTS AND AWARD RECOMMENDATION

Four construction bids were received and opened on Thursday, November 3, 2022. The lowest bid was received from Valley Electric Co. of Mt. Vernon (Valley Electric) for \$2,446,883.

TABLE 1: BID RESULTS	
COMPANY	TOTAL BID
Valley Electric Co. of Mt. Vernon	\$2,446,883
Northeast Electric, LLC	\$2,946,276
Source Electric, LLC	\$3,049,770
Burke Electric, LLC	\$3,620,691
Engineer's Estimate (range)	\$2,168,000 - \$3,060,000

Valley Electric has worked on several local SCADA projects, including the Port Townsend Water Treatment Facility & Reservoir and the King County South Plant Wastewater Treatment Facility. A review of the Labor and Industries (L&I) website confirms that Valley Electric is a contractor in good standing, with no license violations, outstanding lawsuits, or L&I debt. Based on staff's review of the bid submittals and reference checks, Valley Electric is the lowest responsive and responsible bidder for the project.

PROJECT BUDGET

The total estimated project cost exceeds the 2023-2024 budget (Table 2). Factors that increased cost include higher material and labor costs, an expansion of the scope of work required for each pump station, additional project management and support needs, and a comprehensive analysis of easements and property ownership for each location.

Brown and Caldwell will provide construction management, engineering and permitting support, as well as software configuration services. Tasks include preparation of Shoreline Exemption permit packages and Critical Area Technical Memos for each of the 17 pump stations and generator sites. Software configuration services will integrate the City's selected alarm notification software with the control program for the sewer SCADA system.

As of December 2021, the unassigned balance in the Sewer Fund was \$5.02 million. Staff will provide the City Council with updated Fund balances as part of the 2022 year-end Financial Status Update in Q2 2023.

TABLE 2: SEWER SCADA PROJECT BUDGET	
DESCRIPTION	TOTAL
Construction Contract	\$ 2,446,883
Construction Contingency (20%)	\$ 489,377
Construction Management (Consultant)	\$ 224,500
Contract Administration	\$ 73,406
Permitting & Software Configuration	\$ 219,703
Permit Materials & Application Fees	\$ 34,656
Technology – Hardware & Software	\$ 45,100
TOTAL PROJECT COST	3,533,625
Approved 2023-2024 Budget	\$ 2,000,000
BUDGET APPROPRIATION NEEDED	\$ 1,533,625

NEXT STEPS

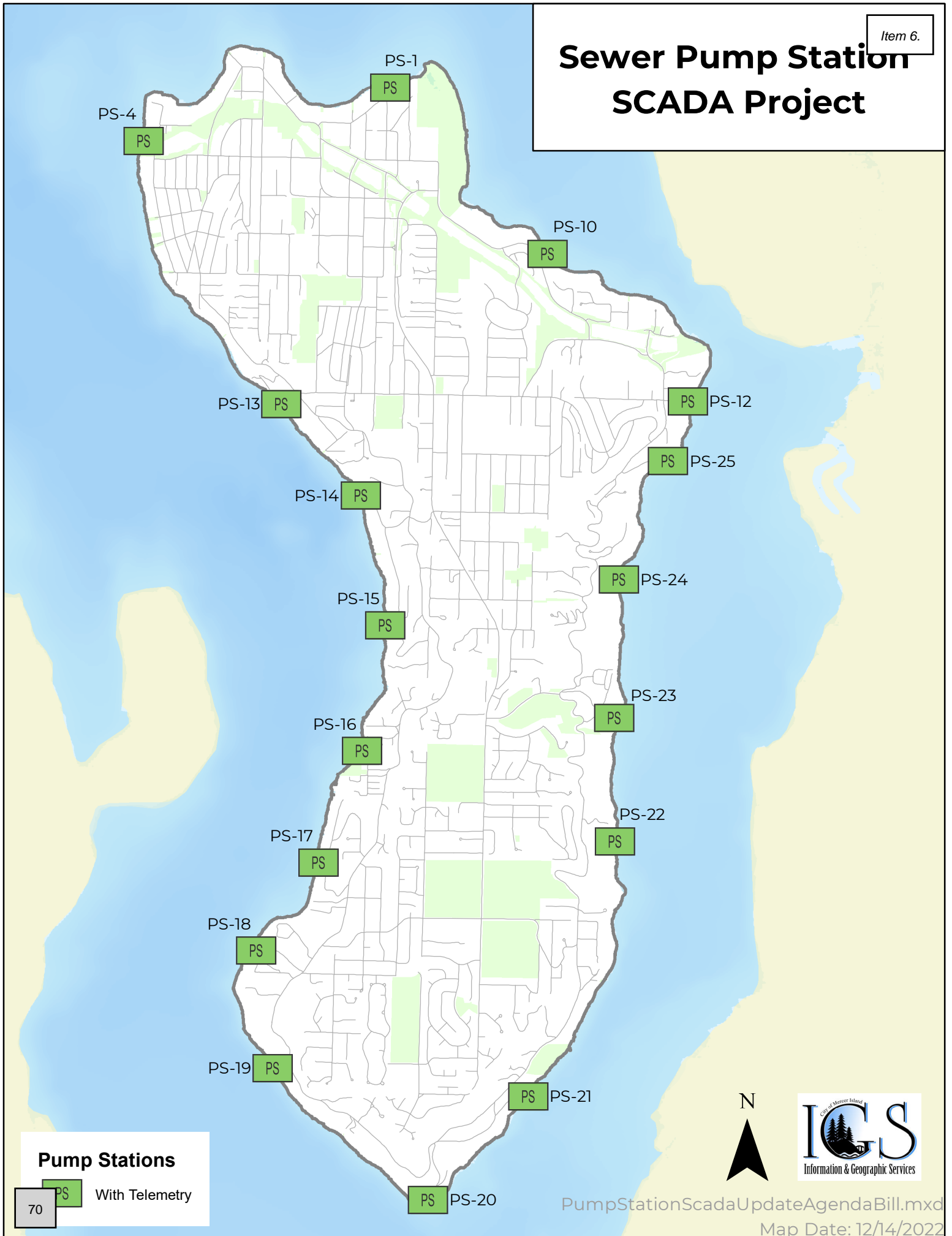
Current lead times for procuring the main system components are between 36 and 44 weeks. During this extended procurement period, staff will work with Brown and Caldwell to finalize all required permits, so the contractor is able to begin work upon receipt of needed materials.

Staff will manage operations of each station during the transition to the new SCADA system and will complete the installation of necessary communication equipment. Valley Electric and their subcontractors may elect to pre-install equipment cabinets and prepare electrical infrastructure during this period. Given the procurement delays, completion of this construction project is anticipated by Q4 2024.

RECOMMENDED ACTION

1. Award the Sewer SCADA equipment replacement project to Valley Electrical Co. of Mt. Vernon in the amount of \$2,446,883 and authorize the City Manager to execute a contract with Valley Electric Co. of Mt. Vernon for the construction of the Sewer SCADA Equipment Replacement project.
2. Authorize \$1,533,625 appropriation from the Sewer Fund balance for the additional cost above the 2023-2024 budget of \$2,000,000.

Sewer Pump Station SCADA Project



Pump Stations

70

PS

With Telemetry



PumpStationScadaUpdateAgendaBill.mxd

Map Date: 12/14/2022



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6203
January 3, 2023
Consent Agenda

AGENDA BILL INFORMATION

TITLE:	AB 6203: Sewer Main Easement Replacement (3 Eden Lane)	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Approve termination of sewer easement in exchange for new, realigned easement.	

DEPARTMENT:	Public Works
STAFF:	Jason Kintner, Chief of Operations/PW Director Patrick Yamashita, City Engineer/Deputy PW Director
COUNCIL LIAISON:	n/a
EXHIBITS:	1. Request to Terminate Sewer Easement 2. New Easement 3. Partial Easement Relinquishment
CITY COUNCIL PRIORITY:	n/a

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

EXECUTIVE SUMMARY

The purpose of this agenda bill is to present a request on behalf of a property owner to replace a public sewer main easement to correct an error. Per State law, the City Council must authorize changes to property interests for all public property including easements. Refer to Exhibit 1 for the request. This agenda bill will:

- Provide background on the existing easement.
- Explain why a change to the easement is necessary.
- Explain the benefit to the City by this change.

BACKGROUND

McCullough Hill Leary, PS, representing the owner of the property located at 3 Eden Lane is requesting the replacement of a public sewer easement on the property to correct the location of the existing easement. Refer to Exhibit 1 for the request and related information.

The existing easement was granted to the Mercer Island Sewer District in 1964 and became the City of Mercer Island's when the sewer district was taken over by the City. The as-built sewer main location is not located within the limits of the easement. This issue came to light when the property owner began contemplating applying for permits to make improvements to the property and learned that the easement

encumbered the property, limiting the ability to make certain improvements within the easement, even though there is no sewer in the easement.

ISSUE/DISCUSSION

The City's sewer main has limited protections from the impacts of development/redevelopment on the property because it is not located within the existing easement. Replacing the easement with one that aligns with the sewer main will prevent buildings and other structures from being constructed over the sewer and easement since development regulations restrict structures from being constructed within utility easements.

This request is mutually beneficial to the City and the property owner. The new easement (Exhibit 2) provides more favorable terms to the City, provides a 20' width for maintenance access and reconstruction, and places the easement in the correct location. The property owner has gone to significant effort and expense to draft the new easement, work with staff, and hire surveyors to locate the sewer main, existing easement, and prepare legal descriptions. This is an opportunity to correct an error that could have endangered the sewer main if it had gone unnoticed.

Public Works operations and engineering staff support this request and believe it is in the City's best interest with providing long-term, reliable sewer service to its customers.

NEXT STEPS

Following City Council approval of this agenda bill, staff anticipates the following next steps:

- Final review of the new easement (Exhibit 2) and partial extinguishment (Exhibit 3) by the City Attorney.
- Execution of the easement documents and recording with King County Department of Records.

RECOMMENDED ACTION

Authorize the City Manager to terminate the sewer easement (recording number 5804682) through a partial easement extinguishment as depicted in Exhibit 3 in exchange for a new 20-foot-wide realigned sewer easement, both to be approved by the City Attorney substantially in the form of Exhibits 2 and 3.

McCULLOUGH HILL LEARY, PS

December 9, 2022

VIA EMAIL

City Council
9611 S.E. 36th Street
Mercer Island, WA 98040

Re: 3 Eden Lane West, Mercer Island Sewer Easement Replacement

Dear Councilmembers:

I am writing on behalf of Allan Montpelier and Feliz Montpelier (together, “Owner”), owner of the real property located at 3 Eden Lane West in Mercer Island, parcel number 2251000030 (the “Property”) to request approval to correct the location of the City of Mercer Island’s (“City”) sewer easement over the Property as further described below.

Background

The City is the beneficiary of a 1964 sewer easement, King County recording number 5804682 (the “1964 Easement”) that does not reflect the as-built location of the City’s sewer line on the Owner’s Property. Enclosed for your reference, please find the survey dated January 22, 2021, prepared by Terrane (the “Survey”). The Survey shows the location of the 1964 Easement in orange, and the as-built location of the City sewer line in green. In short, the City’s utility line was constructed in a different location than the location defined in the 1964 Easement. There is currently no easement in place over the actual sewer line.

Request

To correct this issue, the Owner requests that the City partially relinquish the incorrect, 1964 Easement to the extent that it burdens the Property, in exchange for a new easement granted by the Owner to the City over the correct, as-built sewer area. The proposed new easement area is shown in red on the Survey.

We have worked together with the City Attorney and City Engineer to prepare a partial relinquishment of the 1964 Easement enclosed herein (the “Partial Release”) and a new replacement sewer easement also enclosed (the “Sewer Easement”) for City Council’s review and approval.

Consideration

We believe the request to correct the sewer easement over the Property is mutually beneficial to the City and the Owner for the following reasons: (1) the proposed Sewer Easement is being updated to reflect more robust easement terms for the City; (2) the proposed Sewer Easement includes a typical

December 9, 2022
Page 2 of 2

width for maintenance; and (3) the 1964 Easement does not reflect the actual location of the sewer line and Owner spent considerable time, money, and effort identifying and attempting to correct this issue through this process, drafting the proposed Sewer Easement, drafting the Partial Release, and hiring surveyors to define the locations of the existing and proposed easements.

The proposed new Sewer Easement is 20 feet wide, in accordance with feedback from City staff. The 1964 Easement is in the wrong location, but it is 30 feet wide. The new Sewer Easement is correctly located and is in accordance with current City requirements for utility line easements. We believe the Owner's expenditures to date provide adequate consideration for a mutually beneficial exchange here. However, to the extent the Council feels additional consideration is required, the Owner is willing to provide \$500 in additional consideration for the new Sewer Easement on the Property.

The Owner contemplates applying for building permits to make certain improvements to the Property in early 2023 and would like to have the incorrect 1964 Easement released and the new Sewer Easement in place as soon as possible. If the enclosed Partial Release and Sewer Easement are acceptable to you, we would request City Council's approval of each.

Please let us know if you have any questions or require additional information. Thank you in advance for your review of this request.

Sincerely,

s/ Jessica Roe
On behalf of the Owner

cc: Allan and Feliz Montpellier, Owners
Patrick Yamashita, City Engineer and Public Works Deputy Director
Bio Park, City Attorney

Enclosures: Survey; Proposed Partial Release; Proposed Sewer Easement

ENCLOSURES

SURVEY

LEGAL DESCRIPTION

LOT 3, EDEN LANE WEST, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 101 OF PLATS, PAGES 64 AND 65, IN KING COUNTY, WASHINGTON;

TOGETHER WITH AN EASEMENT FOR ROAD AND UTILITIES AS DELINEATED ON THE FACE OF SAID PLAT;

EXCEPT ANY PORTION LYING WITHIN SAID LOT 3.

TOGETHER WITH AN UNDIVIDED 1/7 INTEREST IN RECREATIONAL WATERFRONT.

SITUATE IN THE COUNTY OF KING, STATE OF WASHINGTON.

BASIS OF BEARINGS

N 88°41'09" W BETWEEN FOUND PROPERTY CORNERS ALONG THE NORTH LINE OF THE SUBJECT PARCEL PER R1

REFERENCES

R1. RECORD OF SURVEY, VOL. 125, PG. 53, RECORDS OF KING COUNTY, WASHINGTON.

VERTICAL DATUM

NAVD88 PER CITY OF MERCER ISLAND BENCHMARK #1995 (D.B. ID #46981)
ELEV: 178.273

SURVEYOR'S NOTES

1. THE TOPOGRAPHIC SURVEY SHOWN HEREON WAS PERFORMED IN JANUARY OF 2021. THE FIELD DATA WAS COLLECTED AND RECORDED ON MAGNETIC MEDIA THROUGH AN ELECTRONIC THEODOLITE. THE DATA FILE IS ARCHIVED ON DISC OR CD. WRITTEN FIELD NOTES MAY NOT EXIST. CONTOURS ARE SHOWN FOR CONVENIENCE ONLY. DESIGN SHOULD RELY ON SPOT ELEVATIONS.

2. ALL MONUMENTS SHOWN HEREON WERE LOCATED DURING THE COURSE OF THIS SURVEY UNLESS OTHERWISE NOTED.

3. THE TYPES AND LOCATIONS OF ANY UTILITIES SHOWN ON THIS DRAWING ARE BASED ON INFORMATION PROVIDED TO US, BY OTHERS OR GENERAL INFORMATION READILY AVAILABLE IN THE PUBLIC DOMAIN INCLUDING, AS APPLICABLE, IDENTIFYING MARKINGS PLACED BY UTILITY LOCATE SERVICES AND OBSERVED BY TERRANE IN THE FIELD. AS SUCH, THE UTILITY INFORMATION SHOWN ON THESE DRAWINGS ARE FOR INFORMATIONAL PURPOSES ONLY AND SHOULD NOT BE RELIED ON FOR DESIGN OR CONSTRUCTION PURPOSES; TERRANE IS NOT RESPONSIBLE OR LIABLE FOR THE ACCURACY OR COMPLETENESS OF THIS UTILITY INFORMATION. FOR THE ACCURATE LOCATION AND TYPE OF UTILITIES NECESSARY FOR DESIGN AND CONSTRUCTION, PLEASE CONTACT THE SITE OWNER AND THE LOCAL UTILITY LOCATE SERVICE (800-424-5555).

4. SUBJECT PROPERTY TAX PARCEL NO. 2251000-0030

5. SUBJECT PROPERTY AREA PER THIS SURVEY IS 19,997 ±S.F. (0.46 ACRES)

6. THE PROPERTY DESCRIBED HEREON IS THE SAME AS THE PROPERTY DESCRIBED IN CHICAGO TITLE COMPANY OF WASHINGTON, COMMITMENT NO. 0192574-ETU, WITH AN EFFECTIVE DATE OF OCTOBER 2, 2020 AND THAT ALL EASEMENTS, COVENANTS AND RESTRICTIONS REFERENCED IN SAID TITLE COMMITMENT OR APPARENT FROM A PHYSICAL INSPECTION OF THE PROPERTY OR OTHERWISE KNOWN TO ME HAVE BEEN PLOTTED HEREON OR OTHERWISE NOTED AS TO THEIR EFFECT ON THE PROPERTY.

7. FIELD DATA FOR THIS SURVEY WAS OBTAINED BY DIRECT FIELD MEASUREMENTS WITH A CALIBRATED ELECTRONIC 5-SECOND TOTAL STATION AND/OR SURVEY GRADE GPS OBSERVATIONS. ALL ANGULAR AND LINEAR RELATIONSHIPS ARE ACCURATE AND MEET THE STANDARDS SET BY WAC 332-130-090.

LEGEND

ASPHALT SURFACE

BUILDING

CENTERLINE ROW

CONCRETE SURFACE

RETAINING WALL

DECK

FENCE LINE (CHAIN LINK)

FENCE LINE (WOOD)

FLAGSTONE SURFACE

GRAVEL SURFACE

GEN GENERATOR

SEWER EASEMENT AREA

HEAT EXCHANGER

INLET (TYPE 1)

PAVER SURFACE

PST POST / BBALL HOOP

POWER METER

PP POWER POLE

PT POWER TRANSFORMER

SS SEWER LINE

SEWER MANHOLE

SD STORM DRAIN LINE

TEL SENTRY TELEPHONE SENTRY

TREE (AS NOTED)

W WATER LINE

WM WATER METER

WV WATER VALVE

VICINITY MAP

N.T.S.

SITE

SCHEDULE B ITEMS

1. EASEMENT(S) FOR THE PURPOSE(S) SHOWN BELOW AND RIGHTS INCIDENTAL THERETO AS SET FORTH IN A DOCUMENT:

PURPOSE: ROAD AND UTILITIES
RECORDING DATE: DECEMBER 31, 1957
RECORDING NO.: 4861912
AFFECTS: THE WESTERLY AND NORTHERLY PORTION OF LOT 3 (NOT PLOTTED)

2. EASEMENT(S) FOR THE PURPOSE(S) SHOWN BELOW AND RIGHTS INCIDENTAL THERETO AS SET FORTH IN A DOCUMENT:

IN FAVOR OF: MERCER ISLAND SEWER DISTRICT
PURPOSE: SEWER PIPELINE WITH NECESSARY APPURTENANCES
RECORDING DATE: OCTOBER 28, 1964
RECORDING NO.: 5804682
AFFECTS: THE EASTERLY PORTION OF LOT 3 (PLOTTED)

3. RESTRICTIONS CONTAINED IN INSTRUMENT, BUT OMITTING ANY COVENANTS OR RESTRICTIONS, IF ANY, INCLUDING BUT NOT LIMITED TO THOSE BASED UPON RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, FAMILIAL STATUS, MARITAL STATUS, DISABILITY, HANDICAP, NATIONAL ORIGIN, ANCESTRY, SOURCE OF INCOME, GENDER, GENDER IDENTITY, GENDER EXPRESSION, MEDICAL CONDITION OR GENETIC INFORMATION, AS SET FORTH IN APPLICABLE STATE OR FEDERAL LAWS, EXCEPT TO THE EXTENT THAT SAID COVENANT OR RESTRICTION IS PERMITTED BY APPLICABLE LAW, AS SET FORTH IN THE DOCUMENT

RECORDING DATE: OCTOBER 12, 1972
RECORDING NO.: 7210120043 (BLANKET IN NATURE)

4. COVENANTS, CONDITIONS, RESTRICTIONS, RECITALS, RESERVATIONS, EASEMENTS, EASEMENT PROVISIONS, DEDICATIONS, BUILDING SETBACK LINES, NOTES AND STATEMENTS, IF ANY, BUT OMITTING ANY COVENANTS OR RESTRICTIONS, IF ANY, INCLUDING BUT NOT LIMITED TO THOSE BASED UPON RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, FAMILIAL STATUS, DISABILITY, HANDICAP, NATIONAL ORIGIN, ANCESTRY, OR SOURCE OF INCOME, AS SET FORTH IN APPLICABLE STATE OR FEDERAL LAWS, EXCEPT TO THE EXTENT THAT SAID COVENANT OR RESTRICTION IS PERMITTED BY APPLICABLE LAW, AS SET FORTH ON MERCER ISLAND SHORT PLAT NUMBER BORTLES:

RECORDING DATE: 7602200452 (NOT PLOTTED)

5. COVENANTS, CONDITIONS AND RESTRICTIONS CONTAINED IN INSTRUMENT, BUT OMITTING ANY COVENANTS OR RESTRICTIONS, IF ANY, INCLUDING BUT NOT LIMITED TO THOSE BASED UPON RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, FAMILIAL STATUS, MARITAL STATUS, DISABILITY, HANDICAP, NATIONAL ORIGIN, ANCESTRY, SOURCE OF INCOME, GENDER, GENDER IDENTITY, GENDER EXPRESSION, MEDICAL CONDITION OR GENETIC INFORMATION, AS SET FORTH IN APPLICABLE STATE OR FEDERAL LAWS, EXCEPT TO THE EXTENT THAT SAID COVENANT OR RESTRICTION IS PERMITTED BY APPLICABLE LAW, AS SET FORTH IN THE DOCUMENT

RECORDING DATE: APRIL 20, 1976
RECORDING NO.: 7604200277 (BLANKET IN NATURE)

6. PROTECTIVE MAINTENANCE AGREEMENT AND THE TERMS AND CONDITIONS THEREOF

RECORDING DATE: APRIL 20, 1976
RECORDING NO.: 7604200416 (BLANKET IN NATURE)

AMENDMENT OF SAID PROTECTIVE MAINTENANCE AGREEMENT AND THE TERMS AND CONDITIONS THEREOF

RECORDING DATE: JULY 10, 1978
RECORDING NO.: 7807100810 (BLANKET IN NATURE)

7. COVENANTS, CONDITIONS AND RESTRICTIONS CONTAINED IN INSTRUMENT, BUT OMITTING ANY COVENANTS OR RESTRICTIONS, IF ANY, INCLUDING BUT NOT LIMITED TO THOSE BASED UPON RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, FAMILIAL STATUS, MARITAL STATUS, DISABILITY, HANDICAP, NATIONAL ORIGIN, ANCESTRY, SOURCE OF INCOME, GENDER, GENDER IDENTITY, GENDER EXPRESSION, MEDICAL CONDITION OR GENETIC INFORMATION, AS SET FORTH IN APPLICABLE STATE OR FEDERAL LAWS, EXCEPT TO THE EXTENT THAT SAID COVENANT OR RESTRICTION IS PERMITTED BY APPLICABLE LAW, AS SET FORTH IN THE DOCUMENT

RECORDING DATE: APRIL 20, 1976
RECORDING NO.: 7604200483 (BLANKET IN NATURE)

8. COVENANTS, CONDITIONS, RESTRICTIONS, RECITALS, RESERVATIONS, EASEMENTS, EASEMENT PROVISIONS, DEDICATIONS, BUILDING SETBACK LINES, NOTES AND STATEMENTS, IF ANY, BUT OMITTING ANY COVENANTS OR RESTRICTIONS, IF ANY, INCLUDING BUT NOT LIMITED TO THOSE BASED UPON RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, FAMILIAL STATUS, DISABILITY, HANDICAP, NATIONAL ORIGIN, ANCESTRY, SOURCE OF INCOME, GENDER, GENDER IDENTITY, GENDER EXPRESSION, MEDICAL CONDITION OR GENETIC INFORMATION, AS SET FORTH IN APPLICABLE STATE OR FEDERAL LAWS, EXCEPT TO THE EXTENT THAT SAID COVENANT OR RESTRICTION IS PERMITTED BY APPLICABLE LAW, AS SET FORTH ON EDEN LANE WEST:

RECORDING NO: 7701050468 (NOT PLOTTED)

9. ANY RIGHTS, INTERESTS, OR CLAIMS WHICH MAY EXIST OR ARISE BY REASON OF THE FOLLOWING MATTERS DISCLOSED BY SURVEY,

RECORDING DATE: OCTOBER 14, 1998
RECORDING NO.: 9810149009 (CURRENT CONDITIONS SHOWN)

STEEP SLOPE/BUFFER DISCLAIMER:
THE LOCATION AND EXTENT OF STEEP SLOPES SHOWN ON THIS DRAWING ARE FOR INFORMATIONAL PURPOSES ONLY AND CANNOT BE RELIED ON FOR DESIGN AND/OR CONSTRUCTION. THE PITCH, LOCATION, AND EXTENT ARE BASED SOLELY ON OUR GENERAL OBSERVATIONS ON SITE AND OUR CURSORY REVIEW OF READILY AVAILABLE PUBLIC DOCUMENTS. AS SUCH, TERRANE CANNOT BE LIABLE OR RESPONSIBLE FOR THE ACCURACY OR COMPLETENESS OF ANY ASSOCIATED SLOPE INFORMATION. LIMITS AND EXTENT OF ANY STEEP SLOPES ASSOCIATED WITH ANY SETBACKS OR OTHER DESIGN OR CONSTRUCTION PARAMETERS MUST BE DISCUSSED AND APPROVED BY THE REVIEWING AGENCY BEFORE ANY CONSTRUCTION CAN OCCUR.

Item 7.

measure success

TOPOGRAPHIC & BOUNDARY SURVEY
PARCEL NO. 2251000030
MONTPELLIER RESIDENCE
3 EDEN LN W
MERCER ISLAND, WA 98040

GOODMAN MILLER
OF WASHINGTON
JACOB
EVALUATOR
PROFESSIONAL LAND SURVEYOR

10/15/21

Terrane

10801 Main Street, Suite 102, Bellevue, WA 98004
phone 425.458.4488 support@terrane.net
www.terrane.net

JOB NUMBER: 202543
DATE: 01/22/21
DRAFTED BY: IDV-DSS
CHECKED BY: JGM/CSP
SCALE: 1" = 10'
REVISION HISTORY
10/25/21 SEWER INFO
SHEET NUMBER
1 OF 1

77

AB 6203 | Exhibit 1 | Page 7

PROPOSED PARTIAL RELEASE

RECORDING REQUESTED BY AND
WHEN RECORDED RETURN TO:

Bio Park
City Attorney
9611 SE 36th Street
Mercer Island, WA

Reference No. 5804682

PARTIAL RELINQUISHMENT OF SEWER EASEMENT

Reference #s of Document Released or Assigned:	5804682
Grantors:	Allan Montpellier and Feliz Montpellier
Grantee:	City of Mercer Island
Abbreviated Legal Description of Grantee Property:	EASEMENT UNDER PORTION of Lot 3, Eden Lane West, Plat of King County, Washington, Pg. 64-65.
Full Legal Description is on Page:	Exhibit "A"
Assessor's Tax Parcel Number(s):	225100003006

This Partial Relinquishment of a Sewer Easement (this "**Agreement**") is entered by and between the City of Mercer Island, a municipal corporation of the State of Washington ("**Mercer Island**") and Allan Montpellier and Feliz F. Montpellier, a married couple (the "**Owners**").

RECITALS

- A. Owners are the owners in fee of that certain real property situated in King County, Washington (the "**Property**") legally described on Exhibit A attached hereto and incorporated herein.
- B. The Property and other properties are burdened by an easement, granted in 1964 to the Mercer Island Sewer District, for the installation, construction, maintenance, operation, repair and replacement of a sewer pipeline on the Property under Recording No. 5804682 of the Official Records of King County (the "**1964 Easement**"), attached and

incorporated herein as Exhibit B.

- C. Mercer Island is a municipal corporation of the State of Washington and the successor in interest to the Mercer Island Sewer District.
- D. A sewer was constructed on another portion of the Property that does not coincide with the 1964 Easement location (the “**Sewer**”). A new easement for the Sewer was never granted and the easement for the sewer was never amended, relinquished, or released to reflect the as-built location of the Sewer.
- E. The Owners and Mercer Island have agreed that in exchange for the Mercer Island's relinquishment and release of the 1964 Easement on the Property as shown on Exhibit C, the Owners shall grant to Mercer Island a new easement on the Property for the Sewer in the correct as-built location.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing recitals, which are incorporated herein by this reference, and for other valuable consideration the sufficiency of which is agreed upon by the parties, the parties hereby agree as follows:

1. Description of 1964 Easement. The Property is currently subject to the 1964 Easement, but the parties desire to release the Property from the Easement while otherwise keeping the 1964 Easement in place with respect to all other burdened properties under the easement.
2. Release of 1964 Easement. Mercer Island hereby releases and relinquishes all of its rights, title and interest in, to and under the 1964 Easement with respect to the Property and agrees to the release of the 1964 Easement as an encumbrance against the Property only, provided, however, that nothing herein shall be construed as a release of other properties burdened by the 1964 Easement. A graphical depiction of the 1964 Easement on the Property is shown on Exhibit C.
3. Integration. This Agreement embodies the entire understanding of the parties and, except for the new easement to be granted by Owners to Mercer Island for the Sewer, to be granted concurrently with this Agreement, there are no further or other agreements or understandings, written or oral; in effect between the parties regarding the subject matter hereof and Mercer Island accepts the partial relinquishment and release of the 1964 Easement.
4. Amendment. This Agreement may not be amended or modified except in writing signed by each of the parties hereto.
5. Counterparts. This Agreement may be executed in counterparts, which when taken together, shall constitute one Agreement. However, this Agreement shall not be effective unless and until each counterpart signature has been obtained.

6. Governing Law. This Agreement shall be governed by the laws of the State of Washington
7. Authorized Signature. Each party to this Agreement warrants and represents to the other party that the individual signing this Agreement on behalf of such party has been duly authorized to execute this Agreement.

[Signature blocks are on the following page.]

CITY OF MERCER ISLAND:

Name: _____

Signature: _____

Title: _____

STATE OF WASHINGTON)
) ss.
COUNTY OF KING)

On this _____ day of _____, 2022, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn personally appeared and acknowledged the instrument to be the free and voluntary act and deed for the purposes therein mentioned, and on oath stated that he/she is authorized to execute the instrument.

I certify that I know or have satisfactory evidence that the person appearing before me and making this acknowledgment is the person whose true signature appears on this document.

WITNESS my hand and official seal hereto affixed the day and year in the certificate above written.

Signature _____

Print Name _____
 NOTARY PUBLIC in and for the State of
 Washington, residing at _____
 My commission expires _____

OWNERS:

Name: Allan Montpellier

Signature: _____

Name: Feliz Montpellier

Signature: _____

STATE OF WASHINGTON)
) ss.
COUNTY OF KING)

On this _____ day of _____, 2022, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn personally appeared and acknowledged the instrument to be the free and voluntary act and deed for the purposes therein mentioned, and on oath stated that he/she is authorized to execute the instrument.

I certify that I know or have satisfactory evidence that the person appearing before me and making this acknowledgment is the person whose true signature appears on this document.

WITNESS my hand and official seal hereto affixed the day and year in the certificate above written.

Signature _____

Print Name _____
 NOTARY PUBLIC in and for the State of _____
 Washington, residing at _____
 My commission expires _____

EXHIBIT A
LEGAL DESCRIPTION OF THE PROPERTY

LOT 3, EDEN LANE WEST, ACCORDING TO THE PLAT THEREOF RECORDED IN
VOLUME 101 OF PLATS, PAGES 64 AND 65, IN KING COUNTY, WASHINGTON;

TOGETHER WITH AN EASEMENT FOR ROAD AND UTILITIES AS DELINEATED ON
THE FACE OF SAID PLAT;

EXCEPT ANY PORTION LYING WITHIN SAID LOT 3.

TOGETHER WITH AN UNDIVIDED 1/7 INTEREST IN RECREATIONAL WATERFRONT.

SITUATE IN THE COUNTY OF KING, STATE OF WASHINGTON.

EXHIBIT B
[THE 1964 EASEMENT]

Refer to the graphic on the following page.

EASEMENT

No.408

GRANTORS, IRA BORTLES and EVELYN BORTLES

5804652

for and in consideration of one dollar (\$1.00) and other valuable consideration, the receipt of which is hereby acknowledged, grants and conveys to GRANTEE, MERCER ISLAND SEWER DISTRICT, King County, Washington, a municipal corporation, an easement and right-of-way, over, across, along, through, and under the following described property situated in King County, Washington, to-wit:

Access road defined as follows: Tax Lot 163, Section 25, Township 24, Range 4
Portion of Government Lot 1 and 2 defined as follows: Beginning at point on Westerly margin of West Mercer Way 1357.09 Ft. North and 1770.37 Ft. West of Southeast corner of Northeast 1/4 of Section thence Northerly along said margin 230 Ft. to True Point of Beginning thence North 88°40'34" West 172 Ft. thence South 46°02'58" West 211.67 Ft. thence North 79°27'32" West 111.60 Ft. thence South 14°33'02" West 30.07 Ft. thence South 79°27'32" East 129.15 Ft. thence North 46°02'58" East 203.61 Ft. thence North 68°41'12" East 20.31 Ft. thence South 88°40'34" East 143.83 Ft. to Westerly margin West Mercer Way thence Northerly along said margin 30.36 Ft. to True Point of Beginning.

SUBJECT TO THE FOLLOWING CONDITIONS:

- 1.... Trees to be disturbed must be at the owner's discretion, cut up and area cleaned up, or per agreement between owner and Grantee at time of installation.
- 2.... Present road, where interrupted, must be regraded, tamped and restored within a month. Any defects in backfilling appearing during a period of one year following completion of work will be corrected within one month of written notification.
- 3.... The wire mesh fence shall not be disturbed.

for the purpose of constructing, installing, reconstructing, replacing, repairing, maintaining and operating a sewer pipe line and lines and all necessary connections and appurtenances thereto, together with the right of ingress thereto and egress therefrom for the purpose of enjoying the easement, and also granting to Grantee and to those acting under or for Grantee the use of such additional area immediately adjacent to the above easement as shall be required for the construction of the sewer pipe line or lines in the easement, such additional area to be held to a minimum necessary for that purpose, and immediately after the completion of the construction and installation, or any subsequent entry upon the easement, Grantee shall restore the premises as near as may be to its condition immediately before such construction or entry.

IN WITNESS WHEREOF, Grantors have hereunto set their hand this 18th day of October, 1964.

Ira Bortles
Evelyn Bortles

STATE OF WASHINGTON)
) ss:
KING COUNTY)

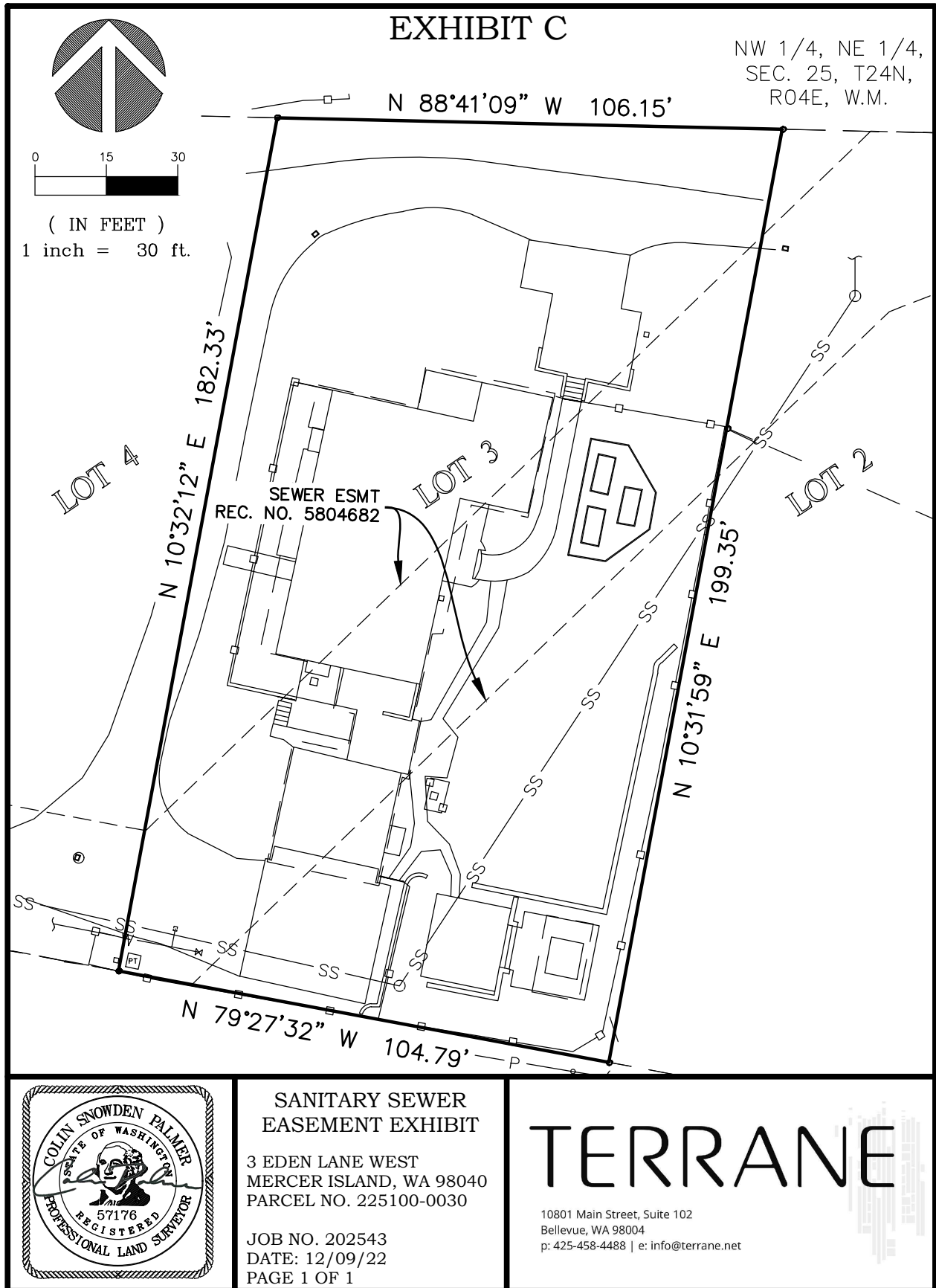
On this 18th day of October, 1964, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn personally appeared Ira Bortles and Evelyn Bortles to me known to be the individual s described in and who executed the foregoing instrument, and acknowledged to me that the y signed and sealed the instrument as their free and voluntary act and deed for the uses and purposes therein mentioned.

WITNESS my hand and official seal hereto affixed the day and year in this certificate above written.

Eva D. Jacobson
Notary Public in and for the State of
Washington, residing at Mercer Island

OCT 28 1964

EXHIBIT C
GRAPHICAL DEPICTION OF THE 1964 EASEMENT ON THE PROPERTY



PROPOSED SEWER EASEMENT

RECORDING REQUESTED BY AND
WHEN RECORDED RETURN TO:

Bio Park
City Attorney
9611 SE 36th Street
Mercer Island, WA

PERMANENT EASEMENT FOR PUBLIC SEWER

Reference #s of Document Released or Assigned:	N/A
Grantors:	Allan Montpellier and Feliz Montpellier
Grantee:	City of Mercer Island
Abbreviated Legal Description of Grantor Property:	EASEMENT UNDER PORTION of Lot 3, Eden Lane West, Plat of King County, Washington, Pg. 64-65.
Full Grantor Legal Description:	Exhibit "A"
Easement Legal Description:	Exhibit "B"
Easement Area:	Exhibit "C"
Assessor's Tax Parcel Number(s):	225100003006

THIS PERMANENT EASEMENT FOR PUBLIC SEWER ("**Easement**") is granted by Allan Montpellier and Feliz F. Montpellier, a married couple, hereinafter called "**Grantors**" or the "**Owners**" to the City of Mercer Island, a municipal corporation of the State of Washington, hereinafter called the "**Grantee**" or "**City**."

RECITALS

WHEREAS, Grantors are the owners of that certain real property situated in the City of Mercer Island, King County, Washington legally described on Exhibit A attached hereto and

incorporated herein (the “**Property**”).

WHEREAS the City is a municipal corporation of the State of Washington and the successor in interest to the Mercer Island Sewer District. In 1964 the Mercer Island Sewer District was granted an easement for the installation, construction, maintenance, operation, repair and replacement of a sewer pipeline on the Property under Recording No. 5804682 of the Official Records of King County (the “**1964 Easement**”).

WHEREAS A public sewer system was constructed on another portion of the Property that did not coincide with the 1964 Easement location (the “**Sewer**”). A new easement for the Sewer was never granted and the easement for the sewer was never amended, relinquished or released to reflect the as-built location of the Sewer.

WHEREAS The Owners and the City have agreed that in exchange for the City’s relinquishment and release of the 1964 Easement on the Property, the Owners shall grant the City a new easement on the Property for the Sewer.

NOW, THEREFORE, in consideration of the foregoing recitals, which are incorporated herein by this reference, and for other valuable consideration the sufficiency of which is agreed upon by the parties, the parties hereby agree as follows:

1. **Grant of Easement for Public Sewer.** The Owners grant to the City a permanent easement in, on, over, across and through that portion of the Property that is legally described in or depicted on Exhibit B (the “**Easement Area**”), attached hereto and by this reference incorporated herein, for the purpose of the installation, construction., maintenance, operation, repair, and replacement of the Sewer and its appurtenances (the “**Easement Improvements**”) together with a right of access for ingress and egress to and from the Easement Area as reasonably necessary to Grantee’s installation, construction, maintenance, operation, repair, and replacement, of the Easement Improvements. The Easement Improvements shall be and shall at all times remain the property and responsibility of Grantee.
2. **Access.** Grantor also covenants and agrees that, upon reasonable notice to Grantor, Grantee shall have the right of access and parking to the Easement over and across the Property to enable Grantee to exercise its rights hereunder. Grantee, in the course of maintenance, inspection, construction, repair, and or replacement of the above-described public utility system shall not obstruct the Grantor’s ingress and egress into the Grantor’s property when practical.
3. **Grantor’s Use of Property.** Grantor shall have the continuing right to use the Easement Area with the following limitations: (a) Grantor shall not grant easement rights to third parties in the Easement Area without the prior written consent of the Grantee, which shall not be unreasonably withheld (b) No improvements that might interfere with the rights granted to the Grantee under this Easement may be installed in the Easement Area without the prior written approval of the Grantee. Grantee consents to all existing improvements in the Easement Area as depicted in Exhibit C.

4. **Grantee's Use of Easement Area.** Grantee shall at all times exercise its rights under this Easement in accordance with the requirements of all applicable statutes, orders, rules and regulations of any public authority having jurisdiction. Grantee shall, upon completion of any maintenance, removal, repair or replacement or other activities in the Easement Area remove any debris and restore the surface of any portion of the Grantor's property disturbed by Grantee's activities to the reasonably approximate condition in which it existed at the commencement of Grantee's activities. Except in the case of an emergency, Grantee shall provide Grantor with at least twenty (20) days' prior written notice before commencing any maintenance, removal, repair, replacement, or other activities in the Easement Area, together with a copy of the plans and a schedule for such activity or work.

5. **Notices.** Any notices required or permitted under this Easement shall be personally delivered or sent by certified mail, return receipt requested and shall be deemed given three (3) days following the date when mailed or one (1) business day following personal delivery. All notices shall be sent to the following addresses:

To Grantee: City of Mercer Island
City Engineer
9611 SE 36th Street
Mercer Island, WA 98040

To Grantor: Allan and Feliz Montpellier (or then-current Grantor)
3 Eden Lane West
Mercer Island, WA 98040

Either party may change the address to which notice is sent by notice to the other party.

6. **Counterparts.** This Easement may be executed in counterparts, which when taken together, shall constitute one Easement. However, this Easement shall not be effective unless and until each counterpart signature has been obtained.

7. **Authorized Signature.** Each party to this Easement warrants and represents to the other party that the individual signing this Easement on behalf of such party has been duly authorized to execute this Easement.

8. **Runs with the Land/Successors and Assigns.** This Easement and the covenants, restrictions, easements, conditions, rights, duties and obligations contained herein will run with the Property and will inure to the benefit of and be binding upon Grantor's successors and assigns and future owners of the Property.

[Signatures attached.]

OWNERS:

Name: Allan Montpellier

Signature: _____

Name: Feliz Montpellier

Signature: _____

STATE OF WASHINGTON)
) ss.
COUNTY OF KING)

On this _____ day of _____, 2022, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn personally appeared and acknowledged the instrument to be the free and voluntary act and deed for the purposes therein mentioned, and on oath stated that he/she is authorized to execute the instrument.

I certify that I know or have satisfactory evidence that the person appearing before me and making this acknowledgment is the person whose true signature appears on this document.

WITNESS my hand and official seal hereto affixed the day and year in the certificate above written.

Signature

Print Name

NOTARY PUBLIC in and for the State of

Washington, residing at _____

My commission expires _____

CITY OF MERCER ISLAND:

Name: _____

Signature: _____

Title: _____

STATE OF WASHINGTON)
) ss.
COUNTY OF KING)

On this _____ day of _____, 2022, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn personally appeared and acknowledged the instrument to be the free and voluntary act and deed for the purposes therein mentioned, and on oath stated that he/she is authorized to execute the instrument.

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Signature _____

Print Name _____
 NOTARY PUBLIC in and for the State of
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 My commission expires _____

EXHIBIT A
LEGAL DESCRIPTION OF THE PROPERTY

LOT 3, EDEN LANE WEST, ACCORDING TO THE PLAT THEREOF RECORDED IN
VOLUME 101 OF PLATS, PAGES 64 AND 65, IN KING COUNTY, WASHINGTON;

TOGETHER WITH AN EASEMENT FOR ROAD AND UTILITIES AS DELINEATED ON
THE FACE OF SAID PLAT;

EXCEPT ANY PORTION LYING WITHIN SAID LOT 3.

TOGETHER WITH AN UNDIVIDED 1/7 INTEREST IN RECREATIONAL WATERFRONT.
SITUATE IN THE COUNTY OF KING, STATE OF WASHINGTON.

EXHIBIT B
LEGAL DESCRIPTION AND DEPICTION OF THE EASEMENT AREA

THAT PORTION OF LOT 3 OF EDEN LANE WEST AS RECORDED IN VOLUME 101 OF PLATS, PAGES 64

AND 65, IN KING COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID LOT;

THENCE ALONG THE EAST LINE OF SAID LOT, SOUTH 10°31'59" WEST 50.23 FEET TO THE POINT

OF BEGINNING;

THENCE SOUTH 33°26'42" WEST 139.56 FEET;

THENCE NORTH 77°16'33" WEST 50.49 FEET TO THE WEST LINE OF SAID LOT;

THENCE ALONG SAID WEST LINE, SOUTH 10°32'12" WEST 20.01 FEET;

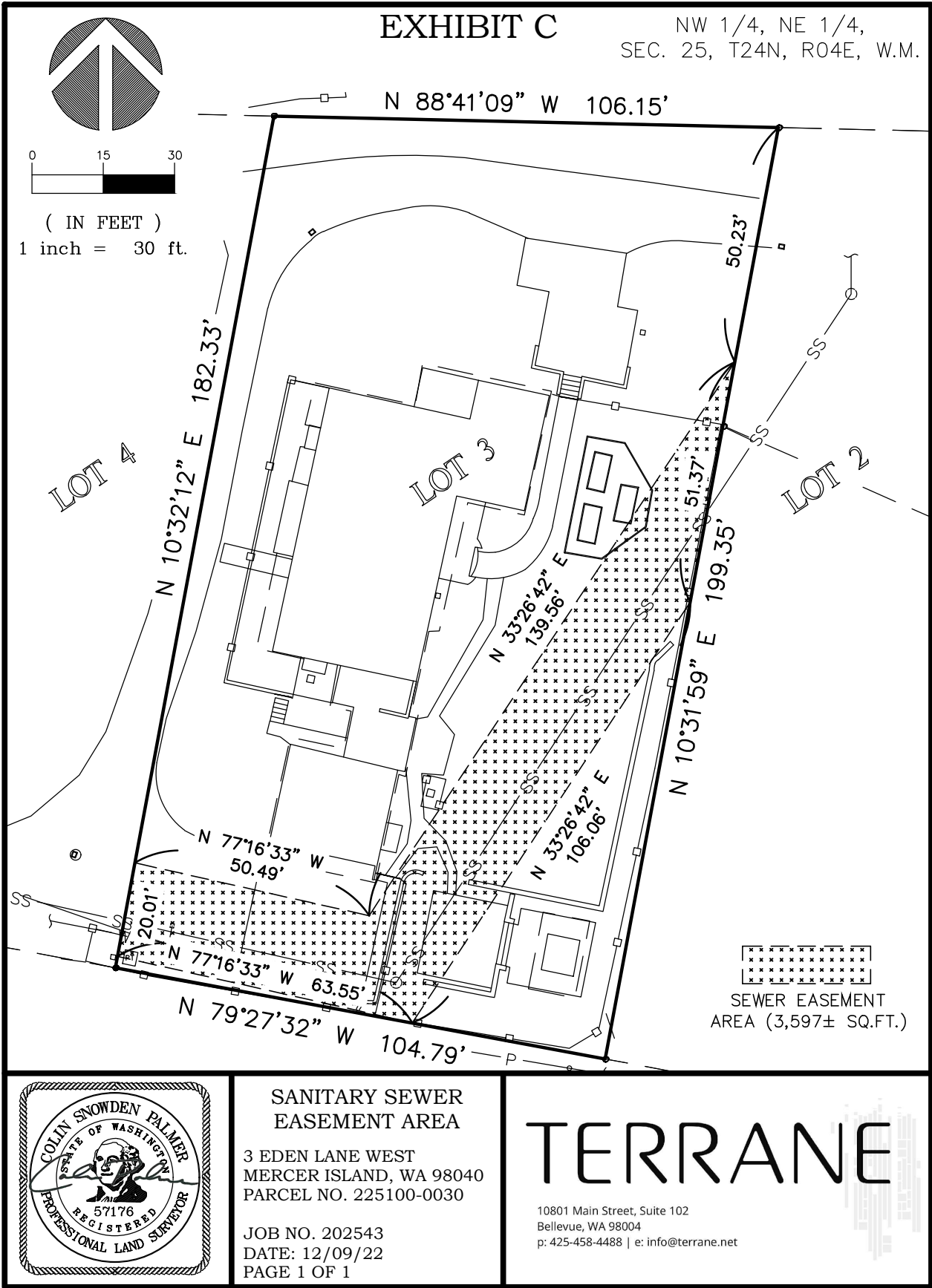
THENCE SOUTH 77°16'33" EAST 63.55 FEET;

THENCE NORTH 33°26'42" EAST 106.06 FEET TO SAID EAST LINE;

THENCE ALONG SAID EAST LINE, NORTH 10°31'59" EAST 51.37 FEET TO THE POINT OF BEGINNING.

CONTAINING 3,597 SQUARE FEET, MORE OR LESS

EXHIBIT C
GRAPHICAL DEPICTION OF EASEMENT AREA



RECORDING REQUESTED BY AND
WHEN RECORDED RETURN TO:

Bio Park
City Attorney
9611 SE 36th Street
Mercer Island, WA

PERMANENT EASEMENT FOR PUBLIC SEWER

Reference #s of Document Released or Assigned:	N/A
Grantors:	Allan Montpellier and Feliz Montpellier
Grantee:	City of Mercer Island
Abbreviated Legal Description of Grantor Property:	EASEMENT UNDER PORTION of Lot 3, Eden Lane West, Plat of King County, Washington, Pg. 64-65.
Full Grantor Legal Description:	Exhibit "A"
Easement Legal Description:	Exhibit "B"
Easement Area:	Exhibit "C"
Assessor's Tax Parcel Number(s):	225100003006

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RECITALS

WHEREAS, Grantors are the owners of that certain real property situated in the City of Mercer Island, King County, Washington legally described on Exhibit A attached hereto and

incorporated herein (the “**Property**”).

WHEREAS the City is a municipal corporation of the State of Washington and the successor in interest to the Mercer Island Sewer District. In 1964 the Mercer Island Sewer District was granted an easement for the installation, construction, maintenance, operation, repair and replacement of a sewer pipeline on the Property under Recording No. 5804682 of the Official Records of King County (the “**1964 Easement**”).

WHEREAS A public sewer system was constructed on another portion of the Property that did not coincide with the 1964 Easement location (the “**Sewer**”). A new easement for the Sewer was never granted and the easement for the sewer was never amended, relinquished or released to reflect the as-built location of the Sewer.

WHEREAS The Owners and the City have agreed that in exchange for the City’s relinquishment and release of the 1964 Easement on the Property, the Owners shall grant the City a new easement on the Property for the Sewer.

NOW, THEREFORE, in consideration of the foregoing recitals, which are incorporated herein by this reference, and for other valuable consideration the sufficiency of which is agreed upon by the parties, the parties hereby agree as follows:

1. **Grant of Easement for Public Sewer.** The Owners grant to the City a permanent easement in, on, over, across and through that portion of the Property that is legally described in or depicted on Exhibit B (the “**Easement Area**”), attached hereto and by this reference incorporated herein, for the purpose of the installation, construction., maintenance, operation, repair, and replacement of the Sewer and its appurtenances (the “**Easement Improvements**”) together with a right of access for ingress and egress to and from the Easement Area as reasonably necessary to Grantee’s installation, construction, maintenance, operation, repair, and replacement, of the Easement Improvements. The Easement Improvements shall be and shall at all times remain the property and responsibility of Grantee.
2. **Access.** Grantor also covenants and agrees that, upon reasonable notice to Grantor, Grantee shall have the right of access and parking to the Easement over and across the Property to enable Grantee to exercise its rights hereunder. Grantee, in the course of maintenance, inspection, construction, repair, and or replacement of the above-described public utility system shall not obstruct the Grantor’s ingress and egress into the Grantor’s property when practical.
3. **Grantor’s Use of Property.** Grantor shall have the continuing right to use the Easement Area with the following limitations: (a) Grantor shall not grant easement rights to third parties in the Easement Area without the prior written consent of the Grantee, which shall not be unreasonably withheld (b) No improvements that might interfere with the rights granted to the Grantee under this Easement may be installed in the Easement Area without the prior written approval of the Grantee. Grantee consents to all existing improvements in the Easement Area as depicted in Exhibit C.

4. **Grantee's Use of Easement Area.** Grantee shall at all times exercise its rights under this Easement in accordance with the requirements of all applicable statutes, orders, rules and regulations of any public authority having jurisdiction. Grantee shall, upon completion of any maintenance, removal, repair or replacement or other activities in the Easement Area remove any debris and restore the surface of any portion of the Grantor's property disturbed by Grantee's activities to the reasonably approximate condition in which it existed at the commencement of Grantee's activities. Except in the case of an emergency, Grantee shall provide Grantor with at least twenty (20) days' prior written notice before commencing any maintenance, removal, repair, replacement, or other activities in the Easement Area, together with a copy of the plans and a schedule for such activity or work.

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[Signatures attached.]

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Name: Allan Montpellier

Signature: _____

Name: Feliz Montpellier

Signature: _____

STATE OF WASHINGTON)
) ss.
COUNTY OF KING)

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Signature

Print Name

NOTARY PUBLIC in and for the State of

Washington, residing at _____

My commission expires _____

CITY OF MERCER ISLAND:

Name: _____

Signature: _____

Title: _____

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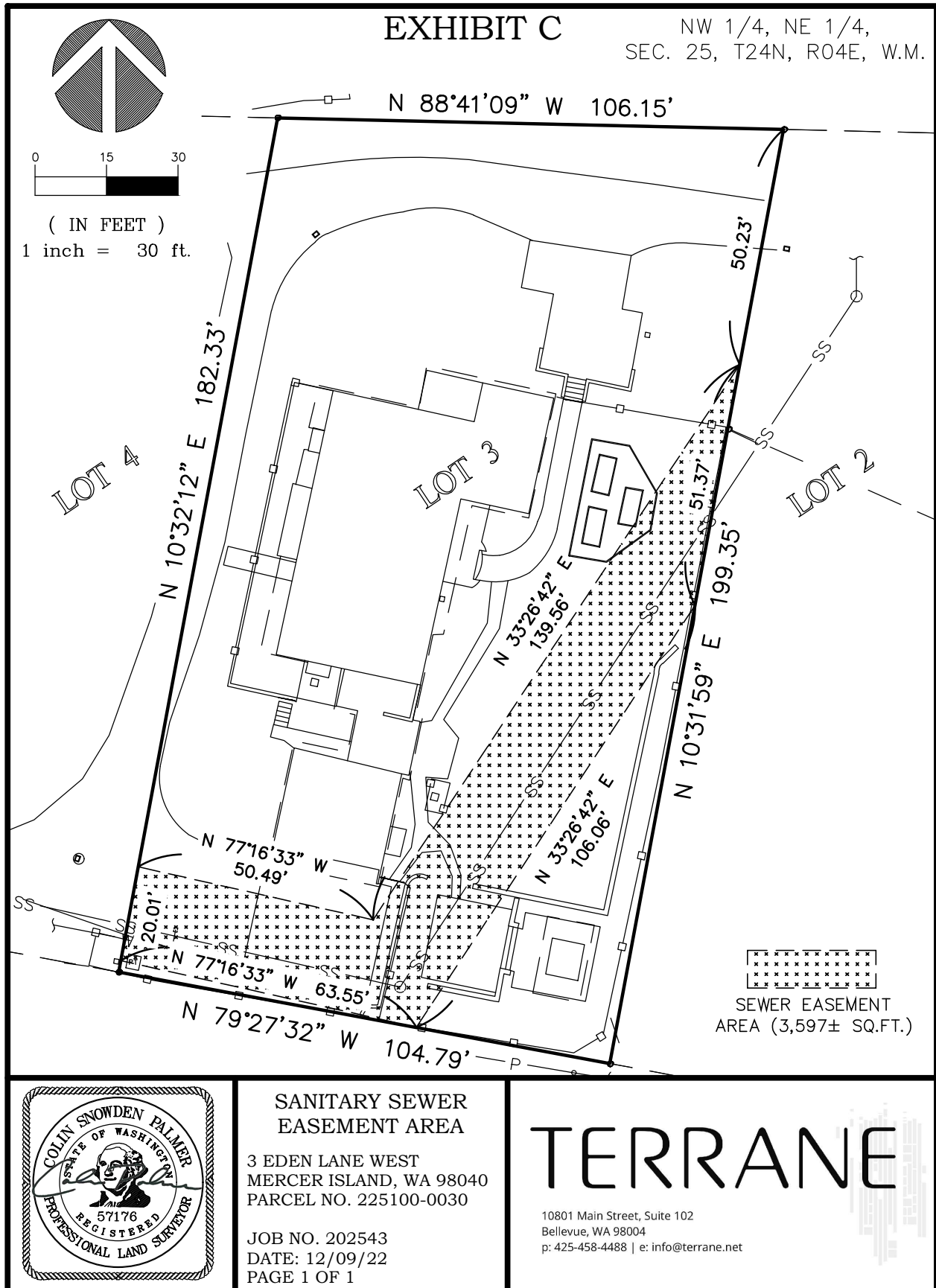
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- C. Mercer Island is a municipal corporation of the State of Washington and the successor in interest to the Mercer Island Sewer District.
- D. A sewer was constructed on another portion of the Property that does not coincide with the 1964 Easement location (the “**Sewer**”). A new easement for the Sewer was never granted and the easement for the sewer was never amended, relinquished, or released to reflect the as-built location of the Sewer.
- E. The Owners and Mercer Island have agreed that in exchange for the Mercer Island's relinquishment and release of the 1964 Easement on the Property as shown on Exhibit C, the Owners shall grant to Mercer Island a new easement on the Property for the Sewer in the correct as-built location.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing recitals, which are incorporated herein by this reference, and for other valuable consideration the sufficiency of which is agreed upon by the parties, the parties hereby agree as follows:

1. Description of 1964 Easement. The Property is currently subject to the 1964 Easement, but the parties desire to release the Property from the Easement while otherwise keeping the 1964 Easement in place with respect to all other burdened properties under the easement.
2. Release of 1964 Easement. Mercer Island hereby releases and relinquishes all of its rights, title and interest in, to and under the 1964 Easement with respect to the Property and agrees to the release of the 1964 Easement as an encumbrance against the Property only, provided, however, that nothing herein shall be construed as a release of other properties burdened by the 1964 Easement. A graphical depiction of the 1964 Easement on the Property is shown on Exhibit C.
3. Integration. This Agreement embodies the entire understanding of the parties and, except for the new easement to be granted by Owners to Mercer Island for the Sewer, to be granted concurrently with this Agreement, there are no further or other agreements or understandings, written or oral; in effect between the parties regarding the subject matter hereof and Mercer Island accepts the partial relinquishment and release of the 1964 Easement.
4. Amendment. This Agreement may not be amended or modified except in writing signed by each of the parties hereto.
5. Counterparts. This Agreement may be executed in counterparts, which when taken together, shall constitute one Agreement. However, this Agreement shall not be effective unless and until each counterpart signature has been obtained.

6. Governing Law. This Agreement shall be governed by the laws of the State of Washington
7. Authorized Signature. Each party to this Agreement warrants and represents to the other party that the individual signing this Agreement on behalf of such party has been duly authorized to execute this Agreement.

[Signature blocks are on the following page.]

OWNERS:

Name: Allan Montpellier

Signature: _____

Name: Feliz Montpellier

Signature: _____

STATE OF WASHINGTON)
) ss.
COUNTY OF KING)

On this _____ day of _____, 2022, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn personally appeared and acknowledged the instrument to be the free and voluntary act and deed for the purposes therein mentioned, and on oath stated that he/she is authorized to execute the instrument.

I certify that I know or have satisfactory evidence that the person appearing before me and making this acknowledgment is the person whose true signature appears on this document.

WITNESS my hand and official seal hereto affixed the day and year in the certificate above written.

Signature _____

Print Name _____
 NOTARY PUBLIC in and for the State of
 Washington, residing at _____
 My commission expires _____

**EXHIBIT A
LEGAL DESCRIPTION OF THE PROPERTY**

LOT 3, EDEN LANE WEST, ACCORDING TO THE PLAT THEREOF RECORDED IN
VOLUME 101 OF PLATS, PAGES 64 AND 65, IN KING COUNTY, WASHINGTON;

TOGETHER WITH AN EASEMENT FOR ROAD AND UTILITIES AS DELINEATED ON
THE FACE OF SAID PLAT;

EXCEPT ANY PORTION LYING WITHIN SAID LOT 3.

TOGETHER WITH AN UNDIVIDED 1/7 INTEREST IN RECREATIONAL WATERFRONT.

SITUATE IN THE COUNTY OF KING, STATE OF WASHINGTON.

EXHIBIT B
[THE 1964 EASEMENT]

Refer to the graphic on the following page.

EASEMENT

No.408

GRANTORS, IRA BORTLES and EVELYN BORTLES

5804652

for and in consideration of one dollar (\$1.00) and other valuable consideration, the receipt of which is hereby acknowledged, grants and conveys to GRANTEE, MERCER ISLAND SEWER DISTRICT, King County, Washington, a municipal corporation, an easement and right-of-way, over, across, along, through, and under the following described property situated in King County, Washington, to-wit:

Access road defined as follows: Tax Lot 163, Section 25, Township 24, Range 4
Portion of Government Lot 1 and 2 defined as follows: Beginning at point on Westerly margin of West Mercer Way 1357.09 Ft. North and 1770.37 Ft. West of Southeast corner of Northeast 1/4 of Section thence Northerly along said margin 230 Ft. to True Point of Beginning thence North 88°40'34" West 172 Ft. thence South 46°02'58" West 211.67 Ft. thence North 79°27'32" West 111.60 Ft. thence South 14°33'02" West 30.07 Ft. thence South 79°27'32" East 129.15 Ft. thence North 46°02'58" East 203.61 Ft. thence North 68°41'12" East 20.31 Ft. thence South 88°40'34" East 143.83 Ft. to Westerly margin West Mercer Way thence Northerly along said margin 30.36 Ft. to True Point of Beginning.

SUBJECT TO THE FOLLOWING CONDITIONS:

- 1.... Trees to be disturbed must be at the owner's discretion, cut up and area cleaned up, or per agreement between owner and Grantee at time of installation.
- 2.... Present road, where interrupted, must be regraded, tamped and restored within a month. Any defects in backfilling appearing during a period of one year following completion of work will be corrected within one month of written notification.
- 3.... The wire mesh fence shall not be disturbed.

for the purpose of constructing, installing, reconstructing, replacing, repairing, maintaining and operating a sewer pipe line and lines and all necessary connections and appurtenances thereto, together with the right of ingress thereto and egress therefrom for the purpose of enjoying the easement, and also granting to Grantee and to those acting under or for Grantee the use of such additional area immediately adjacent to the above easement as shall be required for the construction of the sewer pipe line or lines in the easement, such additional area to be held to a minimum necessary for that purpose, and immediately after the completion of the construction and installation, or any subsequent entry upon the easement, Grantee shall restore the premises as near as may be to its condition immediately before such construction or entry.

IN WITNESS WHEREOF, Grantors have hereunto set their hand this 18th day of October, 1964.

Ira Bortles
Evelyn Bortles

STATE OF WASHINGTON)
) ss:
KING COUNTY)

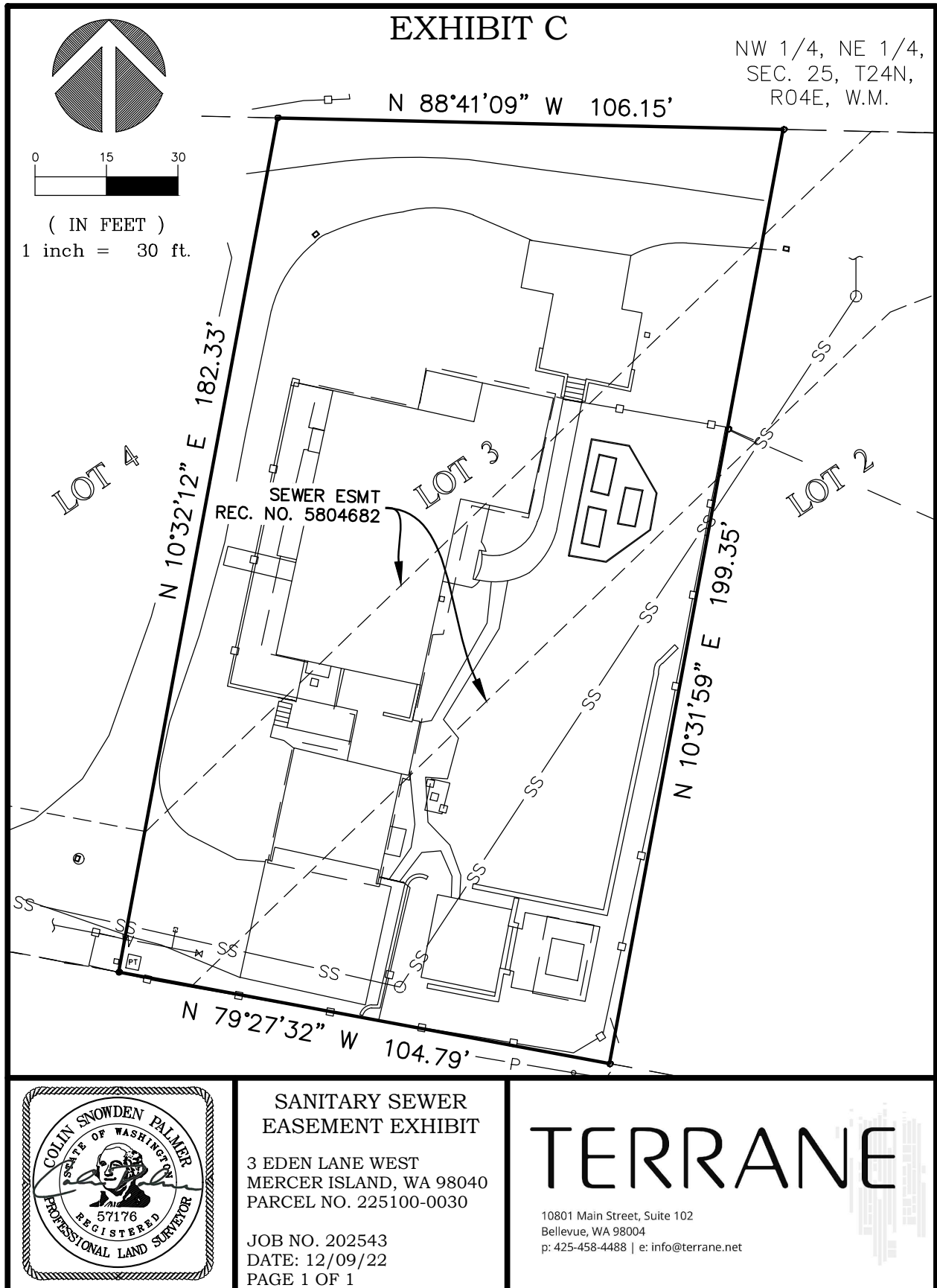
On this 18th day of October, 1964, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn personally appeared Ira Bortles and Evelyn Bortles to me known to be the individual s described in and who executed the foregoing instrument, and acknowledged to me that the y signed and sealed the instrument as their free and voluntary act and deed for the uses and purposes therein mentioned.

WITNESS my hand and official seal hereto affixed the day and year in this certificate above written.

Eva D. Jacobson
Notary Public in and for the State of
Washington, residing at Mercer Island

OCT 28 1964

EXHIBIT C
GRAPHICAL DEPICTION OF THE 1964 EASEMENT ON THE PROPERTY





BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6204
January 3, 2023
Regular Business

AGENDA BILL INFORMATION

TITLE:	AB 6204: Acceptance of <i>Raven</i> by Ron Reeder (Public Art Donation by MIVAL)	<input type="checkbox"/> Discussion Only
RECOMMENDED ACTION:	Receive presentation and accept donation of <i>Raven</i> by Ron Reeder.	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

DEPARTMENT:	Public Works
STAFF:	Jason Kintner, Chief of Operations Sarah Bluvas, CIP Project Manager
COUNCIL LIAISON:	Salim Nice
EXHIBITS:	1. Public Art Donation Process 2. Public Art Donation Proposal: Photograph by Ron Reeder
CITY COUNCIL PRIORITY:	n/a

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

EXECUTIVE SUMMARY

The purpose of this agenda bill is to accept the donation of the photograph *Raven* by Ron Reeder.

- The City of Mercer Island manages a public art collection of more than 60 two-dimensional and three-dimensional works of art located in public parks and buildings across the Island.
- Much of the collection was acquired through Mercer Island's 1% for Art in Public Places program as well as through donations by private residents and organizations.
- In 2021, the Mercer Island Arts Council voted to accept the donation of the photograph *Raven* by Ron Reeder. The donation is being made by the Mercer Island Visual Arts League (MIVAL), Mercer Island's local visual arts collective founded in 1961.
- Reeder was a long-time Mercer Island resident and accomplished scientist, author, and artist who worked in many photography formats and techniques, including palladium printing.

On Tuesday, the City Council will review the proposal to donate *Raven* by Ron Reeder. If accepted, the photograph will be permanently installed in a public facility, insured by the City, and incorporated into the City's routine public art maintenance schedule.

BACKGROUND

Mercer Island's robust public art collection is an important avenue for engaging the community with arts, culture, and creativity. The collection features more than 60 two-dimensional and three-dimensional works installed in public parks and buildings throughout the Island.

Many works in the collection were acquired through the City's 1% for Art in Public Places program as well as through donations by private residents and organizations. Recent acquisitions include *Island Icons*, the Town Center street banners installed in 2018, and *Twin Foxes*, acquired in 2015 to celebrate the City's 15-year anniversary of its Sister City relationship with Thonon-les-Bains, France. The City insures the public art collection and conducts annual public art maintenance using funds allocated from the 1% for Art in Public Places Fund. Learn more about the collection at mercerisland.gov/publicart.

The Mercer Island Arts Council works with City staff to showcase and enhance the public art collection, including occasionally recommending acquisitions and commissions for City Council approval. See Exhibit 1, which outlines the process to review and accept public art donations.

ABOUT THE MERCER ISLAND VISUAL ARTS LEAGUE

The Mercer Island Visual Arts League (MIVAL) formed in 1961 to create community through the visual arts on Mercer Island. MIVAL hosts annual art shows such as the Junior Art Show and the Holiday Show as well as operates the MIVAL Gallery in Town Center. The organization features painters, fiber artists, and photographers as well as artists working in glass, jewelry, ceramics, encaustic media, and film (learn more at mival.org). Since 2021, MIVAL has partnered with the Recreation division to reopen the Mercer Island Gallery, the City's gallery space at the Mercer Island Community and Event Center, as well as expanded exhibits to the Municipal Court.

ISSUE/DISCUSSION

In November 2019, MIVAL submitted a proposal to donate a work of art by long-time Mercer Island resident and artist Ron Reeder (Exhibit 2). Reeder ran a research laboratory in the Fred Hutchinson Cancer Research Center from 1978 to 2002, and he and his wife Judith Roan, also a MIVAL member, moved to the north end of the Island in 1991. He was also an accomplished photographer; Reeder received his first camera from his father and worked in many photography formats throughout his career, including both in the dark room and using digital photography and editing.



Judith Roan and Carol Whitaker presented MIVAL's public art donation request to the Mercer Island Arts Council on December 9, 2020 ([Agenda Packet](#) | [Video Recording](#)). After reviewing five potential works of art for donation, the Arts Council selected *Raven*, palladium print photograph created by Reeder. A photo of the artwork and its tombstone information are provided below.

- Title: *Raven*
- Artist: Ron Reeder
- Media: Palladium print on watercolor paper
- Dimensions: 20" w x 24" h
- Year Created: 2012
- Value: \$1,500

On February 10, 2021, the Arts Council voted to recommend that the City accept the donation of *Raven* by Ron Reeder for inclusion in the City's public art collection ([Agenda Packet](#) | [Video Recording](#)). On Tuesday, City staff and members of MIVAL will present the donation request to the City Council for final acceptance.

INSTALLATION PLAN

Raven is currently installed at the Municipal Court as part of MIVAL's new rotating art exhibits coordinated with the Court and Recreation staff in 2022. MIVAL requested that the photograph be permanently installed at the Mercer Island branch of the King County Library System (KCLS), where several other works in the public art collection are also installed. City staff have contacted KCLS about this request and are still coordinating logistics for permanent installation.

COSTS ASSOCIATED WITH THE DONATION

If accepted, the City will assume the responsibility of permanently installing the photograph as well as insuring and maintaining it. City staff anticipate the installation costs for a framed photograph of this size to be minimal, and the ongoing maintenance needs will be absorbed by the existing annual public art maintenance budget allocation. The artwork is valued at \$1,500.

NEXT STEPS

Once the donation is accepted, City staff and MIVAL will complete a transfer-of-ownership agreement. After the City assumes ownership of the piece, staff, MIVAL, and the Arts Council will finalize the permanent installation of the piece. Additionally, the photograph will be insured by the City and incorporated into the City's routine public art maintenance program. Staff will also work with MIVAL and the Arts Council to add the artwork to the [Public Art Story Map](#) and [STORY](#), the City's digital platforms for showcasing the public art collection.

RECOMMENDED ACTION

Accept the donation of *Raven* by Ron Reeder into the City's public art collection.

Process to Review and Recommend Public Art Donations

1. Mercer Island Parks & Recreation Department receives request to donate an object.
2. If the Parks & Recreation Director (or designee) determines the object is a work of art, the donation request is presented to the Mercer Island Arts Council.
3. The Arts Council reviews the donation request based on the following criteria:
 - a. Aesthetic quality of the work
 - b. Compatibility with the Mercer Island Comprehensive Plan
 - c. Credentials of the artist
 - d. Installation needs
4. If additional review of a concept or design is required, the Arts Council Chair may task the Public Art Committee with finalizing the concept and/or donation request.
5. After reviewing the donation request, the full Arts Council may vote to recommend that a donation be accepted.
6. The Arts Council's recommendation is forwarded to the Parks & Recreation Director or the City Council for final approval.
7. Once the donation is formally accepted, a transfer-of-ownership agreement is executed, and the donation is complete.
8. Artwork will be installed with the donor and/or artist's consultation as needed.

Public Art Donation Proposal of *Raven* by Ron Reeder

Submitted: November 30, 2019

To: City of Mercer Island and Mercer Island Arts Council
c/o Ryan Daly, Parks & Recreation Director
Sarah Bluvas, Arts & Culture Coordinator
Amy Barnes, Vice Chair
Erin Vivion, Chair

From: Mercer Island Visual Arts League (MIVAL)
c/o Carol Whitaker, Program Chair
Gerald Johnson, President
PO Box 134
Mercer Island, WA 98040
(206) 280-8509 – Carol

Cc: Lorri Falterman, Immediate Past President, MIVAL
Judith Roan, Ron Reeder Family

Description of Donation:

The Mercer Island Visual Arts League (MIVAL) is proposing to donate to the City of Mercer Island a photograph by late artist and longtime MIVAL member Ron Reeder.

The final image will be agreed upon between Ron's family, MIVAL, the City of Mercer Island and the MI Arts Council. It most likely will be in the form of a palladium print.

The MIVAL board has approved this proposal as consistent with its mission "to promote and encourage artistic endeavors on Mercer Island and the surrounding area, to stimulate awareness and appreciation of the visual arts in our community, and to sponsor art exhibits and workshops."

MIVAL was established on Mercer Island in 1961 and has been an uninterrupted community art organization on Mercer Island since that time. MIVAL incorporated as a private non-profit in 1969. It has operated the MIVAL Gallery on Mercer Island since 2009. Among its many activities, MIVAL sponsors a high-school senior scholarship program, junior art programs, including summer show for students in kindergarten through 12th grade, several yearly adult art shows, including a holiday show at the Mercer Island Community and Event Center. MIVAL is a member of the Mercer Island Chamber of Commerce and partners with them on Art Uncorked and the MIVAL venue program.

Ron Reeder Resume and Artist Credentials:

Ron Reeder was a long-time resident of Mercer Island. Ron moved to Mercer Island with his wife Judith Roan in 1991. Together they built a home at the north end of Mercer Island where Judith still resides. Ron and Judith are long-time artists and members of the Mercer Island Visual Arts.

Ron Reeder was an accomplished scientist and community member. From 1978 to 2002 Ron Reeder ran a research laboratory in the Fred Hutchinson Cancer Research Center in Seattle, WA. Quoting an article on the Fred Hutch website: "He was among the first scientists to develop a model system to study the cellular machinery that 'reads' DNA and converts it to RNA, a fundamental step in how our genes affect our biology." Ron held a PhD in biochemistry from MIT (Massachusetts Institute of Technology), spent a post-doctoral year of study in Kyoto, Japan, and was on the faculty of the Carnegie Institute in Baltimore, MD, before joining the Fred Hutch faculty. During his career, Ron and his co-workers published over 100 articles in research journals and book chapters. Ron retired from Fred Hutch in 2002. <https://www.fredhutch.org/en/news/center-news/2002/09/from-frog-eggs-to-photography.html>

Ron Reeder was a life-long and accomplished photographer who created beauty, advanced art through his devotion to technique and his published materials, and mentored other artists.

Ron's love of photography and his artistic outlook began during his childhood years in Japan where Ron's father gave Ron his first camera. In Japan, Ron also developed a deep appreciation for Japanese art and design, which influenced much of his art and process.

Over the years, Ron worked in numerous photographic formats and development techniques both in the dark room and on the computer using digital photography and editing. He used techniques from both the old and new worlds of photography to create his images and imaging effects. From an article on the Fred Hutch website: "Reeder took great pains to learn virtually every possible way to develop photographs, his wife [Judith] said, and would gladly share his expertise with anyone. 'Our house was always full of people who wanted to learn photographic processes from Ron.'" <https://www.fredhutch.org/en/news/center-news/2019/08/ron-reeder-obituary.html>

Ron particularly enjoyed palladium printing, a 19th century process in which a sheet of watercolor paper is hand coated with a sensitized solution of palladium metal. When dry, the coated paper is exposed to ultraviolet light through a negative the same size as the final image. Palladium prints have a warm soft tone and are among the most archival of photographic images.

Ron's particular subjects of interest were landscapes and wildlife, which he approached with a unique combination of digital skills and alternative processes, including palladium printing. He was the first to come up with the idea to apply Roy Harrington's Quadtone RIP software to the making of digital negatives and went on to author books on that subject. These books on the technology of making digital negatives using QTR are a testament to his role as mentor of the photographers included in its pages.

Books by Ron Reeder:

Digital Negatives for Palladium and Other Alternative Processes (2010)

Spruce Root Basketry of the Haida and Tlingit with Sharon Busby (2003)

Three self-published, hand bound, large format, palladium printed books entitled: *The Fool*, *Imagine If—*, and *So Far*. This set of three resides in the University of Washington Library Special Collections and at the University of Oregon Library in Eugene, Oregon.

At the time of his death, Ron had written a new book on Digital Negatives that will be published in 2020.

Articles by Ron Reeder:

Ron had articles and photos published in *View Camera* magazine (2003 and 2010) and *Camera Arts* magazine (2004)

Galleries:

Ron showed his work in several galleries over the years with one man shows at Honeychurch Antiques, Glazer's Gallery Space, Wall Space Gallery, Blue Heron Gallery, Stacya Silverman's Galleries in Seattle; Appel Gallery and Wallspace Galleries in Sacramento. Other galleries included Benham Gallery Seattle, and Mercer Island Visual Arts League venues on Mercer Island.

From the Artist:

From Ron Reeder's artist statement: "The goal is to produce beautiful images that create an emotional connection with the viewer. – Ron Reeder"

From artist's website: <http://www.ronreeder.com/artist-statement-ron-reeder.html>

YouTube video of interview with Ron Reeder about exhibit of prints made from glass dry print negatives salvaged from Japan: <https://www.youtube.com/watch?v=zh76bLDRgdY>

Suggested Site for Artwork:

Mercer Island Public Library or other public facility

Maintenance and Installation Needs:

To be determined based on selected site for placement

Statement of Importance:

Ron Reeder was a giant in both his professional lives, first as a scientist and second as an artist photographer. As a scientist, he advanced cancer research and ultimately its treatment and cure. As an artist, he respected and explored early photographic processes and images and also reimagined them with his own eye and the aid of modern computer and digital technologies. He revitalized the old with the new, creating beautiful images and valuable resources for artists who wish to follow in his footsteps.

The Universities of Washington and Oregon have recognized Ron's art in their collections. With the addition of a Ron Reeder photograph to its permanent collection, Mercer Island would both recognize an important community member and allow future Mercer Island residents to benefit from Ron's unique and timeless artistic accomplishments.

Selected Photograph: *Raven* by Ron Reeder





BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6207
January 3, 2023
Regular Business

AGENDA BILL INFORMATION

TITLE:	AB 6207: 2023 City Council Liaison Assignments	<input checked="" type="checkbox"/> Discussion Only <input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Mayor Nice and Deputy Mayor Rosenbaum appoint Councilmembers as liaisons to City boards and commissions and local and regional assignments.	

DEPARTMENT:	City Council
STAFF:	Salim Nice, Mayor David Rosenbaum, Deputy Mayor Andrea Larson, City Clerk
COUNCIL LIAISON:	n/a
EXHIBITS:	1. 2023 City Council Liaison Assignments
CITY COUNCIL PRIORITY:	n/a

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

EXECUTIVE SUMMARY

The purpose of this agenda bill is to appoint City Councilmembers as liaisons to advisory boards and commissions, local committees, and certain regional committees for 2023.

BACKGROUND

It has been the City Council's customary practice to assign City Councilmembers as liaisons at the beginning of each year.

ISSUE/DISCUSSION

In accordance with [City Council Rules of Procedure Section 2.3\(C\)\(6\)](#), Mayor Nice in consultation with Deputy Mayor Rosenbaum, reviewed the Councilmembers requests to serve as liaisons to advisory boards and commissions and to serve on standing City Council committees, local committees, and certain regional committees.

The 2023 City Council liaison appointments are attached as Exhibit 1.

RECOMMENDED ACTION

No action necessary.

2023 City Council Liaison Assignments

Item 9.

		Anderl	Jacobson	Nice	Reynolds	Rosenbaum	Weiker	Weinberg
City Boards and Commissions								
Arts Council (1)	3rd Wed Quarterly* 6:30 pm City Hall							
Disability Board (2)	3rd Mon (as needed) Morning Police Library							
Open Space Conservancy Trust (1)	3rd Thu of Jan & Jul** 5:00 pm City Hall							
Parks & Recreation Commission (1)	1st Thu 5:30 pm City Hall							
Utility Board (1)	2nd Tue (as needed) 5:00 pm City Hall							
City Council Committees								
Sustainability Committee (3)	3rd Thu 8:30-9:30 am City Hall							
Local Assignments								
MISD PTA Council								
MISD Superintendent's Community Advisory Council (1)	Quarterly Meetings							
MISD Superintendent's Equity Advisory Council (SEAC) (1)	Quarterly Meetings							
Mercer Island PTA Advocacy Committee (1)								
Healthy Youth Initiative Community Coalition (1)	3rd Wed 3:30-4:30 pm							
Regional Assignments (appointed by Mayor & Deputy Mayor)								
Eastside Transportation Partnership (2)	2nd Fri 7:30-9 am Bellevue							
King County-Cities Climate Collaboration (K4C) (3)	Varies							
Renton Airport Advisory Committee (RAAC)	Varies							
SCA Public Issues Committee (PIC) (2)	2nd Wed 7-9 pm Renton City Hall							Alternate
WRIA 8 Salmon Recovery Council	3rd Thu of EO Month 2-4:15 pm Bellevue							
Safe Energy Leadership Alliance	(Unknown)							
Regional Assignments (appointed by SCA – changes annually)								
King County Growth Management Planning Council (GMPC)								
Puget Sound Regional Council Transportation Policy Board (TPB)							Alternate	
Sound Cities Association Board								
King County Law Enforcement Officers' and Fire Fighters' Plan 1 (LEOFF 1) Disability Retirement Board								
State Assignments (elected by AWC members)								
Association of Washington Cities Board of Directors							District 7	



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6206
January 3, 2023
Regular Business

AGENDA BILL INFORMATION

TITLE:	AB 6206: City Council Meeting Start Time Amendment (Ord. No. 23C-01)	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Adopt Ordinance No. 23C-01 amending MICC 2.06.010 to establish the start time of Regular Meetings of the City Council at 5:00 pm.	

DEPARTMENT:	Administrative Services
STAFF:	Ali Spietz, Chief of Administration Andrea Larson, City Clerk
COUNCIL LIAISON:	n/a
EXHIBITS:	1. Ordinance No. 23C-01
CITY COUNCIL PRIORITY:	n/a

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

EXECUTIVE SUMMARY

The purpose of this agenda bill is to adjust the City Council meeting start time to 5:00 pm.

- [Ordinance No. 20C-10](#) amended MICC 2.06.010 to temporarily change the start time of Regular Meetings from 6:30 pm to 5:00 pm, through December 31, 2020.
- [Ordinance No. 20C-27](#) extended the temporary change of the start time of Regular Meetings to 5:00 pm, through December 31, 2021.
- [Ordinance No. 22C-01](#) extended the temporary change of the start time of Regular Meetings to 5:00 pm, through December 31, 2022.

BACKGROUND

City Council began holding remote meetings during the COVID-19 Pandemic. To make remote meetings more efficient, the City adopted [Ordinance No. 20C-10](#) amending MICC 2.06.010 to temporarily change the start time of Regular Meetings from 6:30 pm to 5:00 pm. Subsequent ordinances extended the temporary change to the start time of Regular meetings.

In March of 2022 City Council transition from full remote meetings to hybrid meetings which include both remote and in person participation and continued to begin meetings at 5:00 pm.

ISSUE/DISCUSSION

City Council meetings have been temporarily changed to begin at 5:00 pm since June 2020. Ordinance No. 23C-01 (Exhibit 1) permanently changes the start time of Regular Meeting to 5:00 pm.

In addition, Ordinance No. 23C-01 can be considered a housekeeping ordinance, and the City Manager recommends that it be adopted by the City Council at first reading.

RECOMMENDED ACTION

Adopt Ordinance No. 23C-01 amending MICC 2.06.010 to establish the start time of Regular Meetings of the City Council at 5:00 pm.

**CITY OF MERCER ISLAND
ORDINANCE NO. 23C-01**

**AN ORDINANCE OF THE CITY OF MERCER ISLAND, WASHINGTON,
AMENDING MICC 2.06.010 TO ESTABLISH THE START TIME OF REGULAR
MEETINGS OF THE CITY COUNCIL, PROVIDING FOR SEVERABILITY, AND
ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, the City Council of the City of Mercer Island has previously adopted ordinances codified at chapter 2.06 of the Mercer Island City Code establishing the date and time of regular Council meetings pursuant to the Open Public Meetings Act (OPMA); and

WHEREAS, the City Council finds and determines that, in order to provide open and efficient operations of City Council meetings, and to promote administration of the affairs of the city, it is necessary and appropriate to amend Section 2.06.010 of the Mercer Island City Code to permanently change to the start time of regular meetings of the City Council.

WHEREAS, the City Council Regular Meetings have been starting at 5:00 pm since June 2020 when the proceedings were fully remote during the COVID-19 pandemic; and

WHEREAS, the public can attend and/or provide public testimony at Council meetings by telephone, Zoom or in person in the City Hall Council Chambers; and

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

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

Regular meetings of the city council will be held on the first and third Tuesday of each month at the hour of 6:30 p.m.; ~~except that the regular meeting start time between June 15, 2020, and December 31, 2022 shall be 5:00 p.m.~~ When a meeting day falls on a legal holiday, such meeting shall be held on the first business day following.

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

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

PASSED by the City Council of the City of Mercer Island, Washington at its meeting on the 3rd day of January 2023 and signed in authentication of its passage.

CITY OF MERCER ISLAND

Salim Nice, Mayor

Approved as to Form:

ATTEST:

Bio Park, City Attorney

Andrea Larson, City Clerk

Date of Publication: _____



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6205
January 3, 2023
Regular Business

AGENDA BILL INFORMATION

TITLE:	AB 6205: Review City Council Rules of Procedure	<input checked="" type="checkbox"/> Discussion Only <input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Review proposed amendments to the City Council Rules of Procedure and provide direction.	

DEPARTMENT:	Administrative Services
STAFF:	Ali Spietz, Chief of Administration Andrea Larson, City Clerk
COUNCIL LIAISON:	n/a
EXHIBITS:	1. DRAFT City Council Rules of Procedure 2. Suggested Edits Matrix
CITY COUNCIL PRIORITY:	n/a

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

EXECUTIVE SUMMARY

This agenda bill is to review the City Council Rules of Procedure and discuss any proposed amendments.

BACKGROUND

In 2004 (see [AB 3855](#)), the City Council adopted Rules of Procedure ("Rules") in accordance with MICC 2.06.050(A), which reads, in part: "The council shall determine its own rules, bylaws and order of business, and may establish rules for the conduct of council meetings and the maintenance of order." The Rules were most recently amended on April 5, 2022 (see [AB 6057](#)).

ISSUE/DISCUSSION

Each year the City Council has the opportunity to review the City Council Rules of Procedure and propose amendments. In addition, staff has compiled (throughout the year) possible amendments for the Council to consider during the annual review.

Exhibit 1 is a draft version of the Rules of Procedure containing proposed amendments that have been received from Councilmembers and staff. Exhibit 2 is a matrix of these proposals for discussion.

NEXT STEPS

Following City Council direction on any proposed amendments, staff will return at the February 7, 2023 City Council Meeting with a resolution to approve amendments to the Rules of Procedures.

RECOMMENDED ACTION

Review proposed amendments to the City Council Rules of Procedure and provide direction.

MERCER ISLAND CITY COUNCIL RULES OF PROCEDURE



ADOPTED

April 19, 2004

AMENDED

August 2, 2004

February 21, 2006

June 19, 2006

June 19, 2017

February 20, 2018

March 5, 2019

February 4, 2020, Resolution No. 1578

February 18, 2020, Resolution No. 1579

May 18, 2021, Resolution No. 1597

April 5, 2022, Resolution No. 1625

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SECTION 1. GOVERNANCE AND AUTHORITY

1.1 Council-Manager Plan of Government

The City of Mercer Island is a Council-Manager plan of government. As described in the municipal code and chapter [35A.13](#) of the Revised Code of Washington (“RCW”), certain responsibilities are vested in the City Council and the City Manager. This plan of government prescribes that a City Council’s role is that of a legislative policy-making body which determines not only the local laws that regulate community life, but also determines what public policy is and gives direction to the City Manager to administer the affairs of the city government in a businesslike and prudent manner.

1.2 Rules of Procedure

The Mercer Island City Council hereby establishes the following Rules of Procedure (“Rules”) pursuant to the authority set forth in Mercer Island City Code (“MICC”) [2.06.050\(A\)](#), for the conduct of City Council meetings, proceedings and business. These Rules shall be in effect upon adoption by the City Council and until such time as they are amended, or new rules are adopted in the manner provided by these Rules.

1.3 Orientation of New Councilmembers

The City Manager will host an orientation program for newly-elected or appointed Councilmembers, including guidance on the [Open Government Trainings Act](#), which requires [training](#) in the fundamentals of the Open Public Meetings Act (OPMA), [Public Records Act](#) (PRA), and records retention requirements.

1.4 Mentoring of New Councilmembers

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

1.5 Code of Ethics

All City Councilmembers shall sign a statement acknowledging they have received, read, and agree to be bound by the City’s code of ethics MICC Chapter 2.60 and RCW Chapter 42.23. The City shall provide new Councilmembers training on the Code of Ethics. -

SECTION 2. CITY COUNCIL ORGANIZATION

2.1 Swearing-In. Councilmembers shall be sworn in by the City Clerk.

2.2 Election of Mayor and Deputy Mayor. The City Council shall elect a Mayor and Deputy Mayor for a term of two years from among themselves at the first City Council meeting, or as soon as possible thereafter, of each even-numbered year or upon vacancy or resignation of the Councilmember filling the Mayor or Deputy Mayor position. The City Clerk shall conduct the elections for Mayor as follows:

- A. Any Councilmember may nominate a candidate for Mayor; no second is needed.
- B. Nominees may accept or decline the nomination.
- C. If only one (1) nomination is made, it is appropriate to make a motion and obtain a second to instruct the City Clerk to cast a unanimous ballot for that nomination for Mayor. Approval is by majority vote of Councilmembers present.
- D. If more than one (1) nomination is made, an open election is conducted by roll call vote.
- E. To be elected, the nominee needs a majority vote of the City Council.
- F. Elections will continue until a Mayor is elected by a majority vote of the City Council.
- G. The City Clerk shall declare the nominee receiving the majority vote as the new Mayor. The City Clerk shall swear the individual into office.

This process is repeated for the election of the Deputy Mayor.

2.3 Duties of Officers.

- A. **Mayor.** The Mayor serves as the Presiding Officer and acts as chair at all meetings of the City Council. The Mayor may participate in all deliberations of the City Council in the same manner as any other member and is expected to vote in all proceedings unless a conflict of interest exists. The Mayor does not possess any power of veto. The Mayor is assigned as the ceremonial representative at public events and functions. The Mayor is vested with the authority to initiate and execute proclamations. The Mayor is assigned the responsibility to impose Councilmember sanctions for violation of these Rules consistent with Section 11 of these Rules. If the Mayor is the Councilmember who is the subject of sanctions, then sanctions shall be imposed by the Deputy Mayor.

In consultation with the Deputy Mayor, the Mayor appoints Councilmembers to serve as liaisons to advisory boards and commissions and to serve on standing City Council committees, ad hoc committees, local committees, and certain regional committees (Sound Cities Association makes appointments to King County and other regional committees; only one Mercer Island Councilmember can apply for each of these committees).

- B. Deputy Mayor.** The Deputy Mayor serves as the Presiding Officer in the absence of the Mayor and assumes ceremonial representative responsibilities when needed. If both the Mayor and Deputy Mayor are absent, the Mayor will appoint another Councilmember to serve as acting Mayor. If the Mayor fails to appoint an acting Mayor, the Councilmembers present shall elect one of its members to serve as Presiding Officer until the return of the Mayor or Deputy Mayor.
- C. Presiding Officer.** The Presiding Officer shall:
1. Preserve order and decorum during City Council meetings;
 2. Observe and enforce these Rules;
 3. Call the meeting to order;
 4. Keep the meeting to its order of business; and,
 5. Recognize Councilmembers in the order in which they request the floor.
- The Presiding Officer, as a Councilmember, shall have only those rights, and shall be governed in all matters and issues by the same rules and restrictions as other Councilmembers.

- 2.4 Filling a City Council Vacancy.** If a vacancy occurs in the office of Councilmember, the City Council will follow the procedures outlined in [RCW 42.12.070](#) and Appendix C to these Rules (The Process to Fill a Mercer Island City Council Vacancy). In order to fill the vacancy until an election is held, the City Council will widely distribute and publish a notice of the vacancy, the procedure by which the vacancy will be filled, and an application form.

SECTION 3. CITY COUNCIL MEETINGS

3.1 General Meeting Guidelines.

- A. **Open Public Meeting Act.** All City Council meetings shall comply with the requirements of the Open Meetings Act (chapter [42.30 RCW](#)). All regular meetings and special meetings of the City Council shall be open to the public.
- B. **Meetings.** All meetings as described in Section 3.2 may be held in-person, remotely, or as a hybrid to the extent permitted by law.
- C. **Meeting Cancellation.** Any City Council meeting may be canceled by a majority vote ~~or consensus~~ of the City Council. The Mayor or City Manager may cancel a City Council meeting for lack of agenda items, adverse weather conditions, or due to an emergency.
- D. **Quorum.** Four members of the City Council shall constitute a quorum and are necessary for the transaction of City business. In the absence of a quorum, the members present may adjourn that meeting to a later date.
- E. **Councilmember Seating.** At the dais, the Mayor shall sit in Chair #4, the center seat at the dais, the Deputy Mayor shall sit to the Mayor's right or left, in Chair #3 or #5. The Mayor will determine the seats of the remaining Councilmembers.
- F. **City Clerk and Minutes.** The City Clerk (or authorized designee) shall attend all regular and special City Council meetings and keep an account of all proceedings of the City Council (minutes) in accordance with the statutory requirements RCW [42.30.035](#). The minutes from previous meetings will be posted on the City website in draft format prior to City Council meetings as part of the City Council packet. Councilmembers are encouraged to inform the City Clerk and City Manager of any errors or proposed changes in advance of the meeting. If a Councilmember wishes to make any corrections (except scrivener) to the minutes, they must request to have the set of minutes pulled from the Consent Agenda and make a motion to revise the minutes. Any corrections to the minutes will be so noted and the draft minutes will be revised with the corrections. Once the City Council has approved the minutes (as presented or revised), the final version of the minutes will be posted to the City's website and archived as the City's official record.
- G. **City Council Meetings Code of Conduct.** The City Council Meetings Code of Conduct is attached as Appendix B to these Rules, which outlines acceptable behavior while in a City Council Meeting.

H. Remote Attendance. Remote attendance by a Councilmember who is not able to physically be present, whether for all or part of a meeting, is allowed as needed subject to the following:

1. **Notice:** A Councilmember shall contact the Mayor and the City Manager at least one day prior to the meeting for which they will attend remotely or as soon as possible due to an emergency. After the City Clerk has called the roll at a meeting, the Mayor shall indicate any Councilmember attending remotely, which will be noted in the minutes. If joining after roll call, the City Clerk shall note the time the Councilmember joined and, if before adjournment, when the Councilmember left in the minutes.
2. **Remote Attendance Requirements:**
 - a. Remote attendance by a Councilmember shall be through the City's preferred teleconferencing platform.
 - b. A Councilmember's camera should be turned on when participating in the meeting.
 - c. A Councilmember attending remotely will be marked present, counting towards a quorum and can vote during the meeting as if they were physically present.
 - d. A Councilmember attending remotely must be able to hear public comment or testimony and staff's presentation in real time.
 - e. A Councilmember may attend an executive session or closed session remotely if the conditions in this subsection are met.

I. Roll Call Voting. All City Council voting will be done by roll call. Once a motion has been made and seconded, the Mayor will ask the City Clerk to call the roll. The City Clerk calls the roll, and each Councilmember, as their name is called, answers "aye" or "nay," or "abstain" if they do not wish to vote, and the Clerk notes the answers. Councilmembers shall refrain from additional comments about the motion or their vote when voting. If the vote count is not clear, the City Clerk reads the names of those who answered in the affirmative, and afterwards those in the negative, and then those who answered "abstain," and the Mayor announces the result.

3.2 Types of Meetings.

A. Regular Meetings. The City Council's regular meetings will be held the first and third Tuesdays of each month in the City Hall City Council Chambers (9611 SE 36th Street, Mercer Island) when permissible. Certain circumstances (weather, emergencies, etc.) may require that City Council meetings be held remotely using a videoconferencing platform. Regular meetings will begin at ~~5:00-6:30~~ p.m. or as set by [MICC 2.06.010](#). If any Tuesday on which a meeting is scheduled falls on a legal holiday, the meeting shall be held at ~~5:00-6:30~~ p.m., or as set by MICC

2.06.010, on the first business day following the holiday, or on another day designated by a majority vote of the City Council.

- B. Special Meetings.** A special meeting is any City Council meeting other than a regular City Council meeting. Notice shall be given at least 24 hours in advance specifying the date, time, and place of the meeting and the business to be transacted. A special City Council meeting may be scheduled by the Mayor, City Manager or at the request of a majority of the City Council and pursuant to [RCW 42.30.080](#).
- C. Emergency Meetings.** An emergency meeting is a special City Council meeting called without 24-hour notice. An emergency meeting may only be called as a result of an emergency involving injury or damage to persons or property or the likelihood of such injury or damage or when time requirements of a 24-hour notice would make notice impractical and increase the likelihood of such injury or damage. Emergency meetings may be called by the City Manager or the Mayor. The minutes will indicate the reason for the emergency.
- D. Executive Sessions.** An executive session is a portion of a City Council meeting that is closed except to the City Council, City Manager, City Attorney, and staff members and/or consultants authorized by the City Manager. The public is restricted from attendance. Executive sessions may be held during regular or special City Council meetings and will be announced by the Mayor or the Chair. Executive sessions may be held for limited purposes consistent with [RCW 42.30.110\(1\)](#) and [RCW 42.30.140\(4\)\(a\)](#). Permissible topics include considering real property acquisition and sale, public bid contract performance, complaints against public officers and employees, review of collective bargaining agreements, public employment applications and evaluations, and certain attorney-client discussions. Before convening an executive session, the Mayor or Chair shall announce the purpose of the meeting. Pursuant to [RCW 42.23.070\(4\)](#), Councilmembers must maintain the confidentiality of all written materials and verbal information provided during executive sessions to ensure that the City's position is not compromised. Confidentiality also includes information provided to Councilmembers outside of executive sessions when the information is considered exempt from production under the [Public Records Act](#), chapter 42.56 RCW. If a Councilmember unintentionally discloses executive session material with another party, that Councilmember shall promptly inform the City Manager and/or the City Council of the disclosure.
- E. Planning Sessions.** Each year the City Council shall hold an annual planning session during the first quarter of the year, or as soon as practicable thereafter. Potential topics for the Planning Session include City Council Goals, Priorities, and the Work Plan for the next two years. The City Council may hold additional planning sessions during the year.

3.3 Order of Regular City Council Meeting Agenda

- A. **Call Meeting to Order & Roll Call.** The Mayor calls the meeting to order. The City Clerk will take roll call and record names of those present and absent in the minutes.
- B. **Pledge of Allegiance.** The Mayor or a designated Councilmember will lead the Pledge of Allegiance at the beginning of the meeting.
- C. **Agenda Approval/Amendment.** Agenda items may be added to a regular City Council meeting agenda after the meeting notice is published if a Councilmember or City Manager explains the necessity and receives a majority vote of the City Council. The Mayor may, with the concurrence of the majority of the Council, take agenda items out of order.
- D. **Executive Sessions.** Executive sessions may be held before, during or after the open session portion of either a regular or special meeting. See Section 3.2(D).
- E. **Study Sessions.** Study sessions will be held, when needed, before a regular meeting. They may be called by the Mayor, City Manager or by a majority of Councilmembers. Study sessions will be informal meetings for the purpose of reviewing forthcoming programs and projects, receiving progress reports on current programs or projects, or receiving other similar information. No final decisions can be made at a study session. Decisions on those issues will be scheduled for a regular or special City Council meeting.
- F. **Special Business.** Special Business items may include the presentation of a proclamation, the key to the City, community member of the year, or other presentation to elected officials, staff, or the public by the City or presentations to the City or any official made by someone else.
 - 1. **Proclamations.** Proclamations are generally broad statements expressing local government support for particular issues. Requests to proclaim certain events or causes will be considered when such proclamations:
 - a. Pertain to a Mercer Island event, person, organization, or cause with local implications,
 - b. Are timely,
 - c. Have potential relevance to the City Council's Goals, Legislative Priorities, or Mercer Island's community values, and
 - d. Either forward positive messages or call upon the support of the community.

The Mayor, Deputy Mayor, City Manager, and/or a staff designee shall determine approval of proclamation requests. Proclamations are placed

on the Consent Agenda and may be publicly read at a City Council meeting and presented to a representative of the event during the City Council meeting.

2. **Key to the City.** The Key to the City is the City's most prestigious award and will only be used to recognize distinguished persons and honored guests of the City of Mercer Island. The "Key to the City" is intended to honor:
 - a. A Mercer Island resident with significant accomplishments in military service, or public service
 - b. A Mercer Island resident reaching the age of 100 years,
 - c. A person who performed an act of heroism while in the City limits, or
 - d. A dignitary or celebrity visiting the City.

The City Council shall determine approval of Key to the City requests. Keys shall be presented by the Mayor or designee to the recipient at a City Council meeting or at an event sponsored by or affiliated with the recipient.

3. **Community Member of the Year.** The Community Member of the Year is an annual tradition of recognizing an individual or group ("honoree") who is otherwise unrecognized for his/her/their contributions to making the Mercer Island community a great place to live and work. The honoree shall be selected based on the following criteria:
 - a. Significant service accomplishments within the past year;
 - b. The quality, scale, and duration of the benefits to the community resulting from the accomplishments;
 - c. The amount of time and energy devoted to the community beyond the scope of normal responsibilities;
 - d. The nature of the challenges faced and overcome by the honoree; and
 - e. The extent of previous recognition received by the honoree (e.g., the nominee is an "unsung hero").

Councilmembers will make nominations and select an honoree at the annual City Council Planning Session or a Regular Meeting. Councilmembers or candidates for councilmember, are not eligible for nomination. The honoree(s) will be recognized at a City Council Meeting and a framed photo of the honoree is hung in the City Council Chambers lobby to commemorate this distinction.

- F. **City Manager Report.** To keep the City Council and the public informed of City business, the City Manager may provide an oral report, make comments, extend

compliments, express concerns, or make announcements concerning any topic during this time.

- G. Appearances (Public Comment).** During the Appearances section of the regular meeting agenda, members of the audience are invited to address the City Council regarding any matter, except items before the City Council requiring a public hearing, any quasi-judicial matters, or campaign-related matters. Each person wishing to address the City Council should register with the City Clerk by 4 pm on the day of the City Council meeting. When the speaker's name is called, the speaker will give their name and city of residence for the record and shall limit their comments to three (3) minutes. No speaker may convey or donate time for speaking to another speaker. The Mayor may grant additional time for comments. The Mayor may allow speakers to comment on individual agenda items at times during any regularly scheduled City Council meeting other than the regularly scheduled Appearances period.

All remarks will be addressed to the City Council as a whole, and not to individual Councilmembers or staff members. Any person making personal, impertinent, or slanderous remarks, or who becomes boisterous, threatening, or personally abusive while addressing the City Council, may be requested by the Mayor to leave the meeting. The City Council cannot accept comments on any campaign-related matters (elections for individual offices or ballot propositions) except under specific circumstances where consideration of a ballot measure is on the City Council agenda pursuant to [RCW 42.17A.555](#).

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

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

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

The City Clerk will read the Consent agenda items into the record.

- I. Public Hearings.** There are two types of public hearings: legislative and quasi-judicial. The Mayor will state the public hearing procedures before each public hearing. Comments are limited to the subject of the public hearing.

1. **Legislative Public Hearings.** The purpose of a legislative public hearing is to obtain public input on legislative or policy decisions, including without limitation, review by the City Council of its comprehensive plan or biennial budget.
2. **Quasi-Judicial Public Hearings.** The purpose of a quasi-judicial public hearing is to decide issues involving the rights of specific parties including, without limitation, certain land use matters such as site-specific rezones.

The City Council's decision on a quasi-judicial matter must be based upon and supported by the "record" in the matter. The "record" consists of all testimony or comment presented at the hearing and all documents and exhibits that have been submitted.

In quasi-judicial hearings, Councilmembers shall comply with all applicable laws including without limitation the appearance of fairness doctrine (chapter [42.36 RCW](#)). The appearance of fairness doctrine prohibits ex parte (outside the hearing) communications with limited exceptions requiring disclosure on the record; prohibits a Councilmember from deciding on the matter in advance of the hearing; requires the hearing to be fair and impartial; and prohibits the participation of any Councilmember who has a conflict of interest or financial interest in the outcome of the hearing.

A Councilmember shall consult with the City Attorney to determine whether the Councilmember should recuse themselves from the quasi-judicial hearing discussion and decision.

- J. **Regular Business.** Regular Business items are all other regular City Council business, including without limitations resolutions, ordinances, staff presentations, board and/or commission appointments, and regional board and committee reports requiring City Council action.
- K. **Other Business.** The City Council will note upcoming Councilmember absences and make a motion to excuse or not excuse a Councilmember's absence. They will also discuss the Planning Schedule. During Councilmember reports, Councilmembers may report on significant activities since the last meeting; provided, however, that Councilmembers may not enter into debate or discussion on any item raised during a City Council report.
- L. **Adjournment.** With no further business to come before the City Council, the Mayor adjourns the meeting.

SECTION 4. AGENDA PREPARATION

- 4.1** The City Manager, in consultation with the Mayor and Deputy Mayor, will prepare an agenda for each City Council meeting. The City Clerk will prepare an agenda packet for each City Council meeting specifying the date, time, and place of the meeting. Each item shall be titled to describe the item to be considered by the City Council.
- 4.2** An item may be placed on a City Council meeting agenda by any of the following methods:
- A.** Majority vote of the City Council.
 - B.** By the City Manager.
 - C.** By the Mayor or Deputy Mayor (when acting in the absence of the Mayor).
 - D.** By any two Councilmembers, in writing or with phone confirmation, no later than 12:00 pm seven (7) days prior to the meeting. The proposed item will be added to the agenda (without an agenda bill) for the whole City Council to determine if the item should be brought back for discussion and/or action. If the City Council agrees to add the item to a future agenda, staff will prepare an agenda bill based on the City Council's direction.
- 4.3** Staff reports (agenda bills) shall be in a standard format approved by the City Manager.
- 4.4** Agenda materials will be posted to the City's website and a link to the online packet will be emailed to an established mailing list (including City Council and staff) by 5:00 p.m. on the Wednesday before the meeting. If the deadline cannot be met, the City Council and the established mailing list will be notified of when it will be posted. Hard copies of agenda materials will be available for pick up in the HAM radio room in the Police Department lobby upon Councilmember request.
- 4.5** The City Manager will prepare and keep current the Planning Schedule, the calendar of agenda items for all City Council regular and special meetings.

SECTION 5. CITY COUNCIL PROTOCOLS

- 5.1 Roberts Rules/City Council Rules.** All City Council discussion shall be governed by *Roberts Rules of Order, Newly Revised* or by these Rules. Examples of parliamentary rules and motions are shown in Appendix A to these Rules. In the event of a conflict, these Rules shall control. The City Clerk or City Attorney shall answer questions of a parliamentary nature that may arise during a City Council meeting. The City Attorney shall decide all questions of interpretations of these Rules. ~~The City Attorney shall decide all questions of interpretations of these Rules and other questions of a parliamentary nature that may arise during a City Council meeting.~~
- 5.2 Appearances (Public Comment).** The City Council agrees to adhere to the following protocols during Appearances:
- A. The City Council shall listen attentively to the speaker's comments.
 - B. The City Council shall avoid discourteous behavior such as lengthy or inappropriate sidebar discussions or nonverbal, disparaging actions.
 - C. The City Council shall not engage in debate or discussion with any individual but may be recognized by the Mayor to ask the speaker clarifying questions.
- 5.3 Discussion Protocols.** The City Council agrees to adhere to the following protocols for City Council discussion and debate:
- A. Be courteous and professional at all times.
 - B. Avoid discourteous behavior such as lengthy or inappropriate sidebar discussions or nonverbal disparaging actions when colleagues or staff are speaking.
 - C. Be recognized by the Mayor before speaking.
 - D. Be respectful of the City Manager and staff.
 - E. Speak in turn after being recognized.
 - F. Do not personally criticize other members who vote against or disagree with you.
 - G. Do not be repetitive in your arguments or discussion.
 - H. Respect each other's differences, honor disagreements, vote and move on.
- 5.4 City Council Decisions.** Councilmembers recognize that they are part of a legislative or corporal body. As such, when the City Council has voted to approve or pass an agenda item, the members agree not to contact staff to encourage actions inconsistent with such City Council action or take other action adversely impacting staff resources. Councilmembers, who voted on the prevailing side, may bring any approved action up for reconsideration, on the same day that the vote was taken, following City Council review and approval of such agenda item. The City Council's goal is to make final decisions and not to revisit or reconsider such decisions. (See [Appendix A](#) for more details).
- 5.5 No Surprise Rule.** Councilmembers should use best efforts to contact the City Manager to advise of emerging issues. Generally, Councilmembers agree not to propose substantial amendments and/or revisions to any agenda item unless they provide each other and City

staff at least 48-hours advance notice to review any written proposal. To provide staff the necessary preparation time, Councilmembers will use best efforts to provide staff advance notice of any questions or concerns they may have regarding an agenda item prior to a public meeting.

- 5.6 Possible Quorum.** Any member of the City Council can attend any City board, commission, ad hoc, or standing committee meeting; however, if a quorum of the City Council (4 or more Councilmembers) is present at any of these meetings, Councilmembers shall “self-police” by not sitting together and not discussing City business. For community or regional meetings where there may be four (4) or more Councilmembers in attendance, the City Clerk may notice the meetings for possible quorum.
- 5.7 Councilmember In-Person Representation.** If a Councilmember appears on behalf of the City before another governmental agency or, a community organization, for the purpose of commenting on an issue, the Councilmember must state the majority position of the City Council, if known, on such issue. Personal opinions and comments which differ from the City Council majority may be expressed if the Councilmember clarifies that these statements do not represent the City Council's position but rather those of the individual Councilmember. Councilmembers must obtain other Councilmember's concurrence before representing another Councilmember's views or positions with another governmental agency or community organization.
- 5.8 Use of City Letterhead.** Use of City letterhead by the City Council shall be confined to conduct of official City business or communicating messages of the City. City letterhead of any kind shall only be used by the City Council at the direction of the Mayor or his or her designee. Individual Councilmembers shall not use City letterhead to communicate individual or personal messages or opinions.
- 5.9 Mail.** Mail addressed to Councilmembers will be placed in their respective mailboxes at City Hall (located outside the City Manager's office) and is available for pickup during regular business hours. Accumulated mail will be included with hard copy agenda packets, placed on the dais before City Council meetings, or mailed to a Councilmember's residence.
- 5.10 Social Media.** Social media accounts operated by Councilmembers should not be used as mechanisms for conducting official City business, other than to informally communicate with the public. When Councilmembers use social media accounts to discuss City business, Councilmembers should clarify that the views expressed are solely their own. In addition, direct communication between a majority of the City Council on social media may constitute a "meeting" under the OPMA and should be avoided. In addition, any content or post related to City business may be subject to disclosure under the Public Records Act, regardless of whether it occurs on a personal account or page. Councilmembers are responsible for capturing and retaining any City business-related posts on social media accounts for public records preservation purposes.

The NextDoor.com (“NextDoor”) social media platform does not function in the same manner as the City’s other social media outlets (i.e., Facebook, Twitter, Instagram). NextDoor does NOT allow access by automated archiving services. Instead, the City must execute a complicated manual export process that can be refined only by date range (not topic, or subject line, etc.). This lack of archiving access to NextDoor also makes it difficult and potentially risky for Councilmembers to post about City business and/or to reply to other posts, as they are unable to be captured in a manner that is suitable for responding to public records requests or in a manner that it can be deleted after meeting the required retention period. See [Appendix E](#) for further details.

SECTION 6. CITY DOCUMENTS

- 6.1 Review.** All ordinances, resolutions, contracts, motions, amendments, and other City documents shall be reviewed by the City Attorney. An individual Councilmember may contact the City Attorney to request the preparation of motions for a City Council meeting. No ordinance, resolution or contract shall be prepared for presentation to the City Council, unless requested by a majority of the City Council or by the City Manager.
- 6.2 Signing.** The Mayor and City Clerk sign all ordinances and/or resolutions approved by the City Council, immediately following the meeting. In addition, the City Attorney signs all ordinances. If the Mayor is unavailable, the Deputy Mayor signs the ordinances and/or resolutions.
- 6.3 Ordinances.** The following shall apply to the introduction, adoption and/or amendment of all ordinances:
- A. First Reading of Ordinances.** An ordinance shall be scheduled for first reading at any regular or special City Council meeting. A majority of the City Council may direct the City Manager to prepare any amendments to the ordinance for consideration during second reading and adoption.
 - B. Second Reading/Adoption of Ordinances.** An ordinance that has previously been introduced for first reading may be scheduled for second reading and adoption at any regular or special City Council meeting as either regular business or as a part of the consent agenda.

Any amendments that a majority of the City Council has directed the City Manager to prepare will be included as proposed amendments in the City Council packet for the City Council's consideration. If further amendments (other than clerical, punctuation, or other non-substantive amendments) are requested at second reading, the ordinance may be continued to the next regular City Council meeting for adoption.
 - C. Exceptions.** Sections A and B above shall not apply to:
 1. Any housekeeping ordinances that the City Manager recommends be adopted at first reading;
 2. Any budget ordinances; or
 3. Any ordinances that the City Council determines require an effective date precluding a second reading.

This Rule shall not apply to public emergency ordinances, necessary for the protection of public health, public safety, public property, or public peace consistent with [RCW 35A.11.090](#).

SECTION 7. CITY COUNCIL & STAFF COMMUNICATION GUIDELINES

Governance of a City relies on the cooperative efforts of elected officials, who provide oversight and set goals, policy, and priorities, and City staff, which analyze problems and issues, make recommendations, and implement and administer the City Council's policies and priorities consistent with the City Council goals.

The following are general guidelines to help facilitate effective communications between the City Council and City staff:

- A.** Channel communications through the appropriate City staff.
- B.** All Councilmembers should have the same information with which to make decisions.
- C.** Depend upon the staff to respond to community concerns and complaints as fully and as expeditiously as practical.
- D.** The City Council sets the direction and policy – City staff is responsible for administrative functions and City operations.
- E.** To provide the City Council with timely information, Councilmembers should submit questions on agenda items to the City Manager and Director in advance of the City Council meeting.
- F.** Respect the will of the “full” City Council.
- G.** Depend upon the staff to make independent and objective recommendations.
- H.** The City Manager and staff are supporters and advocates for the adopted City Council policy.
- I.** Refrain from publicly criticizing an individual employee. Criticism is differentiated from questioning facts or the opinion of staff.
- J.** Seeking political support from staff is not appropriate.
- K.** Support life-family-work balance.

Appendix D to these Rules contains the standalone City Council-Staff Communications Guidelines document and provides greater detail about each guideline listed above.

SECTION 8. CITY ADVISORY BOARDS AND COMMISSIONS

- 8.1** Mercer Island's advisory boards and commissions provide an invaluable service to the City. Their advice on a wide variety of subjects aids the City Council in the decision-making process. Effective resident participation is an invaluable tool for local government.
- 8.2** These advisory bodies originate from different sources. Some are established by [Title 3](#) of the Mercer Island City Code while others are established by motion or ordinance of the City Council. It is at the discretion of the City Council as to whether any advisory body should be established by ordinance. The following advisory boards and commissions are established:
- A.** Design Commission
 - B.** Planning Commission
 - C.** Utility Board
 - D.** Mercer Island Arts Council
 - E.** Open Space Conservancy Trust Board
 - F.** Parks & Recreation Commission
- 8.3** Each board and commission shall adopt rules of procedure (or bylaws) to guide governance of their board or commission, including the number of meetings unless set forth in a resolution or ordinance or unless the number of meetings adversely impacts City staff resources, as determined by the City Manager.
- 8.4** The City Council may dissolve any advisory body that, in their opinion, has completed its working function or for any other reason.
- 8.5** Lengths of terms vary from one advisory body to another, but in all cases overlapping terms are intended.
- 8.6** All meetings of advisory bodies are open to the public in accordance with Chapter 42.30 RCW, [Open Public Meetings Act](#), and require a minimum 24-hour advance notice.
- 8.7** Members may be removed, from any advisory board or commission, prior to the expiration of their term of office, in accordance with the provisions of the ordinance or resolution establishing such advisory board or commission.
- 8.8** All members of advisory boards and commissions shall sign a statement acknowledging they have received, read, and agree to be bound by the City's code of ethics MICC Chapter 2.60 and RCW Chapter 42.23. The City shall provide new members training on the Code of Ethics.
- 8.9** The City Council transmits referrals for information or action through the City Manager and the City Council liaison to the advisory boards and commissions. Staff Liaisons, on

behalf of advisory boards and commissions transmit findings, recommendations, reports, etc., to the full City Council as part of the City Council Agenda Packet.

- 8.10** The City Manager shall appoint City staff to assist advisory boards and commissions. City staff are not employees of that body and take direction only from the Department Director or the City Manager. Boards and commissions shall not direct City staff to perform research, gather information, or otherwise engage in activities involving projects or matters that are not listed on the work plan unless approved by the City Council or City Manager.
- 8.11** Annually, staff for the Parks and Recreation Commission, Planning Commission, and Open Space Conservancy Trust Board shall develop a draft work plan and present the work plan to the City Council for review, possible amendments, and approval.
- 8.12 Appointment Process.** Annually, the City Clerk will advertise for applicants to fill expiring positions on the boards and commissions as follows, unless otherwise provided by law:
- A.** Available positions are advertised.
 - B.** Once the application deadline has passed, all applications received by the deadline will be forwarded to the City Council for review.
 - C.** The City Clerk will include the appointment process on the agenda for the next regularly scheduled City Council meeting.
 - D.** The City Clerk will prepare a ballot for each board or commission, listing applicants alphabetically by last name.
 - E.** The voting process for appointment to each board and commission shall be as follows:
 - 1. Each City Councilmember completes a written ballot, casting a vote for the identified open seat on the board or commission. If there is more than one open seat on a board or commission, then each position will be voted on separately. If there are multiple positions open for a given Board or Commission, the position(s) with the longest term shall be voted on first.
 - 2. The City Clerk will collect the ballots, tally the votes, and read aloud the votes and outcome of the voting process.
 - 3. The applicant that receives the most votes, provided they have received a minimum of four votes, will be appointed to the open seat on the board or commission. In the event of a tie or if no applicant receives four votes, the procedures in Section 8.12(E)(4) and (5) shall be followed.
 - 4. If no applicant receives a minimum of four votes, a second round of voting will take place utilizing the following process:
 - a. Applicants receiving one or no votes in the first round will be dropped from the ballot and Councilmembers will re-vote on the remaining applicants. If more than one candidate has only one vote, the Mayor will recommend an appropriate procedure for breaking the tie, subject to approval by the Council.

- b. Voting will continue until an applicant receives the four-vote minimum.
- 5. If a tie exists after the first vote or in a subsequent round of voting, and a tiebreaker is necessary to make an appointment, a tiebreaker vote will be conducted utilizing the following process:
 - a. Councilmembers will vote on the applicants that are tied and all other applicants will be eliminated from the voting process.
 - b. If after three successive votes a tie still exists, the names of all of the applicants that are tied will be put into a hat and the City Clerk will draw out one of the names. The name that is drawn will be appointed to the open seat.
- 6. The Mayor may call for a recess at any time during the voting process to allow Councilmembers to caucus. Caution should be exercised during a caucus to avoid “serial meetings” as these types of discussions are not allowed under the Open Public Meetings Act.
- 7. The names of the applicant(s) selected will be added to a Resolution, with final approval required by a vote of the City Council.
- F. Letters will be sent to all applicants informing them of their appointment or thanking them for applying. Staff liaisons will contact new appointees in advance of the first board or commission meeting.

8.13 Vacancies.

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

8.14 Open Government Training Requirement. Within 90 days of the appointment to a board or commission, all new members must complete the Open Public Meetings Act training required by the Open Government Trainings Act and provide proof of completion of such training to the City Clerk.

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

- A. Attend meetings of the board or commission on a regular basis and sit at the table or dais, as applicable.

- B.** Participate in discussion and debate of the board or commission, but not vote on any matter (except for the Open Space Conservancy Trust as the City Council Liaison is a voting member).
- C.** Represent the majority City Council position, if known.
- D.** Participate in a manner that will not intimidate or inhibit the meetings and operations of the board or commission. Make comments in a positive manner to promote positive interaction between the City Council and the board or commission.
- E.** Be prepared to give the City Council regular and timely reports at regular City Council meetings. Take the lead on discussion items before the City Council which pertain to the assigned board or commission.
- F.** Provide input to the City Council regarding potential candidates for appointment to the board or commission.

SECTION 9. CITY COUNCIL COMMITTEES

- 9.1** City Council committees, which are created by the City Council, operate as policy review and discussion arms of the City Council. The committees enable City staff to obtain early feedback from representative members of the City Council on issues affecting public policy prior to their presentation to the full City Council. City Council Committees are expected to anticipate the full range of considerations and concerns related to various policy questions.
- 9.2** Committees do not replace the City Council as final decision makers on behalf of the full City Council. City Council Committees give no staff direction on administrative matters, specific assignments, or work tasks. Any discussion or feedback expressed or received at a Committee meeting should not be construed or understood to be a decision by or for the full City Council.
- 9.3** There are two forms of City Council Committees:
- A.** Standing Committees: these are permanent and meet regularly on policy matters pertaining to the designated subject.
 - B.** Ad Hoc Committees: these are short-term in nature and advise on a specific policy matter or concern. Ad hoc committees will be dissolved upon completion of the intended purpose and objectives.
- 9.4** Committees will be established by a charter containing the purpose, objectives, responsibilities, duration, membership, and meeting schedule.
- 9.5** Committee appointments (chairs and members) shall be made by the Mayor (in consultation with the Deputy Mayor). The Mayor will consider the interests and requests of individual Councilmembers in making committee assignments. No more than three (3) Councilmembers shall serve on any committee.
- 9.6** Committees will have staff support assigned by the City Manager. Staff will work with the committee chairs to set agendas, provide support materials, and prepare reports.
- 9.7** In January of even years, the Mayor, in consultation with the Deputy Mayor, will review committees for relevancy and make appointments or reassignments, as necessary. The City Clerk will maintain the list of appointments (City Council Liaison Appointments) to established committees.

SECTION 10. SUSPENSION AND AMENDMENT OF RULES

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

SECTION 11. SANCTIONS FOR RULE VIOLATIONS

11.1 Councilmembers may be sanctioned for violation of these Rules in any of the following ways:

- A. Executive Session.** Two (2) or more Councilmembers may call an executive session under RCW 42.30.110(f) to discuss complaints brought against a public officer.
- B. Public Censure.** If a majority of the City Council supports public censure, the Mayor shall, during a regular City Council meeting, state in detail the Rule(s) violated and the Councilmember's conduct resulting in violation of the Rule. The Councilmember who is the subject of the sanction shall have the opportunity to rebut. If the Mayor is the Councilmember who is subject of the sanction, then the Deputy Mayor shall preside over the public censure.
- C. Liaison Termination.** The Mayor, in consultation with the Deputy Mayor, (provided the Deputy Mayor is not the Councilmember who is the subject of the sanction), may terminate standing committee, ad hoc committee, board, commission, or other liaison assignments. If the Mayor is the Councilmember who is subject of the sanction, then the liaison termination decision shall vest in the Deputy Mayor; and/or
- D. Other.** Any other appropriate action decided by a majority of the City Council.

APPENDIX A

PARLIAMENTARY RULES AND MOTIONS

- (1) Following the presentation of the item and questions of staff, a motion should be made before Council begins discussion so as to frame and guide the discussion.
- (2) If a motion does not receive a second, it dies and will not be included in the minutes. Motions that do not need a second, include: nominations, withdrawal of motion, agenda order, request for a roll call vote, and point of order.
- (3) When making motions, be clear and concise and do not include arguments for the motion within the motion.
- (4) No comments may be made or heard until there is a second on the motion.
- (5) After a motion and second, the Mayor will indicate the names of the Councilmembers making the motion and second.
- (6) When the City Council concurs or agrees to an item that does not require a formal motion, the Mayor will summarize the agreement at the conclusion of the discussion. Councilmembers may object to such summary if any feel the summary does not reflect the City Council consensus.
- (7) If the maker of a motion wishes to withdraw their motion, the Mayor shall ask the City Council if there is any objection to the maker withdrawing their motion. If none, the motion is withdrawn. If there is objection, the City Council will vote whether the motion can be withdrawn. The text of the withdrawn motion and the fact of its withdrawal will not be included in the minutes.
- (8) A **motion to table** is undebatable and shall preclude all amendments or debates of the issue under consideration. If the motion to table prevails, the matter may be "taken from the table" only by adding it to the agenda of a future regular or special meeting at which time discussion will continue; and if an item is tabled, it cannot be reconsidered at the same meeting.
- (9) A **motion to postpone to a certain time** is debatable as to the reason for the postponement but not to the subject matter of the motion, is amendable, and may be reconsidered at the same meeting. The question being postponed must be considered at a later time at the same meeting, or to a time certain at a future regular or special City Council meeting.

- (10) A **motion to postpone indefinitely** is debatable as to the reason for the postponement as well as to the subject matter of the motion; is not amendable and may be reconsidered at the same meeting only if it received an affirmative vote.
- (11) A **motion to call for the question** shall close debate on the main motion and is undebatable. This motion must receive a second and fails without a two-thirds' (2/3) vote; debate is reopened if the motion fails.
- (12) A **motion to amend** is defined as amending a motion that is on the floor and has been seconded, by inserting or adding, striking out, striking out and inserting, or substituting.
- (13) Motions that cannot be amended, include motion to adjourn, agenda order, point of order, reconsideration and take from the table. A motion to amend an amendment is not in order.
- (14) Amendments are voted on first, then the main motion as amended (if the amendment received an affirmative vote).
- (15) The motion maker, Mayor, or City Clerk should repeat the motion prior to voting.
- (16) All votes of the City Council will be conducted by roll call voting.
- (17) When voting Councilmembers will reply with "aye," "nay," or "abstain" and shall refrain from additional comments about the motion or their vote.
- (18) At the conclusion of any vote, the Mayor will announce the results of the vote.
- (19) A motion that receives a tie vote is deemed to have failed.
- (20) When a question has been decided, any Councilmember who voted in the majority may move for reconsideration.
- (21) A **motion for reconsideration** can only be made by someone who voted on the prevailing side, and it must be made on the same day that the vote to be reconsidered was taken. All action that might come out of the original motion is stopped at the time that reconsider is made and seconded.

APPENDIX B

CITY COUNCIL MEETING CODE OF CONDUCT

The Mercer Island City Council welcomes the public to the City Council meetings and dedicates time at these meetings to hear from the public on agenda items and other issues of concern.

It is important for all community members to feel welcome and safe during City Council meetings. Audience members will be expected to treat all attendees with respect and civility.

1. **Appearances Ground Rules:**

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

- A. Each person wishing to address the City Council should register with the City Clerk by 4 pm on the day of the City Council meeting.
- B. Please (1) speak audibly, (2) state your name and city of residence for the record, and (3) limit your comments to three minutes.
- C. Traditionally, the City Council does not respond to comments made at the meeting, but will follow up, or have staff follow up, with the speaker if needed.
- D. Comments should be addressed to the entire City Council, not to individual Councilmembers, staff members, or the audience.
- E. Audience members should refrain from applause, video comments, or disapproval of individuals' comments.
- F. Any person who makes personal, impertinent, or slanderous remarks, or who becomes boisterous, threatening, or personally abusive while addressing the City Council, may be requested to leave the meeting.
- G. The City Council cannot accept comments on any campaign-related matters (elections for individual offices or ballot propositions) except under specific circumstances where consideration of a ballot measure is on the City Council agenda. [RCW 42.17A.555](#).

2. **General Rules:**

- A. Please silence cell phones, computers, tablets, and cameras while in the City Council meetings.
- B. Please limit conversations in the audience seating area. You may be asked to step into the lobby to continue a conversation.

APPENDIX C

PROCESS TO FILL A MERCER ISLAND CITY COUNCIL VACANCY

PURPOSE

To provide guidance to the City Council when a Mercer Island Councilmember position becomes vacant before the expiration of the official's elected term of office.

APPOINTMENT PROCESS

A City Council position shall be officially declared vacant upon the occurrence of any of the causes of vacancy set forth in RCW 42.12.010. Under authority of RCW 42.12.070, the remaining members of the City Council are vested with the responsibility for appointing a qualified person to fill the vacant position. Accordingly, the process should include all of the remaining Councilmembers in the City Council interviews, deliberations, and votes to appoint someone to fill the vacant position.

The City Council should direct the City Manager to begin the Councilmember appointment process and establish an interview and appointment schedule, so that the position is filled at the earliest opportunity. After the schedule is established, staff will notify applicants of the location, date, and time of the interviews.

Applications received by the deadline date and time will be copied and circulated to Councilmembers.

NOTIFICATIONS AND SCHEDULING

The notice of vacancy shall be posted on the City's website and published at least two times in the Mercer Island Reporter.

The City Council shall determine a regular meeting or set a special meeting for interviewing candidates and possibly appointing someone to the vacant position.

Interviews and the appointment process may be continued to another day if any Councilmember is not able to attend or if the selection process is not concluded.

INTERVIEWS

Each applicant shall be given three to five minutes to introduce themselves and present their credentials and reasons for seeking appointment to the City Council. They shall also address the answers to these questions during their allotted time:

1. Why do you want to serve on the City Council?
2. What experiences, talents or skills do you bring to the City Council and community that you would like to highlight?

3. Are there any regional issues or forums in which you have a particular interest or expertise? (e.g., transportation, water supply, human services, water quality, fiscal management, solid waste, parks & open space, etc.)
4. Do you want to serve on the City Council because of a particular local issue on which you want to work or are your interests more broadly distributed?

The City Council reserves the right to ask additional questions of candidates during the interview.

At the close of City Council questions, applicants will be afforded an opportunity to comment on any additional issues relevant to their candidacy.

The applicants' order of appearance will be determined by a random lot drawing.

DELIBERATIONS AND VOTING

Upon completion of the interviews, and as provided in the Open Public Meetings Act at RCW 42.30.110(1)(h), Councilmembers may convene into executive session to evaluate the qualifications of the applicants. However, all interviews and final action appointing a person to fill the vacancy shall be in a meeting open to the public.

In open session, the Mayor shall ask for nominations from the Councilmembers. No second to the motion is needed. Nominations are closed by a motion, a second and a majority vote of the City Council.

The Mayor may poll the City Council to ascertain that Councilmembers are prepared to vote. The City Clerk shall proceed with a roll-call vote.

Nominations and voting will continue until a nominee receives a majority vote of the remaining Councilmembers.

At any time during the election process, the City Council may postpone elections until another open meeting if a majority vote has not been received, or if one of the remaining Councilmembers is not able to participate in a particular meeting.

The Mayor shall declare the nominee receiving the majority vote of all of the remaining Councilmembers as the new Councilmember who shall be sworn into office at the earliest opportunity, or no later than the next regularly scheduled City Council meeting.

Under RCW 42.12.070(4), if the City Council fails to appoint a qualified person to fill the vacancy within 90 days of the occurrence of the vacancy, the authority of the City Council to fill the vacancy ends and the King County Council is given the authority to fill the vacancy.

APPENDIX D

CITY COUNCIL-STAFF COMMUNICATIONS GUIDELINES

Governance of a City relies on the cooperative efforts of elected officials, who provide oversight and set goals, policy, and priorities, and City staff, which analyze problems and issues, make recommendations, and implement and administer the City Council's policies and priorities consistent with the City Council goals. The following are general guidelines to help facilitate effective communications between the City Council and City staff.

A. Channel communications through the appropriate City staff.

While any staff member is available to answer Councilmember questions and requests for information, the City Manager is the primary information liaison between the City Council and City staff as outlined in [RCW 35A.13](#). Questions of City staff should be directed to the City Manager and Department Directors. When a Councilmember makes a request to a particular staff member, it is important to inform/copy the City Manager. In addition, staff will inform/copy the City Manager so that the City Manager is aware of the Councilmember's requests and needs.

B. All Councilmembers should have the same information with which to make decisions.

When one Councilmember has an information request, the response will be shared with all members of the City Council so that each member may be equally informed.

C. Depend upon the staff to respond to concerns and complaints as fully and as expeditiously as practical.

A key value in the City's organizational culture is providing quality customer service. Rely on staff to solve customer problems and concerns.

D. Operational/Maintenance Complaints.

The Public Works Team handles a variety of complaints including, water leaks, missing manhole covers, potholes, tree or street/stop sign down, etc. During business hours call (206) 275-7608 or file an online report with MI-Connect (<https://www.mercerisland.gov/publicworks/page/submit-service-request>). In the evening or on weekends, a member of the City's 24-hour Customer Response Team (CRT) can be dispatched by calling (425) 577-5656 (NORCOM Dispatch). Staff will follow-up with the Councilmember as to the outcome of the problem or concern.

E. Code Compliance Complaints.

The Community Planning & Development Code Compliance team answers questions and investigates complaints on a wide variety of issues, including zoning, building, and nuisance violations. If you have a complaint, please complete a Code Compliance Request Form, and fill it out as completely as possible. Go to <https://www.mercerisland.gov/cpd/webform/code-compliance-request-form> to complete an online form or download or print the form and attach it to an email to

codecompliance@mercergov.org. You may also come to City Hall to drop off or complete a paper copy. Using this form will give staff the information needed to review and process the complaint.

F. Complaints/Concerns Directed to City Council.

Often City Council will receive customer letters or emails directly. Due to limited staff resources to handle the amount of correspondence, these are disseminated to the appropriate department to prepare a formal response on behalf of the City Council. On occasion, a letter or email is directed specifically to a Councilmember. The Councilmember may choose to work directly with the City Manager or designee to provide a response. All correspondence is copied to all members of the City Council, regardless of whom it was addressed to.

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

The role of the City Council is as the legislative body. The City Council is responsible for approving the budget, setting the vision and goals, and adopting policy and strategic plans. The primary functions of staff are to execute the City Council policy and actions taken by the City Council and to keep the City Council informed. Staff is obligated to take guidance and direction only from the City Manager or Department Director.

Individual Councilmembers should not knowingly or willfully interfere with the administration of City business including, but not limited to, coercing, or influencing staff in the selection of personnel or consultants, the awarding of contracts, the processing of development applications, licenses, permits, or public records requests, and the interpretation and implementation of the City Council policy.

H. To provide the City Council with timely information, Councilmembers should submit questions on agenda items to the City Manager and Director in advance of the City Council meeting.

Councilmembers are encouraged to submit their questions on agenda items to the City Manager as far in advance of the meeting as possible so that staff can be prepared to respond before or at the City Council meeting. Having a practice of “no surprises” between the City Council and City staff and vice versa fosters a productive working relationship.

I. Respect the will of the “full” City Council.

City staff will make every effort to respond in a timely and professional manner to all requests for information or assistance made by individual Councilmembers. However, if a request reaches a certain degree either in terms of workload or policy, it will need to come before the “full” City Council. The City Manager takes direction from the full City Council and not from individual Councilmembers. If this should occur, the City Manager will prepare a memorandum or email to the City Council informing them of the request. The City Manager will consult with the Mayor, Deputy Mayor, and Councilmember with the request

to determine when it is appropriate to bring it before the full City Council for discussion and direction.

J. Depend upon the staff to make independent and objective recommendations.

Staff is expected to provide its best professional recommendations on issues, providing information about alternatives to staff recommendations, as appropriate, as well as pros and cons for recommendations and alternatives. Sometimes staff may make recommendations that may be unpopular with the public and Councilmembers. When this occurs, please refrain from attacking the messenger. Staff respects the role of the City Council as policy makers for the City and understands that the City Council must consider a variety of opinions and community values in their decision-making in addition to staff recommendations.

K. The City Manager and staff are supporters and advocates for adopted City Council policy.

Regardless of whether it was staff's preferred recommendation or not, staff will strongly support the adopted City Council policy and direction, even if this may cause concern by the City Council minority on controversial issues.

L. Refrain from publicly criticizing an individual employee. Criticism is differentiated from questioning facts or the opinion of staff.

All critical comments about staff performance should be made only to the City Manager through private correspondence or conversation.

M. Seeking political support from staff is not appropriate.

The City is a non-partisan local government. Neither the City Manager nor any other person in the employ of the City shall take part in securing or contributing any money toward the nomination or election of any candidate for a municipal office. In addition, some professionals (e.g., City Manager, the Chief of Administration, Chief of Operations, and the City Clerk) have professional codes of ethics, which preclude politically partisan activities or activities that give the appearance of political partisanship.

N. Support life-family-work balance.

In a 24-hour, mobile accessible world, expectations for staff to always be available can emerge. However, this expectation is unsustainable. Staff will respond to nonemergency emails or phone messages during business hours only.

(April 2021)

APPENDIX E

HOW DOES THE CITY USE NEXTDOOR.COM?

NextDoor is a nationwide platform designed to encourage civil neighbor-to-neighbor interaction and discourse online, focused on highly local topics. The City joined NextDoor in October 2014 and uses its account to make general announcements, advertise meetings, solicit public engagement, provide crime and storm updates, highlight achievements, and more. The platform does not function in the same manner as the City's other social media outlets (i.e., Facebook, Twitter, Instagram). NextDoor is not a City-controlled page, but rather a private membership network that functions more like an online community bulletin board. The City merely has an official presence on the platform via its "Agency Account," but by design, NextDoor tightly limits Agency Accounts in important ways.

Most notably, the City can only see its own posts and replies to them, while ALL other neighbor-to-neighbor content is hidden. This is intended to prevent eavesdropping by the City on local discussions. The last name of anyone replying to a City post is just replaced with an initial and is not spelled out.

In addition, because the City is required to maintain public records of social media to comply with the Public Records Act, the City uses ArchiveSocial to backup Facebook, Instagram, Twitter, YouTube, and other accounts to retrieve records if requested. Unfortunately, NextDoor does NOT allow access by automated archiving services. Instead, the City must execute a complicated manual export process that can be refined only by date range (not topic, or subject line, etc.). This lack of archiving access to NextDoor makes it extremely difficult and potentially risky for Councilmembers and staff to post about City business or to reply to other posts, as they are unable to be captured in a manner that is suitable for responding to public records requests or in a manner that it can be deleted after meeting the required retention period.

If Councilmembers post on NextDoor about official City business, they must capture the text of the original post and all comments. If they comment on a post, they must capture the original post, all comments before AND after their comment. The City Clerk can provide additional guidance regarding public records retention requirements for NextDoor posts/comments.

(July 2019)

Log #	Received From	Section Referenced	Suggestion/Comments	Staff Response
1	Councilmember Reynolds	Section 1.5	Typo extra period at the end of 1.5	Deleted. Amendment incorporated into draft City Council Rules of Procedure (Exhibit 1).
2	Councilmember Reynolds	Section 2.2	I believe 2.2 should be modified to codify ranked choice voting. Otherwise, we run the risk that a three way race would create deadlock.	For Council discussion. Staff will prepare revisions to this section if there is majority support for the change.
3	Councilmember Reynolds	Section 2.3	I would like to amend the following text from section 2.3 to include "With direction from a majority of the Council," at the beginning of the quoted passage. "The Mayor is assigned the responsibility to impose Councilmember sanctions for violation of these Rules consistent with Section 11 of these Rules"	For Council discussion. Changes to Section 2.3 need to align with Section 11. Section 11 currently requires City Council majority to enact a public censure (11.1.B). The Mayor, however, in consultation with the Deputy Mayor has the authority to terminate standing committee, ad hoc committee, board or other liaison assignments (11.1.C). Staff will prepare revisions to this section if there is majority support for the change.
4	Councilmember Reynolds	Section 3.1.C	I believe 3.1c should remove "or consensus"	Amendment incorporated into draft City Council Rules of Procedure (Exhibit 1).
5	Councilmember Reynolds	Section 3.2.A	3.2a indicates meetings will begin at 630PM. I would prefer that to what we have been doing. But either way, we should change this to be consistent with actual procedures	The ordinance to temporarily change the start time of Council meetings expires at the end of 2022. Staff have prepared an Ordinance for the January 3 Council meeting to permanently change the meeting start time to 5:00 pm. Amendment incorporated into draft City Council Rules of Procedure (Exhibit 1).
6	Councilmember Reynolds	Section 3.3.F.2	3.3.F.2: I would prefer not to offer keys to the city on the basis of "celebrity"	For Council discussion. Staff will prepare revisions to this section if there is majority support for the change.
7	Councilmember Reynolds	Section 3.3.G	I believe 3.3 G should be moved to be right after 3.3 D	The agenda order is listed correctly in Section 3.3 in the Rules.
8	Councilmember Reynolds	Section 3.3.G	I would argue that a certain speaker at recent meetings has violated the "personally abusive" section of 3.3 G. We should either enforce this provision or get rid of it. I would also be supportive of adding a provision to allow one year suspension from appearances for those who have consistently violated these rules.	For Council discussion. Staff will prepare revisions to this section if there is majority support for a change.

Log #	Received From	Section Referenced	Suggestion/Comments	Staff Response
9	City Clerk	Section 3.3.H	City Clerk could read Consent Agenda into record.	Staff propose adding, "The City Clerk will read the Consent agenda items into the record." as the last sentence of 3.3.H. Amendments incorporated into draft City Council Rules of Procedure (Exhibit 1).
10	Mayor Nice	Section 4.1	I suggest we add time limits to each item, except appearances, to Council meeting agendas, with the caveat that "all times are approximate."	For Council discussion. Council may consider adding, "Each item shall contain an estimated amount of time needed for presentation and discussion. All times listed on the agenda are approximate." as the last sentence of section 4.1. Amendments incorporated into draft City Council Rules of Procedure (Exhibit 1).
11	Mayor Nice	Section 5	I want to discuss how we might give councilmembers a set amount of time for a back-and-forth when a Q&A is warranted, particularly for consultant presentations. We currently use a question and one follow-up.	For Council discussion. Staff will prepare revisions to this section if there is majority support for a change.
12	Councilmember Reynolds	Section 5.1	5.1. calls for the city attorney to decide questions of procedure. In practice, I believe the clerk has been doing this. Perhaps we should add "or other city staff member designated by the city attorney"	We rely on both the City Clerk and the City Attorney to address questions related to parliamentary procedure. Staff propose revising the last sentence to read "The City Clerk or City Attorney shall answer questions of a parliamentary nature that may arise during a City Council meeting. The City Attorney shall decide all questions of interpretations of these Rules." Amendments incorporated into draft City Council Rules of Procedure (Exhibit 1).
13	Councilmember Reynolds	Section 8.12.E.1	I believe we should amend 8.12.E.1 to add this to the end: "If there are multiple positions open for a given Board or Commission, the position(s) with the longest term shall be filled first."	Suggested revision "If there are multiple positions open for a given Board or Commission, the position(s) with the longest term shall be voted on first." To the end of E.1. Amendments incorporated into draft City Council Rules of Procedure (Exhibit 1).
14	Councilmember Reynolds	Section 10	Section 10: It is odd that a suspension of the rules requires a 2/3 vote but a change requires only majority. I suggest both be changed to majority.	For Council discussion. Staff will prepare revision to this section if there is majority support for a change.
15	Councilmember Reynolds	Appendix A	Appendix A is odd. Most appears to be a recap of RRO. I suggest we consider scrapping such parts. At a minimum, can we ask the city clerk to confirm consistency with RRO?	Staff reviews this section and updates it frequently to comply with Roberts Rules of Order (RRO). The summary of common actions and guidelines is easier to reference than the entire RRO manual.
16	Mayor Nice		I'd suggest offering specific staff the option (open to discussion) to use Point of Order.	For Council discussion. Staff will prepare revisions to this section if there is majority support for a change.



2023 PLANNING SCHEDULE

Item 12.

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

NOTE - Regular Meetings begin at 5:00 pm from June 16, 2020, through December 31, 2022.
Items are not listed in any particular order. Agenda items & meeting dates are subject to change.

JANUARY 17, 2023		DD	FN	CA	Clerk	CM
ABSENCES:		1/6	1/9	1/9	1/10	1/10
ITEM TYPE TIME TOPIC				STAFF		
STUDY SESSION						
SPECIAL BUSINESS						
CONSENT AGENDA						
--	AB xxxx: December 30, 2022 Payroll Certification			Ali Spietz/Nicole Vannatter		
--	AB xxxx: Luther Burbank South Shoreline Restoration Bid Award			Jason Kintner/ Clint Morris /Paul West		
--	AB xxxx: Reservoir Improvement Project (WU0103) Bid Award			Jason Kintner/Patrick Yamashita/Allen Hunter		
REGULAR BUSINESS						
30	AB xxxx: CPD Workplan Discussion			Jeff Thomas/Alison Van Gorp		
EXECUTIVE SESSION						

FEBRUARY 7, 2023		DD	FN	CA	Clerk	CM
ABSENCES:		1/27	1/30	1/30	1/31	1/31
ITEM TYPE TIME TOPIC				STAFF		
STUDY SESSION						
SPECIAL BUSINESS						
CONSENT AGENDA						
XX	AB xxxx: Approve Revised City Council Rules of Procedure			Ali Spietz/Andrea Larson		
REGULAR BUSINESS						
60	AB xxxx: Climate Action Plan: Review Draft Document & Conduct Public Hearing (placeholder – likely moving to Feb 21)			Jason Kintner/Ross Freeman		
EXECUTIVE SESSION						

FEBRUARY 21, 2023		DD	FN	CA	Clerk	CM
ABSENCES:		2/10	2/13	2/13	2/14	2/14

ITEM TYPE TIME TOPIC		STAFF
STUDY SESSION		
SPECIAL BUSINESS		
CONSENT AGENDA		
REGULAR BUSINESS		
60	AB xxxx: Climate Action Plan: Review Draft Document & Conduct Public Hearing (TENTATIVE)	Jason Kintner/Ross Freeman
EXECUTIVE SESSION		

MARCH 7, 2023		DD	FN	CA	Clerk	CM
ABSENCES:		2/24	2/27	2/27	2/28	2/28
ITEM TYPE TIME TOPIC				STAFF		
STUDY SESSION						
60	AB xxxx: Climate Action Plan: Discuss Final CAP Document (TENTATIVE)			Jason Kintner/Ross Freeman		
SPECIAL BUSINESS						
CONSENT AGENDA						
--	AB xxxx: Sewer Pump Station 23 & 25 Generator Replacement (SU0109) Bid Award			Jason Kintner/Alaine Sommargren/Allen Hunter		
REGULAR BUSINESS						
EXECUTIVE SESSION						

MARCH 21, 2023		DD	FN	CA	Clerk	CM
ABSENCES:		3/10	3/13	3/13	3/14	3/14
ITEM TYPE TIME TOPIC				STAFF		
STUDY SESSION						
30	AB xxxx: King County Waste Tipping Fee Increase (placeholder)			Jason Kintner/Ross Freeman		
30	AB xxxx: Mobile Integrated Health Program Update			Ali Spietz/Tambi Cork/DC Doug McDonald		
SPECIAL BUSINESS						
CONSENT AGENDA						
XX	AB xxxx: Climate Action Plan: Final Adoption (TENTATIVE – alternative 04/04)			Jason Kintner/Ross Freeman		
REGULAR BUSINESS						

90	AB xxxx: Town Center Parking Study – Review Draft Report	Sarah Bluvas/Jason Kint Jeff Thomas/Ed Holmes/Mike Seifert	Item 12.
EXECUTIVE SESSION			