



# CITY OF MERCER ISLAND

## CITY COUNCIL SPECIAL VIDEO MEETING

Tuesday, May 18, 2021 at 6:00 PM

### COUNCIL MEMBERS:

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

### LOCATION & CONTACT:

Mercer Island City Hall - Zoom  
9611 SE 36th Street | Mercer Island, WA 98040  
Phone: 206.275.7793 | [www.mercerisland.gov](http://www.mercerisland.gov)

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

### Virtual Meeting Notice

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

**Registering to Speak:** Individuals wishing to speak live during Appearances will need to register their request with the City Clerk at **206.275.7793** or email the [City Clerk](#) and leave a message before 4 PM on the day of the Council meeting. Please reference "Appearances" on your correspondence. Each speaker will be allowed three (3) minutes to speak. A timer will be visible online to speakers, City Council, and meeting participants. Please be advised that there is a time delay between the Zoom broadcast and the YouTube or Channel 21 broadcast.

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

**Join by Telephone at 6 PM:** To listen to the meeting via telephone, please call **253.215.8782** and enter Webinar ID **829 6383 3586** and Password **363432** if prompted.

**Join by Internet at 6 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 **829 6383 3586**; Enter Password **363432**
- 4) The City Clerk will call on you by name or refer to your email address when it is your turn to speak. Please confirm that your audio works prior to participating.

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

### CALL TO ORDER & ROLL CALL

### PLEDGE OF ALLEGIANCE

### AGENDA APPROVAL

### CITY MANAGER REPORT

### APPEARANCES

### CONSENT CALENDAR

1. Approve **Accounts Payable** Reports for the periods ending:  
A) April 30, 2021 in the amount of \$326,838.91  
B) May 7, 2021 in the amount of \$592,142.97
2. Certification of **Payroll** dated May 7, 2021 in the amount of \$784,301.77

[3.](#) Approve **Minutes** of the April 27, 2021 City Council Planning Session

[4.](#) AB 5871: 2021 East Mercer Way Emergency Roadway Repair

**Recommended Actions:**

- 1) Appropriate \$337,872 from the existing Street Fund balance to complete the emergency roadway repair.
- 2) Award the 2021 East Mercer Way Landslide Repair contract to Neptune General Contractors in the amount of \$233,266.50. Set the total project budget to \$337,872 and direct the City Manager to execute the construction contract.

[5.](#) AB 5869: City Facility Security Upgrades

**Recommended Action:** Appropriate \$29,182 from the available fund balance in the Capital Improvement Fund for site security upgrades at the Luther Burbank Administrative Building and Mercer Island Thrift Shop.

[6.](#) AB 5877: Asian Pacific American Heritage Month, Proclamation No. 271

**Recommended Action:** Mayor Wong proclaims May 2021 as Asian Pacific American Heritage Month.

## REGULAR BUSINESS

[7.](#) AB 5872: Scoping Session on Town Center Parking Study

**Recommended Action:** Discussion only. Provide input on project priorities for the 2021-2022 Town Center Parking Study scope of work.

[8.](#) AB 5874: First Quarter 2021 Financial Status Update & 2021-2022 Budget Amendments (Ord. No. 21-11).

**Recommended Actions:**

- 1) Suspend the City Council Rules of Procedure 6.3, requiring a second reading for an ordinance.
- 2) Adopt Ordinance No. 21-11, amending the 2021-2022 Biennial Budget.

[9.](#) AB 5868: Luther Burbank Park Docks and Adjacent Waterfront Concept Design Recommendation

**Recommended Actions:**

- 1) Approve the Luther Burbank Dock and Adjacent Waterfront concept design recommendation as presented by the Parks and Recreation Commission
- 2) Appropriate \$113,000 from the available fund balance in the Capital Improvement Fund to complete the 30% project design for the adjacent waterfront elements with the understanding that staff is pursuing grant reimbursement for a portion of the design costs.
- 3) Direct the Parks and Recreation Commission to review the preliminary 30% design and make a recommendation to the City Council on the final scope of the project.

[10.](#) AB 5876: Mercedale Park Playground Renovation Appropriation Request

**Recommended Actions:**

- [1\) Accept the proposed project design for the Mercedale Park Renovation Project and approve the amended project budget of \\$843,000.](#)
- [2\) Accept the \\$20,000 donation from the Mercer Island Preschool Association and appropriate the donated funds to the Mercedale Park Renovation Project. Authorize the City Manager to direct additional donations to the project.](#)
- [3\) Direct the City Manager to complete the park impact fee funding evaluation for this project and authorize the appropriation of the maximum amount of eligible park impact fees to this project.](#)
- [4\) Authorize the remaining project funds to be drawn from the available fund balance in the Capital Improvement Fund.](#)

[11.](#) AB 5870: City Council Rules of Procedure Amendment (Resolution No. 1597)

**Recommended Action:** Approve Resolution No. 1597 amending the City Council Rules of Procedure as set forth in Exhibit A.

## OTHER BUSINESS

[12.](#) Planning Schedule

[13.](#) Councilmember Absences & Reports

## ADJOURNMENT



CERTIFICATION OF CLAIMS

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



\_\_\_\_\_  
Finance Director

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

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

<u>Report</u>	<u>Warrants</u>	<u>Date</u>	<u>Amount</u>
Check Register	207484-207542	4/30/2021	\$326,838.91
			\$326,838.91

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: 402000 - Water Fund-Admin Key</i>				
P0110875	00207509	GRAINGER	INVENTORY PURCHASES	476.02
P0110880	00207492	CAPITAL ONE TRADE CREDIT	INVENTORY PURCHASES	210.49
P0110876	00207509	GRAINGER	INVENTORY PURCHASES	88.89
<i>Org Key: CA1100 - Administration (CA)</i>				
P0110866	00207522	Madrona Law Group, PLLC	Invoice #10685 Professional	32,031.00
P0110878	00207532	Seabold International Svcs	Professional Services INV #213	16,280.00
<i>Org Key: CA1150 - Attorney-Litigation</i>				
P0110866	00207522	Madrona Law Group, PLLC	Invoice #10686 Professional	39,620.19
<i>Org Key: CM1100 - Administration (CM)</i>				
	00207538	US BANK CORP PAYMENT SYS	STQRY Subscription for public	121.10
<i>Org Key: CM1200 - City Clerk</i>				
P0110859	00207494	CODE PUBLISHING CO	Web Update Ord. 21C-02, 21C-03	353.90
	00207538	US BANK CORP PAYMENT SYS	Membership Renewal-Estrada	75.00
<i>Org Key: CM1400 - Communications</i>				
	00207538	US BANK CORP PAYMENT SYS	Annual Renewal	539.65
<i>Org Key: CO6100 - City Council</i>				
	00207538	US BANK CORP PAYMENT SYS	Operating Supplies	302.39
<i>Org Key: CR1100 - Human Resources</i>				
	00207538	US BANK CORP PAYMENT SYS	Recruiting advertisements	250.00
	00207538	US BANK CORP PAYMENT SYS	Registration-Spietz	200.00
	00207538	US BANK CORP PAYMENT SYS	Registration for L.Gerheim for	200.00
	00207538	US BANK CORP PAYMENT SYS	Recruiting advertisement	130.00
	00207538	US BANK CORP PAYMENT SYS	Recruiting advertisement	130.00
	00207538	US BANK CORP PAYMENT SYS	Recruiting advertisement	130.00
	00207538	US BANK CORP PAYMENT SYS	Lunch for oral board panel	92.67
	00207538	US BANK CORP PAYMENT SYS	Lunch for oral board panel	87.50
	00207538	US BANK CORP PAYMENT SYS	Lunch for oral board panel	86.40
	00207538	US BANK CORP PAYMENT SYS	Registration for L. Gerheim fo	60.00
	00207538	US BANK CORP PAYMENT SYS	Recruiting advertisement	45.00
	00207538	US BANK CORP PAYMENT SYS	Recruiting advertisement	45.00
	00207538	US BANK CORP PAYMENT SYS	Recruiting advertisement	45.00
	00207538	US BANK CORP PAYMENT SYS	Recruiting advertisement	45.00
	00207538	US BANK CORP PAYMENT SYS	Food for oral board panel	17.84
	00207538	US BANK CORP PAYMENT SYS	Certified Mail Fees	14.40
	00207538	US BANK CORP PAYMENT SYS	Food for oral board panel	9.78
	00207538	US BANK CORP PAYMENT SYS	Certified Mail Fees	7.65
<i>Org Key: CT1100 - Municipal Court</i>				
P0110832	00207512	INTERCOM LANGUAGE SERVICES INC	Intercom invoice #21-177	650.00
	00207497	COMPLETE OFFICE	OFFICE SUPPLIES MAR21	12.02
<i>Org Key: DS1100 - Administration (DS)</i>				
	00207538	US BANK CORP PAYMENT SYS	Services - Bankcard Fees	54.10
	00207538	US BANK CORP PAYMENT SYS	Tuition & Registrations	40.00
	00207497	COMPLETE OFFICE	OFFICE SUPPLIES MAR21	14.18

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: FN1100 - Administration (FN)</i>				
P0110906	00207534	STATE AUDITOR'S OFFICE	FYE2019 Audit Costs	47.98
	00207538	US BANK CORP PAYMENT SYS	Office Supplies	45.00
<i>Org Key: FR1100 - Administration (FR)</i>				
	00207538	US BANK CORP PAYMENT SYS	Exercise Equipment - Station 9	2,500.00
	00207538	US BANK CORP PAYMENT SYS	Small Tools & Equipment	646.16
P0110884	00207506	ESO SOLUTIONS INC	Participating Hospital Connect	545.00
	00207538	US BANK CORP PAYMENT SYS	Hedge Trimmer for Station/Grou	296.17
	00207538	US BANK CORP PAYMENT SYS	Power Cords for Pigtales	217.90
	00207538	US BANK CORP PAYMENT SYS	Vacuum - Station 92	213.58
	00207538	US BANK CORP PAYMENT SYS	Vacuum - Station 1	187.16
	00207538	US BANK CORP PAYMENT SYS	Crash Pads for Weight Lifting	187.16
	00207538	US BANK CORP PAYMENT SYS	Operating Supplies	161.54
	00207538	US BANK CORP PAYMENT SYS	Bowls for Station 91 Kitchen	94.44
	00207538	US BANK CORP PAYMENT SYS	Keyboard - Conference Room	82.56
	00207538	US BANK CORP PAYMENT SYS	Bathroom Tissue Spindles	41.90
	00207538	US BANK CORP PAYMENT SYS	Extension Cord	21.79
	00207538	US BANK CORP PAYMENT SYS	Ship Package to Kroesen's	14.67
	00207538	US BANK CORP PAYMENT SYS	Amazon Prime Monthly Fee	14.30
	00207538	US BANK CORP PAYMENT SYS	Department Stamps	11.00
	00207538	US BANK CORP PAYMENT SYS	Ship Package to Kroesen's	6.90
<i>Org Key: FR2100 - Fire Operations</i>				
P0110887	00207503	EASTSIDE FIRE & RESCUE	Parts/Labor - 8614	414.08
P0110893	00207515	KROESENS UNIFORM COMPANY	Uniform Hats and Uniforms for	239.68
P0110885	00207487	AT&T MOBILITY	Cell Charges/Fire	151.87
P0110893	00207515	KROESENS UNIFORM COMPANY	Uniform Hats and Uniforms for	110.49
P0110889	00207496	COMCAST	Internet Charges/Fire	110.22
P0110631	00207496	COMCAST	Internet Charges/Fire	100.27
P0110888	00207496	COMCAST	Internet Charges/Fire	100.27
P0110890	00207493	CASCADE FIRE EQUIPMENT	Boots/Austin	28.09
P0110892	00207496	COMCAST	Internet Charges/Fire	11.33
<i>Org Key: FR2400 - Fire Suppression</i>				
	00207538	US BANK CORP PAYMENT SYS	Tools for Station 91	722.76
	00207538	US BANK CORP PAYMENT SYS	Tools for Station 91	659.50
	00207538	US BANK CORP PAYMENT SYS	Tools for Station 91	200.98
<i>Org Key: FR2500 - Fire Emergency Medical Svcs</i>				
P0110891	00207519	LIFE ASSIST INC	Stock Aid Supplies	1,130.57
P0110891	00207519	LIFE ASSIST INC	Stock Aid Supplies	1,101.00
P0110891	00207519	LIFE ASSIST INC	Stock Aid Supplies	335.50
	00207538	US BANK CORP PAYMENT SYS	Metronomes/Batteries for Defib	216.69
P0110891	00207519	LIFE ASSIST INC	Stock Aid Supplies	213.15
P0110891	00207519	LIFE ASSIST INC	Stock Aid Supplies	159.65
P0110886	00207486	AIRGAS USA LLC	Oxygen/Fire	34.52
<i>Org Key: FR5100 - Community Risk Reduction</i>				
	00207538	US BANK CORP PAYMENT SYS	Jr. FF Stickers	195.00
	00207538	US BANK CORP PAYMENT SYS	Carbon Monoxide Detectors	156.90

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: GDI503 - Interest-Equip Rental</i>				
P0110907	00207535	SUNTRUST EQUIPMENT FINANCE	Fire Apparatus Lease payment -	3,381.19
<i>Org Key: GDP503 - Principal - Equip Rental</i>				
P0110907	00207535	SUNTRUST EQUIPMENT FINANCE	Fire Apparatus Lease Payment -	67,334.29
<i>Org Key: GGM001 - General Government-Misc</i>				
	00207538	US BANK CORP PAYMENT SYS	Operating Supplies	214.70
<i>Org Key: GGM004 - Gen Govt-Office Support</i>				
	00207497	COMPLETE OFFICE	OFFICE SUPPLIES MAR21	623.76
	00207497	COMPLETE OFFICE	OFFICE SUPPLIES MAR21	326.64
<i>Org Key: GGM005 - Genera Govt-LI Retiree Costs</i>				
P0110877	00207501	DEVENY, JAN P	LEOFF1 LTC Expenses	6,573.00
	00207518	LEOFF HEALTH & WELFARE TRUST	POLICE RETIREES	6,446.20
	00207517	LEOFF HEALTH & WELFARE TRUST	FIRE RETIREES	3,223.11
	00207498	COOPER, ROBERT	QUARTERLY FIRE LEOFF RETIREES	445.50
	00207511	HAGSTROM, JAMES	LEOFF1 Medicare Reimb	361.30
P0110872	00207541	WEGNER, KEN	LEOFF1 Retiree Medical Expense	277.00
	00207533	SMITH, RICHARD	LEOFF1 Medicare Reimb	249.70
	00207507	FORSMAN, LOWELL	LEOFF1 Medicare Reimb	240.70
	00207500	DEEDS, EDWARD G	LEOFF1 Medicare Reimb	240.60
	00207531	SCHOENTRUP, WILLIAM	LEOFF1 Medicare Reimb	240.60
	00207521	LYONS, STEVEN	LEOFF1 Medicare Reimb	235.60
	00207489	BARNES, WILLIAM	LEOFF1 Medicare Reimb	222.40
	00207508	GOODMAN, J C	LEOFF1 Medicare Reimb	220.40
P0110873	00207510	HAGSTROM, CRAIG	FRLEOFF1 Retiree Medical Expes	217.05
	00207537	THOMPSON, JAMES	LEOFF1 Medicare Reimb	196.40
	00207539	WALLACE, THOMAS	LEOFF1 Medicare Reimb	183.10
	00207504	ELSOE, RONALD	LEOFF1 Medicare Reimb	182.50
	00207501	DEVENY, JAN P	LEOFF1 Medicare Reimb	182.00
	00207516	KUHN, DAVID	LEOFF1 Medicare Reimb	182.00
	00207542	WHEELER, DENNIS	LEOFF1 Medicare Reimb	181.70
	00207490	BOOTH, GLENDON D	LEOFF1 Medicare Reimb	181.00
	00207485	ADAMS, RONALD E	LEOFF1 Medicare Reimb	180.70
	00207488	AUGUSTSON, THOR	LEOFF1 Medicare Reimb	179.80
	00207524	MYERS, JAMES S	LEOFF1 Medicare Reimb	179.80
	00207491	CALLAGHAN, MICHAEL	LEOFF1 Medicare Reimb	175.90
	00207502	DOWD, PAUL	LEOFF1 Medicare Reimb	175.00
	00207529	RUCKER, MANORD J	LEOFF1 Medicare Reimb	167.20
	00207520	LOISEAU, LERI M	LEOFF1 Medicare Reimb	165.70
	00207484	ABBOTT, RICHARD	LEOFF1 Medicare Reimb	165.50
	00207514	JOHNSON, CURTIS	LEOFF1 Medicare Reimb	154.80
	00207540	WEGNER, KEN	LEOFF1 Medicare Reimb	144.60
	00207527	RAMSAY, JON	LEOFF1 Medicare Reimb	136.20
P0110874	00207504	ELSOE, RONALD	LEOFF1 Retiree Medical Expesne	125.88
P0110871	00207501	DEVENY, JAN P	LEOFF1 Retiree Medical Expense	26.60
<i>Org Key: GGM606 - Excess Retirement-Fire</i>				
	00207489	BARNES, WILLIAM	LEOFF1 Excess Benefit	1,914.72
	00207498	COOPER, ROBERT	LEOFF1 Excess Benefit	1,871.53

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00207514	JOHNSON, CURTIS	LEOFF1 Excess Benefit	1,029.90
	00207531	SCHOENTRUP, WILLIAM	LEOFF1 Excess Benefit	977.82
	00207527	RAMSAY, JON	LEOFF1 Excess Benefit	550.59
<i>Org Key: GX9996 - Employee Benefits-Police</i>				
	00207518	LEOFF HEALTH & WELFARE TRUST	POLICE	48,461.21
	00207518	LEOFF HEALTH & WELFARE TRUST	POLICE SUPPORT	3,995.27
<i>Org Key: GX9997 - Employee Benefits-Fire</i>				
	00207517	LEOFF HEALTH & WELFARE TRUST	FIRE ACTIVE	48,984.55
	00207518	LEOFF HEALTH & WELFARE TRUST	BILLING ADJ	0.03
<i>Org Key: IS2100 - IGS Network Administration</i>				
	00207538	US BANK CORP PAYMENT SYS	Computer Supplies	185.03
	00207538	US BANK CORP PAYMENT SYS	Computer Supplies	170.60
	00207538	US BANK CORP PAYMENT SYS	cleaning solutions	40.68
	00207538	US BANK CORP PAYMENT SYS	Computer Supplies	27.51
	00207538	US BANK CORP PAYMENT SYS	Professional Services	25.01
	00207538	US BANK CORP PAYMENT SYS	Operating Supplies	20.63
	00207538	US BANK CORP PAYMENT SYS	Operating Supplies	12.03
	00207538	US BANK CORP PAYMENT SYS	Professional Services	6.54
<i>Org Key: MT2500 - ROW Administration</i>				
	00207497	COMPLETE OFFICE	OFFICE SUPPLIES MAR21	111.45
<i>Org Key: MT3300 - Water Associated Costs</i>				
	00207497	COMPLETE OFFICE	OFFICE SUPPLIES MAR21	25.19
<i>Org Key: MT3400 - Sewer Collection</i>				
	00207538	US BANK CORP PAYMENT SYS	Small Tools & Equipment	180.55
<i>Org Key: MT3600 - Sewer Associated Costs</i>				
	00207538	US BANK CORP PAYMENT SYS	Tuition & Registrations	425.00
<i>Org Key: MT4150 - Support Services - Clearing</i>				
	00207497	COMPLETE OFFICE	OFFICE SUPPLIES MAR21	197.66
P0110073	00207495	COMCAST	2021 PW WIFI SERVICE	96.41
	00207538	US BANK CORP PAYMENT SYS	Operating Supplies	77.00
	00207538	US BANK CORP PAYMENT SYS	Johnson - ISA membership renew	71.50
	00207538	US BANK CORP PAYMENT SYS	Operating Supplies	55.04
	00207538	US BANK CORP PAYMENT SYS	Operating Supplies	28.60
<i>Org Key: MT4200 - Building Services</i>				
	00207538	US BANK CORP PAYMENT SYS	cleaning materials	338.29
	00207538	US BANK CORP PAYMENT SYS	small tools and equipment	293.14
	00207538	US BANK CORP PAYMENT SYS	small tools and equipment	215.01
	00207538	US BANK CORP PAYMENT SYS	Operating Supplies	214.77
P0110879	00207509	GRAINGER	6' ALUMINUM STEP LADDER	190.61
	00207538	US BANK CORP PAYMENT SYS	small tools and extension cord	140.84
	00207538	US BANK CORP PAYMENT SYS	ice melt spreaders	126.58
	00207538	US BANK CORP PAYMENT SYS	toilet brushes and cleaners	78.19
	00207538	US BANK CORP PAYMENT SYS	backpack vacuum cleaner	78.07
	00207538	US BANK CORP PAYMENT SYS	cleaning solutions	59.45

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00207538	US BANK CORP PAYMENT SYS	upright vacuum cleaner	55.09
	00207538	US BANK CORP PAYMENT SYS	cleaning solutions	46.65
	00207538	US BANK CORP PAYMENT SYS	Sturdy carabiner clips for sea	39.60
	00207538	US BANK CORP PAYMENT SYS	small tool kits	36.30
	00207538	US BANK CORP PAYMENT SYS	mop heads	28.03
	00207538	US BANK CORP PAYMENT SYS	clorox all purpose cleaners	23.34
	00207538	US BANK CORP PAYMENT SYS	Operating Supplies	13.05
	00207538	US BANK CORP PAYMENT SYS	cleaning solutions	-28.03
	00207538	US BANK CORP PAYMENT SYS	hose equipment	-37.91
<b>Org Key: MT4300 - Fleet Services</b>				
P0110868	00207530	SAFELITE AUTO GLASS	GLASS REPLACEMENT FOR FL-0338	314.68
	00207538	US BANK CORP PAYMENT SYS	Fuel - MI101	39.74
	00207538	US BANK CORP PAYMENT SYS	Fuel - MI101	39.57
	00207538	US BANK CORP PAYMENT SYS	Fuel - MI101	35.77
<b>Org Key: MT6100 - Park Maintenance</b>				
	00207538	US BANK CORP PAYMENT SYS	Jones - Pipeline Assessment Ce	185.00
<b>Org Key: MT6800 - Trails Maintenance</b>				
	00207538	US BANK CORP PAYMENT SYS	Keyboard Mouse and Keypad	29.89
<b>Org Key: MT6900 - Aubrey Davis Park Maint</b>				
P0110870	00207536	T2 SYSTEMS CANADA INC	Digital iris Service 8/1/20-8/	77.00
P0110870	00207536	T2 SYSTEMS CANADA INC	Digital Iris Service 3/1/20-3/	77.00
P0110870	00207536	T2 SYSTEMS CANADA INC	Pay station Support	75.00
<b>Org Key: PO1100 - Administration (PO)</b>				
	00207538	US BANK CORP PAYMENT SYS	Operating Supplies	246.63
	00207538	US BANK CORP PAYMENT SYS	NATW Membership (Paws on Patro	150.64
	00207497	COMPLETE OFFICE	OFFICE SUPPLIES MAR21	40.81
<b>Org Key: PO1350 - Police Emergency Management</b>				
	00207538	US BANK CORP PAYMENT SYS	Door name plates for new promo	80.00
<b>Org Key: PO2100 - Patrol Division</b>				
	00207538	US BANK CORP PAYMENT SYS	Operating Supplies	98.80
	00207538	US BANK CORP PAYMENT SYS	Glock Base Plates for pistol s	68.89
	00207525	ORMSBY, ANNA	SAFE RIDE NEWSLETTER	63.86
	00207525	ORMSBY, ANNA	CAR SEAT TECH RECERT FEE	55.00
	00207538	US BANK CORP PAYMENT SYS	CD Cases for Patrol DVD Videos	35.00
<b>Org Key: PO2201 - Dive Team</b>				
	00207538	US BANK CORP PAYMENT SYS	Visual inspection class for ai	700.00
	00207538	US BANK CORP PAYMENT SYS	Tools for air tank inspection	281.04
<b>Org Key: PO3100 - Investigation Division</b>				
	00207513	JIRA, ROBERT	BOOKSHELF FOR CIS OFFICE	44.19
<b>Org Key: PO4100 - Firearms Training</b>				
	00207538	US BANK CORP PAYMENT SYS	Shipping for officer recogniti	1,896.56
P0110867	00207528	RENTON FISH & GAME CLUB INC	Range training fee	75.00
<b>Org Key: PO4300 - Police Training</b>				



**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00207538	US BANK CORP PAYMENT SYS	Background files for oral boar	81.45
<i>Org Key: PR1100 - Administration (PR)</i>				
P0110900	00207505	Emily Moon, Consultant	Consulting for Recreation Rese	5,675.00
	00207538	US BANK CORP PAYMENT SYS	Dues & Subscriptions	1,000.00
<i>Org Key: YF1100 - YFS General Services</i>				
	00207538	US BANK CORP PAYMENT SYS	Telehealth subscription	686.00
	00207538	US BANK CORP PAYMENT SYS	Operating Supplies	99.00
	00207538	US BANK CORP PAYMENT SYS	Operating Supplies	55.05
	00207538	US BANK CORP PAYMENT SYS	USB drives	37.42
	00207538	US BANK CORP PAYMENT SYS	Operating Supplies	30.24
	00207538	US BANK CORP PAYMENT SYS	CE training book	26.40
	00207538	US BANK CORP PAYMENT SYS	Telehealth subscription	8.51
	00207538	US BANK CORP PAYMENT SYS	Operating Supplies	7.95
	00207538	US BANK CORP PAYMENT SYS	Operating Supplies	-99.00
<i>Org Key: YF1200 - Thrift Shop</i>				
P0110869	00207526	PACIFIC AIR CONTROL INC	Invoice 39446. 1st bi-monthly	345.16
	00207538	US BANK CORP PAYMENT SYS	Operating Supplies	53.95
	00207538	US BANK CORP PAYMENT SYS	Operating Supplies	29.67
	00207538	US BANK CORP PAYMENT SYS	Operating Supplies	5.50
	00207538	US BANK CORP PAYMENT SYS	Advertising	-140.32
<i>Org Key: YF2500 - Family Counseling</i>				
	00207538	US BANK CORP PAYMENT SYS	Liana training	198.00
	00207538	US BANK CORP PAYMENT SYS	Tuition & Registrations	160.00
<i>Org Key: YF2600 - Family Assistance</i>				
	00207538	US BANK CORP PAYMENT SYS	Operating Supplies	990.45
	00207538	US BANK CORP PAYMENT SYS	Misc-Emergency Assistance	440.59
	00207538	US BANK CORP PAYMENT SYS	Misc-Emergency Assistance	360.00
P0110895	00207499	CREATIVE LEARNING CENTER	Campership for EA client (2 ki	300.00
	00207538	US BANK CORP PAYMENT SYS	Misc-Emergency Assistance	289.75
	00207538	US BANK CORP PAYMENT SYS	Misc-Emergency Assistance	280.76
	00207538	US BANK CORP PAYMENT SYS	Operating Supplies	191.70
	00207538	US BANK CORP PAYMENT SYS	Misc-Emergency Assistance	147.62
	00207538	US BANK CORP PAYMENT SYS	Misc-Emergency Assistance	140.40
	00207538	US BANK CORP PAYMENT SYS	Misc-Emergency Assistance	135.16
	00207538	US BANK CORP PAYMENT SYS	Misc-Emergency Assistance	134.39
	00207538	US BANK CORP PAYMENT SYS	Operating Supplies	75.00
	00207538	US BANK CORP PAYMENT SYS	Misc-Emergency Assistance	69.32
	00207538	US BANK CORP PAYMENT SYS	Misc-Emergency Assistance	47.58
	00207538	US BANK CORP PAYMENT SYS	Operating Supplies	30.57
P0110894	00207523	MERCER EAST	Utility assistance for EA clie	23.40
	00207538	US BANK CORP PAYMENT SYS	Operating Supplies	11.45
	00207538	US BANK CORP PAYMENT SYS	Operating Supplies	11.45
	00207538	US BANK CORP PAYMENT SYS	Operating Supplies	11.02
	00207538	US BANK CORP PAYMENT SYS	Operating Supplies	11.02
	00207538	US BANK CORP PAYMENT SYS	Operating Supplies	10.81
	00207538	US BANK CORP PAYMENT SYS	Operating Supplies	10.81
	00207538	US BANK CORP PAYMENT SYS	Operating Supplies	10.81

### Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00207538	US BANK CORP PAYMENT SYS	Operating Supplies	10.81
	00207538	US BANK CORP PAYMENT SYS	Operating Supplies	2.85
<i>Org Key: YF2850 - Federal SPF Grant</i>				
	00207538	US BANK CORP PAYMENT SYS	Advertising	135.00
Total				326,838.91

**Accounts Payable Report by Check Number**

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00207484	04/30/2021	ABBOTT, RICHARD LEOFF1 Medicare Reimb		MAY2021B	05/01/2021	165.50
00207485	04/30/2021	ADAMS, RONALD E LEOFF1 Medicare Reimb		MAY2021B	05/01/2021	180.70
00207486	04/30/2021	AIRGAS USA LLC Oxygen/Fire	P0110886	OH014484	04/20/2021	34.52
00207487	04/30/2021	AT&T MOBILITY Cell Charges/Fire	P0110885	0X04132021	04/13/2021	151.87
00207488	04/30/2021	AUGUSTSON, THOR LEOFF1 Medicare Reimb		MAY2021B	05/01/2021	179.80
00207489	04/30/2021	BARNES, WILLIAM LEOFF1 Medicare Reimb		MAY2021A	05/01/2021	2,137.12
00207490	04/30/2021	BOOTH, GLENDON D LEOFF1 Medicare Reimb		MAY2021B	05/01/2021	181.00
00207491	04/30/2021	CALLAGHAN, MICHAEL LEOFF1 Medicare Reimb		MAY2021B	05/01/2021	175.90
00207492	04/30/2021	CAPITAL ONE TRADE CREDIT INVENTORY PURCHASES	P0110880	1635244426	04/25/2021	210.49
00207493	04/30/2021	CASCADE FIRE EQUIPMENT Boots/Austin	P0110890	113720	02/23/2021	28.09
00207494	04/30/2021	CODE PUBLISHING CO Web Update Ord. 21C-02, 21C-03	P0110859	69534	04/21/2021	353.90
00207495	04/30/2021	COMCAST 2021 PW WIFI SERVICE	P0110073	0365550-APR07	04/07/2021	96.41
00207496	04/30/2021	COMCAST Internet Charges/Fire	P0110892	0081371-MAY21	04/11/2021	322.09
00207497	04/30/2021	COMPLETE OFFICE OFFICE SUPPLIES MAR21		OH014485	04/01/2021	1,351.71
00207498	04/30/2021	COOPER, ROBERT QUARTERLY FIRE LEOFF RETIREES		MAY2021A	05/01/2021	2,317.03
00207499	04/30/2021	CREATIVE LEARNING CENTER Campership for EA client (2 ki	P0110895	OH014483	04/28/2021	300.00
00207500	04/30/2021	DEEDS, EDWARD G LEOFF1 Medicare Reimb		MAY2021B	05/01/2021	240.60
00207501	04/30/2021	DEVENY, JAN P LEOFF1 LTC Expenses		MAY2021B	05/01/2021	6,781.60
00207502	04/30/2021	DOWD, PAUL LEOFF1 Medicare Reimb		MAY2021B	05/01/2021	175.00
00207503	04/30/2021	EASTSIDE FIRE & RESCUE Parts/Labor - 8614	P0110887	3970	04/22/2021	414.08
00207504	04/30/2021	ELSOE, RONALD LEOFF1 Retiree Medical Expesne		MAY2021B	05/01/2021	308.38
00207505	04/30/2021	Emily Moon, Consultant Consulting for Recreation Rese	P0110900	1-APRIL21	04/14/2021	5,675.00
00207506	04/30/2021	ESO SOLUTIONS INC Participating Hospital Connect	P0110884	ESO-52793	04/18/2021	545.00
00207507	04/30/2021	FORSMAN, LOWELL LEOFF1 Medicare Reimb		MAY2021B	05/01/2021	240.70
00207508	04/30/2021	GOODMAN, J C LEOFF1 Medicare Reimb		MAY2021B	05/01/2021	220.40
00207509	04/30/2021	GRAINGER INVENTORY PURCHASES	P0110879	9878459172	04/23/2021	755.52

**Accounts Payable Report by Check Number**

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00207510	04/30/2021	HAGSTROM, CRAIG FRLEOFF1 Retiree Medical Expes	P0110873	OH014480	04/26/2021	217.05
00207511	04/30/2021	HAGSTROM, JAMES LEOFF1 Medicare Reimb		MAY2021B	05/01/2021	361.30
00207512	04/30/2021	INTERCOM LANGUAGE SERVICES INC Intercom invoice #21-177	P0110832	21-177	04/16/2021	650.00
00207513	04/30/2021	JIRA, ROBERT BOOKSHELF FOR CIS OFFICE		OH014493	03/05/2021	44.19
00207514	04/30/2021	JOHNSON, CURTIS LEOFF1 Medicare Reimb		MAY2021A	05/01/2021	1,184.70
00207515	04/30/2021	KROESENS UNIFORM COMPANY Uniform Hats and Uniforms for	P0110893	63262	04/07/2021	350.17
00207516	04/30/2021	KUHN, DAVID LEOFF1 Medicare Reimb		MAY2021B	05/01/2021	182.00
00207517	04/30/2021	LEOFF HEALTH & WELFARE TRUST FIRE RETIREES		OH014490	05/01/2021	52,207.66
00207518	04/30/2021	LEOFF HEALTH & WELFARE TRUST POLICE RETIREES		OH014489	05/01/2021	58,902.71
00207519	04/30/2021	LIFE ASSIST INC Stock Aid Supplies	P0110891	1092280	04/15/2021	2,939.87
00207520	04/30/2021	LOISEAU, LERI M LEOFF1 Medicare Reimb		MAY2021B	05/01/2021	165.70
00207521	04/30/2021	LYONS, STEVEN LEOFF1 Medicare Reimb		MAY2021B	05/01/2021	235.60
00207522	04/30/2021	Madrona Law Group, PPLC Invoice #10685 Professional	P0110866	10686	04/05/2021	71,651.19
00207523	04/30/2021	MERCER EAST Utility assistance for EA clie	P0110894	OH014482	04/26/2021	23.40
00207524	04/30/2021	MYERS, JAMES S LEOFF1 Medicare Reimb		MAY2021B	05/01/2021	179.80
00207525	04/30/2021	ORMSBY, ANNA SAFE RIDE NEWSLETTER		OH014492	03/24/2021	118.86
00207526	04/30/2021	PACIFIC AIR CONTROL INC Invoice 39446. 1st bi-monthly	P0110869	39446	04/23/2021	345.16
00207527	04/30/2021	RAMSAY, JON LEOFF1 Medicare Reimb		MAY2021A	05/01/2021	686.79
00207528	04/30/2021	RENTON FISH & GAME CLUB INC Range training fee	P0110867	OH014478	04/21/2021	75.00
00207529	04/30/2021	RUCKER, MANORD J LEOFF1 Medicare Reimb		MAY2021B	05/01/2021	167.20
00207530	04/30/2021	SAFELITE AUTO GLASS GLASS REPLACEMENT FOR FL-0338	P0110868	01804-596581	04/23/2021	314.68
00207531	04/30/2021	SCHOENTRUP, WILLIAM LEOFF1 Medicare Reimb		MAY2021A	05/01/2021	1,218.42
00207532	04/30/2021	Seabold International Svcs Professional Services INV #213	P0110878	2136	04/19/2021	16,280.00
00207533	04/30/2021	SMITH, RICHARD LEOFF1 Medicare Reimb		MAY2021B	05/01/2021	249.70
00207534	04/30/2021	STATE AUDITOR'S OFFICE FYE2019 Audit Costs	P0110906	L141643	04/09/2021	47.98
00207535	04/30/2021	SUNTRUST EQUIPMENT FINANCE Fire Apparatus Lease payment -	P0110907	1752669	04/17/2021	70,715.48

**Accounts Payable Report by Check Number**

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00207536	04/30/2021	T2 SYSTEMS CANADA INC Digital iris Service 8/1/20-8/	P0110870	INVHD0000002149	01/01/2021	229.00
00207537	04/30/2021	THOMPSON, JAMES LEOFF1 Medicare Reimb		MAY2021B	05/01/2021	196.40
00207538	04/30/2021	US BANK CORP PAYMENT SYS STQRY Subscription for public		5539APRIL21	04/06/2021	22,570.09
00207539	04/30/2021	WALLACE, THOMAS LEOFF1 Medicare Reimb		MAY2021B	05/01/2021	183.10
00207540	04/30/2021	WEGNER, KEN LEOFF1 Medicare Reimb		MAY2021B	05/01/2021	144.60
00207541	04/30/2021	WEGNER, KEN LEOFF1 Retiree Medical Expense	P0110872	OH014481	04/26/2021	277.00
00207542	04/30/2021	WHEELER, DENNIS LEOFF1 Medicare Reimb		MAY2021B	05/01/2021	181.70
					Total	326,838.91

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	207543-207612	5/7/2021	\$592,142.97
			\$592,142.97



**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: 402000 - Water Fund-Admin Key</i>				
	00207603	TOSSINI, ADRIANA	REFUND ACCT 008318000	1,550.00
<i>Org Key: 814074 - Garnishments</i>				
	00207605	UNITED STATES TREASURY	PAYROLL EARLY WARRANTS	864.32
<i>Org Key: 814075 - Mercer Island Emp Association</i>				
	00207588	MI EMPLOYEES ASSOC	PAYROLL EARLY WARRANTS	237.50
<i>Org Key: AS1100 - Administrative Services</i>				
P0110957	00207606	VERIZON WIRELESS	ANG/ALI HOTSPOT	18.53
<i>Org Key: CA1100 - Administration (CA)</i>				
P0110948	00207586	MASTERMARK	Invoice #2730703 Office Suppli	39.96
P0110942	00207607	VERIZON WIRELESS	CITY CELL PHONES, AC, OLIVIA,	-25.01
<i>Org Key: CM1200 - City Clerk</i>				
P0110998	00207602	SOUND PUBLISHING INC	Ntc. 2559272 Recruitment 3.17.	147.43
P0110998	00207602	SOUND PUBLISHING INC	Ntc. 2568104 Public Hearing To	96.18
P0110998	00207602	SOUND PUBLISHING INC	Ntc. 2564535 Council Candidate	95.58
<i>Org Key: CO6100 - City Council</i>				
P0110936	00207576	FALCONER GROUP, THE	City Mgr Review Professional	1,612.50
<i>Org Key: CR1100 - Human Resources</i>				
P0110932	00207549	Cabot Dow Associates	HR Bargaining Support April 20	962.50
P0110921	00207575	EQUIFAX INFORMATION SVCS LLC	Financial Background Check - E	127.49
<i>Org Key: DS1100 - Administration (DS)</i>				
P0110960	00207606	VERIZON WIRELESS	CPD VERIZON WIRELESS 2 MO END	1,064.50
P0110916	00207581	KING COUNTY TREASURY	GIS QTR UPDATES (PROJECT 21-06	604.00
<i>Org Key: DS1300 - Land Use Planning Svc</i>				
P0110998	00207602	SOUND PUBLISHING INC	Ntc. 2567635 Small Cell Facili	277.66
P0110998	00207602	SOUND PUBLISHING INC	Ntc. 2567639 Public Hearing Co	199.88
P0110998	00207602	SOUND PUBLISHING INC	Ntc. 2568037 Small Cell Facili	85.81
P0110998	00207602	SOUND PUBLISHING INC	Ntc. 2567210 Public Hearing To	80.63
<i>Org Key: FN1100 - Administration (FN)</i>				
P0110942	00207607	VERIZON WIRELESS	CITY CELL PHONES, AC, OLIVIA,	47.03
P0110942	00207607	VERIZON WIRELESS	CITY CELL PHONES, AC, OLIVIA,	42.03
<i>Org Key: FN4501 - Utility Billing (Water)</i>				
P0110908	00207587	METROPRESORT	APRIL 2021 PRINTING & MAILING	131.34
P0110908	00207587	METROPRESORT	APRIL 2021 PRINTING & MAILING	129.84
P0110942	00207607	VERIZON WIRELESS	CITY CELL PHONES, AC, OLIVIA,	47.03
P0110942	00207607	VERIZON WIRELESS	CITY CELL PHONES, AC, OLIVIA,	42.03
<i>Org Key: FN4502 - Utility Billing (Sewer)</i>				
P0110908	00207587	METROPRESORT	APRIL 2021 PRINTING & MAILING	131.33
P0110908	00207587	METROPRESORT	APRIL 2021 PRINTING & MAILING	129.84
<i>Org Key: FN4503 - Utility Billing (Storm)</i>				
P0110908	00207587	METROPRESORT	APRIL 2021 PRINTING & MAILING	131.32
P0110908	00207587	METROPRESORT	APRIL 2021 PRINTING & MAILING	129.83

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: FR1100 - Administration (FR)</i>				
	00207568	CENTURYLINK	CL FIRE STATION 92 T1	1,599.12
<i>Org Key: FR4100 - Training</i>				
P0110897	00207577	FIRE TRAINING SOLUTIONS LLC	Engineer Class/Collins & Edwar	1,200.00
P0110928	00207601	SNYDER, BRIAN WADE	CBT Instructor	881.25
<i>Org Key: GB0103 - FS91 and FS92 Building Repairs</i>				
P0110934	00207592	PACIFIC AIR CONTROL INC	Fire Station #91 install new	2,396.77
<i>Org Key: GGM001 - General Government-Misc</i>				
P0110933	00207590	MILLIMAN INC	FYE 2020 GAAP updates FF Pensi	6,800.00
<i>Org Key: GGM004 - Gen Govt-Office Support</i>				
P0110946	00207612	XEROX CORPORATION	Copier Rental Fees INV #702482	1,468.36
P0110930	00207569	CONFIDENTIAL DATA DISPOSAL	City Shredding Service - 04/27	200.00
P0110954	00207544	ADOCs	Copier Service Fees May 2021 I	55.05
<i>Org Key: GGM005 - Genera Govt-L1 Retiree Costs</i>				
P0110985	00207609	WALLACE, THOMAS	LEOFF1 Retiree Medical Expense	6,000.00
P0110987	00207573	DEVENY, JAN P	LEOFF1 Retiree Medical Expense	2,152.50
P0110982	00207596	SCHOENTRUP, WILLIAM	FRLEOFF1 Retiree Medical Expen	591.30
P0110977	00207573	DEVENY, JAN P	LEOFF1 Retiree Medical Expense	434.38
P0110984	00207609	WALLACE, THOMAS	LEOFF1 Retiree Medical Expense	202.37
P0110978	00207584	LOISEAU, LERI M	LEOFF1 Retiree Medical Expense	196.03
P0110980	00207547	AUGUSTSON, THOR	LEOFF1 Retiree Medical Expense	182.04
P0110983	00207543	ADAMS, RONALD E	LEOFF1 Retiree Medical Expense	156.00
P0110979	00207548	BOOTH, GLENDON D	LEOFF1 Retiree Medical Expense	154.88
P0110986	00207574	ELSOE, RONALD	LEOFF1 Retiree Medical Expense	63.74
P0110981	00207583	KUHN, DAVID	LEOFF1 Retiree Medical Expense	41.51
<i>Org Key: GGM100 - Emerg Incident Response</i>				
P0109662	00207572	DELL MARKETING L.P.	Monitors	4,085.71
<i>Org Key: GT0106 - Enterprise Resource Planning S</i>				
P0110883	00207571	DAILY JOURNAL OF COMMERCE	RFP ADVISORY SERVICES	80.85
<i>Org Key: IS2100 - IGS Network Administration</i>				
	00207567	CENTURYLINK	CL COMMUNITY CENTER BACKUP	663.94
	00207559	CENTURYLINK	CL PRI SPAN	648.99
	00207554	CENTURYLINK	CL FIRE STATION 92	202.84
P0110941	00207607	VERIZON WIRELESS	IGS LOANER,S WIFI & ON CALL	162.10
	00207557	CENTURYLINK	COMMUNITY CENTER	124.83
	00207552	CENTURYLINK	CL MAINT 911 BACKUP LINE	71.21
	00207551	CENTURYLINK	CL FIRE ALARM/ BURGLAR ALARM	68.08
	00207555	CENTURYLINK	LUTHER BURBANK 911	67.45
	00207558	CENTURYLINK	CL THRIFT STORE 911	67.45
	00207553	CENTURYLINK	CL 92 ELEVATOR ALARM	65.22
	00207562	CENTURYLINK	CL FIRE/BURGLAR ALARM	61.08
	00207563	CENTURYLINK	CL FIRE/BURGLAR ALARM	61.08
P0110942	00207607	VERIZON WIRELESS	CITY CELL PHONES, AC, OLIVIA,	40.01
<i>Org Key: MT2100 - Roadway Maintenance</i>				

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0110896	00207580	HOME DEPOT CREDIT SERVICE	GRINDER & CUTTING WHEELS	77.00
<i>Org Key: MT2300 - Planter Bed Maintenance</i>				
P0110924	00207589	MI UTILITY BILLS	APRIL 2021 PAYMENT OF UTILITY	251.56
<i>Org Key: MT3100 - Water Distribution</i>				
P0110964	00207595	Royal Restrooms of Washington	2 UNIT RENTAL 2/26 TO 3/25	2,125.00
P0110965	00207595	Royal Restrooms of Washington	2 UNIT RENTAL 3/26 TO 4/25	2,125.00
<i>Org Key: MT3150 - Water Quality Event</i>				
P0110909	00207587	METROPRESORT	APRIL 2021 FIRST NOTICE-BACKFL	2,626.84
<i>Org Key: MT3300 - Water Associated Costs</i>				
P0110544	00207594	PEACOCK PE, WILLIAM R	WWCPA CERTIFICATION TRAINING F	1,174.00
<i>Org Key: MT3400 - Sewer Collection</i>				
P0110964	00207595	Royal Restrooms of Washington	2 UNIT RENTAL 2/26 TO 3/25	2,125.00
P0110965	00207595	Royal Restrooms of Washington	2 UNIT RENTAL 3/26 TO 4/25	2,125.00
P0110902	00207579	H D FOWLER	WALL BRACKETS	327.59
P0110901	00207593	PACIFIC RUBBER	SPRAY GUN & NOZZLES	201.96
P0110903	00207593	PACIFIC RUBBER	HOSE REPAIR	68.31
<i>Org Key: MT3500 - Sewer Pumps</i>				
	00207566	CENTURYLINK	CL UTILITIES DEPARTMENT	212.40
	00207565	CENTURYLINK	CL UTILITIES DEPARTMENT	168.64
	00207564	CENTURYLINK	CL UTILITIES DEPARTMENT	124.45
P0110924	00207589	MI UTILITY BILLS	APRIL 2021 PAYMENT OF UTILITY	41.93
<i>Org Key: MT3600 - Sewer Associated Costs</i>				
P0110544	00207594	PEACOCK PE, WILLIAM R	WWCPA CERTIFICATION TRAINING F	1,174.00
<i>Org Key: MT4150 - Support Services - Clearing</i>				
P0110958	00207606	VERIZON WIRELESS	PUBLIC WORKS VERIZON MAR 24-AP	3,606.86
P0110904	00207570	CRYSTAL AND SIERRA SPRINGS	PW WATER DELIVERY	44.94
<i>Org Key: MT4200 - Building Services</i>				
P0110914	00207592	PACIFIC AIR CONTROL INC	Invoice 39447 for City Hall	3,091.61
P0110913	00207592	PACIFIC AIR CONTROL INC	Invoice 39445 for station #92.	984.57
P0110912	00207592	PACIFIC AIR CONTROL INC	Invoice 39444 for station 91.	860.71
P0110924	00207589	MI UTILITY BILLS	APRIL 2021 PAYMENT OF UTILITY	623.68
P0110911	00207592	PACIFIC AIR CONTROL INC	1/1/21 to 3/31/21. 1st quarter	603.35
<i>Org Key: MT4300 - Fleet Services</i>				
P0110927	00207598	SEATTLE BOAT COMPANY	Marine Patrol Fuel - Patrol 14	575.51
P0110927	00207598	SEATTLE BOAT COMPANY	Marine Patrol Fuel - Patrol 11	491.98
<i>Org Key: MT4420 - Transportation Planner Eng</i>				
P0110998	00207602	SOUND PUBLISHING INC	Ntc. 2568014 TIP 3.31.2021	148.61
P0110998	00207602	SOUND PUBLISHING INC	Ntc. 2567891 TIP 3.31.2021	114.33
<i>Org Key: MT4501 - Water Administration</i>				
P0110937	00207599	SEATTLE PUBLIC UTILITIES	MARCH 2021 WATER PURCHASE	88,996.67
P0110882	00207611	WILLIAMS KASTNER & GIBBS PLLC	MOUNTAIN SOUND TRANSIT CLAIM	385.94
	00207560	CENTURYLINK	CL RESERVOIR FIRE/ ALARM	63.47

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: MT4502 - Sewer Administration</i>				
P0109806	00207581	KING COUNTY TREASURY	JAN-DEC 2021 MONTHLY SEWER CHA	411,929.52
<i>Org Key: MT4900 - Solid Waste &amp; Sustainability</i>				
P0110881	00207591	OLYMPIC ENVIRONMENTAL RES	MI 2021 RECYCLING PROGRAMS	9,562.33
<i>Org Key: MT6100 - Park Maintenance</i>				
P0110915	00207589	MI UTILITY BILLS	APRIL 2021 PAYMENT OF UTILITY	1,949.40
<i>Org Key: MT6200 - Athletic Field Maintenance</i>				
P0110915	00207589	MI UTILITY BILLS	APRIL 2021 PAYMENT OF UTILITY	1,258.37
<i>Org Key: MT6500 - Luther Burbank Park Maint</i>				
P0110915	00207589	MI UTILITY BILLS	APRIL 2021 PAYMENT OF UTILITY	2,402.38
P0110905	00207578	GRAINGER	URINAL PARTITION AND HARDWARE	287.46
	00207556	CENTURYLINK	LUTHER BURBANK PARK	129.50
	00207558	CENTURYLINK	CL LUTHER BURBANK	64.74
<i>Org Key: MT6800 - Trails Maintenance</i>				
P0110898	00207550	CALPORTLAND COMPANY	#4 X DUST ROCK (15.73 TONS)	532.21
<i>Org Key: MT6900 - Aubrey Davis Park Maint</i>				
P0110915	00207589	MI UTILITY BILLS	APRIL 2021 PAYMENT OF UTILITY	722.56
<i>Org Key: PA0109 - Aubrey Davis Park Trail Safety</i>				
P0110899	00207608	WA ST DEPT OF TRANSPORTATION	JZ AUBREY DAVIS PARK SAFETY	158.91
<i>Org Key: PA0129 - Pioneer Park/Engstrom OS Fores</i>				
P0110898	00207550	CALPORTLAND COMPANY	#4 X DUST ROCK (30.99 TONS)	1,125.41
<i>Org Key: PO1100 - Administration (PO)</i>				
P0110961	00207606	VERIZON WIRELESS	POLICE VERIZON 2 MO END APR 23	1,462.59
P0110918	00207546	AT&T MOBILITY	Police Cell Bill March 2021 -	731.90
<i>Org Key: PO1350 - Police Emergency Management</i>				
P0110926	00207600	SKYLINE COMMUNICATIONS INC	MAY 2021 EOC INTERNET	206.55
<i>Org Key: PO2100 - Patrol Division</i>				
P0110923	00207582	KROESENS UNIFORM COMPANY	Uniform Supplies - Invoice(s):	413.92
P0110923	00207582	KROESENS UNIFORM COMPANY	Uniform Supplies - Invoice(s):	313.75
P0110923	00207582	KROESENS UNIFORM COMPANY	Uniform Supplies - Invoice(s):	275.24
P0110920	00207545	ASSOCIATED BAG COMPANY	Evidence Bags - Invoice # E589	192.99
P0110917	00207610	WESCOM	Radar Unit Calibration and Tes	99.09
P0110923	00207582	KROESENS UNIFORM COMPANY	Uniform Supplies - Invoice(s):	90.17
P0110923	00207582	KROESENS UNIFORM COMPANY	Uniform Supplies - Invoice(s):	18.72
P0110923	00207582	KROESENS UNIFORM COMPANY	Uniform Supplies - Invoice(s):	10.95
<i>Org Key: PO2200 - Marine Patrol</i>				
P0110919	00207597	SEATTLE BARREL COMPANY	Marine Patrol Buoy Supplies -	220.20
<i>Org Key: PO2201 - Dive Team</i>				
P0110929	00207604	UNDERWATER SPORTS INC.	Dive Team Equipment - Invoice	475.96
P0110922	00207604	UNDERWATER SPORTS INC.	Dive Team Supplies - Invoice #	32.97
<i>Org Key: PO4300 - Police Training</i>				

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00207585	LUM, KRISTINA	PER DIEM NASRO BASIC TRAINING	577.50
<i>Org Key: PR1100 - Administration (PR)</i>				
P0110998	00207602	SOUND PUBLISHING INC	Ntc. 2568004 Public Meeting	65.07
<i>Org Key: PR4100 - Community Center</i>				
P0110934	00207592	PACIFIC AIR CONTROL INC	MICEC repairs Invoice 38276	983.40
	00207561	CENTURYLINK	CL COMMUNITY CENTER 911	61.08
Total				592,142.97

**Accounts Payable Report by Check Number**

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00207543	05/07/2021	ADAMS, RONALD E LEOFF1 Retiree Medical Expense	P0110983	OH014501	05/05/2021	156.00
00207544	05/07/2021	ADOCS Copier Service Fees May 2021 I	P0110954	AR11892	05/04/2021	55.05
00207545	05/07/2021	ASSOCIATED BAG COMPANY Evidence Bags - Invoice # E589	P0110920	E589721	04/30/2021	192.99
00207546	05/07/2021	AT&T MOBILITY Police Cell Bill March 2021 -	P0110918	486X04192021	04/11/2021	731.90
00207547	05/07/2021	AUGUSTSON, THOR LEOFF1 Retiree Medical Expense	P0110980	OH014502	05/05/2021	182.04
00207548	05/07/2021	BOOTH, GLENDON D LEOFF1 Retiree Medical Expense	P0110979	OH014503	05/05/2021	154.88
00207549	05/07/2021	Cabot Dow Associates HR Bargaining Support April 20	P0110932	OH014504	04/01/2021	962.50
00207550	05/07/2021	CALPORTLAND COMPANY #4 X DUST ROCK (15.73 TONS)	P0110898	3456/8945/8944	04/26/2021	1,657.62
00207551	05/07/2021	CENTURYLINK CL FIRE ALARM/ BURGLAR ALARM		9598-MAY7	04/20/2021	68.08
00207552	05/07/2021	CENTURYLINK CL MAINT 911 BACKUP LINE		8350-MAY7	04/20/2021	71.21
00207553	05/07/2021	CENTURYLINK CL 92 ELEVATOR ALARM		2988-MAY7	04/20/2021	65.22
00207554	05/07/2021	CENTURYLINK CL FIRE STATION 92		2782-MAY7	04/20/2021	202.84
00207555	05/07/2021	CENTURYLINK LUTHER BURBANK 911		2017-MAY7	04/20/2021	67.45
00207556	05/07/2021	CENTURYLINK LUTHER BURBANK PARK		1366-MAY7	04/20/2021	129.50
00207557	05/07/2021	CENTURYLINK COMMUNITY CENTER		0994-MAY7	04/20/2021	124.83
00207558	05/07/2021	CENTURYLINK CL THRIFT STORE 911		0920-MAY7	04/20/2021	132.19
00207559	05/07/2021	CENTURYLINK CL PRI SPAN		2071-MAY7	04/20/2021	648.99
00207560	05/07/2021	CENTURYLINK CL RESERVOIR FIRE/ ALARM		8462-MAY7	04/20/2021	63.47
00207561	05/07/2021	CENTURYLINK CL COMMUNITY CENTER 911		8035-MAY7	04/20/2021	61.08
00207562	05/07/2021	CENTURYLINK CL FIRE/BURGLAR ALARM		3500-MAY7	04/20/2021	61.08
00207563	05/07/2021	CENTURYLINK CL FIRE/BURGLAR ALARM		1230-MAY7	04/20/2021	61.08
00207564	05/07/2021	CENTURYLINK CL UTILITIES DEPARTMENT		6989-MAY7	04/20/2021	124.45
00207565	05/07/2021	CENTURYLINK CL UTILITIES DEPARTMENT		6988-MAY7	04/20/2021	168.64
00207566	05/07/2021	CENTURYLINK CL UTILITIES DEPARTMENT		6987-MAY7	04/20/2021	212.40
00207567	05/07/2021	CENTURYLINK CL COMMUNITY CENTER BACKUP		5359-MAY7	04/20/2021	663.94
00207568	05/07/2021	CENTURYLINK CL FIRE STATION 92 T1		8993-MAY7	04/20/2021	1,599.12



**Accounts Payable Report by Check Number**

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00207569	05/07/2021	CONFIDENTIAL DATA DISPOSAL City Shredding Service - 04/27	P0110930	205459	04/28/2021	200.00
00207570	05/07/2021	CRYSTAL AND SIERRA SPRINGS PW WATER DELIVERY	P0110904	14555831-041721	04/17/2021	44.94
00207571	05/07/2021	DAILY JOURNAL OF COMMERCE RFP ADVISORY SERVICES	P0110883	3364285	01/08/2021	80.85
00207572	05/07/2021	DELL MARKETING L.P. Monitors	P0109662	10465251790	02/18/2021	4,085.71
00207573	05/07/2021	DEVENY, JAN P LEOFF1 Retiree Medical Expense	P0110987	OH014506	05/06/2021	2,586.88
00207574	05/07/2021	ELSOE, RONALD LEOFF1 Retiree Medical Expense	P0110986	OH014507	05/05/2021	63.74
00207575	05/07/2021	EQUIFAX INFORMATION SVCS LLC Financial Background Check - E	P0110921	6309594	04/17/2021	127.49
00207576	05/07/2021	FALCONER GROUP, THE City Mgr Review Professional	P0110936	21-009	05/03/2021	1,612.50
00207577	05/07/2021	FIRE TRAINING SOLUTIONS LLC Engineer Class/Collins & Edwar	P0110897	20210410	04/09/2021	1,200.00
00207578	05/07/2021	GRAINGER URINAL PARTITION AND HARDWARE	P0110905	9874391890	04/19/2021	287.46
00207579	05/07/2021	H D FOWLER WALL BRACKETS	P0110902	I5754717	04/21/2021	327.59
00207580	05/07/2021	HOME DEPOT CREDIT SERVICE GRINDER & CUTTING WHEELS	P0110896	4261960	04/28/2021	77.00
00207581	05/07/2021	KING COUNTY TREASURY GIS QTR UPDATES (PROJECT 21-06	P0109806	30031728	05/01/2021	412,533.52
00207582	05/07/2021	KROESENS UNIFORM COMPANY Uniform Supplies - Invoice(s):	P0110923	62956	03/09/2021	1,122.75
00207583	05/07/2021	KUHN, DAVID LEOFF1 Retiree Medical Expense	P0110981	OH014508	05/05/2021	41.51
00207584	05/07/2021	LOISEAU, LERI M LEOFF1 Retiree Medical Expense	P0110978	OH014509	05/05/2021	196.03
00207585	05/07/2021	LUM, KRISTINA PER DIEM NASRO BASIC TRAINING		OH014499	04/18/2021	577.50
00207586	05/07/2021	MASTERMARK Invoice #2730703 Office Suppli	P0110948	2730703	01/01/2021	39.96
00207587	05/07/2021	METROPRESORT APRIL 2021 PRINTING & MAILING	P0110909	IN632947	04/29/2021	3,410.34
00207588	05/07/2021	MI EMPLOYEES ASSOC PAYROLL EARLY WARRANTS		OH014510	05/07/2021	237.50
00207589	05/07/2021	MI UTILITY BILLS APRIL 2021 PAYMENT OF UTILITY	P0110915	OH014496	04/30/2021	7,249.88
00207590	05/07/2021	MILLIMAN INC FYE 2020 GAAP updates FF Pensi	P0110933	003FPW0421	04/26/2021	6,800.00
00207591	05/07/2021	OLYMPIC ENVIRONMENTAL RES MI 2021 RECYCLING PROGRAMS	P0110881	2021OER2	04/13/2021	9,562.33
00207592	05/07/2021	PACIFIC AIR CONTROL INC Invoice 39447 for City Hall	P0110934	38276/38879	03/04/2021	8,920.41
00207593	05/07/2021	PACIFIC RUBBER SPRAY GUN & NOZZLES	P0110903	R053747	04/21/2021	270.27
00207594	05/07/2021	PEACOCK PE, WILLIAM R WWCPA CERTIFICATION TRAINING F	P0110544	2021T100021A	04/07/2021	2,348.00

**Accounts Payable Report by Check Number**

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00207595	05/07/2021	Royal Restrooms of Washington 2 UNIT RENTAL 2/26 TO 3/25	P0110965	2104004	04/03/2021	8,500.00
00207596	05/07/2021	SCHOENTRUP, WILLIAM FRLEOFF1 Retiree Medical Expen	P0110982	OH014512	05/05/2021	591.30
00207597	05/07/2021	SEATTLE BARREL COMPANY Marine Patrol Buoy Supplies -	P0110919	53412	04/26/2021	220.20
00207598	05/07/2021	SEATTLE BOAT COMPANY Marine Patrol Fuel - Patrol 11	P0110927	993-19454-58425	04/18/2021	1,067.49
00207599	05/07/2021	SEATTLE PUBLIC UTILITIES MARCH 2021 WATER PURCHASE	P0110937	OH014494	03/01/2021	88,996.67
00207600	05/07/2021	SKYLINE COMMUNICATIONS INC MAY 2021 EOC INTERNET	P0110926	IN46090	05/01/2021	206.55
00207601	05/07/2021	SNYDER, BRIAN WADE CBT Instructor	P0110928	OH014500	04/30/2021	881.25
00207602	05/07/2021	SOUND PUBLISHING INC Ntc. 2568104 Public Hearing To	P0110998	8019709-13	03/31/2021	1,311.18
00207603	05/07/2021	TOSSINI, ADRIANA REFUND ACCT 008318000		OH014497	05/03/2021	1,550.00
00207604	05/07/2021	UNDERWATER SPORTS INC. Dive Team Supplies - Invoice #	P0110929	20022322	04/14/2021	508.93
00207605	05/07/2021	UNITED STATES TREASURY PAYROLL EARLY WARRANTS		OH014511	05/07/2021	864.32
00207606	05/07/2021	VERIZON WIRELESS ANG/ALI HOTSPOT	P0110961	9878269312	04/21/2021	6,152.48
00207607	05/07/2021	VERIZON WIRELESS CITY CELL PHONES, AC, OLIVIA,	P0110942	9878269319	04/23/2021	355.22
00207608	05/07/2021	WA ST DEPT OF TRANSPORTATION JZ AUBREY DAVIS PARK SAFETY	P0110899	RE41JZ1035L001	04/13/2021	158.91
00207609	05/07/2021	WALLACE, THOMAS LEOFF1 Retiree Medical Expense	P0110985	OH014514	05/05/2021	6,202.37
00207610	05/07/2021	WESCOM Radar Unit Calibration and Tes	P0110917	23450	04/28/2021	99.09
00207611	05/07/2021	WILLIAMS KASTNER & GIBBS PLLC MOUNTAIN SOUND TRANSIT CLAIM	P0110882	619184	04/19/2021	385.94
00207612	05/07/2021	XEROX CORPORATION Copier Rental Fees INV #702482	P0110946	702482080	04/23/2021	1,468.36
					Total	592,142.97



# CITY OF MERCER ISLAND CERTIFICATION OF PAYROLL

Item 2.

PAYROLL PERIOD ENDING	4.30.2021
PAYROLL DATED	5.7.2021
Net Cash	\$ 513,675.84
Net Voids/Manuals	\$ -
<b>Net Total</b>	<b>\$ 513,675.84</b>
Federal Tax Deposit - Key Bank	\$ 83,896.33
Social Security and Medicare Taxes	\$ 43,961.84
Medicare Taxes Only (Fire Fighter Employees)	\$ 2,770.22
State Tax (Massachusetts)	\$ 93.61
Public Employees Retirement System 2 (PERS 2)	\$ 26,814.34
Public Employees Retirement System 3 (PERS 3)	\$ 6,129.60
Public Employees Retirement System (PERSJM)	\$ 885.68
Public Safety Employees Retirement System (PSERS)	\$ 218.00
Law Enforc. & Fire fighters System 2 (LEOFF 2)	\$ 28,532.89
Regence & LEOFF Trust - Medical Insurance	\$ 10,820.75
Domestic Partner/Overage Dependand - Insurance	\$ 316.24
Group Health Medical Insurance	\$ 722.60
Health Care - Flexible Spending Accounts	\$ 1,686.29
Dependent Care - Flexible Spending Accounts	\$ 430.76
ROTH - IRA	\$ 525.00
ICMA Deferred Compensation	\$ 32,503.15
Fire 457 Nationwide	\$ 18,067.89
Roth - Nationwide	\$ 1,050.00
401K Deferred Comp	\$ 472.60
Tax Levy	\$ 864.32
Child Support	\$ 599.99
Mercer Island Employee Association	\$ 237.50
Cities & Towns/AFSCME Union Dues	\$ (58.25)
Police Union Dues	\$ -
Fire Union Dues	\$ 2,172.89
Fire Union - Supplemental Dues	\$ 160.00
Standard - Supplemental Life Insurance	\$ -
Unum - Long Term Care Insurance	\$ 196.45
AFLAC - Supplemental Insurance Plans	\$ 388.71
Coffee Fund	\$ 124.00
Transportation	\$ 62.50
HRA - VEBA	\$ 5,978.36
Oregon Transit Tax and Oregon Benefit Tax	\$ 1.67
<b>Tax &amp; Benefit Obligations Total</b>	<b>\$ 270,625.93</b>
<b>TOTAL GROSS PAYROLL</b>	<b>\$ 784,301.77</b>

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.



## CITY COUNCIL MINUTES PLANNING SESSION APRIL 27, 2021

### CALL TO ORDER AND ROLL CALL

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

Mayor Wong, Deputy Mayor Wendy Weiker (5:22 pm), and Councilmembers Lisa Anderl, Jake Jacobson, Salim Nice, Craig Reynolds, and David Rosenbaum participated remotely using a video teleconferencing platform by Zoom.

City Manager Bon participated remotely from City Hall, 9611 SE 36th Street, Mercer Island, Washington. The City Attorney and Mercer Island City Leadership Team participated from remote locations.

### AGENDA APPROVAL

It was moved by Jacobson; seconded by Reynolds to:

**Approve the agenda.**

Passed 6-0

FOR: 6 (Anderl, Jacobson, Nice, Reynolds, Rosenbaum, and Wong)

### PLANNING SESSION

#### AB 5864: Financial Management Policies Framework and Kickoff Discussion

Matt Mornick, Finance Director, explained that the City Council Ad Hoc Finance Committee met in late March and agreed on the following five step process:

1. Define the purpose for each policy.
2. Draft policies that reflect legal requirements and community priorities.
3. The Ad Hoc Committee will work with staff to review and edit the draft policies.
4. The Ad Hoc Committee will provide a policy recommendation to the full City Council for consideration and adoption.
5. Once approved by the City Council, staff will implement and communicate new policy directives.

Mornick went onto explain that at the March meeting, staff introduced background information for four (Items 1, 2, 10, and 11) of the eleven sections of the new draft Financial Management Policies:

1. **Background & Purpose**
2. **Fiscal Sustainability Philosophy**
3. Operating Budget
4. Revenues & Expenditures
5. Capital Budget
6. Reserves & Fund Balance
7. Long-term Financial Planning
8. Utilities
9. Accounting, Financial Reporting, & Auditing
10. **Investments**
11. **Debt Management**

Mornick further noted that completion of the work would outline a clear vision for how Mercer Island would manage its financial resources to provide the best value to the community, thereby increasing accountability, and

minimizing confusion. Financial management policies would also support good bond ratings, reduce the cost of borrowing, and promote long-term and strategic thinking. Furthermore, the financial policies would provide a framework for the State's Auditor's Office to assess compliance during regular audits, for credit ratings agencies to determine the City's fiscal stability, and for other financial professionals as a basis for providing services.

Mornick explained that the Policy would not include Internal Administrative Procedures:

- Purchasing & procurement guidelines
- Cost allocation
- Credit card use
- Travel and expense reimbursements
- Utility billing procedures

The Finance Committee is meeting monthly and anticipate that the first reading will be presented to City Council in September, with a second reading and adoption anticipated for early October.

**Council Consensus: Council was supportive of the Financial Management Policies Framework.**

#### **AB 5857: American Rescue Plan Act (ARPA) Funds Report**

Merrill Thomas-Schadt, Recreation Coordinator and EOC Grants Coordinator, explained that the American Rescue Plan Act (ARPA) is a Federal economic stimulus package signed into law on March 11, 2021 in response to the economic and public safety impacts of the COVID-19 Pandemic. Mercer Island is estimated to receive \$5.64 million. She further explained that cities are expected to receive half of their allocated funds by June 10, 2021 and a second installment one year later and that the deadline to spend the funds is December 31, 2024.

Eligible uses of ARPA funds include:

- Responding to or mitigating the public health emergency with respect to the COVID-19 emergency or its negative economic impacts.
- Replacing lost revenues due to the COVID-19 public health emergency associated with the provision of government services relative to revenues collected in the most recent fiscal year prior to the emergency.
- Making necessary investments in water, sewer, or broadband infrastructure.
- Providing assistance to small businesses and nonprofits related to the economic impact of the Pandemic.
- Responding to local government workers performing essential work (via safety measures and/or hazard pay).
- Supporting the tourism, travel, and hospitality industries.

ARPA funds cannot be used to directly or indirectly offset tax reductions or delay a tax/tax increase or be deposited into any pension fund. In addition, tracking and reporting requirements for the ARPA funding and other potential grant funding spans multiple years and will be significant.

Sarah Bluvas, Economic Development Coordinator, addressed small business relief and support associated with economic recovery activities.

**Council Consensus:** to support the suggested early action items and bring back more information for a final determination.

- Parks Maintenance "catch-up" costs to address the backlog of work throughout the parks system due to (seasonal) staff reductions in 2020 (\$400,000).
- Continued small business relief and support associated with economic recovery activities (Cost TBD).
- Technology modifications to City Hall Council Chambers to accommodate a hybrid model of in-person and online public meetings in the near future (Cost TBD).

#### **AB 5865: Youth & Family Services (YFS) Levy Discussion**

Ali Spietz, Chief of Administration, reviewed the Youth and Family Services (YFS) funding timeline and the impacts of the Pandemic on that timeline. Tambi Cork, YFS Administrator, outlined the services and programs

provided by YFS:

- Family Assistance
- Food Pantry
- Community-Based Counseling
- School-Based Counseling
- Senior Services
- Healthy Youth Initiative
- Mercer Island Thrift Shop

Chief of Administration Ali Spietz outlined the YFS Programmatic Elements and the estimated costs as follows:

- Levy Base Proposal (Part 1) – Long term funding for MIYFS School Based Counseling Program (\$685,000):
  - 4 counselors at the elementary schools (Northwood, Island Park, West Mercer, and Lakeridge)
  - 1 counselor at Islander Middle School
  - 1 counselor at Mercer Island High School
  - 1 substance use prevention/intervention professional at Mercer Island High School
- Levy Base Proposal (Part 2) – Clinical supervision of MIYFS School Based Counseling Program (\$50,000)
- Levy Options identified included:
  - Restore Programs Assistant to full-time (\$40,000)
  - Restore Second Counselor at Island Middle School (\$100,000)
  - Expand Mobile Integrated Health (MIH) position to full-time (\$60,000)
  - Restore Geriatric Specialist to full-time (\$60,000)
  - Restore Part-time Community-Based Counselor (\$60,000)
  - Stabilize funding for Healthy Youth Initiative starting in 2025 (\$175,000)

#### **AB 5858: Planning Session - Work Plan Tool**

Jessi Bon, City Manager, briefly reviewed the 2021-2022 work plan, explaining that the tool is used to track goals and action items adopted by the City Council in the 2021-2022 budget. To help streamline the 2021-2022 goals and work plan items, and make them more accessible to all, staff developed two work plan tools:

1. **All Work Plan Items by Department** - includes the detailed work plan goals and action items for each department and were pulled directly from the 2021-2022 Adopted Budget (Section D).
2. **Major Work Plan Items** - visual tracking tool that identifies select projects by department, shows project progress (percent complete), and when the project began and is slated to be completed (with accompanying visual three-year outlook).

Council asked for periodic updates on the Work Plan.

#### **AB 5863: City Council Rules of Procedure/Meeting Efficiencies**

Jessi Bon, City Manager, reported that the following amendments were included for Council consideration:

- Advisory Boards & Commissions Appointments - Language was added to clarify the process for transmitting information from the board or commission to the City Council and to allow flexibility beyond the proposed 60-day requirement to fill board and commission vacancies
- Remote Meeting Changes - Rules were updated to reflect a general meeting venue rather than the customary reference to "City Council Chambers." Meeting times were also adjusted to allow for more flexibility.
- Order of Regular City Council Meeting Agenda:
  - City Council meeting venue and times were adjusted.
  - Appearances was modified to address registration for remote public comments.



- The term “Consent Calendar” was changed to “Consent Agenda” throughout the document.
- Housekeeping - Language was updated to correct scrivener errors, reflect changes to department names and staff titles, clarify references, and reflect the City Manager-Council plan of government as needed.

Bon continued, explaining that since the packet was distributed, the following amendments were suggested by Councilmembers:

- Clarify the Mayor and Presiding Officer’s duties.
- Clarify who can make requests or submit nominations for the Key to the City.
- Require that individuals wishing to address the Council during public appearances should identify their city of residence
- Clarify the language for Section 11.1 Sanctions for Rule Violations.

There was **Council Consensus** to include the proposed amendments and to require that all public appearances, remote or in person, register with the City Clerk by 4 pm the day of the meeting.

**ADJOURNMENT**

The Planning Session adjourned at 9:21 pm.

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

Attest:

\_\_\_\_\_  
Deborah Estrada, City Clerk



# BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

**AB 5871**  
**May 18, 2021**  
**Consent Calendar**

## AGENDA BILL INFORMATION

<b>TITLE:</b>	AB 5871: 2021 East Mercer Way Emergency Roadway Repair	<input type="checkbox"/> Discussion Only
<b>RECOMMENDED ACTION:</b>	Appropriate funds from the Street Fund Balance and Award the construction project to address Emergency Roadway Repairs.	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

<b>DEPARTMENT:</b>	Public Works
<b>STAFF:</b>	Jason Kintner, Chief of Operations Clint Morris, Street Engineer
<b>COUNCIL LIAISON:</b>	n/a
<b>EXHIBITS:</b>	1. Project Location Map
<b>CITY COUNCIL PRIORITY:</b>	n/a

<b>AMOUNT OF EXPENDITURE</b>	\$ 337,872
<b>AMOUNT BUDGETED</b>	\$ n/a
<b>APPROPRIATION REQUIRED</b>	\$ 337,872

## SUMMARY

This is a bid award and funding authorization for an emergency roadway repair on East Mercer Way, which includes construction of a soldier pile wall, repairing damaged guardrail, and removing the temporary traffic controls.

### BACKGROUND

In early December 2020, a landslide occurred in the 5600 block of East Mercer Way (Exhibit 1) within the public right-of-way, threatening the stability of the northbound travel lane. Slide debris was carried downslope onto two private properties. Public Works crews responded, covering exposed soils with plastic sheeting, and closing the northbound lane to keep traffic away from the slide area. In the days following the slide event, a geotechnical engineer evaluated the site and recommended that the lane remain closed until an engineered repair was designed and constructed. Public Works crews installed portable traffic signals to regulate one-way traffic through the area 24-hours a day. The signals remain in operation.

Given the timing of the slide (occurring just after the City adopted the 2021-2022 budget), funding for this repair work has not yet been appropriated.

Engineering proceeded in early February, with soil borings and site surveying. The preferred repair solution was determined to be a soldier pile retaining wall. Design work on the retaining wall occurred in late February and March, and a construction bid package was advertised in early April. Five bids were received, and staff is ready to award the contract and proceed with the repair work.

Timing is of the essence to complete this project, as repaving of East Mercer Way from SE 53<sup>rd</sup> Street to the 6600 block is planned for this summer.

**PROJECT DESCRIPTION**

A soldier pile retaining wall consists of drilling shafts into the soil at the base of a slope. Steel H-beam piles are placed in the shafts and then backfilled with lean concrete. Roughly two thirds of the H-beam is buried in the ground and one third is exposed above ground, creating a cantilevered support. The length, size, and embedment of the H-piles are determined by soil conditions, soil loads, and the surrounding terrain. The space between the H-beams is filled with treated wooden timbers (lagging), which are supported by the flanges of the H-beams. The void behind the lagging is then filled with structural backfill material and compacted.

For the 5600-block repair site, a 75-foot-long soldier pile wall will be constructed. A partially damaged existing roadside guardrail at the site will be removed and replaced. After completion of the wall, the temporary traffic signals will be removed. The construction cost of the wall and other site restoration is estimated to be \$204,835.

**BID RESULTS AND AWARD RECOMMENDATION**

Five bids for the 2021 East Mercer Way Landslide Repair project were received and opened on April 27, 2021. The results are shown in the following Bid Summary table.

2021 EAST MERCER WAY LANDSLIDE REPAIR BID SUMMARY		
	Contractor	Bid Amount
Lowest	Neptune General Contractors	\$233,266.50
2	B & B Utilities and Excavating	\$233,725.00
3	Kamins Construction, Inc	\$243,904.00
4	Road Construction Northwest	\$267,721.00
5	GEC NW	\$285,910.64
	<b>Engineer's Estimate</b>	<b>\$204,835.00</b>

All bids were over the engineer’s estimate; however, the pricing difference between the three lowest bids was only \$10,000. Staff believes the excavation and backfill components of the project were underestimated. The lowest bid was received from Neptune General Contractors, from Anacortes, for \$233,266, which is \$28,431 (14%) over the engineer’s construction cost estimate.

Neptune General Contractors is a relatively new company; however, the owner has significant work experience with previous construction firms installing sheet pile walls, docks, bulkheads, and pilings, both in water and out of water for numerous public agencies in Puget Sound, including the Cities of Oak Harbor, Kirkland, Maple Valley, Kent, and Tacoma, Port of Everett, Tulalip Tribes, and the Lummi Nation. DMI Drilling, a subcontractor to this project, has substantial experience in drilling pilings for numerous Puget Sound public agency projects.

Staff’s review of the Labor and Industries (L&I) website confirms that Neptune General Contractors is a contractor in good standing, with no license violations, outstanding lawsuits, or L&I tax. Staff has confirmed Neptune General Contractors is the lowest responsible bidder and recommends awarding the 2021 East Mercer Way Landslide Repair contract.

**PROJECT BUDGET AND FUNDING**

The total estimated project cost is \$337,872 and the table below summarizes the project costs. Design work for this project, including surveying, geotechnical, and structural engineering, is \$46,616. Inspection services and project management are estimated at \$15,000 and \$8,000, respectively. The project budget also includes a 15% construction contingency in the amount of \$34,990.

2021 EAST MERCER WAY LANDSLIDE REPAIR	
PROJECT BUDGET	
Description	Amount
	<b>Award to</b>
	<b>Neptune General Contractors</b>
<b>Construction Contract</b>	<b>\$233,266</b>
Construction Contingency @ 15%	\$34,990
Project Design - civil engineering	\$18,690
Project Design - surveying	\$3,045
Project Design - geotechnical engineering	\$17,218
Project Design - structural engineering	\$7,663
<b>Total Project Design</b>	<b>\$46,616</b>
Inspection Services	\$15,000
Contract Administration/Project Management	\$8,000
<b>Total Estimated Project Cost</b>	<b>\$337,872</b>

Funding for this emergency project will be appropriated from the existing fund balance within the Street Fund. The 2020 Year-End Balance in the Street Fund is \$4.45 M.

**NEXT STEPS**

Construction on the landslide repair is estimated to begin in early June and should be substantially complete by July 1, 2021. Staff anticipates the need for several daytime road closures at the 5600 block of East Mercer Way during pile drilling operations. Staff will coordinate these dates and times with the affected residents, Mercer Island Police and Fire, the school district, and other service providers. Allowing daytime road closures will reduce the number of days needed for construction.

**RECOMMENDATION**

1. Appropriate \$337,872 from the existing Street Fund balance to complete the emergency roadway repair.
2. Award the 2021 East Mercer Way Landslide Repair contract to Neptune General Contractors in the amount of \$233,266.50. Set the total project budget to \$337,872 and direct the City Manager to execute the construction contract.

# CITY OF MERCER ISLAND

## KING COUNTY WASHINGTON



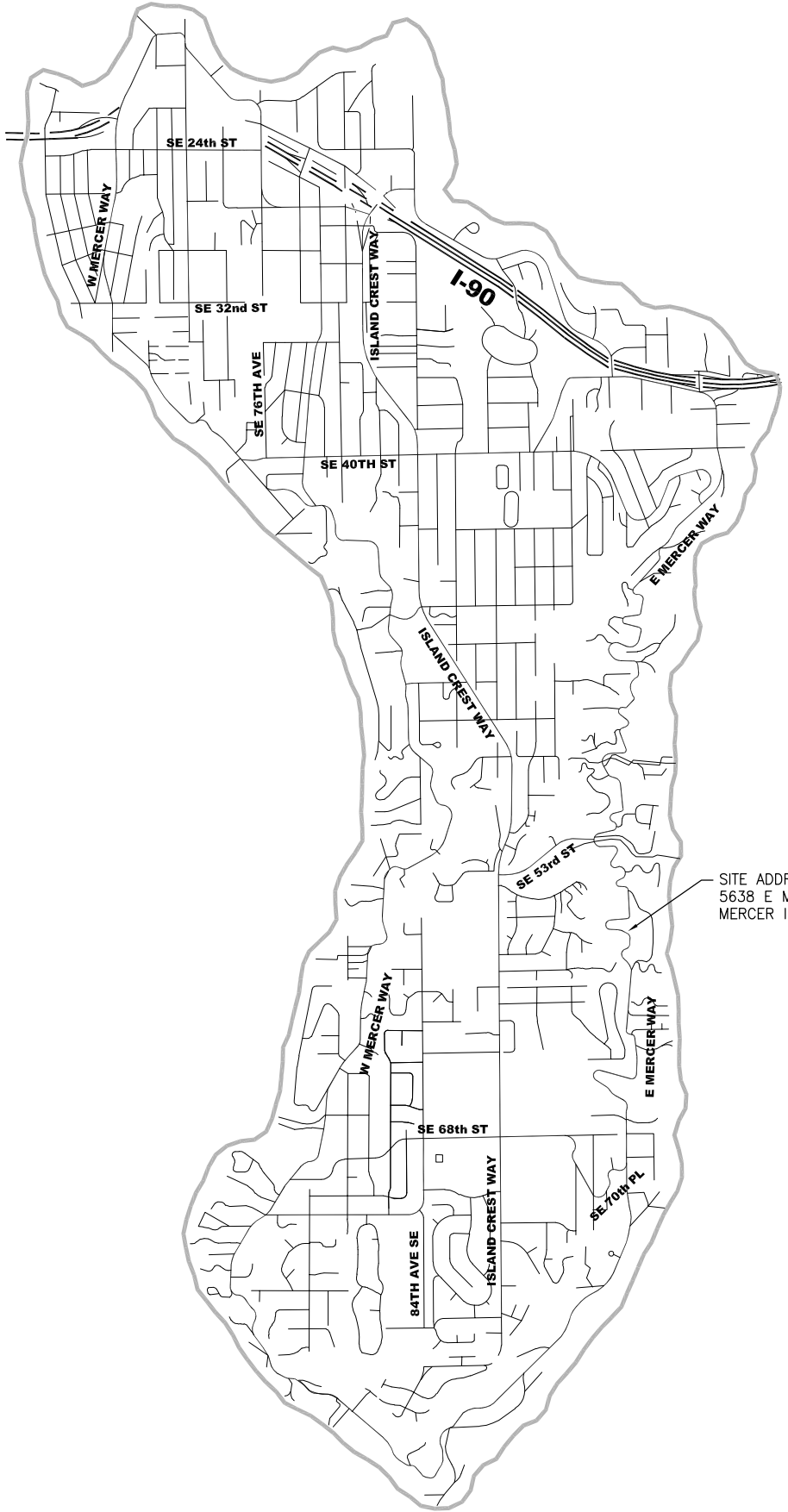
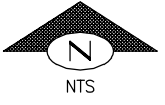
# 2021

## EAST MERCER WAY

### LANDSLIDE REPAIR

#### 5600 BLOCK

PROJECT NUMBER: 21-21



### SHEET INDEX

- 1 COVER AND NOTES
- 2 ALIGNMENT AND SITE PLAN
- 3 WALL PLAN AND ELEVATION
- 4 SOLDIER PILE WALL DETAILS
- 5 SITE DETAILS
- 6-8 GUARDRAIL DETAILS

APRIL 2021

**BID DOCUMENT**

### GENERAL NOTES

1. TRAFFIC CONTROL SIGNS SHALL CONFORM TO M.U.T.C.D.
2. UTILITIES THAT ARE NOT ABANDONED SHALL BE SUPPORTED AND MAINTAINED DURING CONSTRUCTION.
3. EXISTING UTILITY LOCATIONS ARE APPROXIMATE. CONTRACTOR SHALL VERIFY ALL UNDERGROUND UTILITY ELEVATIONS AND REPORT ANY DISCREPANCIES TO THE ENGINEER PRIOR TO CONSTRUCTION.
4. DRIVEWAY ACCESS/EGRESS MUST BE MAINTAINED AT ALL TIMES UNLESS OTHERWISE AGREED TO BY THE PROPERTY OWNER.
5. CALL ONE CALL 48 HOURS BEFORE YOU DIG FOR UTILITY LOCATES: 1-800-424-5555 OR 811
6. REMOVAL LIMITS ARE APPROXIMATE. LIMITS SHALL BE STAKED BY THE CONTRACTOR AND APPROVED BY THE ENGINEER. TREES WITHIN THE CLEARING LIMITS SHALL BE REMOVED AFTER APPROVAL BY THE ENGINEER.
7. PROTECT ALL PLANT MATERIAL OUTSIDE OF SURFACE REMOVAL LIMITS.

### SURVEY INFORMATION

HORIZONTAL DATUM: NAD '83-'91, WASHINGTON COORDINATE SYSTEM NORTH ZONE. BASED ON RTK GPS MEASUREMENTS CONSTRAINED TO THE WASHINGTON STATE HIGH ACCURACY REFERENCE NETWORK

VERTICAL DATUM: NAVD 88 BASED ON RTK GPS MEASUREMENTS CONSTRAINED TO THE WASHINGTON STATE REFERENCE NETWORK

ALL DISTANCES SHOWN ARE GROUND DISTANCES UNLESS OTHERWISE NOTED.

THE LOCATION AND DESCRIPTION OF ALL SURVEY MARKERS SHOWN HEREON ARE BASED ON FIELD OBSERVATIONS TAKEN ON FEBRUARY, 2021, UNLESS OTHERWISE INDICATED.

WORK PERFORMED IN CONJUNCTION WITH THIS SURVEY UTILIZED THE FOLLOWING EQUIPMENT AND PROCEDURES: (A) 2" GEODIMETER 600 SERIES ELECTRONIC TOTAL STATION, MAINTAINED TO THE MANUFACTURER'S SPECIFICATIONS PER W.A.C. 332-130-100. (B) FIELD TRAVERSE, EXCEEDING REQUIREMENTS SET FORTH IN W.A.C. 332-130-090.

THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE REPORT AND DOES NOT PURPORT TO SHOW ALL EASEMENTS.

RIGHT-OF-WAY LINES AND ROADWAY CENTERLINES ARE FROM GIS DATA PROVIDED BY OTHERS.

THIS TOPOGRAPHIC SURVEY DRAWING ACCURATELY PRESENTS SURFACE FEATURES LOCATED DURING THE COURSE OF THIS SURVEY. UNDERGROUND UTILITIES SHOWN HEREON ARE BASED SOLELY UPON INFORMATION PROVIDED BY OTHERS AND PACE ENGINEERS, INC. DOES NOT ACCEPT RESPONSIBILITY OR ASSUME LIABILITY FOR THEIR ACCURACY OR COMPLETENESS. CONTRACTOR/ENGINEERS SHALL VERIFY EXACT SIZE AND LOCATION PRIOR TO CONSTRUCTION. CALL FOR LOCATE: UTILITY LOCATION SERVICE: 1-800-424-5555.

ALL MONUMENTS INDICATED AS FOUND WERE RECOVERED DURING THE COURSE OF THIS SURVEY AT THE DATE SHOWN IN THE SURVEYOR'S CERTIFICATE, UNLESS OTHERWISE NOTED.

### GENERAL TESC NOTES

1. THE TESC FACILITIES SHOWN ON THIS PLAN MUST BE CONSTRUCTED PRIOR TO OR IN CONJUNCTION WITH ALL CLEARING AND GRADING SO AS TO ENSURE THAT THE TRANSPORT OF SEDIMENT TO SURFACE WATERS, DRAINAGE SYSTEMS, AND ADJACENT PROPERTIES IS MINIMIZED.
2. THE TESC FACILITIES SHOWN ON THIS PLAN ARE THE MINIMUM REQUIREMENTS FOR ANTICIPATED SITE CONDITIONS. DURING THE CONSTRUCTION PERIOD, THESE TESC FACILITIES SHALL BE UPGRADED AS NEEDED FOR UNEXPECTED STORM EVENTS AND MODIFIED TO ACCOUNT FOR CHANGING SITE CONDITIONS (E.G. ADDITIONAL COVER MEASURES, ADDITIONAL SUMP PUMPS, RELOCATION OF DITCHES AND SILT FENCES, PERIMETER PROTECTION ETC.).
3. CONTRACTOR SHALL INSTALL INLET PROTECTION PER DTL 2/15 AT ALL EXISTING AND NEW CATCH BASINS WITHIN THE PROJECT LIMITS AS WELL AS DOWNSTREAM OF THE WORK AREA, AS DIRECTED BY THE ENGINEER.

\\2020 Projects\2004 2021 Mercer Island Overlay\Plans\DMW Slide Repair\Plans\2004\_P-WALL-COVR.dwg ID: john Date: 05-Apr-21 2:44:27pm



# BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

**AB 5869**  
**May 18, 2021**  
**Consent Calendar**

## AGENDA BILL INFORMATION

<b>TITLE:</b>	AB 5869: City Facility Security Upgrades	<input type="checkbox"/> Discussion Only
<b>RECOMMENDED ACTION:</b>	Appropriate funds for site security upgrades at the Luther Burbank Administrative Building and Mercer Island Thrift Shop.	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

<b>DEPARTMENT:</b>	Public Works
<b>STAFF:</b>	Jason Kintner, Chief of Operations Zach Houvener, Support Services Manager
<b>COUNCIL LIAISON:</b>	n/a
<b>EXHIBITS:</b>	1. Security Solutions Northwest Quote 2. Premier Cabling, LLC Quote
<b>CITY COUNCIL PRIORITY:</b>	2. Articulate, confirm, and communicate a vision for effective and efficient city services. Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability.

<b>AMOUNT OF EXPENDITURE</b>	\$ 29,182.01
<b>AMOUNT BUDGETED</b>	\$ 0.00
<b>APPROPRIATION REQUIRED</b>	\$ 29,182.01

## SUMMARY

This proposed project will complete facility security upgrades and install a keyless entry system at the Luther Burbank Administrative Building and the Mercer Island Thrift Shop. This is a new capital project to enhance staff and patron safety at these facilities. Staff recommends the City Council appropriate \$29,182 from the available fund balance in the Capital Improvement Fund to complete this project.

### BACKGROUND

In 2020, staff issued a Request for Proposals (RFP) for a building access control system to improve employee and visitor security at City Hall, the Mercer Island Community & Event Center, and the Maintenance Building. This project was approved and awarded at the August 4, 2020 City Council Meeting (see [AB 5733](#)) and has allowed staff to administer keyless access to these buildings with minimal barriers, while preventing unauthorized access to restricted areas.

An additional scope of work, that included similar “smart” functionality and integration into the existing Access Control Management software, was installed at Island Crest Park (concession stand door and the main

batting cage door), along with installation of “lock/unlock” hardware at park bathrooms in Deane’s Children’s Park, Homestead Park, Bicentennial/Mercerdale Park, Aubrey Davis Park, and Luther Burbank Park.

Work is currently underway for integrating the access control system into the pedestrian gate and main vehicle gate at the Maintenance Building, along with access readers at the Reservoir vehicle gate and main building. This will improve safety and create efficiencies for staff at both sites.

Several additional benefits of the system have allowed staff the ability to change access permissions (either upgraded, downgraded, or voided) when new employees are hired (or when employees depart) from a remote administrator account. Access cards can also be quickly voided when they are misplaced. This has eliminated the need for issuing and collecting physical keys for most employees.

Due to the COVID-19 Pandemic (“Pandemic”), staff have quickly designed custom reports such as contact tracing information that is confidentially used to notify staff/volunteers of possible exposures to close contacts for essential workers. This information has also been used to direct custodial staff to specific areas in buildings and/or vehicles to disinfect potentially contaminated spaces in an efficient manner.

Another benefit of the access control system is the ability to program and issue access cards to user groups (i.e., Mercer Island High School Athletic Department) when they rent the batting cages at Island Crest Park. The ability to set schedules based on contracted times and remotely limit access when the space is not rented decreases potential liability concerns that existed with the previous system.

## **PROJECT DESCRIPTIONS**

### **Luther Burbank Administrative Building**

The Luther Burbank Administrative Building (“Administrative Building”) has historically been used as office space for both the Mercer Island Parks and Recreation and the Youth and Family Services (YFS) Departments. In addition to office space, the Administrative Building is used for clinical services, which includes appointments with clients.

The structure was built in 1930 and has only two points of ingress/egress on the main floor, which were taken into consideration when determining access control and safety solutions. This included the need for an outdoor audio/visual intercom station which will allow staff to communicate and “buzz in” clients and building visitors utilizing existing software.

Access card readers will be installed on the two exterior doors for authorized staff/volunteers, which will replace traditional lock and key security protocols. The installation of Category 6 network cables is included in the project, which will be connected to a control panel and make the system operational.

### **Mercer Island Thrift Shop**

The keyless access system will also be installed on two existing doors at the Thrift Shop to provide employee/volunteer entry via access card readers. The card readers will replace generic passcodes on keyless cylindrical pin locks, which do not allow for proper internal controls or audit trails of who entered the building and at what time. The project also includes a door position switch for the main (public entrance) double doors that will allow for scheduled opening/closing during hours of operation. Similar to the Administrative Building, this proposal includes installation of new Category 6 network cables which will be connected to a control panel and make the system operational.

**FINANCIAL IMPACT**

The following table summarizes the overall project costs and budget amounts:

City Facility Security Upgrades PROJECT BUDGET					
Building	Wiring Installation	Access Control Installation	Sub-Total	WSST @ 10.1%	Total
Admin Building	\$4,250	\$13,245	\$26,505	\$2,677	\$29,182
Thrift Shop		\$9,010			

Although this project was not identified in the 2021-2022 Capital Improvement Program (“CIP”) staff recommend utilizing available fund balance in the Capital Improvement Fund to complete this project. At the end of fiscal year 2020, the available Fund Balance in the Capital Improvement Fund was \$2.84 M. There are multiple capital funding appropriations under consideration at the May 18, 2021 City Council meeting and this available fund balance is sufficient to cover all project requests.

**NEXT STEPS**

This project is estimated to begin in June and should be substantially complete by the end of the summer.

**RECOMMENDATION**

Appropriate \$29,182 from the available fund balance in the Capital Improvement Fund for site security upgrades at the Luther Burbank Administrative Building and Mercer Island Thrift Shop.



City of Mercer Island  
Luther Burbank Administration Building-Access control and Intercom  
2040 84th Ave SE, Mercer Island  
Mercer Island, WA. 98040

Zach Houvener  
206-275-7845

April 27, 2021

Page 1 of 2

SYSTEM PROPOSAL

**SCOPE OF WORK:**

Provide and install access control at the front entry door and the rear entry door of the Luther Burbank Park Administration building as an addition to the City of Mercer Island's Avigilon Access Control system, total of two (2) access control doors. Provide and install one (1) outdoor Avigilon audio/video intercom station at the front entry door of the Administration building. The outdoor intercom station will communicate with the City of Mercer Island phone system at the reception desk and video signal will communicate with the existing City of Mercer Island Avigilon video surveillance system via the City's LAN. An Avigilon ACC client will be installed on the PC at the reception desk for viewing the video from the outdoor intercom station.

**Exclusions:**

- LAN connections at the access control door locations.
- LAN connection at the outdoor intercom location.
- Ethernet PoE switches,

**SYSTEM COMPONENTS:**

<u>Qty</u>	<u>Description</u>
2	Door controller boards
2	Enclosures
2	Card readers
16	Door ACM expansion licenses pkg.
1	Audio/Video intercom station
1	Surface mount for intercom station
1	Avigilon ACC Enterprise camera license
1	Lot installation labor
1	Lot misc. parts
1	Training

<b>SYSTEM SUB TOTAL</b>	<b>\$13,245.00</b>
<b>SALES TAX</b>	<b>\$1,337.74</b>
<b>SYSTEM TOTAL</b>	<b>\$14,582.74</b>

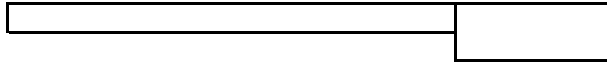


City of Mercer Island  
Luther Burbank Administration Building-Access control and Intercom  
2040 84th Ave SE, Mercer Island  
Mercer Island, WA. 98040

Zach Houvener  
206-275-7845

April 27, 2021

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**THESE ITEMS ARE EXCLUDED UNLESS CHECKED YES:**

Included in Scope:	Yes:	Included in Scope:	Yes:	Included in Scope:	Yes:
Shop Drawings		Fire Permit		Training	x
As-Built Drawings		Electrical Permit		Prevailing Wages	x
Data Submittals		Fire Stopping		Performance Bond	x
Wire Supply		Coring		Provide Lift(s)	
Wire Installation		Door Lock Hardware	x	Programming	x
Conduit & Installation		Door Lock Hardware Installation	x	POE Switches	
Devices	x	120v ac Power Material & Install		Testing	x
Devices Installation	x				

- Proposal is valid for 30 days from the date on this proposal
- All parts and labor are warranted for one year
- An authorized purchase order and/or contract will be required to commence work
- A system with monitoring or cloud hosting will require a contract to activate
- Additional work requested beyond the scope of this proposal will be billed at a time & material rate
- Additional parts needed to connect a cellular communicator with a weak cellular signal will be billed as an additior
- Customer to provide robust & reliable Wifi connection if needed
- Existing wiring or equipment to be integrated with this scope of work is assumed to be in working order and supported by the manufacturer, work and parts needed to upgrade or fix an existing system will be billed at a time and material
- All work to be performed during SSNW's business hours Monday - Friday 8:00 - 4:30 excluding holidays
- Work will be billed each month in increments proportionate to progress toward completion of the project
- Balance to be billed at the completion of installation, payments are due at net 30 days from invoice date

Presented by: \_\_\_\_\_

Acceptance: \_\_\_\_\_  
*(please sign here)*

\_\_\_\_\_  
Date

**City of Mercer Island****Attn: Alfredo Moreno**

O: 206-275-7775

E: [alfredo.moreno@mercergov.org](mailto:alfredo.moreno@mercergov.org)**Project: Luther Burbank/ Thrift Shop Access Control Cabling****Statement of Work:****Luther Burbank:**

- Provide and install total of (2) Category 6 network cables to specified doors per Alfredo. Network jack will be located within 5-feet of door frame, final connection to access control panel to be provided by others.
- Provide and install (1) Category 6 network cable to front door for audio/ visual intercom system.
- Provide and install all necessary surface-mounted raceway.
- Provide and install all necessary termination hardware at each location.

**Thrift Shop:**

- Provide and install total of (2) Category 6 network cables to specified doors per Alfredo. Network jack will be located within 5-feet of door frame, final connection to access control panel to be provided by others.
- Provide and install (1) new 24 port Category 6 patch panel.
- Provide and install all necessary surface-mounted raceway.
- Provide and install all necessary termination hardware at each location.

- Quote includes all necessary surface mount raceway, EMT conduit, and suspension hardware.

- All new cabling will be terminated, tested, and labeled upon project completion.

**Project Total: \$ 4,250.00****Price does not include Washington State sales tax.**

**Terms and Conditions:**

Premier Cabling, LLC requires a signed copy of this quotation before the work can begin.  
This quotation is valid for a period of 30-days.  
The quotation is based on normal working hours 7:00am to 4:00pm Monday-Friday (Excluding Holidays)  
Premier Cabling, LLC guarantees the completed project for a period of 1 year.  
Premier Cabling, LLC reserves the right to make any modifications necessary to meet any code requirements needed to complete the project.

**Exclusions from the Statement of Work:**

All mud rings and pull strings, conduit, back boxes and pull strings, sleeves between floor and fire rated walls, surface mounted raceway, power poles, floor monuments, grounding, and grounding bus bars required for the Structured Cabling System are to be provided by the Electrical Contractor.  
All building penetrations through wood, metal, and concrete for the vertical and horizontal cable pathways required for the Structured Cabling System to be provided by Electrical Contractor.  
Plywood backboards in the Server room, Telecommunications room, and Telecommunications closet required for the Structured Cabling System is to be provided by Electrical Contractor.  
Patch cords, cross-connects, all active phone, and network equipment are to be provided by others.  
Asbestos abatement is to be completed by a certified company and is not included.  
Performance and Payment Bonds are not included.

**Project Name: Luther Burbank/ Thrift Shop Access Control Cabling**

**Project Total: \$ 4,250.00**

**(Price does not include Washington State Sales Tax)**

Please complete the information below to begin the project:

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

**Customer Billing Information:**

Purchase Order Number: \_\_\_\_\_

Contact Person for Payment Questions: \_\_\_\_\_

Contact Person Telephone Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Resale Certificate#: \_\_\_\_\_

(Non-Taxable only- Supply copy of Re-sale certificate)

Thank you,  
Taylor Callahan  
(253) 651-8220 Cell  
(253) 846-3131 Fax



## BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

**AB 5877**  
**May 18, 2021**  
**Consent Calendar**

### AGENDA BILL INFORMATION

<b>TITLE:</b>	AB 5877: Asian Pacific American Heritage Month, Proclamation No. 271	<input type="checkbox"/> Discussion Only
<b>RECOMMENDED ACTION:</b>	Mayor proclaims May 2021 as Asian Pacific American Heritage Month.	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

<b>DEPARTMENT:</b>	City Council
<b>STAFF:</b>	Benson Wong, Mayor Jessi Bon, City Manager Deborah Estrada, City Clerk
<b>COUNCIL LIAISON:</b>	n/a
<b>EXHIBITS:</b>	1. Proclamation No. 271
<b>CITY COUNCIL PRIORITY:</b>	n/a

### SUMMARY

May 2021 is the 43<sup>rd</sup> anniversary of the annual celebration that has become Asian Pacific American Heritage Month.

The origin of Asian Pacific-American Heritage Month dates back to the 95th Congress (1977-1978) when five joint resolutions were introduced proposing that a week in May be designated to commemorate the accomplishments of Asian Pacific Americans.

On March 28, 1979, President Carter issued [Proclamation 4650](#), the first presidential proclamation, for Asian Pacific American Heritage Week. In this proclamation, President Carter spoke of the significant role Asian Pacific Americans played in the creation of a dynamic and pluralistic American society with their contributions to the sciences, arts, industry, government, and commerce.

In 1990, President Bush issued [Presidential Proclamation 6130](#) which expanded the observance of Asian/Pacific American Heritage Week to a month in May 1990 and called on the people of the United States to observe Asian/Pacific American Heritage Month with “appropriate ceremonies, programs and activities.”

Learn more about Asian Pacific American Heritage Month at [www.asianpacificheritage.gov](http://www.asianpacificheritage.gov).

### RECOMMENDATION

Mayor Wong proclaims May 2021 as Asian Pacific American Heritage Month.



The City of Mercer Island, Washington

# Proclamation

## ASIAN PACIFIC AMERICAN HERITAGE MONTH 2021

**WHEREAS**, more than 24 million Americans proudly identify themselves to be of Asian, Native Hawaiian and/or other Pacific Island heritage; and

**WHEREAS**, Asian and Pacific Island Americans have lived and worked in Washington State for over 160 years and have played a part in the rich cultural heritage of this state; and

**WHEREAS**, the diverse Asian Pacific American population in Washington State numbers more than 674,000, and is representative of more than 11 Asian and seven Pacific Island nations; and

**WHEREAS**, approximately 19.5 percent of Mercer Island's population is comprised of Asian or Pacific Islanders; and

**WHEREAS**, Asian Pacific American Heritage Month acknowledges and celebrates the contributions made by Asian Pacific American in the arts, education, and sciences and to our state's economic, social, and democratic institutions; and

**WHEREAS**, Asian Pacific American Heritage Month provides the opportunity to educate the public on the Asian Pacific role in American history, and is a time to celebrate the advancement of civil rights and equal opportunity for all people of this state; and

**NOW, THEREFORE**, I Benson Wong, do hereby proclaim May 2021 as

### ASIAN PACIFIC AMERICAN HERITAGE MONTH

in Mercer Island and encourage residents to celebrate the many contributions of Asians and Pacific Islanders to our community, reflect on the challenges they have faced in our past, and support them against hate now.

**APPROVED**, this 18th day of May 2021

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

Proclamation No. 271





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

**AB 5872  
May 18, 2021  
Regular Business**

**AGENDA BILL INFORMATION**

<b>TITLE:</b>	AB 5872: Scoping Session on Town Center Parking Study	<input checked="" type="checkbox"/> Discussion Only
<b>RECOMMENDED ACTION:</b>	Provide input on priorities for 2021 Town Center Parking Study project scope.	<input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

<b>DEPARTMENT:</b>	Public Works
<b>STAFF:</b>	Jeff Thomas, Interim Community & Development Director Jason Kintner, Chief of Operations Ed Holmes, Chief of Police Sarah Bluvus, Economic Development Coordinator
<b>COUNCIL LIAISON:</b>	n/a
<b>EXHIBITS:</b>	1. Map 1: Town Center Street Parking 2. Map 2: Street Parking in Town Center and Surrounding Areas 3. Map 3: On-Street and Off-Street Parking in Town Center 4. 2008 Town Center On-Street Parking Study Report 5. 2016 Town Center Parking Study Report 6. Town Center Parking Study Scoping (Comparison Matrix of Past Areas)
<b>CITY COUNCIL PRIORITY:</b>	2. Articulate, confirm, and communicate a vision for effective and efficient city services. Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability.

<b>AMOUNT OF EXPENDITURE</b>	\$ n/a
<b>AMOUNT BUDGETED</b>	\$ 80,000
<b>APPROPRIATION REQUIRED</b>	\$ n/a

**SUMMARY**

City Council approved a 2021-2022 budget proposal to conduct a Town Center Parking Study to review the current code, review existing parking restrictions, and identify opportunities for parking improvements within the Town Center. During the City Council meeting, staff will facilitate a project scoping discussion with the Council to gather input and inform development of the Request for Proposals (RFP) for consultant support.

**BACKGROUND**

Parking restrictions (see Exhibits 1 and 2) within the Town Center and the North Mercer Restricted Parking District (see Exhibit 3) are governed by [MICC 10.74.010-10.74.040](#), and parking requirements for Town Center development are stipulated in [MICC 19.11.130](#).

The City has conducted two Town Center parking studies in the last fifteen years:



- **2008 KPG Study:** This study assessed on-street parking supply and demand, see Exhibit 4.
- **2016 BERK Study:** This study was completed as part of the 2014-2016 Town Center code update process and included an inventory of non-residential on-street and off-street parking, peak occupancy data, a parking regulations audit, and an evaluation of parking lot standards. The study evaluated parking lot design standards, conducted limited counts of multi-family residential sites in Town Center, and estimated future parking demand for the Town Center, see Exhibit 5.

Both studies attempted to address concerns related to Town Center parking supply vs. demand and potential impacts of future Town Center development on parking supply. Additionally, parking regulations, enforcement, and locations of existing parking are areas that have consistently been raised by residents, local business owners, and other Town Center advocates.

## PROJECT SCOPING DISCUSSION

The 2021-2022 City Work Plan includes the following description for the Town Center Parking Study:

*This budget proposal will include a study, completed by an outside consultant, to review current code, review existing parking restrictions, and identify opportunities for parking improvements within the Town Center. The study will provide recommendations on modifications that can be made to the Town Center Parking District ahead of the opening of the Sound Transit Light Rail Station. The scope of work will include an evaluation and recommendation on the City's existing permit parking system.*

Exhibit 6 provides a matrix of areas of analysis and questions explored in the previous parking studies. Examples of the areas of analysis include:

- Inventory (on-street and/or off-street parking supply)
- Current Usage + User Groups
- Future Demand
- Permit Parking Programs (restrictions, fees, enforcement)
- Wayfinding + Walkability
- Impacts on Neighboring Residential Areas

Staff will facilitate a discussion with the City Council of the areas of analysis included in the matrix and seek City Council's input on which components to prioritize; identify other key concerns that may not have been previously addressed; and discuss desired deliverables and community engagement needs for the study.

## NEXT STEPS

Following this discussion, staff will finalize and distribute the RFP, with the goal of selecting a consultant by September 30. City Council authorized \$80,000 in the 2021-2022 biennial budget to conduct this study: \$40,000 from the General Fund (transferred to the Street Fund). The remaining \$40,000 will come from Sound Transit Mitigation dollars for allowable use on the portion of the study that addresses mitigation impacts. An additional appropriation may be needed for this project, depending on the final scope of work. If necessary, staff will return to City Council once the consultant has been to approve the scope of work and appropriate additional funding.

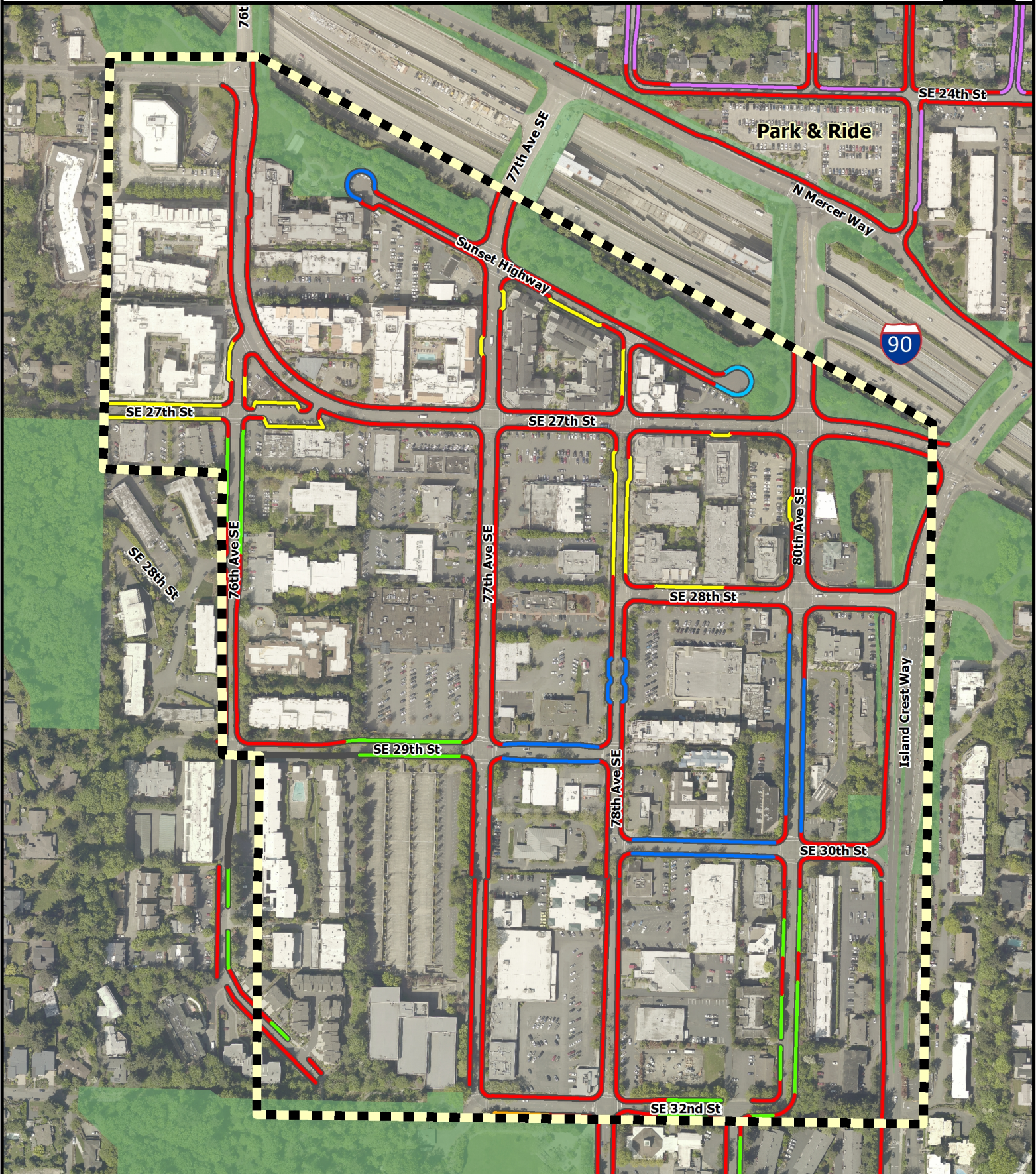
## RECOMMENDATION

Discussion only. Provide input on project priorities for the 2021-2022 Town Center Parking Study scope of work.



# Town Center Street Parking

Item 7.



- |  |                       |  |                    |  |                              |
|--|-----------------------|--|--------------------|--|------------------------------|
|  | Permit Parking Limits |  | 4 Hour Limit       |  | Permit Parking (M-F, 8-5 pm) |
|  | No Parking            |  | No Parking 6-10 AM |  | Permit Parking (M-F, 7-9 am) |
|  | 2 Hour Limit          |  | Not Restricted     |  |                              |

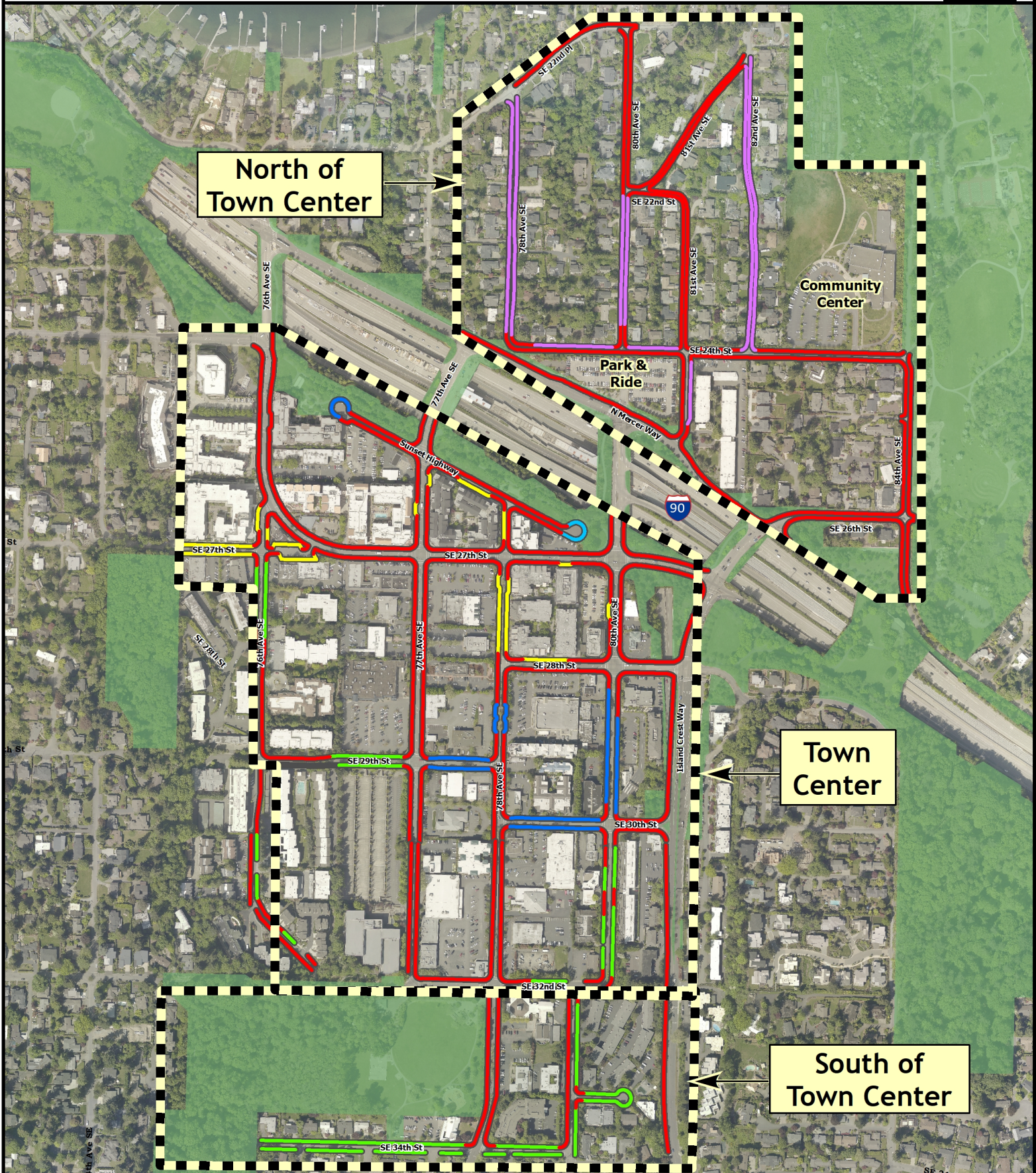
AB 5872 | Exhibit 1  
Page 3





# Street Parking in Town Center and Surrounding Area









Item 7.



North of  
Town Center

Town  
Center

South of  
Town Center

 Permit Parking Limits	 4 Hour Limit	 Permit Parking (M-F, 8-5 pm)
 No Parking	 No Parking 6-10 AM	 Permit Parking (M-F, 7-9 am)
 2 Hour Limit	 Not Restricted	

AB 5872 | Exhibit 2  
Page 4





# On-and Off-Street Parking in Town Centre

Item 7.



## Parking Lots:

- Commercial
- Condo/Apartment
- Mixed-Use

- Permit Parking Limit
- No Parking
- 2 Hour Limit

- 4 Hour Limit
- No Parking 6-10 AM
- Not Restricted

- Permit Parking (M-F, 8-5 pm)
- Permit Parking (M-F, 7-9 am)

AB 5872  
Exhibit 3  
Page 5





# TOWN CENTER ON-STREET PARKING STUDY

Prepared for

City of Mercer Island  
9611 SE 36<sup>th</sup> Street  
Mercer Island, Washington 98040



Prepared by

**KPG**

753 9<sup>th</sup> Ave N  
Seattle, Washington, 98109  
(206) 286-1640

**June 2008**

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## Background

The City of Mercer Island Town Center On-Street Parking Study has focused on gathering data pertaining to existing on-street parking supplies and the associated demand for parking. The data and assessment of existing conditions is summarized in this report. Potential opportunities for additional on-street parking supply have also been identified.

## Existing Situation

In the broadest terms, the primary parking concern in the Town Center is frequently described as a real or perceived case of demand exceeding supply at certain times of the day. In addition, as redevelopment occurs within the area, existing off-street parking supplies that were available to the public may be lost.

Parking demand involves a dynamic mix of user groups, each with parking needs that vary by time, duration, and location. Demand varies both within and among user groups. Stakeholder categories include residential, commercial, and service. These general categories include user groups whose interests sometimes vary. Business-related stakeholders include customers, employees, and management. While customers and employees compete with each other for parking, management must consider the needs of both. Employers may perceive the parking needs of their employees differently than employees perceive their own needs. Residents, due to their proximity to the area of highest parking demand, compete for on-street parking with both the employees and customers of the businesses within the study area.

## Study Area

The area under consideration for this review generally extends between 76<sup>th</sup> Avenue SE and 80<sup>th</sup> Avenue SE from east to west and from Sunset Highway to SE 32<sup>nd</sup> Street, from north to south. All field parking data collection for this project occurred within this area. This area is referred to in this report as the *study area*. Sunset Highway and the section of 78<sup>th</sup> Avenue SE between Sunset Highway and SE 27<sup>th</sup> Street have not been included in this study due to construction activity. A map of the study area is shown in Figure 1 on the following page.



Figure 1 – Study Area



## Inventory of Existing Parking Supply

KPG conducted a study of on-street parking within the study area boundary of the Town Center. Parking supply was inventoried and data was collected and analyzed to provide information on parking supply and demand within this area.

The City of Seattle uses the following table to determine the number of legal on-street parking spaces available along a block front. The approximate parking supply was obtained by measuring block fronts on scaled aerials of the area, supplemented with physically inventorying restrictions such as “load-only” zones, driveways, fire hydrants, and no parking zones upstream of stop signs. Each segment of the available parking block front was then compared with the table supplied by the City of Seattle to determine the approximate number of parking spaces available.

**Table 1. On-Street Parking Space Measurements**

Unobstructed Length	Number of Spaces	Unobstructed Length	Number of Spaces
16-31 feet	1	168-183 feet	9
32-53 feet	2	184-205 feet	10
54-69 feet	3	206-221 feet	11
70-91 feet	4	222-243 feet	12
92-107 feet	5	244-259 feet	13
108-129 feet	6	260-281 feet	14
130-145 feet	7	282-297 feet	15
146-167 feet	8	298-319 feet	16

Source: City of Seattle DPD CAM #117

Using Table 1 as guidance, it was determined that there are approximately 207 on-street parking spaces within the study area. The inventory shows that the majority of on-street parking is not time restrictive. However, the 26 angled parking spaces along the SE 27<sup>th</sup> Street Extension are limited to two hours.

The majority of the available on-street parking is limited to permit-only users during the hours of 7 AM and 9 AM. This permitting system was put into practice by the City of Mercer Island in January of 2002 to discourage non-resident commuter parking on the streets of the Town Center. Permits are available to all Mercer Island residents.

## Parking Demand

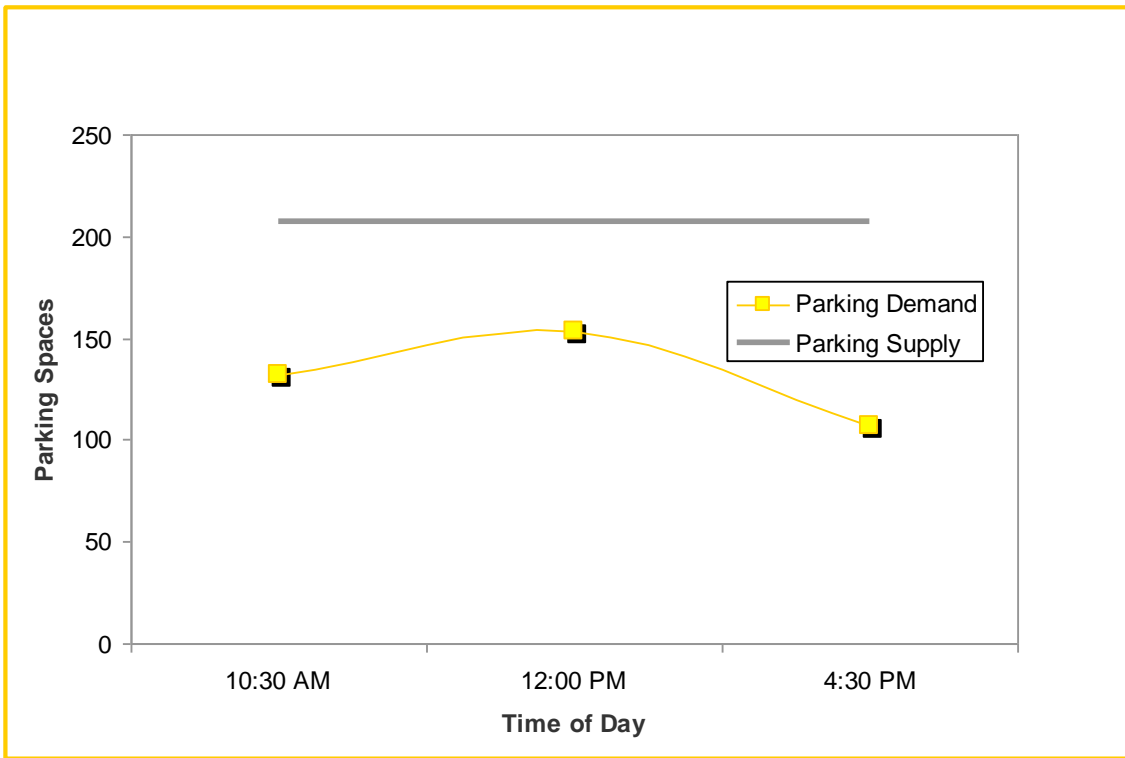
Parking demand has been established for several representative time periods. Parking demand within the study area has been quantified for typical mid-morning, mid-day, mid-afternoon and weekend conditions.

During these different parking demand periods of both the weekday and the weekend, a count of occupied parking spaces was conducted to determine the actual demand percentage of the supplied parking. Table 2 summarizes the parking demand and supply.

**Table 2. On-Street Parking Demand vs. Supply**

Day and Date	Time	Weather	Parking Demand	Parking Supply	% Demand
Friday, 4/11/08	10:30 AM	Sunny	132	207	64%
Tuesday, 4/15/08	4:30 PM	Cloudy	107	207	52%
Thursday, 4/17/08	12:00 PM	Sunny	153	207	74%
Saturday, 4/19/08	11:30 AM	Sleet	76	207	37%

As would be expected, the parking demand was found to be greater on weekdays than on the weekend. The data also suggests that the greatest demand for on-street parking occurs during the noon hour. The following is a graphical representation of on-street parking demand during the weekday.



**Figure 2 – Parking Demand During A Typical Weekday**

In order to show a more precise level of parking demand, the Town Center has been divided into four sub-areas:

- Northwest
- Northeast

- Southwest
- Southeast

The following figure shows the demand percentage by sub-area during the peak demand period.

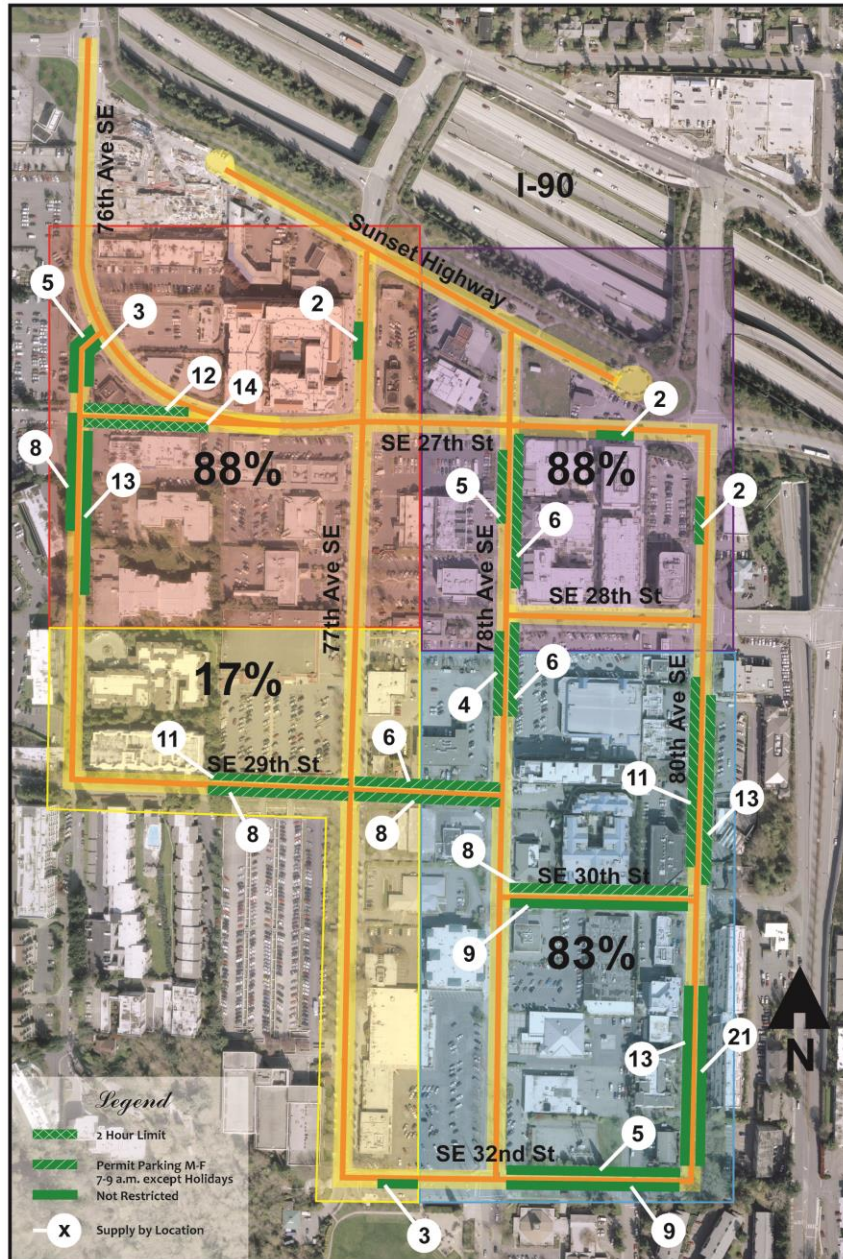


Figure 3 – On-Street Parking Supply by Location and Percent Demand by Sub-Area

As can be seen in Figure 3, the majority of the Town Center area has an on-street parking demand greater than 80 percent during the peak period of the day, with the north end of the Town Center at over 85 percent capacity. A parking demand greater than 85 percent has, in all practicality, exceeded supply and is perceived as such.

A parking deficiency such as this adds to congestion on the surrounding road network as drivers circulate over and over around the block in search of parking.

## Suggested Improvements

### *Wayfinding with Signage*

With the concentration of parking demand being in the north and east sub-areas of the Town Center, there is an opportunity for wayfinding to the underutilized sub-area of the southwest through the introduction of signage. The signage could be decorative and located in such a way as to compliment the Town Center's aesthetics.

### *Time Limited Parking*

Time limited parking has been shown to provide more opportunities for on-street parking throughout the day. There is an opportunity to expand on the 2-hour time limited parking in the northwest sub-area and possibly introduce 30-minute parking along select block fronts where the type of commercial activity requires only 30 minutes or less for patrons.

Time limited parking could be introduced to the northeast sub-area as well. Public involvement in the form of a survey of business owners and patrons for their input is suggested before the introduction of any new time limited parking is put in place.

Time limited parking is only effective when enforcement is applied. The City would need to work with the police department to ensure there was a commitment to enforcement.

### *Additional On-street Parking*

A roadway's primary purpose is to move people and goods, whether it is in a vehicle or on a bicycle. However when a roadway is not the main artery of a system and the introduction of parking maneuvers along the roadway would not create noticeable delay, the addition of on-street parking may be acceptable.

#### *SE 28<sup>th</sup> Street*

One roadway identified within the Town Center as a potential candidate for the introduction of on-street parking is SE 28<sup>th</sup> Street, between 78<sup>th</sup> Avenue SE and 80<sup>th</sup> Avenue SE. The roadway is not part of a heavily-traveled commuter corridor and the cross-section would allow for angled-parking along the north edge. The attached schematic shows a draft layout which could potentially add 15 parking spaces to the heavily burdened on-street parking supply in the northeast sub-area of Town Center. With the current mixed-use development at this location, this additional parking should be time limited.

Re-striping this block to add parking in this manner would result in the loss of the existing two-way left turn lane. This is not anticipated to result in significant operational impacts due to relatively low traffic volumes, but may result in minor delays as persons making left turn movements wait for conflicting traffic to clear. The loss of the 2-way left turn lane will impact deliveries to businesses in the Island Square complex. Truck drivers sometimes

inappropriately park in this lane while making deliveries. Island Square has an “alley” on its east side that is available for such deliveries. The designation of one of the angled parking stalls as “load only” parking may also help to mitigate this situation.

Finally, loss of the 2-way left turn lane might add to what is considered by some as a confusing access situation to the Island Square parking garage. Improved signage could mitigate this situation.

### 77<sup>th</sup> Avenue SE

Another roadway with a cross-section that could geometrically support the addition of on-street curb parking would be 77<sup>th</sup> Avenue SE. This would likely require the removal of the center two-way left-turn lane.

However, this roadway is the designated north/south bicycle route through the Town Center and also provides a parallel alternative to 78<sup>th</sup> Avenue SE for pass-through vehicular volume. The introduction of curb-side parking along this corridor would increase the potential for vehicle versus vehicle collisions and vehicle versus bicycle collisions. Additional operational analysis of this corridor with and without parking would be needed to determine whether this could be considered an appropriate improvement.

### Other On-Street Parking Opportunities

Other on-street parking opportunities were found to be limited. The cross-section of SE 27<sup>th</sup> Street through the Town Center is wide enough to provide for on-street parking but because this is the main east/west corridor, carrying the most volume within the Town Center, the introduction of parking on this corridor is discouraged.

Other roadways within the Town Center would need to be widened to provide on-street parking. This would likely mean a reduction in sidewalk width and other urban landscaping treatments.

## Summary

The existing parking supply in the Town Center was inventoried and determined to be approximately 207 spaces. Of these spaces, 26 of them are time limited to 2 hours. These time-limited spaces are the angled parking stalls in the northwest sub-area of the Town Center.

The peak on-street parking demand period was determined to be midday of the weekday. During this time period, both the northwest and northeast sub-areas of the Town Center can be expected to be at perceived capacity (demand exceeds 85% of supply); while the southwest sub-area has ample available on-street parking (demand is less than 20% of supply).



Several improvements have been suggested to improve parking opportunities within the Town Center. These improvements consist of the following:

- Wayfinding with Signage
  - Appropriate signage could be used to direct motorists to the underutilized on-street parking within the Town Center
  
- Time-limited Parking
  - Parking in front of commercial establishments could be limited in the range of 30 minutes to 2 hours, depending on feedback from stakeholders
  - Would require enforcement in order to be effective
  
- Additional On-street Parking
  - SE 28<sup>th</sup> Street, between 78<sup>th</sup> Avenue SE and 80<sup>th</sup> Avenue SE has been identified as a potential location of additional on-street parking
  - As many as 15 angled parking spaces could be added
  - These new spaces would be time-limited to serve the commercial establishments that are located along SE 28<sup>th</sup> Street
  - 77<sup>th</sup> Avenue SE between Mercerdale Park and SE 27<sup>th</sup> Street may provide an opportunity for additional on-street parking, but would require further operational analysis and consideration of bicycle route impacts.
  - Other on-street parking opportunities, such as along SE 27<sup>th</sup> Street are limited and not recommended at this time.

## Appendix A

On-Street Parking Supply vs. Demand  
(Weekday and Weekend Demand and Supply Worksheet)

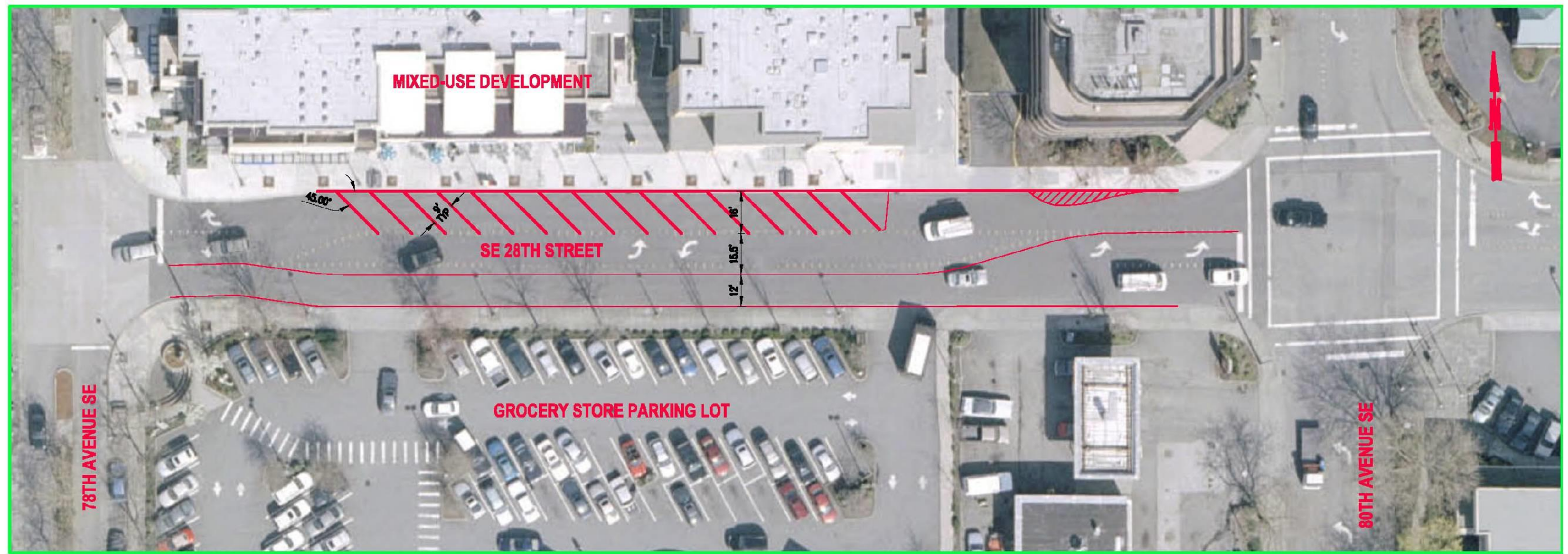
On-Street Parking Supply and Demand Worksheet						
Block Front	Demand Weekday 10:30 AM	Demand Weekday Noon	Demand Weekday 4:30 AM	Demand Saturday 11:30 AM	Supply	Peak Demand Percentage
76th Ave btn 27th and 27th ext (w)	4	5	2	2	5	100%
76th Ave btn 27th and 27th ext (e)	2	3	2	1	3	100%
27th St e of 76th (n)	6	9	8	9	12	75%
27th St e of 76th (s)	8	11	9	5	14	79%
76th Ave btn 27th and 28th (w)	6	8	4	2	8	100%
76th Ave btn 27th and 28th (e)	9	12	7	6	13	92%
77th Ave btn Sunset and 27th (w)	2	2	2	2	2	100%
<b>Sub-Area Total</b>	<b>37</b>	<b>50</b>	<b>34</b>	<b>27</b>	<b>57</b>	<b>88%</b>
27th St btn 78th and 80th (s)	2	2	1	1	2	100%
78th Ave btn 27th and 28th (w)	5	5	3	2	5	100%
78th Ave btn 27th and 28th (e)	6	5	5	2	6	83%
80th Ave btn 27th and 28th (w)	2	2	2	0	2	100%
78th Ave btn 28th and 29th (w)	4	1	1	4	4	25%
78th Ave btn 28th and 29th (e)	6	4	2	5	6	67%
80th Ave btn 28th and 30th (w)	10	11	10	0	11	100%
80th Ave btn 28th and 30th (e)	13	13	11	1	13	100%
<b>Sub-Area Total</b>	<b>48</b>	<b>43</b>	<b>35</b>	<b>15</b>	<b>49</b>	<b>88%</b>
29th St btn 76th and 77th (n)	6	3	0	0	11	27%
29th St btn 76th and 77th (s)	3	1	0	0	8	13%
29th St btn 77th and 78th (n)	2	1	0	0	6	17%
29th St btn 77th and 78th (s)	1	0	0	0	8	0%
32nd St btn 77th and 78th (s)	1	1	2	2	3	33%
<b>Sub-Area Total</b>	<b>13</b>	<b>6</b>	<b>2</b>	<b>2</b>	<b>36</b>	<b>17%</b>



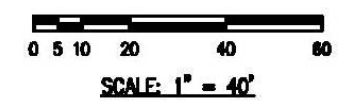
Block Front	Demand Weekday 10:30 AM	Demand Weekday Noon	Demand Weekday 4:30 AM	Demand Saturday 11:30 AM	Supply	Peak Demand Percentage
30th St btn 78th and 80th (n)	2	4	1	3	8	50%
30th St btn 78th and 80th (s)	5	5	3	3	9	56%
80th Ave btn 30th and 32nd (w)	5	10	10	7	13	77%
80th Ave btn 30th and 32nd (e)	15	23	14	6	21	110%
32nd St btn 78th and 80th (n)	4	5	4	6	5	100%
32nd St btn 78th and 80th (s)	3	7	4	7	9	78%
<b>Sub-Area Total</b>	<b>34</b>	<b>54</b>	<b>36</b>	<b>32</b>	<b>65</b>	<b>83%</b>
<b>TOWN CENTER TOTAL</b>	<b>132</b>	<b>153</b>	<b>107</b>	<b>76</b>	<b>207</b>	<b>74%</b>

## Appendix B

Potential On-Street Parking Layout on SE 28<sup>th</sup> Street  
(Schematic Only)

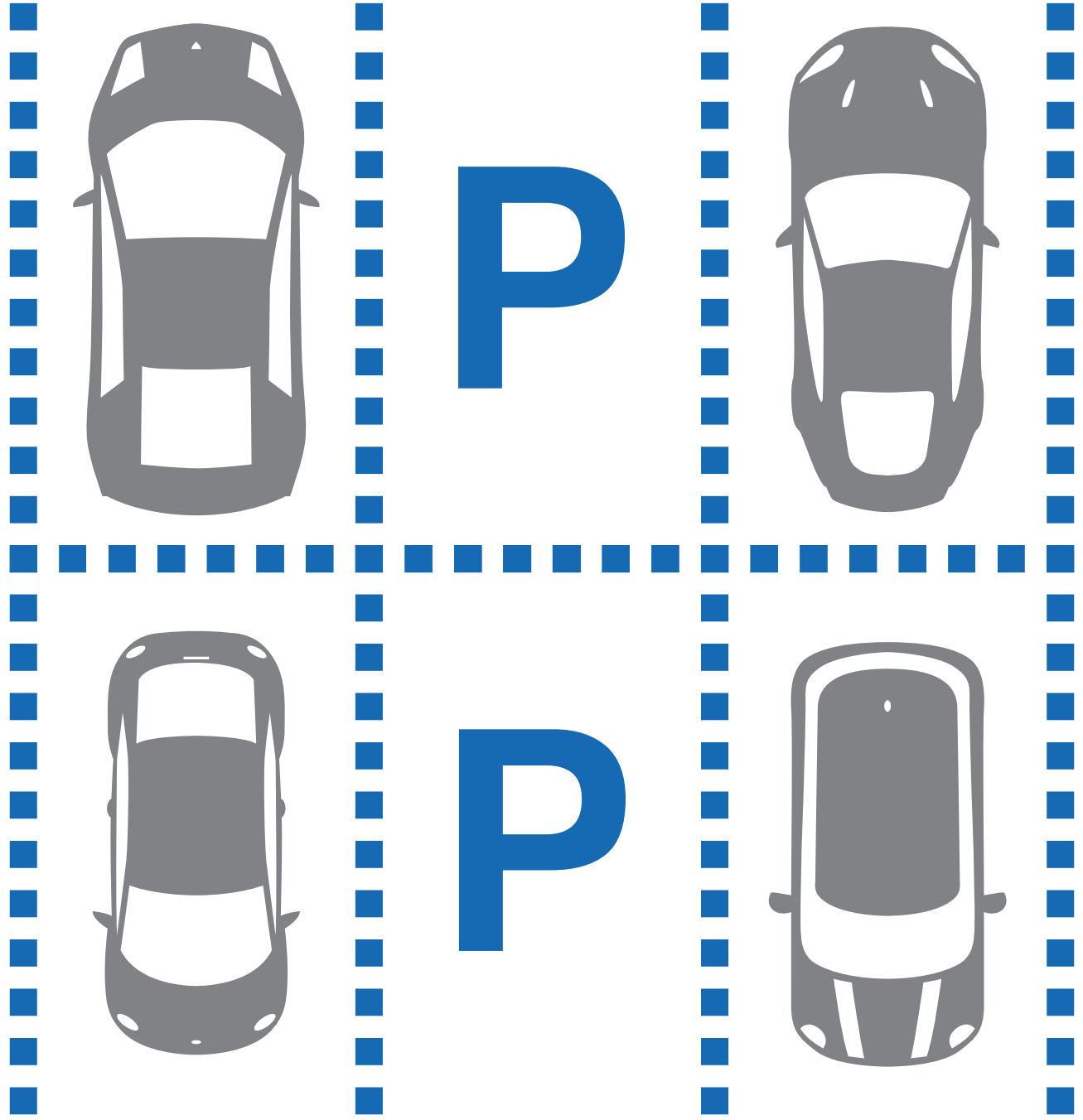


- POTENTIAL HEAD-IN ANGLE PARKING SHOWN
- NEW PARKING WOULD BE TIME-LIMITED IN THE RANGE OF 30 MINUTES TO 2 HOURS





# Town Center Parking Study



Prepared by **BERK**



# TOWN CENTER PARKING STUDY

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## INTRODUCTION

Parking is vital to the success of the Mercer Island Town Center economy as well as to the experience of business patrons, residents, and visitors. The Town Center is experiencing higher-density and mixed-use development and it's important to get parking right for these developments and for the Town Center as a whole. Increasing density and activity in the Town Center may result in increased competition for parking stalls by residents, employees, customers, and commuters.

The City is currently undertaking a major effort to further consider and plan for the future of the Town Center. This parking study is one piece of an integrated effort to address future growth and development in the Town Center and the quality of life for residents. The City has an interest in ensuring there is sufficient parking to meet demand now and in the future. However, overbuilding parking can also have negative effects, including increasing the cost of development and construction, which increases the costs of goods and services as those costs are ultimately passed on to business owners and consumers. The Mercer Island Town Center Parking Study is initially focused on both on- and off-street non-residential parking for customers, employees, and visitors. This study aims to address the following questions:

1. **How much parking is available for non-residential use in the Town Center?**
2. **What is the current non-residential parking occupancy on a typical day in the Town Center?**
3. **Is the existing parking enough to meet current demand for parking in the Town Center?**



**Depending on the answers to Questions #1 and #2 the following issues will be considered:**

- **Should the City amend its parking regulations regarding the amount of parking required and parking design standards?**
- **How can the City most efficiently manage the existing and future parking supply? Are there additional opportunities for shared parking?**
- **Should the amount, locations, and restrictions for on-street parking (such as two hour, permit parking, unrestricted, etc.) be revised?**

Note: Additional optional tasks are included in the project scope to conduct residential parking counts and to amend the City's parking regulations in the Town Center.

## STUDY AREA

The parking study area is focused around Mercer Island Town Center, and is bordered by Sunset Highway to the north, SE 32<sup>nd</sup> Street to the South, Island Crest Way to the east, approximately 76<sup>th</sup> Avenue SE to the West. The area is shown in Exhibit 1 below.

**Exhibit 1. Mercer Island Town Center Study Area**



Source: Google Earth, 2016; King County, 2016; BERK, 2016.



## PERCEIVED PARKING CHALLENGES

City staff identified several perceived challenges with regard to parking in the Town Center that are to be considered in this study. Existing challenges include:

- **Not enough parking**
- **Inconvenient parking locations**
- **Confusion over where parking is located, especially for shared stalls and in garages**
- **Poorly designed parking in garages, which creates hazards for vehicles and constrains the navigability of parking structures**
- **Confusion over parking permits**
- **Lack of parking for employees working in the Town Center**
- **Low parking turnover rates**
- **Bus commuters using Town Center parking**
- **Lack of enforcement of parking restrictions**
- **A lack of walkability in some areas**

## INVENTORY OF TOWN CENTER NON-RESIDENTIAL PARKING

Mercer Island's Town Center has approximately 3,308 off-street non-residential stalls and 258 on-street public stalls. The on-street stalls are regulated in varying ways, including the use of time limited parking, permit restrictions, and shared private stalls. Exhibit 2 shows the number of parking stalls by type that were identified in the inventory.

**Exhibit 2. Inventory of Non-Residential Parking Stalls in Mercer Island's Town Center**

	Parking Stalls	Percent of Total Stalls
Number of off-street (non-residential) stalls	3,308	93%
Number of on-street stalls (public)	258	7%
Number of time-restricted stalls (2-hour)	82	2%
Number of permitted stalls (M-F, 7-9 AM)	73	2%
Number of on-street unrestricted	103	3%
<b>Total Parking Stalls</b>	<b>3,566</b>	<b>100%</b>

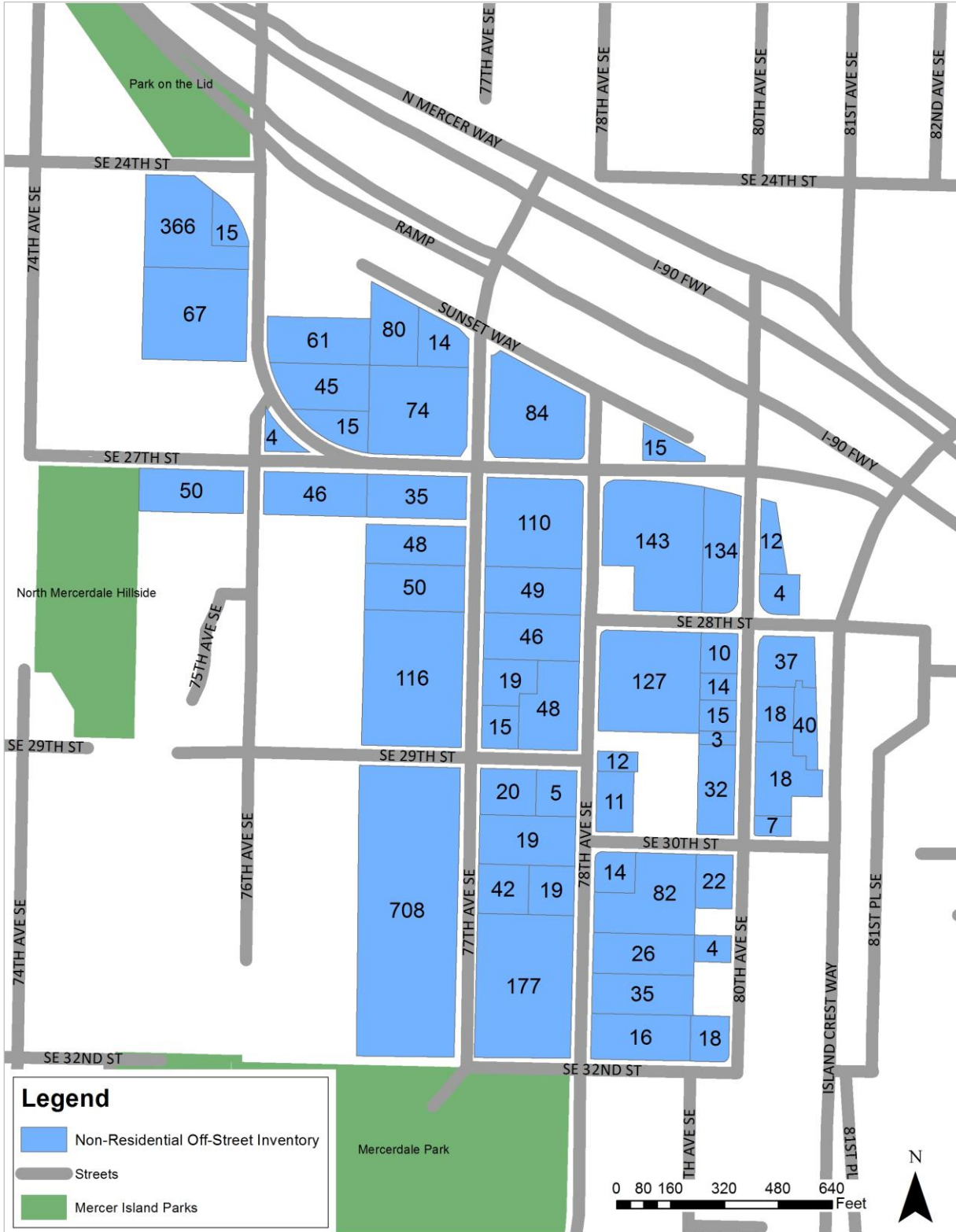
Note: New parking in ongoing development is expected to become available. Parking inventories for projects currently under development are not available at this time. Some on-street parking may have been restricted due to being in the vicinity of a construction site and were not included in the inventory or parking counts.

Source: BERK, 2016.

Exhibit 3 provides a map of off-street parking inventories by parcel. Some developments include more than one parcel. Therefore, the parking inventory and occupancy data may be assigned to only a select number of parcels in the development.

Exhibit 4 provides a map of on-street parking inventories by block.

**Exhibit 3. Non-Residential Off-Street Parking Inventory in Mercer Island Town Center**



Source: BERK, 2016; King County Assessor, 2015.

Exhibit 4. On-Street Parking Inventory



Source: BERK, 2016; Kimley-Horn, 2016; King County Assessor, 2015

Note: On-Street Parking lines show the general location of parking along block faces. Figures indicate the number of on-street parking spaces along each block face.

Another metric used to assess the amount of parking is the ratio of parking stalls to 1,000 square feet (sq ft) of non-residential floor area, which is often used for parking regulations to determine minimum and maximum parking requirements. The amount of non-residential gross floor area in the Town Center is approximately 846,000 sq ft and the off-street parking supply is approximately 3,308 parking stalls. Therefore, the built parking ratio is approximately 3.9 stalls per 1,000 gross sq ft (see Exhibit 5).

**Exhibit 5. Built Parking Ratio**

Off-Street Supply	Non-Residential Square Feet	Built Parking Ratio
3,308	846,000	3.9 Stalls/1,000 sq ft

Source: King County Assessor, 2016; BERK, 2016.

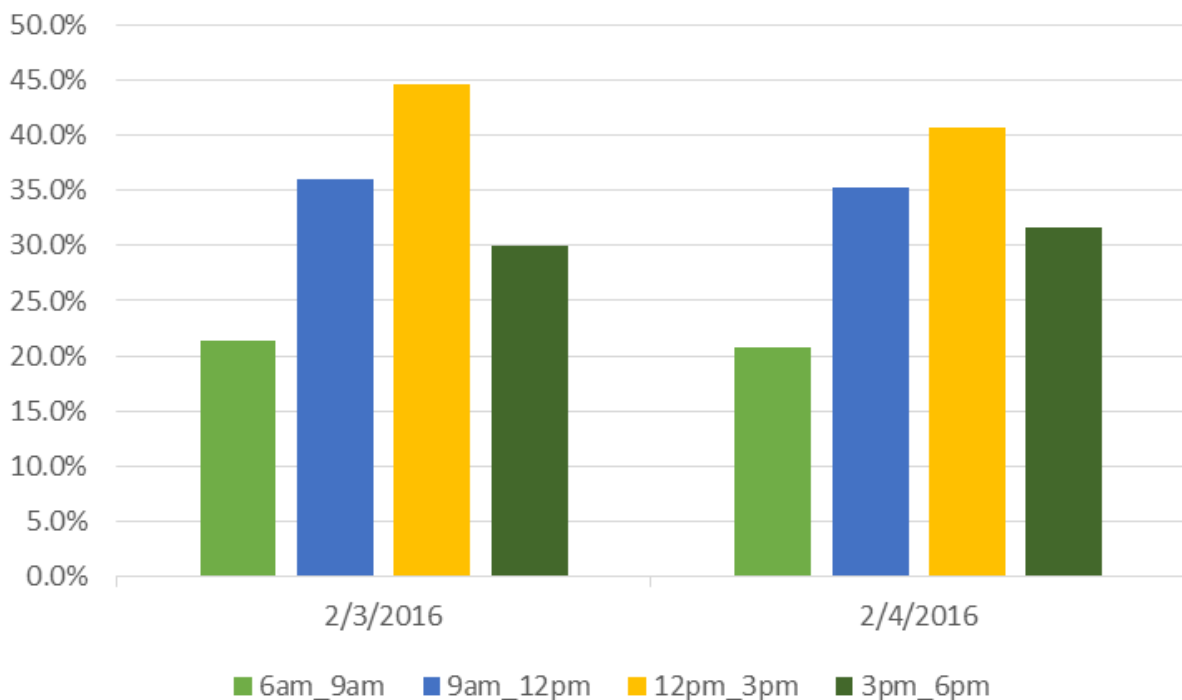
## PARKING DATA COLLECTION

Field data collection was conducted on February 2<sup>nd</sup> and 3<sup>rd</sup> 2016 for both on- and off-street non-residential parking areas. Four counts in three hour increments were conducted on each day for the off-street parking areas. An hourly count was conducted on each day for the on-street parking areas. Occupancy and vehicle duration were collected for each count. Occupancy refers to the percent of parking stalls occupied and duration refers to the amount of time a vehicle stays in the same parking space.

### Off-Street Parking

The highest observed off-street parking occupancy occurred between 12 pm and 3 pm on February 3, 2016 at 44.6%. The number of available off-street parking stalls at peak occupancy was approximately 1,834 stalls.

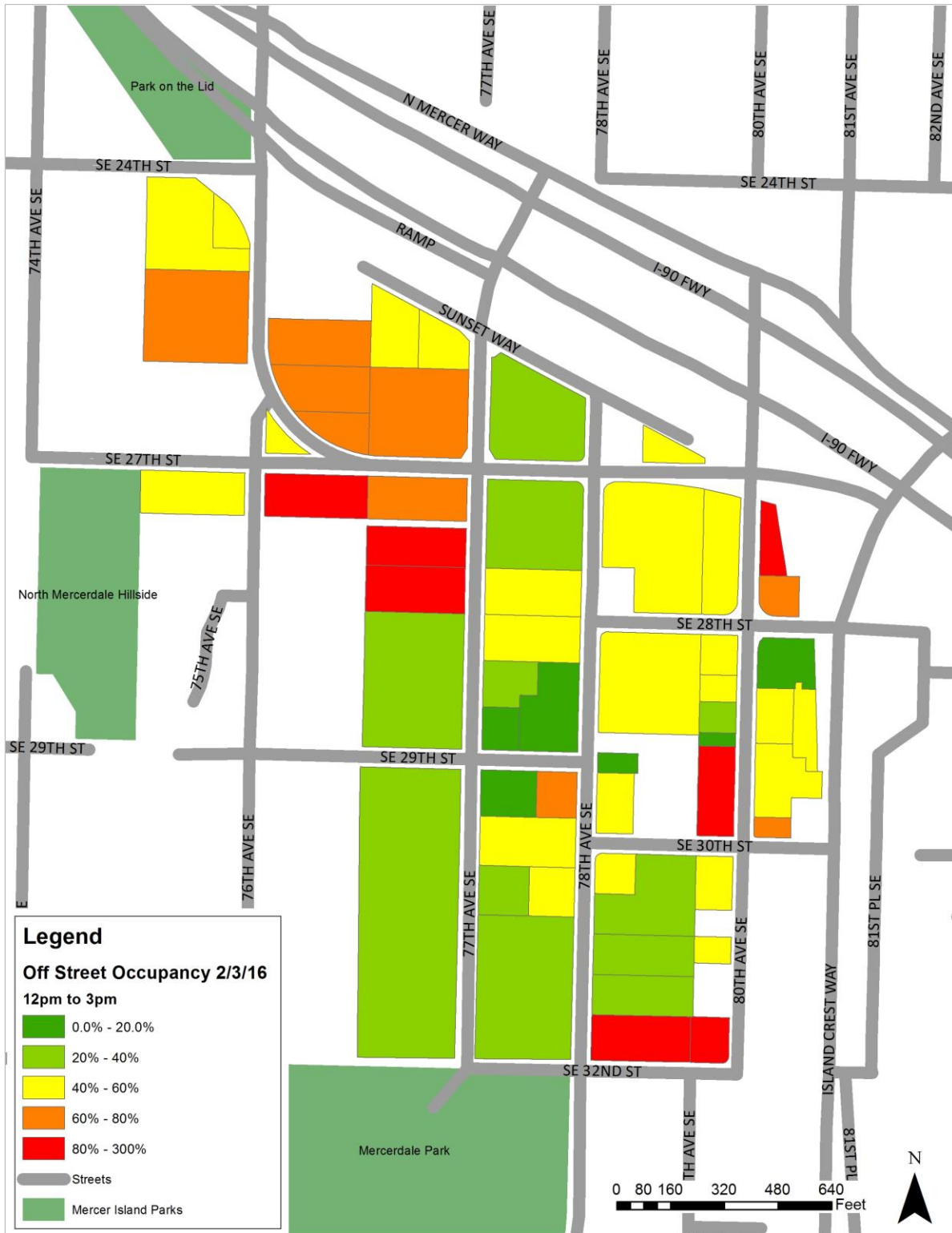
**Exhibit 6. Off-Street Parking Occupancy**



Source: BERK, 2016; Kimley-Horn, 2016.

Exhibit 7 shows the occupancy by parcel on February 3, 2016 between 12 pm and 3 pm, which was the highest observed occupancy for the off-street counts. A few parcels had an occupancy above 80%, but overall the utilization was much lower at 44.6%. All other off-street counts had lower occupancy.

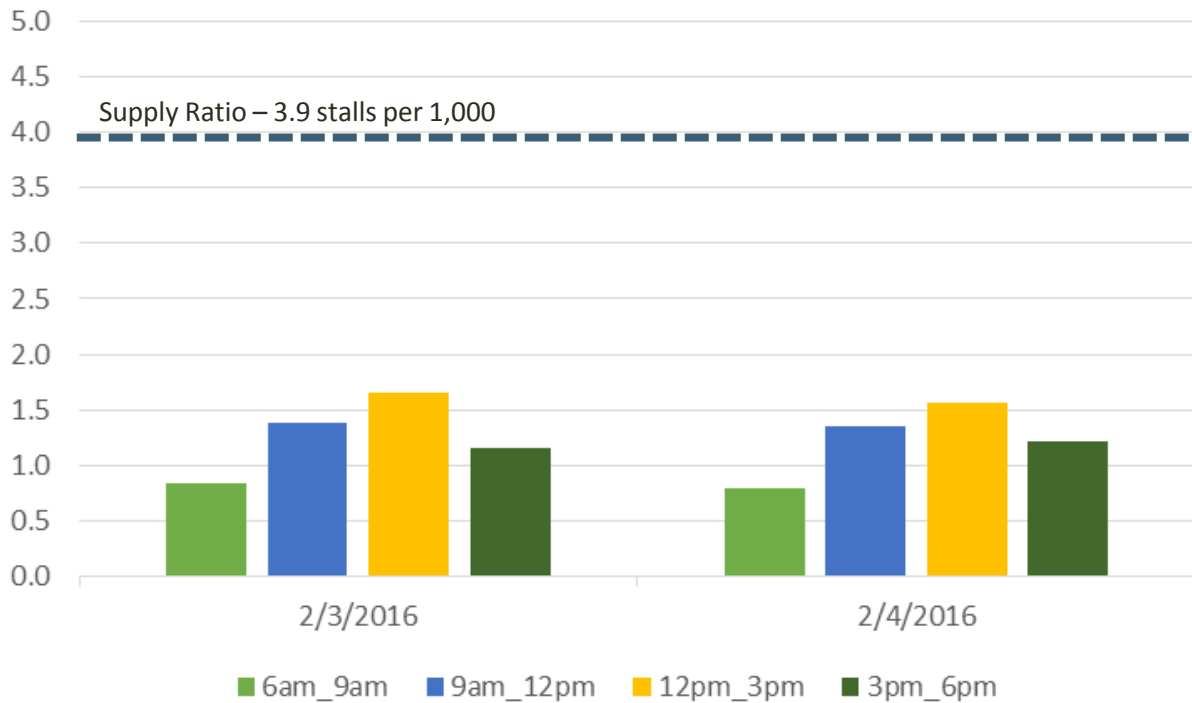
**Exhibit 7. Peak Off-Street Occupancy – 12 pm to 3 pm on 2/3/16**



Source: BERK, 2016; Kimley-Horn, 2016.

Exhibit 8 provides the off-street parking occupancy ratio of occupied stalls to 1,000 sq ft of non-residential floor area. The chart shows the difference between the observed parking occupancy ratio for the field counts on February 3<sup>rd</sup> and 4<sup>th</sup> as well as the built ratio of parking stalls to non-residential floor area in the study area.

**Exhibit 8. Off-Street Parking Occupancy Ratio (# of occupied stalls per 1,000 sq ft)**



Source: BERK, 2016; Kimley Horn, 2016; King County Assessor, 2016.

Mercer Island parking regulations require a certain number of parking stalls per 1,000 sq ft of building floor area based on the land use. For example, between 3 and 5 stalls per 1,000 square feet are required for retail uses in the Town Center. As shown in Exhibit 9 the built parking ratio is 3.9 stalls per 1,000 sq ft while the highest observed utilization was 1.7 stalls per 1,000 square feet between 12 pm and 3 pm on both February 3, 2016. The gap between the supply ratio and the highest observed ratio is therefore 2.2 stalls per 1,000 sq ft (see Exhibit 9).

**Exhibit 9. Built Supply Ratio vs. Utilization Ratio**

Built Parking Supply Ratio	Highest Observed Utilization Ratio (1 pm to 3 pm)	Utilization Gap
3.9 Stalls/1,000 sq ft	1.7 Stalls/1,000 sq ft	2.2 Stalls/1,000 sq ft

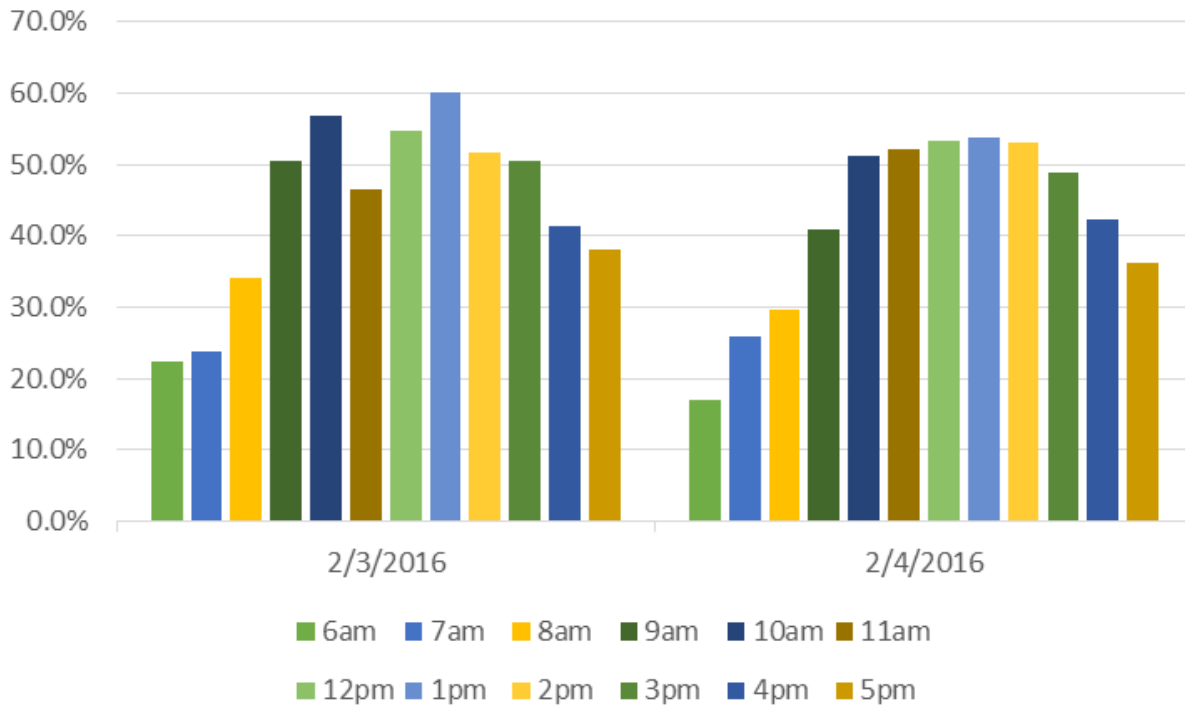
Source: BERK, 2016.

### On-Street Parking

The Town Center has a limited number of on-street parking stalls as many of the streets in Town Center do not provide on-street parking. The highest observed occupancy (percent of occupied stalls) of the on-street stalls was 60.0% at 1 pm on February 3, 2016. At peak occupancy 157 of the 258 stalls were occupied leaving 101 stalls available. Occupancy below 85% is generally considered acceptable. If occupancy

exceeds 85% further demand management strategies such as additional time limits or pricing should be considered to ensure adequate vehicle turnover and parking availability. Exhibit 10 shows the hourly parking occupancy of on-street spaces in the study area for February 3<sup>rd</sup> and 4<sup>th</sup> and Exhibit 11 shows the on-street occupancy for peak parking at 1 pm on February 3, 2016.

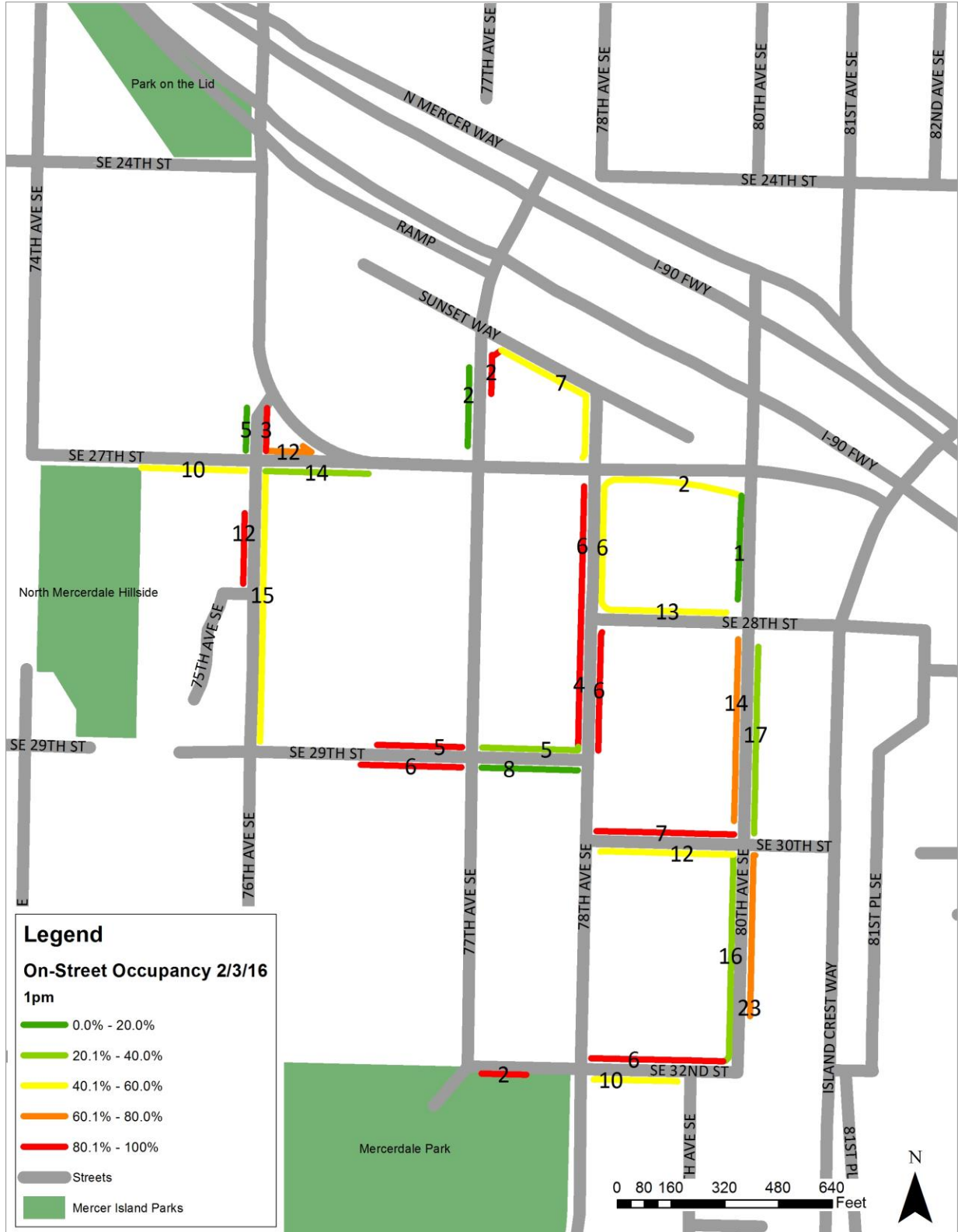
**Exhibit 10. On-Street Occupancy**



Source: BERK, 2016; Kimley-Horn, 2016.



Exhibit 11. On-Street Peak Occupancy – 1 pm on 2/3/16



Source: BERK, 2016; Kimley-Horn, 2016.

Note: On-Street Parking lines show the general location of parking along block faces. Figures indicate the number of on-street parking spaces along each block face.



Another metric used to assess parking is the duration of stay. This represents the average amount of time that a vehicle is present in the same parking space. Exhibit 12 shows the average duration of stay for the two on-street field count days. The duration of stay is generally consistent with current on-street parking management with time limited two-hour parking. However, these figures also include some unregulated parking without any time restrictions. Therefore, the current duration of stay is acceptable and doesn't indicate there are significant violations of the current time limits.

**Exhibit 12. On-Street Parking Duration**

Date	Duration
2/3/2016	2.2 hours
2/4/2015	2.4 hours

Source: BERK, 2016; Kimley-Horn, 2016.

## LAND USE

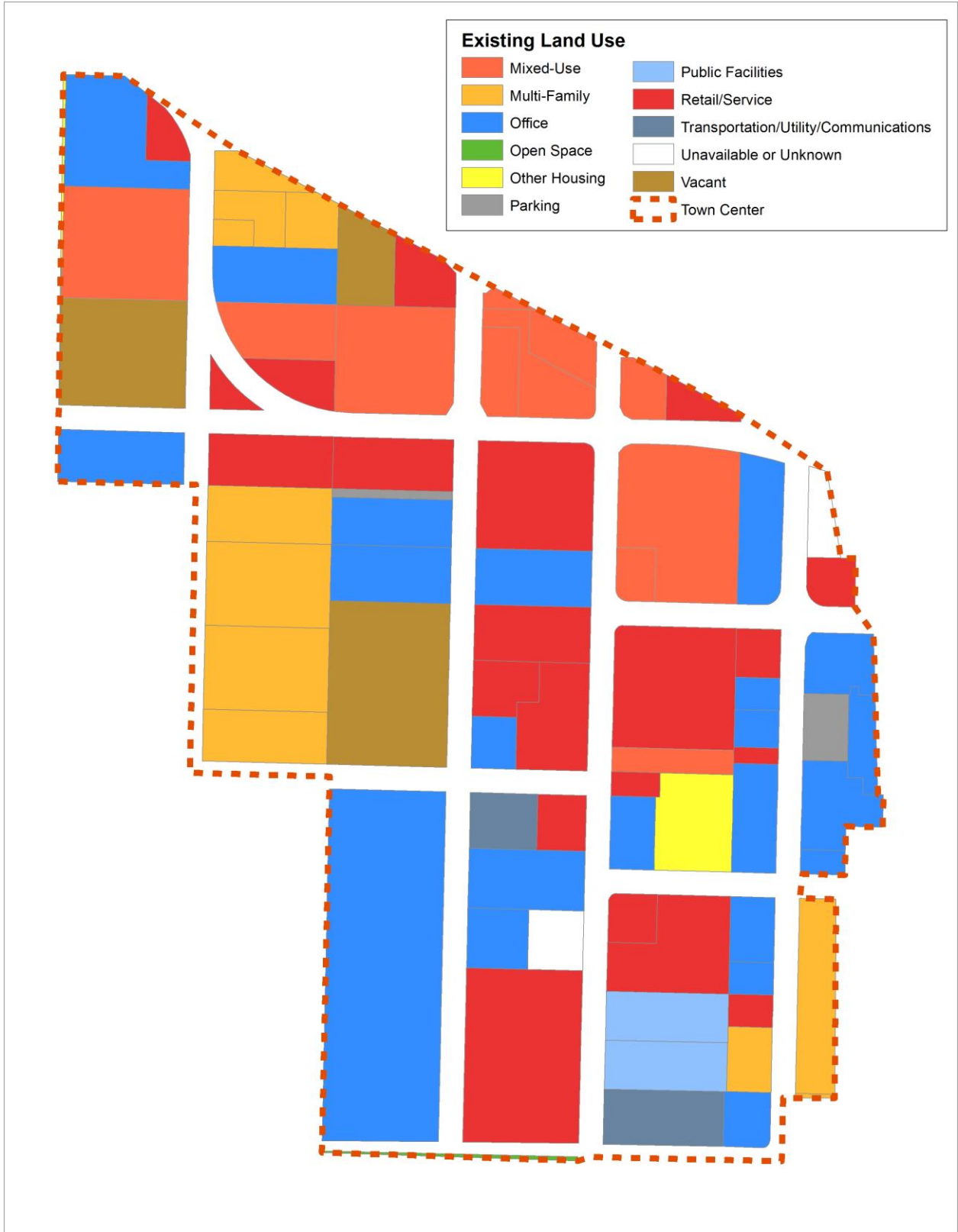
Land use has implications for parking supply and demand as the use of land is closely tied to the way people use on and off-street parking. As such, parking requirements, permitting, and other restrictions are often tied to land use and zoning.

The majority of Mercer Island's Town Center is devoted to commercial uses, with some newer mixed use developments on the north end of the study area. Most of the commercial uses are locally-serving uses, such as bank branches, grocery stores, and restaurants. There is one notable larger employer, Farmers Insurance, also located in the Town Center that has 708 off-street parking spaces or 21% of the total non-residential off-street parking supply. Condos and apartments are also present, and are predominantly located in mixed use structures and on the east and west edges of the Town Center.

Exhibit 13 shows the existing land use within the Town Center study area, which is mainly dominated by retail and office, as well as the mixed-use structures to the north. These uses all generate demand for parking, with varying expected peak hours and turnover rates. Land use categories indicate the predominant land use for the parcel.

As density increases and more mixed-use development occurs there may be further opportunities to reduce parking requirements and increase shared parking to manage the overall parking supply more efficiently. For example, sharing parking between residential and commercial use can significantly reduce the overall amount of parking that is needed to accommodate the collective parking demand. Residential demand is lowest during the day when many commercial uses experience peak demand. As the Town Center continues to develop the City should continue to support shared parking opportunities and consider reducing the current off-street parking requirements in response to changing development patterns.

Exhibit 13. Mercer Island Town Center Land Use



Source: BERK, 2015; King County Assessor, 2015.

As the Town Center transitions to more mixed-use development, opportunities for shared parking may increase. Shared parking works best between land uses that have peak parking demand at different times. For example, as residents leave for work, the same parking is available for employee or customer parking during the day at office and retail uses.

Mixed-use walkable environments like the Town Center often have greater supplies of shared parking than in typical suburban environments. Shared public parking can be very efficient and flexible because it allows parking for a variety of uses at different times. The Town Center currently has limited public parking available, but has incentives in place to encourage private property owners to provide public parking (See Exhibit 14 for more detail).

## PARKING REGULATIONS AUDIT

Parking regulations guide the quantity and quality of parking for new development through setting parking minimums, design standards, environmental regulations, and more. As part of the existing conditions analysis in the parking inventory, an audit of the existing code and a comparison to other cities in the region was done. The audit is useful for considering potential regulatory changes. See Exhibit 14 for the detailed code audit.

### Code Audit Key Findings

The following are the key findings from the code audit:

- The City's off-street parking requirements in the Town Center appear to be significantly higher than observed demand.
- The Town Center parking regulations provide limited reductions for shared parking (up to 20%). Higher-density mixed-use development provides opportunities for shared parking reductions greater than 20%.
- The residential parking requirement of between 1 and 3 stalls per unit provides a wide range of off-street parking requirements that may lead to parking being overbuilt for residential use, particularly if shared parking is not incorporated into the project.
- The City's policy that all off-street parking should be shared as public parking supports efficient parking management.
  - Other incentives in addition to the reduced retail frontage requirements may be more effective at increasing the supply of shared public parking such as reduced parking requirements.
- Maintaining parking as a permitted or conditional use allows for greater opportunities for shared off-street parking.
- Current on-street parking management strategies are working effectively to manage demand and provide adequate vehicle turnover.

**Exhibit 14. Parking Regulations Audit and Comparison**

Regulation type	Mercer Island Town Center	Kirkland Downtown	Bothell Downtown
<b>Parking as a Principal Use</b>	<ul style="list-style-type: none"> <li>• Parking is a Conditional Use in all Town Center District Focus Area subareas except Mid-Rise Office and Auto-Oriented, where it is a permitted use (19.11.020)</li> </ul>	NA	<ul style="list-style-type: none"> <li>• For the downtown core, surface lots are only permitted in the rear of a building; parking structures that are wrapped are permitted; and, underground or partially submerged parking structures are permitted (12.64.101)</li> </ul>
<b>Off-Street Parking Requirements</b>	<ul style="list-style-type: none"> <li>• Retail – General – 3 to 5 stalls per 1,000 sq ft</li> <li>• Retail – Food – 1 to 11 stalls per 1,000 sq ft</li> <li>• Retail – Hotel – 1 per hotel room plus 2/3 employee on shift and 5 per 1,000 sq ft of retail/office</li> <li>• Office – Financial – 3 to 5 per 1,000 sq ft</li> <li>• Office – Health and beauty – 4 to 5 per 1,000 sq ft</li> <li>• Office – Other – 3 to 5 per 1,000 sq ft</li> <li>• Residential – 1 to 3 per unit</li> <li>• Residential – Senior - .3 to 1 per unit</li> <li>• Public Buildings – 3 to 5 per 1,000 sq ft</li> <li>• Assembly or Meeting Spaces – 1 space per 3 to 5 seats, plus 2 space for every 3 employees</li> <li>• Unspecified Uses – determined by the code official</li> </ul>	<ul style="list-style-type: none"> <li>• Retail – food – 1 space per 125 sq ft (8 stalls per 1,000 sq ft)</li> <li>• Residential – varies from 1 to 1.8 stalls per unit</li> <li>• All other uses – 1 space per 350 sq ft (3 stalls per 1,000 sq ft)</li> </ul>	<ul style="list-style-type: none"> <li>• No minimum parking requirements for ground floor retail uses fronting Main Street (12.64.101)</li> <li>• Retail – pedestrian oriented – 1 per 400 sq ft (2.5 stalls per 1,000 sq ft)</li> <li>• Civic &amp; Cultural – 1 per 500 sq ft (2 stalls per 1,000 sq ft)</li> <li>• Office – 1 per 500 sq ft (2 stalls per 1,000 sq ft)</li> <li>• Lodging – .75 per bedroom</li> <li>• Residential - .75 stalls per bedroom minimum; 1 vehicle space per bedroom maximum</li> </ul>
<b>Permits</b>	<ul style="list-style-type: none"> <li>• Valid Mercer Island parking permits are required for any vehicle parked on any city street or in off-street parking that has posted restrictions requiring a permit</li> <li>• Parking is not guaranteed to those holding parking permits</li> </ul>	NA	<ul style="list-style-type: none"> <li>• Permit parking only applies to residential streets (10.45)</li> </ul>

Regulation type	Mercer Island Town Center	Kirkland Downtown	Bothell Downtown
	<ul style="list-style-type: none"> <li>• Parking with permits is not authorized for more than 72 consecutive hours in one location</li> <li>• Permits do not exempt a permit holder from observing other parking regulations</li> <li>• The Town Center Parking Permit can be obtained by a noncommercial Mercer Island resident whose vehicle is registered to a Mercer Island address</li> <li>• Fees for permits are set by the director of finance or their designee and are collected on a biennial system of permit renewal and fee collection</li> <li>• The City Council sets monetary penalties for parking violations in permit-restricted areas and any unauthorized transfer of a permit to any unauthorized vehicle or to any vehicle which is not eligible for a Town Center Restricted Parking District permit (MICC 10.74)</li> </ul>		
<p><b>On-street Restrictions</b></p>	<ul style="list-style-type: none"> <li>• The Town Center has time-restricted parking with:                             <ul style="list-style-type: none"> <li>○ two hour limits</li> <li>○ no time limits – unrestricted</li> <li>○ permit-only time windows</li> </ul> </li> <li>• Parking is restricted to vehicles with valid Mercer Island Town Center Restricted Parking District permit between 7 am and 9 am on Monday through Friday on the following four streets:                             <ul style="list-style-type: none"> <li>○ SE 29<sup>th</sup> Street – Both sides between 77<sup>th</sup> and 78<sup>th</sup> Avenue SE</li> <li>○ SE 30<sup>th</sup> Street – Both sides between 78<sup>th</sup> and 80<sup>th</sup> Avenue SE</li> <li>○ 78<sup>th</sup> Avenue SE – Both sides between SE 28<sup>th</sup> and SE 29<sup>th</sup> Street</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• No parking areas (with various restrictions by day and time)</li> <li>• No overnight parking (with various restrictions by day)</li> <li>• Loading Zone (with various restrictions by day and time) (12.45.230)</li> <li>• Time-restricted parking with:                             <ul style="list-style-type: none"> <li>○ 30-minute parking</li> <li>○ Two hour parking</li> <li>○ Three hour parking from (AM to 5 PM)</li> <li>○ Four hour parking</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Time restricted parking:                             <ul style="list-style-type: none"> <li>○ Two hour limits</li> </ul> </li> </ul>

Regulation type	Mercer Island Town Center	Kirkland Downtown	Bothell Downtown
	<ul style="list-style-type: none"> <li>○ 80<sup>th</sup> Avenue SE – Both sides between SE 28<sup>th</sup> and SE 30<sup>th</sup> Street</li> </ul>		
<b>Shared Parking</b>	<ul style="list-style-type: none"> <li>• Mixed use projects may be permitted to use shared parking on the same or adjoining sites through reducing required parking stalls by up to 20 percent as long as no substantial impact can be demonstrated</li> <li>• Adjoining properties are encouraged to use shared parking stalls</li> <li>• Public Parking is encouraged through relaxed retail frontage requirements (19.11.020.C)</li> </ul>	NA	<ul style="list-style-type: none"> <li>• Shared parking allows for a 10% reduction for non-eating establishment pedestrian oriented retail, civic and cultural uses, offices, and residential (12.64.101)</li> <li>• All new surface parking lots shall be publically shared (12.64.401)</li> <li>• On-site (or off-site within 800 feet for some uses) is required for downtown core parking, or cash-in-lieu. In-lieu fees are based on current real cost of constructing a parking space in an exposed above-ground structure or in off-site locations (12.64.101 &amp; 402)</li> </ul>
<b>Paid Parking</b>	NA	<ul style="list-style-type: none"> <li>• Paid parking on nights and weekends</li> <li>• \$1.00 per hour</li> <li>• Park &amp; Main Lot</li> <li>• Mon – Fri, 6 pm – 9 pm</li> <li>• Sat, 9 am – 9 pm</li> </ul>	NA

Source: BERK, 2016; Mercer Island City Code; Kirkland Municipal Code; Bothell Municipal Code

## PARKING LOT DESIGN STANDARDS

The City of Mercer Island has standards for parking lot designs that address requirements for stall sizes and aisle widths based on different configurations of parking (parallel, angled, perpendicular). These standards are contained in Appendix A of Unified Land Development Code in Title 19 of the Mercer Island City Code. The standard stall size of 8.5' x 18.5' is within the range of a typical stall size, but on the lower end of the spectrum, particularly for short-term parking. The Washington Department of Transportation (WSDOT) recommends larger stalls of 9' to 10' for short-term parking with turnover of five or more cars per day.

The aisle widths required between stalls varies depending on the type of parking configuration and the angle of the parking spaces. The City's current minimum aisle width for two-traffic with perpendicular, angled or parallel parking is 20.' This is below the 24' minimum aisle width recommended by the Washington Department of Transportation (WSDOT) that is based on industry standards (WSDOT, 2003). WSDOT recommends an aisle width of 18' for one-way traffic with 60 degree angled parking while Mercer Island requires only 15'.

Dimension	WDOT Manual	City of Redmond	Mercer Island
<b>Aisle Width – 90 Degree Two-Way Traffic</b>	24'	25.5'	20'
<b>Aisle Width – 60 Degree One-Way Traffic</b>	18'	20'	15'
<b>Stall Width</b>	8.5' for longer-term use 9' to 10' for short-term use	8.5' to 10'	8.5' Standard 8' Compact

Source: Mercer Island, 2016; WSDOT, 2003; City of Redmond, 2016

## Findings

The following are the key findings regarding the City of Mercer Island's parking lot design standards:

- Stall widths appear to be below those recommended by WSDOT and in comparison to other cities.
- Aisle widths appear below those recommended by WSDOT and in comparison to other cities.
- The City's stall dimension requirements do not differentiate between standards for short and long-term parking.
- The City's aisle width standards are relatively uniform and don't account for different parking lot configurations. For example, a 20' aisle width is required for two-way traffic regardless of the parking stall angle.

## RESIDENTIAL PARKING

The current off-street parking requirement for residential units is between 1 and 3 stalls per unit with the Code Official making the final decision. A range of 1 to 3 stalls is a substantial range, especially when the requirements are not based on the size of the units or number of bedrooms. As an example, for a 100 unit apartment building the parking requirement ranges from between 100 to 300 stalls. For below-grade structured parking at an estimated cost of \$30,000 to \$50,000 per stall the cost of providing 200 additional

stalls above the base requirement of 100 stalls would be approximately \$6 to \$10 million dollars. Therefore, the costs of providing additional parking can be substantial and adds to the overall cost of housing.

King County Metro completed the Right Size Parking Project in 2015, which assesses parking demand in multi-family developments throughout King County. The project includes an interactive website that estimates actual multi-family parking demand based on field data counts and other variables that were used to develop a statistical model to predict demand. The parking calculator estimates that actual demand for a multi-family development in the Town Center is 1.15 stalls per unit, which is on the lower end of the range of Mercer Island's residential parking requirement.

## Residential Data Collection

Residential parking counts were conducted at three multi-family sites in the Town Center. The Mercer Apartments was included in King County Metro's Right Size Parking Project and counts were conducted in 2012 and summarized below. The observed utilization ratio (vehicles per occupied residential unit) ranged from between 0.8 vehicles per unit to 1.3 vehicles per unit. The total utilization ratio based on combined data for all four sites is 1.1 vehicles per unit. As described above, the Right Size Parking Calculator estimates parking demand in the Town Center to be approximately 1.15 stalls per unit for a typical development.

**Exhibit 15. Residential Field Counts**

Site	Vehicles Observed	Occupied Units	Utilization
Island Square	225	226	1.0
Islandian Condos	17	21	0.8
Aviara*	209	159	1.3
The Mercer (2012)	156	147	1.1
<b>Total</b>	<b>607</b>	<b>553</b>	<b>1.1</b>

Source: BERK, 2016; King County Metro, 2012

\*Note: Vehicles observed based on residential parking permit data from the property manager

## FUTURE NON-RESIDENTIAL PARKING DEMAND

Based on the field parking counts the peak non-residential demand observed was 1.7 stalls per 1,000 sq ft of gross floor area for the Town Center as a whole. However, parking demand varied by location and land use.



**Exhibit 16. Parking Demand vs. Supply at Key Locations**

Site	Land Use	Parking Supply Ratio	Observed Peak Demand Ratio	Difference
QFC Grocery Store	Retail	4.4	2.5	2.1
McDonalds	Restaurant	9.9	5.2	4.7
Walgreens	Retail	2.9	1.0	1.9
Tabit Village Square	Mixed-Use Retail/Restaurant	2.2	1.7	0.5
Windermere	Office	3.25	3.0	0.25
Farmers Insurance	Office	4.6	1.6	3.0
Islandia Shopping Center	Mixed-Use Retail/Restaurant	3.5	1.3	2.2
Starbucks	Restaurant	8.0	7.0	1.0

Source: BERK, 2016; Kimley-Horn, 2016; King County Assessor, 2015

Note: Ratios based on parking stalls or observed vehicles per 1,000 sq ft of gross floor area

Based on current conditions it is estimated that the future parking demand for retail parking, office, and mixed-use sites to be between 2 and 3 stalls per 1,000 sq ft of gross floor area, which is significantly less than the current requirements of between 3 and 5 stalls per 1,000 sq ft.

Town Center has few standalone restaurants as most of the restaurants on mixed-use sites. Therefore, it's difficult to estimate actual demand for restaurants. However, the observed peak demand at McDonalds was significantly less than the parking supply. The current range of requirements for restaurants is between 1 and 11 stalls per 1,000 sq ft. For a standalone restaurant the estimated future demand is between 2 and 10 stalls per 1,000 sq ft.

Several factors could result in reduced parking demand in the future some of which the City has control over and others that are more difficult to predict. The City should consider the following in planning for future parking demand in the Town Center:

- **Additional On-Street Parking:** The Town Center currently has a small supply of on-street parking relative to the overall street network. On-street parking is an efficient way to provide short term parking for customers that can reduce the overall amount of off-street parking needed to accommodate demand. On-street parking also supports pedestrian comfort and mobility by providing a buffer between traffic and pedestrians.
- **Shared Parking:** The City currently has a cap on a shared parking reduction of 20%. If the 20% cap is removed the amount of new parking needed to accommodate new development could be reduced if existing underutilized parking becomes shared parking.
- **Transit Improvements:** Improved transit access to the Town Center may decrease the overall amount of parking needed to accommodate demand.

- **Increased Density and Mixed-use Development:** Increased density and mixed-use development expands opportunities for shared parking that increases the efficiency of the parking system and reduces the overall amount of parking needed to accommodate demand.
- **Carshare:** Carsharing services such as ZipCar and Car2Go can decrease parking demand by lowering vehicle ownership and increasing shared transportation options.
- **Rideshare:** Ridesharing services such as Uber and Lyft provide on demand transportation services that have the potential to significantly reduce parking demand and vehicle ownership.
- **Autonomous Vehicles:** The future of autonomous vehicles is unclear, but widespread use of on demand transportation service may significantly reduce the amount of parking that is needed in the Town Center. Ridesharing services such as Uber have plans to use autonomous vehicles in the future.

## PROJECT FINDINGS

Based on the research, data collection, and analysis the following are the key project findings that are the basis for the project recommendations.

- **The Town Center has sufficient on and off-street parking to meet current non-residential parking demand. The highest observed off-street occupancy was 44.6% between 12 pm and 3 pm on February 3, 2016. At peak occupancy approximately 1,834 non-residential off-street parking stalls were available.**
- **The current off-street non-residential parking ratio is approximately 3.9 stalls per 1,000 sq ft of floor area. The highest observed occupancy ratio was 1.7 stalls per 1,000 sq ft of floor area leaving a gap of 2.2 stalls per 1,000 sq ft of floor area.**
- **Public on-street parking is limited in the Town Center, with a supply of approximately 258 on-street stalls. Most streets in the Town Center do not have on-street parking. Despite the limited supply, the peak occupancy observed was 60.0% at 1 pm on February 3, 2016, leaving approximately 101 stalls available at peak occupancy. The average duration of stay for vehicles in on-street spaces was approximately 2.3 hours based on data collection on February 3<sup>rd</sup> and 4<sup>th</sup> 2016.**
- **The City's non-residential off-street parking requirements in the Town Center appear to be significantly higher than observed demand.**
- **The Town Center parking regulations provide limited reductions for shared parking (up to 20%) for both residential and non-residential uses.**
- **The residential parking requirement of between 1 and 3 stalls per unit provides a wide range of off-street parking requirements that may lead to parking being overbuilt for residential use, particularly if shared parking is not incorporated into the project.**
- **The City's parking lot design standards for residential and non-residential parking areas require parking stall sizes and aisle widths are not consistent with WSDOT recommendations or compared to another jurisdiction.**

## RECOMMENDATIONS

Based on the project findings the following recommendations are intended to improve parking regulations, management, and monitoring in the Town Center:

1. **Reduce Off-Street Parking Requirements**
  - a. **Retail/Office/Mixed-Use (including restaurants):** Between 2 and 3 stalls per 1,000 sq ft
  - b. **Standalone Restaurant:** Between 5 and 10 stalls per 1,000 sq ft
  - c. **Residential:** Between 1 and 1.4 stalls per unit. Allow site specific deviations for parking less than 1 stall per unit based on a detailed parking analysis and with approval of the Code Official.
  - d. **Eliminate parking requirement for small scale pedestrian oriented retail:** For retail uses 5,000 sq ft or less eliminate the off-street parking requirement. 5,000 sq ft and below is generally considered a pedestrian oriented retail space size.
2. **Modify the 20% limit on Shared Parking:** Allow up to 100% of the parking requirement to be accommodated through shared parking. A 100% reduction is only feasible through off-site shared parking agreements.
3. **Maintain Existing On-Street Parking Management:** The on-street system appears to be functioning well at this time and resulting in sufficient vehicle turnover and parking availability. No changes are recommended at this time. As demand increases in the future, the City may consider adding timed restrictions to more streets within the Town Center.
4. **Revised Parking Lot Design Standards**
  - a. Increase aisle widths to 24' for two-way traffic for parking angled at 45 degrees or above.
  - b. Increase aisle widths to 18' for one-way traffic for parking angled at 60 degrees or above.
  - c. Require larger parking stalls for short-term use (9' to 10' wide) with turnover of 5 or more vehicles per day.
  - d. Increase the standard parking stall size to 9' x 18'. Allow stalls at 8.5' width for compact and long-term use (turnover of 1 to 2 vehicles per day).
5. **Increase On-Street Parking Supply:** Many streets in the Town Center could accommodate additional on-street parking to support short term use and a greater supply of shared public parking. On-street parking also improves the pedestrian experience by providing a buffer between pedestrians and traffic.
6. **Increase Shared Off-Street Public Parking**
  - a. The City should consider agreements with private property owners to manage underutilized parking for shared public parking. Agreements should be short-term to not prohibit future redevelopment opportunities.
  - b. Based on the data contained in this report the City should consider facilitating the use of underutilized parking as shared parking between individual developments. Shared parking may support increased amenities and other goals in the Town Center that are desired by residents by reducing the costs of providing parking.
  - c. The City should also consider establishing permanent off-street public parking lots that could accommodate existing and future parking demand through shared public parking.
7. **Continue to Monitor Parking in the Town Center:** The City should continue to monitor parking in the Town Center through updated field data collection at a minimum of every three years.

### Town Center Parking Study Scoping

#### Comparing Past Areas of Analysis + Possible Needs

Areas of Analysis	KPG (2008)	Berk (2016)
Geographic Area	N/S: Sunset Hwy to SE 32nd Street E/W: 80th Ave SE to 76th Ave SE	N/S: Sunset Hwy to SE 32nd Street E/W: Island Crest Way to 76th Ave SE
Off-Street Inventory		X
On-Street Inventory	X	X
Locations of Parking		X
Current Usage	X	X
User Groups		
Future Demand		X
Code/Regulations		X
Regulatory Authority		
Permit Parking Program		X
Enforcement		X
Design Standards	X	X
Wayfinding		X
Walkability		X
Multi-Family Inventory		X
Sound Transit Impacts		
Community Engagement		

Questions/Challenges Explored	KPG (2008)	Berk (2016)
Does demand exceed supply?	X	X
Fear of losing existing off-street public parking as development increases	X	
How much parking is available for non-residential use in TC?		X
What is the current non-residential parking occupancy on typical day in TC?		X

# Town Center Parking Study Scoping Discussion

AB 5872 | May 18, 2021



1

Slide 2

## Why a new parking study?

- City Council interest in addressing issues/concerns related to Town Center parking and forthcoming Light Rail station
- Study proposed in the 2021/2022 Work Plan
- Budget proposal approved by City Council during 2021/2022 biennium process



2

Slide 3

## Tonight's Agenda

- Staff seek direction on City Council priorities for this study
- Discussion Topics
  - Potential Areas of Analysis + Other Key Concerns
  - Desired Deliverables
  - Community Engagement Expectations



3

Slide 4

## Previous Parking Studies

- **2008:** Conducted by KPG; assessed on-street parking supply and demand in Town Center.
- **2015:** Conducted by BP Squared; explored feasibility of adding a commuter parking facility within Town Center/surrounding area.
- **2016:** Conducted by BERK; comprehensive parking study completed as part of the 2014-2016 Town Center visioning process.



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### On- and Off-Street Parking in Town Center

Slide 5

## 2016 Parking Inventory

- 258 on-street public stalls
  - 82 time-restricted
  - 73 permitted
  - 103 unrestricted
- 3,308 off-street non-residential stalls

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## Past Analysis Comparison

Area of Analysis	2008 Study	2016 Study	2021 Study
Geographic Area	N/S: Sunset Hwy to 32nd St E/W: 80th Ave to 76th Ave	N/S: Sunset Hwy to 32nd St E/W: ICW to 76th Ave	
Off-Street Inventory		X	?
On-Street Inventory	X	X	
Locations of Parking		X	
Current Usage	X	X	
User Groups			
Future Demand		X	
Code/Regulations		X	
Regulatory Authority			
Permit Parking Program		X	
Enforcement		X	
Design Standards	X	X	
Wayfinding		X	
Walkability		X	
Multi-Family Inventory		X	
Sound Transit Impacts			

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Slide 7



Town Center



Town Center + Surrounding Areas

What geographic area should the study analyze?

7

# Parking Supply

- Should we update the 2016 on-street and off-street inventory?
- Should we inventory all multi-family / mixed-use parking?



Slide 8

8



Slide 9

## Parking Usage

- What are usage trends for Town Center parking??
- Who is using Town Center parking?
- Does demand vary by location?
- What is future demand for parking?

9

Slide 10

## Parking Regulations

- Two primary code chapters relevant to this study:
  - MICC 10.74: Permit Parking
  - MICC 19.11.130: Parking requirements for Town Center development
- 2016 study included a code audit, which:
  - Examined the regulations in one or both code chapters
  - Compared Mercer Island code to neighboring communities'
- Should we conduct a code audit as part of the new study?



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# Parking Management

What are Interests related to the Permit Parking Program?

- Fees?
- Time limits/restrictions?
- Enforcement?
- Something else?

Street Parking in Town Center and Surrounding Areas



Slide 11

11



# Other Areas to Consider

Slide 12

- Walkability
- Wayfinding
- Anything else?



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Slide 13

**Study Deliverables**  
What do you hope to receive as a result  
of this study?

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Slide 14

**Community Engagement**  
What are your expectations for engaging  
the community during this study?

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## Next Steps

- Incorporate the feedback into a draft scope of work for City Council review and approval. (June/July)
- Issue the Request for Proposals. (July/August)
- The final scope of work will inform:
  - Project phasing and timing
  - The project budget (an additional appropriation may be needed)







# BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

**AB 5874**  
**May 18, 2021**  
**Regular Business**

## AGENDA BILL INFORMATION

<b>TITLE:</b>	AB 5874: First Quarter 2021 Financial Status Update & 2021-2022 Budget Amendments (Ord. No. 21-11).	<input type="checkbox"/> Discussion Only
<b>RECOMMENDED ACTION:</b>	Receive the FY 2021 Q1 Financial Status Update and adopt Ordinance No. 21-11.	<input checked="" type="checkbox"/> Action Needed:
		<input type="checkbox"/> Motion
		<input checked="" type="checkbox"/> Ordinance
		<input type="checkbox"/> Resolution

<b>DEPARTMENT:</b>	Finance
<b>STAFF:</b>	Matthew Mornick, Finance Director Ben Schumacher, Financial Analyst
<b>COUNCIL LIAISON:</b>	n/a
<b>EXHIBITS:</b>	1. Financial Status Update – FY 2021 First Quarter 2. Ordinance No. 21-11 – 2021-2022 Biennial Budget Amendments
<b>CITY COUNCIL PRIORITY:</b>	2. Articulate, confirm, and communicate a vision for effective and efficient city services. Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability.

## SUMMARY

The purpose of this agenda bill is to provide the City Council with the 2021 First Quarter Financial Status Update (see Exhibit 1), which includes financial actuals for revenue and expenditure categories through March 31, 2021. Ordinance No. 21-11 (see Exhibit 2) outlines budget amendments in the current biennium, which involve grant revenues, efforts to restart the Thrift Shop and Recreation services, water system improvements (see [AB 5826](#)), and City Council approved uses of the FY 2020 year-end General Fund surplus. The budget reflected in the financial status update does not include any budget amendments adopted by ordinance for the 2021-2022 biennial budget.

### Financial Status Update: First Quarter in Review

Based on financial data through the month of March, the City has collected \$5.9 million, or 18.1 percent of the adopted budget, in General Fund revenues. Sales tax is performing better than anticipated, up \$79,000 from what was seen in the first quarter of 2020. License, Permit and Zoning revenues are up \$478,000 from the same time last year, primarily from a one-time receipt of permitting funds in February relating to the Xing Hua property development in Town Center.

General fund expenditures are within adopted budget estimates at the end of March. Total expenditures of \$7.6 million are 25.2 percent of the adopted budget. Total expenditures are \$634,000 less than the same period in 2020. The significant difference is a result of Parks and Recreation staff and operation expenditures being severely reduced throughout the prior year in response to the COVID-19 Pandemic. The Water, Sewer, and Stormwater Utility funds are operating within adopted budget expectations. Capital project pre-construction phases began at a slower than anticipated pace while recruitments continue for unfilled positions.

All other operating and capital funds throughout the City are within budget expectations, and there are no significant variances to either revenue or expenditures.

### Budget Amendments 2021-2022

Ordinance No. 21-11 (Exhibit 2) outlines all budget amendments that have been previously approved by the Council as well as three new requests. Summary descriptions of each of the new budget amending requests is included here for the City Council's consideration.

#### **Artist Reimbursement**

Reimbursement to Artist for the loss/theft of the *Counterpoint* art piece per the Artist agreement. The \$17,000 expenditure will be funded by a reimbursement from the City's insurance and the Self Insurance fund for the deductible amount.

#### **4Culture Sustained Support Grant**

The City has been awarded a 2021 4Culture Arts Sustained Support grant in the amount of \$10,580. Grant funds will be used to coordinate a community arts project that engages Island residents in artmaking and reflects on the community's experience during the pandemic. This project will be open to all Island residents to participate and offered in partnership with the Mercer Island Arts Council and Mercer Island Visual Arts League (MIVAL). The \$10,580 in expenditures will be fully funded by the Grant, with no match requirements.

#### **Accelerated Police Officer Hires**

Recently, the Mercer Island Police Department has had a difficult time maintaining the authorized staffing levels due to departures and retirements. Since the beginning of the year, two officers retired, and one departed. One position has since been filled, leaving two vacant positions.

Last week, staff interviewed four candidates to fill the two vacancies. All four candidates interviewed were very sharp with diverse backgrounds and have the potential to be great officers in this community. Staff extended job offers to two of the candidates to fill the existing vacancies. Due to the quality of the candidates in this round of interviews, staff recommends hiring ahead for the two positions authorized for 2022 to address the safety concerns associated with the Light Rail Station.

Recruitment processes are costly, take several months to complete, and often only result in one viable candidate. Staff would like to take advantage of this opportunity to hire the remaining two candidates now, as they will likely be hired by other police departments if the City does not hire them now.

To ease the costs of onboarding new officers, their hiring dates will be staggered. It will take some time to get all four candidates through the academy, but the Police Department can make good use of their time while they wait. They can attend training sessions, assist the Marine Patrol unit during the busy boating season, learn Department policies and procedures, and familiarize themselves with Department operations.

Staff is seeking a budget amendment in the amount of \$91,245 using 2020 General Fund surplus (Fund Balance) to cover the salary and benefit costs for hiring two officers earlier than January 1, 2022, as authorized in the adopted 2021-2022 budget.

## **RECOMMENDATION**

1. Suspend the City Council Rules of Procedure 6.3, requiring a second reading for an ordinance.
2. Adopt Ordinance No. 21-11, amending the 2021-2022 Biennial Budget.

## INTRODUCTION

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The Financial Status Update provides a budget to actual comparison of revenues and expenditures for the General Fund and all other Funds from January through March 2021.

This report is comprised of the following four sections:

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

It should be noted that, where significant, revenues are recognized when earned, regardless of when cash is received, and expenditures are recognized when a liability has been incurred or when resources have been transferred to another Fund. Beginning Fund Balance represents net excess resources from a prior year that have been appropriated to Fund budgeted expenditures in the current year.

**MAY 18, 2021**

## FINANCIAL STATUS UPDATE

**AS OF MARCH 31, 2021**

### **2021 General Fund**

**Adopted Revenue Budget**

*\$31.0 million*

**Revenue Actuals**

**as of March 31,**

*\$5.9 million (18.1% of  
amended budget)*

**Adopted Expenditure Budget**

*\$30.5 million*

**Expenditure Actuals**

**as of March 31,**

*\$7.6 million (25.2% of  
amended budget)*

**Contingency Fund Balance**

*\$3.9 million*

## GENERAL FUND

### Revenues

Overall, General Fund revenues performed as expected at the end of March despite the ongoing COVID-19 Pandemic (Pandemic). The 2021 adopted revenue budget is included in the Table below along with year-to-date (YTD) actuals, and YTD actuals as a percentage of the adopted budget. Prior YTD actuals are presented for comparative purposes.

The budget and actual amounts are for the first three months of the year, through the end of March. Additional detail regarding primary General Fund revenues and material variances from the original budget is discussed in the narrative below.

### GENERAL FUND: Revenues

As of March 31, 2021

Revenue Category	2021 Adopted Budget	Prior YTD 3/31/2020	YTD 3/31/2021	YTD Revenue as % of Adopted Budget
Property Tax	\$ 12,982,811	\$ 954,555	\$ 1,212,120	9.3%
Sales Tax - General	4,116,770	1,103,302	1,182,392	28.7%
Sales Tax - Criminal Justice	674,900	181,422	183,422	27.2%
Utility Taxes	4,734,540	1,146,625	1,295,228	27.4%
B&O Taxes	508,600	11,186	33,735	6.6%
Shared Revenues	1,181,024	104,845	111,126	9.4%
Cost Allocation-Overhead	792,835	187,806	198,204	25.0%
EMS Revenues	1,575,537	366,482	371,864	23.6%
Parks & Recreation	163,400	219,286	63,602	38.9%
License, Permit & Zoning	2,800,750	588,483	1,067,284	38.1%
Municipal Court	262,600	55,678	66,295	25.2%
Miscellaneous Revenue	218,200	115,795	64,857	29.7%
Interest Earnings	24,600	9,151	2,066	8.4%
Interfund Transfers	50,000	0	50,000	N/A
<b>Total Revenues</b>	<b>\$ 30,086,567</b>	<b>\$ 5,044,616</b>	<b>\$ 5,902,195</b>	<b>18.5%</b>
Beginning Fund Balance	925,214	0	0	0.0%
<b>Total Resources</b>	<b>\$ 31,011,781</b>	<b>\$ 5,044,616</b>	<b>\$ 5,902,195</b>	<b>18.1%</b>

**Property Tax** is at 9.3 percent of the budget at the end of March. This lag in revenues reflects annual timings of property tax payments to the City which typically occur in April and October.

**General Sales Tax** is 28.7 percent of the amended budget at the end of March. Because of the delay in receiving Sales Tax from the State, tax revenue is recognized one month later than it is collected (i.e., March Sales Tax revenue numbers represent February sales). Sales Tax revenue is performing above

budget expectations primarily due to higher-than-expected returns. This higher than anticipated return is due to an increase of online sales in lieu of limited in-person shopping by the Pandemic.

Construction has historically been the largest component of Sales Tax revenue but due to the increase of online sales, Retail & Wholesale Trade now represents a greater share of total revenue. The following table compares Sales Tax revenue by business sector through March for 2020 and 2021.

2020-2021 General Sales Tax Revenue by Business Sector (in thousands)						
Business Sector	Year to Date 3/31/2020	Year to Date 3/31/2021	Increase / (Decrease)	% of Total		
				2020	2021	Sector Totals Change
Construction	\$377	\$368	(\$9)	34.2%	31.1%	-3.1%
Retail & Wholesale Trade	\$354	\$429	\$76	32.1%	36.3%	4.2%
Admin & Support Services	\$93	\$120	\$27	8.4%	10.2%	1.7%
Food Services	\$56	\$45	(\$11)	5.1%	3.8%	-1.3%
Telecommunications	\$33	\$41	\$8	3.0%	3.5%	0.5%
Finance/Insurance/Real Estate	\$46	\$44	(\$1)	4.1%	3.7%	-0.4%
Professional, Scientific & Tech	\$39	\$35	(\$4)	3.6%	3.0%	-0.6%
All Other Sectors	\$104	\$100	(\$4)	9.4%	8.5%	-1.0%
<b>Total</b>	<b>\$1,100</b>	<b>\$1,182</b>	<b>\$82</b>	<b>100.0%</b>	<b>100.0%</b>	

**Business & Occupation (B&O) Tax** is 6.6 percent of budget at the end of March. This underage is expected because most of the City’s registered businesses file an annual, rather than quarterly, B&O tax return. Annual B&O tax returns for the prior year are due on the Federal deadline of April 15. B&O tax revenues for 2021 are likely to be received early fiscal year 2022, before the Federal filing deadline.

**Shared Revenues** are 9.4 percent of budget at the end of March. Major revenue sources include State shared taxes; hazardous waste grants; the I-90 corridor landscape maintenance revenue from the Washington State Department of Transportation; vessel registration fees received from the state through King County; the marine patrol services contract revenue from the City of Renton; and financial support for the School Resource Officer received from the Mercer Island School District. Timing of these revenues is variable throughout the year, with most expected in the third and fourth quarters of the year.

**Parks and Recreation** revenues are 38.9 percent of budget at the end of March. Revenue sources include limited field rentals, boat launch fees, and rent payments from the annex building outside the Mercer Island Community and Event Center (MICEC). Staff has presented to Council an implementation strategy to kickstart limited Recreation services that were canceled in 2020 due to the Pandemic. If the budget amending ordinance passes, staff intends to begin collecting revenue from these reintroduced services.

**License, Permit, and Zoning Fees** are 38.1 percent of budget at the end of March. This revenue category consists of fees related to development services, business licenses, and a cable franchise. This revenue stream is performing better than expected due to a large, one-time permitting revenue payment received in February relating to the Xing Hua property in Town Center.

**Interest Earnings** are budgeted in the General Fund as an estimate of earnings tied to the balance of the reserve for LEOFF 1 long term care. The City’s idle cash resources are invested in the State Treasury Local

Government Investment Pool. Per current budget policy, interest earnings are distributed to the various Funds based on their relative cash balances at the end of each quarter. Across all Funds, interest earnings are experiencing a decline compared to 2020.

All other revenues are within normal expectations through the end of the year.

## Expenditures

Overall, General Fund expenditures are within budget estimates at the end of March. The table below lists the 2021 adopted expenditure budget, year-to-date actuals, and year-to-date actuals as a percentage of the adopted budget. Prior year actuals are presented for comparative purposes.

The budget and actual amounts are through the first three months of the year – the end of March. Additional detail of material variances from the adopted budget are discussed in the narrative below.

### GENERAL FUND: Expenditures

As of March 31, 2021

General Fund Department	2021 Adopted Budget	Prior YTD 3/31/2020	YTD 3/31/2021	YTD Expense as % of Adopted Budget
Administrative Services	\$ 478,523	N/A	\$ 106,361	22.2%
City Attorney's Office	743,450	143,404	276,436	37.2%
City Council	47,375	51,210	10,107	21.3%
City Manager's Office	963,104	250,153	178,335	18.5%
Community Planning & Development	2,744,975	876,859	566,380	20.6%
Finance	944,767	171,034	203,932	21.6%
Fire	6,988,873	1,986,575	1,860,290	26.6%
Human Resources	747,009	233,121	209,771	28.1%
Information & Geographic Services	157,849	40,715	39,399	25.0%
Municipal Court	473,078	114,156	105,103	22.2%
Non-Departmental	1,882,759	1,005,789	825,553	43.8%
Parks & Recreation	727,553	1,067,477	197,039	27.1%
Police	7,382,410	1,994,196	1,912,336	25.9%
Public Works	4,885,973	384,853	726,305	14.9%
<b>Total Expenditures</b>	<b>\$ 29,167,698</b>	<b>\$ 8,319,541</b>	<b>\$ 7,217,348</b>	<b>24.7%</b>
Interfund Transfers	1,365,787	0	467,721	34.2%
<b>Total Expenditures + Interfund Transfers</b>	<b>\$ 30,533,485</b>	<b>\$ 8,319,541</b>	<b>\$ 7,685,070</b>	<b>25.2%</b>

In reviewing expenditures by department, the following are noteworthy:

**City Attorney's Office** has expended 37.2 percent of budget at the end of March. This higher-than-expected amount is due to Sound Transit litigation expenditures. Ordinance 21-07, adopted by Council on



April 20<sup>th</sup>, included a budget carryover amount for litigation costs that is not reflected in the 2021 Adopted Budget column in the table above.

**Human Resources** expenditures ended March at 28.1 percent of budget. A yearly subscription cost for the City's job posting site is the cause of the slight overage.

**Non-Departmental** has expended 43.8 percent of budget at the end of March. The largest line-item expenditure in non-departmental is the annual payment of liability and property insurance which is paid in full in January. Expenditures are expected to remain within budget throughout the remainder of the year.

**Public Works** expenditures ended March at 14.9 percent of budget. This underage is a result of Parks Operations being rolled into Public Works as part of the City's staff reorganization that took place in November of 2020. The seasonality of work in Parks Operations causes the majority of operating expenditures to occur in the second and third quarter of the year.

All other expenditures are meeting expectations through the end of the year.

## UTILITY FUNDS

At the end of March, all three utility Funds are within expectations for operating revenues and expenditures.

### Revenues

The table below lists the 2021 revenue budget, January through March actuals, and a percentage of budget received. Prior year actuals are presented for comparative purposes. The budget and actual amounts are through the end of March. Additional detail of major variances is discussed in the narrative following the table.

#### UTILITY FUNDS: Revenues

As of March 31, 2021

Revenue Category	2021 Adopted Budget	Prior YTD 3/31/20	YTD 3/31/21	YTD Revenue as % of Adopted Budget
<b>Operating Revenues</b>				
Water Utility	\$ 8,735,800	\$ 1,653,566	\$ 1,604,387	20.3%
Sewer Utility	10,478,100	2,733,603	2,782,544	27.6%
Storm Water Utility	2,216,300	548,497	598,101	27.7%
<b>Interest Earnings</b>				
Water Utility	156,100	65,736	11,342	6.5%
Sewer Utility	63,000	25,859	5,414	7.6%
Storm Water Utility	45,100	20,525	2,908	5.7%
<b>Total Revenues</b>	<b>\$ 21,694,400</b>	<b>\$ 5,047,786</b>	<b>\$ 5,004,697</b>	<b>24.5%</b>

Water, Sewer, and Storm Water Utility operating revenues are within expectations and reflect the seasonality of utility revenues. Adopted rate increases that became effective January 1, 2021 result in dollar increases as compared to 2020 revenues for the same period.

Interest earnings for the Water, Sewer, and Storm Water Utility Funds are well below expected budget numbers. The local government investment pool saw a steady decline in yields (likely caused by the Pandemic) through 2020 which has continued into 2021.

## Expenditures

The table below lists the 2021 adopted expenditure budget by Utility Fund and category, year to date actuals, and a percentage of budget spent. Prior year actuals are presented for comparative purposes. The budget and actual amounts are through the end of March. Additional detail of major variances is discussed following the table.

### UTILITY FUNDS: Expenditures

As of March 31, 2021

Category	2021 Adopted Budget	Prior YTD 3/31/10	YTD 3/31/21	YTD Expense as % of Adopted Budget
<b>Operating Expenditures</b>				
Water Utility	\$ 5,929,827	\$ 895,551	\$ 1,003,039	16.6%
Sewer Utility	7,686,517	1,870,887	1,792,042	22.1%
Storm Water Utility	1,684,308	334,794	304,998	20.0%
<b>Capital Projects</b>				
Water Utility	6,277,671	148,339	258,155	3.1%
Sewer Utility	2,216,440	184,811	31,525	0.8%
Storm Water Utility	1,072,272	203,822	47,605	2.1%
<b>Debt Service</b>				
Water Utility	109,875	-	-	0.0%
Sewer Utility	1,047,070	-	-	0.0%
Storm Water Utility	-	-	-	N/A
<b>Total Expenditures</b>	<b>\$26,023,980</b>	<b>\$ 3,638,204</b>	<b>\$ 3,437,364</b>	<b>11%</b>

Operating expenditures are below the first quarter 25 percent threshold for the following reasons:

- Position vacancies are resulting in salary and benefit savings while position recruitments are underway.
- Water purchased for resale is at 8.4 percent of budget. Given the seasonality of water consumption this is consistent with expectations and prior year experience.

Utility capital projects are below budget projections in 2021. This underage is typical for the first quarter of the year as projects are being designed and prepared for the construction season that mostly occurs in the second and third quarters. The significant unspent budget allocation is also a result of current staff spending a significant amount of time on the pre-construction phases of the SCADA System Upgrade, Booster Chlorination Station, and Meter Replacement projects, delaying work on other capital projects.

The SCADA System Upgrade is currently in design. Progress has been slow due to staff vacancies and system complexities. The SCADA system supports both water and sewer operations. Design continued in the first quarter of 2021. Consultant worked on graphics and programming for the water sites which are anticipated to finish construction in Q3 of 2021. The draft report for the ventilation study of the sewer pump stations was completed at the end of 2020. Design and operational control and communication strategies will continue throughout 2021.

The Booster Chlorination Station is currently in design. This project aims to construct a booster disinfection system to reduce the risk of future water system contaminations, a need identified by the 2014 Boiled Water Advisory long-term action plan. The consultant under contract submitted 50 percent design to the City in November 2020. Design work will continue into Q2 of 2021.

Progress on the Meter Replacement project has also been slow due to key staff vacancies. This project will replace the aging water meters throughout the City, more than 60 percent of which are 15 years or older. Once completed, the project will implement new Advanced Metering Infrastructure (AMI) technologies that integrate with the SCADA System Upgrade to better support future system analysis and operations. The City has identified its first-choice vendor for the project and work is expected to start in Q3 of 2021.

## ALL OTHER FUNDS

### Revenues

The table below lists the 2021 adopted revenue budget, end of March actuals, and a percentage of budget received. Prior year actuals are presented for comparative purposes. The budget and actual amounts are through the end March. Additional detail of major variances is discussed in the narrative following the table.

#### ALL OTHER FUNDS: Revenues

As of March 31, 2021

Fund Name	2021 Adopted Budget	Prior YTD 3/31/2020	YTD 3/31/2021	YTD Revenue as % of Adopted Budget
Self Insurance Claim	\$ 10,000	\$ -	\$ -	N/A
Youth Services Endowment	5,000	1,236	166	3.3%
Street	3,781,817	430,560	677,182	17.9%
Contingency	260,300	83,072	14,961	5.7%
1% for the Arts	17,000	-	-	N/A
Youth & Family Services	2,191,387	542,447	622,025	28.4%
Bond Redemption (Voted)	-	-	-	N/A
Bond Redemption (Non-Voted)	847,200	-	-	0.0%
Town Center Parking Facilities	-	-	-	N/A
Capital Improvement	3,293,899	431,862	630,867	19.2%
Technology & Equipment	362,500	-	70,000	19.3%
Capital Reserve	-	-	-	N/A
Equipment Rental	1,751,656	267,387	494,409	28.2%
Computer Equipment	1,134,492	264,734	283,574	25.0%
Firemen's Pension	173,310	3,645	100,540	58.0%

**Youth Services Endowment Fund** revenues are at 3.3 percent of budget at the end of March. Interest earnings were lower than anticipated due to a steady decline in local government investment pool yields, likely caused by the Pandemic.

**Street Fund** revenues are at 17.9 percent of budget at the end of March. This is up \$246 thousand over the same period in 2020 due to REET revenues being higher than historical averages for the first 3 months of 2021, in addition to the Transportation Benefit District (TBD) and Multimodal Transportation state shared revenues being reinstated compared to the prior year as a result of the State Supreme Court's decision finding Initiative 976 unconstitutional.

Revenues in the **Contingency Fund** are made up of interest earnings, which totaled 5.7 percent of budget at the end of March. Across all funds, interest earnings were much lower than anticipated due to a steady decline in local government investment pool yields seen throughout 2020 and continuing into 2021, likely caused by the Pandemic.

**Capital Improvement Fund** revenues are at 19.2 percent of budget at the end of March. The primary revenue source for the Capital Improvement Fund is Real Estate Excise Tax (REET). Total REET revenues in the Capital Improvement Fund to date are \$560 thousand, or 27.0 percent of revenue estimates.

**Firemen's Pension Fund:** Total revenues are 58.0 percent of budget at the end of March, up \$96.8 thousand from 2020. This difference is a result of a one-time interfund transfer from the General Fund into the Firemen's Pension Fund. Investment interest earnings are down \$3.1 thousand when compared to 2020. This lower-than-expected interest earnings as local government investment pool yields saw a continued decline throughout 2020 and has continued into 2021, likely caused by the Pandemic.

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

## Expenditures

The table below lists the 2021 adopted expenditures budget by Fund, end of March actuals and a percentage of budget spent. Prior year actuals are presented for comparative purposes. The budget and actual amounts are through the end of March. Additional detail of major variances is discussed in the narrative following the table.

### ALL OTHER FUNDS: Expenditures

As of March 31, 2021

Fund Name	2021 Adopted Budget	Prior YTD 3/31/2020	YTD 3/31/2021	YTD Expense as % of Adopted Budget
Self Insurance Claim	\$ 60,000	\$ -	\$ 50,000	N/A
Youth Services Endowment	3,500	-	-	0.0%
Street	3,366,531	370,222	148,402	4.4%
Contingency	-	-	-	N/A
1% for the Arts	15,000	24,734	-	0.0%
Youth & Family Services	2,178,182	773,122	490,209	22.5%
Bond Redemption (Voted)	-	-	-	N/A
Bond Redemption (Non-Voted)	847,200	-	-	0.0%
Town Center Parking Facilities	-	56,901	6,588	N/A
Capital Improvement	3,590,573	173,813	128,841	3.6%
Technology & Equipment	287,560	113,747	3,840	1.3%
Capital Reserve	-	-	-	N/A
Equipment Rental	2,043,931	468,888	318,090	15.6%
Computer Equipment	1,060,228	405,731	290,777	27.4%
Firemen's Pension	83,000	27,619	35,134	42.3%

**Computer Equipment Fund:** Total expenditures are 27.4 percent of budget at end of March. Expenditures in this fund include yearly service costs for software maintenance and support that occur within the first quarter. Operating expenditures are within budget estimates.

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

Two summary listings of the originally adopted 2021-2022 Budget (expenditures only), broken down by year, and amendments adopted by Ordinance through March 31, 2021 are presented below.

Fund Type / Fund Name	Original 2021 Budget	2021 Budget Adjustments					Amended 2021 Budget
		Administrative Biennial Corrections					
<b>General Purpose Funds:</b>							
General	30,533,485						30,533,485
Self-Insurance	60,000						60,000
Youth Services Endowment	5,000						5,000
<b>Special Revenue Funds:</b>							
Street*	3,366,531						3,366,531
Contingency	-						-
1% for the Arts	15,000						15,000
Youth & Family Services	2,178,182						2,178,182
<b>Debt Service Funds:</b>							
Bond Redemption (Voted)	-						-
Bond Redemption (Non-Voted)	847,200						847,200
<b>Capital Projects Funds:</b>							
Town Center Parking Facilities*	-						-
Capital Improvement*	3,590,573						3,590,573
Technology & Equipment*	287,560						287,560
Capital Reserve*	-						-
<b>Enterprise Funds:</b>							
Water*	12,317,373						12,317,373
Sewer*	10,950,027						10,950,027
Stormwater*	2,756,580						2,756,580
<b>Internal Service Funds:</b>							
Equipment Rental*	2,043,931						2,043,931
Computer Equipment*	1,060,228						1,060,228
<b>Trust Funds:</b>							
Firemen's Pension	83,000						83,000
<b>Total</b>	<b>70,094,670</b>	-	-	-	-	-	<b>70,094,670</b>

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



Fund Type / Fund Name	Original 2022 Budget	2022 Budget Adjustments									Amended 2022 Budget
		Administrative Biennial Corrections									
<b>General Purpose Funds:</b>											
General	31,987,897										31,987,897
Self-Insurance	10,000										10,000
Youth Services Endowment	5,000										5,000
<b>Special Revenue Funds:</b>											
Street*	4,045,768										4,045,768
Contingency	-										-
1% for the Arts	15,000										15,000
Youth & Family Services	2,127,962										2,127,962
<b>Debt Service Funds:</b>											
Bond Redemption (Voted)	-										-
Bond Redemption (Non-Voted)	234,100										234,100
<b>Capital Projects Funds:</b>											
Town Center Parking Facilities*	-										-
Capital Improvement*	4,228,583										4,228,583
Technology & Equipment*	234,500										234,500
Capital Reserve*	-										-
<b>Enterprise Funds:</b>											
Water*	17,010,992										17,010,992
Sewer*	11,543,961										11,543,961
Stormwater*	2,987,833										2,987,833
<b>Internal Service Funds:</b>											
Equipment Rental*	1,647,322										1,647,322
Computer Equipment*	1,171,434										1,171,434
<b>Trust Funds:</b>											
Firemen's Pension	87,000										87,000
<b>Total</b>	<b>77,337,352</b>	-	-	-	-	-	-	-	-	-	<b>77,337,352</b>

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

**CITY OF MERCER ISLAND  
ORDINANCE NO. 21-11**

**AN ORDINANCE OF THE CITY OF MERCER ISLAND, WASHINGTON,  
INCORPORATING CERTAIN BUDGET REVISIONS TO THE 2021-2022  
BIENNIAL BUDGET AND AMENDING ORDINANCE NO 20-29 AND 21-07  
(BUDGET AMENDMENT NO. 2)**

WHEREAS, the City Council adopted the 2021-2022 Budget by Ordinance No. 20-29 on December 1, 2020, representing the total for the biennium of estimated resources and expenditures for each of the separate funds of the City; and

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

Fund	Department	Description	Agenda Bill	Budget Year	Expenditure Adjustment	Revenue Adj / Funding Source
General	Recreation Transition	Appropriate funding for limited term Recreation Specialist for recreation startup planning.	AB5814	2021	\$ 72,000	Fund Balance Reserve - Recreation Restart
	Recreation Transition	MICEC & Recreation recovery plan startup	AB5848	2021	\$ 328,000	Fund Balance Reserve - Recreation Restart
	General Govt	Transfer to YFS Fund, Thrift Shop restart plan	AB5846	2021	\$ 100,000	Fund Balance Reserve - Thrift Shop Restart
	Public Works	Right-of-way cleanup and replanting	AB5837	2021	\$ 100,000	2020 Year End Surplus (Unappropriated Fund Balance)
	Admin Services	Transition to WA State PFML	AB5837	2021-2022	\$ 45,000	
	City Manager	Professional services/contract support	AB5837	2021	\$ 150,000	
	CPD	Port of Seattle Economic Development Partnership Grant	AB5861	2021	\$ 31,035	Grant & 2020 Year End Surplus (Unappropriated Fund Balance)
Youth & Family Services	YFS	WA Dept of Commerce Coronavirus Emergency Supplemental Fund grant for School based counselors	AB5795	2021-2022	\$ 243,129	Grant Revenue
	YFS	Thrift Shop restart planning	AB5846	2021	\$ 100,000	Transfer from General Fund
Water	Public Works	2021 Water System Improvements	AB5826	2021	\$ 441,960	Unappropriated Fund Balance

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

Fund	Department	Description	Budget Year	Amount	Funding Source
General	Arts & Arts Council	4Culture Sustained Support Grant for Arts and Arts Council Programming	2021	\$ 10,580	4Culture Grant Funds
	Police	2 Hire-ahead Officers. Early hire for 2 additional Officers authorized in 2021-2022 Budget.	2021	\$ 91,245	2020 Year end surplus (Unappropriated Fund Balance)
1% Arts Fund	Gen Govt	Artist reimbursement for loss/theft of sculpture	2021	\$ 17,000	WCIA Insurance reimbursement and Self Insurance

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

**Section 1. Amending the 2021-2022 Budget**

The 2021-2022 Budget for the City of Mercer Island, as adopted in Ordinance No. 20-29 and amended by Ordinance No 21-07, is hereby amended to incorporate increases in resources and expenditures in the following funds for the 2021-2022 biennium:

Fund	Fund Name	Resources	Expenditures
001	General Fund	\$ 927,860	\$ 927,860
140	1% for the Arts	\$ 17,000	\$ 17,000
160	Youth & Family Services	\$ 343,129	\$ 343,129
402	Water Utility	\$ 441,960	\$ 441,960
<b>Total</b>		<b>\$ 1,729,949</b>	<b>\$ 1,729,949</b>

**Section 2. Amending Previously Adopted Budget Ordinances**

City Ordinance 20-29 and 21-07, as previously adopted and as hereby amended, is hereby ratified, confirmed, and continued in full force and effect.

**Section 3. Effective Date**

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

ADOPTED BY THE CITY COUNCIL OF THE CITY OF MERCER ISLAND, WASHINGTON, AT ITS MEETING ON THE 18TH DAY OF MAY 2021.

CITY OF MERCER ISLAND

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

ATTEST:

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

APPROVED AS TO FORM:

/s/ Bio Park on 5/11/2021  
\_\_\_\_\_  
Bio Park, City Attorney

Date of Publication: \_\_\_\_\_



# AB 5874

## FY 2021 Quarter 1 Review and Budget Appropriation Requests

May 18, 2021

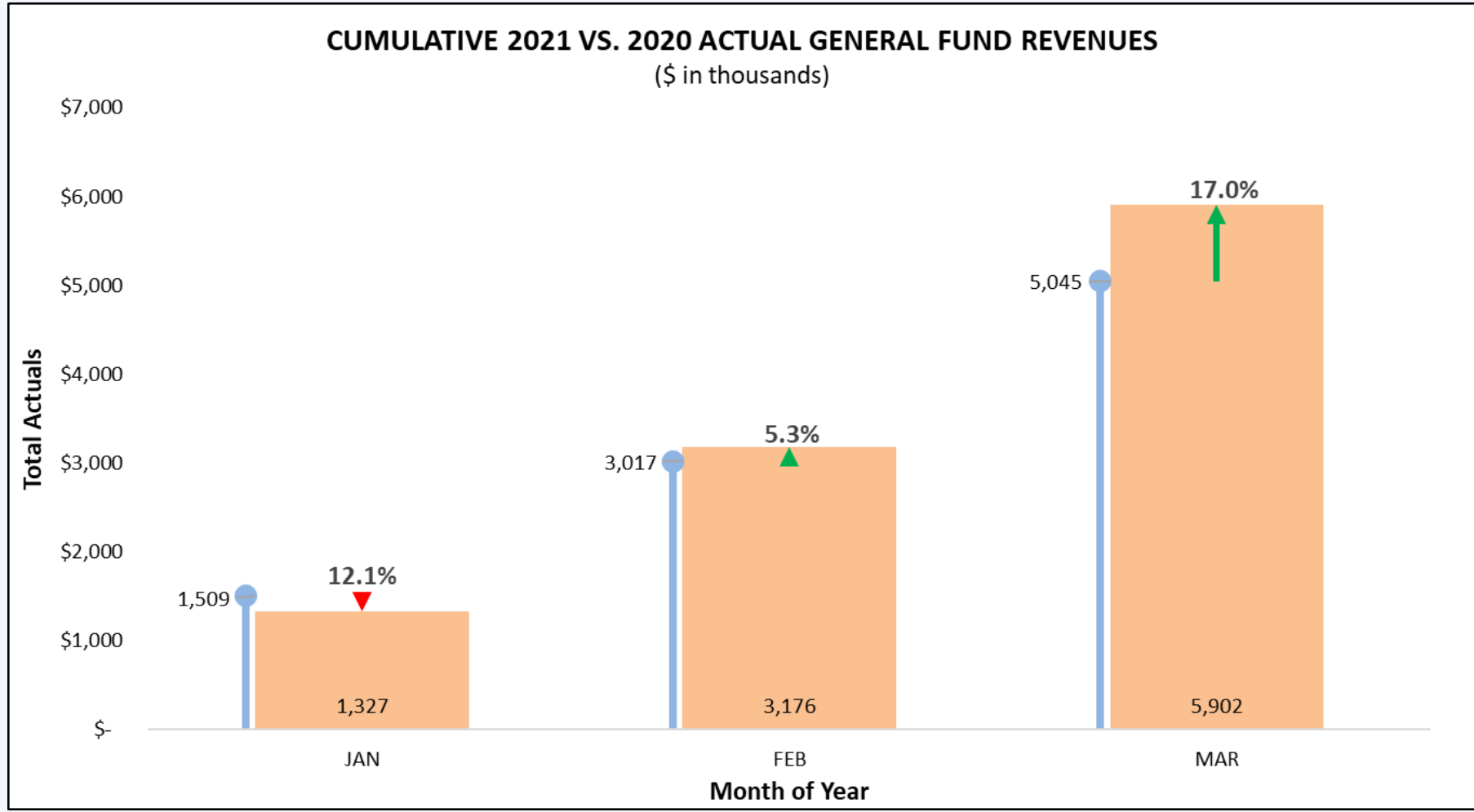
# Agenda

- ❑ Budget versus Actuals at March 31st, 2021.
- ❑ General Fund Appropriation Request.
- ❑ Staff Recommendation.
- ❑ Questions.





# Budget vs. Actuals Overview



# Budget vs. Actuals Overview

	2020 Actuals	2021 Actuals	Percent Change over Prior Year Actuals
<b>General Fund</b>			
Revenues	\$5.04 M	\$5.90 M	117.0%
Expenditures	\$8.31 M	\$7.68 M	92.4%
<b>Utility Funds</b>			
Revenues	\$5.04 M	\$5.00 M	99.1%
Expenditures	\$3.63 M	\$3.43 M	94.5%



# Budget vs. Actuals Overview

- ❑ Significant one-time permitting revenue relating to the Xing Hua property in Town Center.
- ❑ Sales tax continues to outperform expectations, specifically in Retail & Wholesale Trade sectors.
- ❑ Property tax payments due in the first half of the year were not given an extended deadline in 2021.



# General Fund Appropriation Request



# Accelerated Police Hire

- ❑ Currently 2 vacant Officer positions, 2 more approved for hire in FY 2022.
- ❑ 4 candidates interviewed that all exceed criteria.
- ❑ One-time appropriation of **\$91,245** from General Fund.
- ❑ Saves time and resources by eliminating need for an additional round of recruiting.



# Appropriation Requests this Evening

AB	TITLE	APPROPRIATIONS	
		FUND 104	FUND 343
<b>AVAILABLE FUND BALANCE AS OF 12/31/2020</b>		\$ 4,445,459	\$ 2,835,259
AB 5871	2021 East Mercer Way Emergency Roadway Repair	337,872	
AB 5869	City Facility Security Upgrades		29,182
AB 5868	Luther Burbank Park Docks and Adjacent Waterfront Concept Design*		113,000
AB 5876	Mercerdale Park Playground Renovation*		333,700
Subtotal of Appropriation Requests		<b>\$ 337,872</b>	<b>\$ 475,882</b>
<b>EST. FUND BALANCE AFTER 5/18/2021 APPRIORATIONS</b>		<b>\$ 4,107,587</b>	<b>\$ 2,359,377</b>

\* Staff will use Park Impact Fees for project components that add capacity.





# Staff Recommendations

- ❑ Suspend the City Council Rules of Procedure 6.3, requiring a second reading for an ordinance.
- ❑ Adopt Ordinance No. 21-11 (Exhibit 2), amending the 2021-2022 Biennial Budget.



# Questions

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Prepared by

*Matt Mornick, Finance Director*

*LaJuan Tuttle, Deputy Finance Director*

*Ben Schumacher, Financial Analyst*





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

**AB 5868  
May 18, 2021  
Regular Business**

**AGENDA BILL INFORMATION**

<b>TITLE:</b>	AB 5868: Luther Burbank Park Docks and Adjacent Waterfront Concept Design Recommendation	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
<b>RECOMMENDED ACTION:</b>	<ol style="list-style-type: none"> <li>1. Approve the Concept Design</li> <li>2. Appropriate funds for 30% design work</li> <li>3. Direct the Parks and Recreation Commission to review the 30% Design and make a recommendation to the City Council</li> </ol>	

<b>DEPARTMENT:</b>	Public Works
<b>PRESENTERS:</b>	Jason Kintner, Chief of Operations/Public Works Director Paul West, CIP Project Manager Peter Struck, Parks and Recreation Commissioner
<b>COUNCIL LIAISON:</b>	Jake Jacobson
<b>EXHIBITS:</b>	<ol style="list-style-type: none"> <li>1. Luther Burbank Docks and Adjacent Waterfront Concept Design recommendation memo with exhibits, dated April 1, 2021</li> <li>2. Luther Burbank Park Master Plan excerpt</li> <li>3. Dept. of Natural Resources Habitat Stewardship Memo on the Concept Design</li> <li>4. Design Charrette Summary and Notes</li> <li>5. Luther Burbank Docks Open House Survey Report</li> </ol>
<b>CITY COUNCIL PRIORITY:</b>	<ol style="list-style-type: none"> <li>2. Articulate, confirm, and communicate a vision for effective and efficient city services. Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability.</li> </ol>

<b>AMOUNT OF EXPENDITURE</b>	\$ 155,000
<b>AMOUNT BUDGETED</b>	\$ 42,000
<b>APPROPRIATION REQUIRED</b>	\$ 113,000

**SUMMARY**

The Parks and Recreation Commission (PRC) has prepared a recommendation on the preferred concept design for the Luther Burbank Docks and Adjacent Waterfront project. Staff recommends the City Council approve the preferred concept design recommendation from the Parks and Recreation Commission (Exhibit 1) and authorize staff to move forward with 30% design.

Of the \$219,000 approved budget for the Luther Burbank Dock Repair and Reconfiguration Project (PA0122) in the 2021-2022 capital budget, \$42,000 is solely for 30% design of the docks. PA0122 does not include funding for design of the adjacent waterfront. An appropriation of \$113,000 is needed to complete the remaining 30% design work for the adjacent waterfront.

Once complete, the 30% design will be reviewed by the PRC before returning to the City Council for review and approval.

## **BACKGROUND**

Luther Burbank Park is a regional park drawing people from cities surrounding Lake Washington and the I-90 corridor. The waterfront and docks at Luther Burbank Park were constructed in 1974 and have been a popular destination ever since.

In 2014, the City completed a structural assessment of the Luther Burbank docks that identified extensive rot in the substructure of the main docks and recommended substantial repairs. Staff developed plans and prepared permits for the repairs.

Anticipating complicated permitting and escalating costs, the City suspended work in 2016 in favor of a broader discussion about the future of the docks. Staff consulted the 2006 Luther Burbank Park Master Plan which offered a vision for the waterfront that included a different dock configuration that would be more user-friendly and compatible with City-sponsored boating programs (see Exhibit 2: Master Plan excerpt). City staff started pursuing grant funding in 2018 to begin the process of designing the new docks.

## **PRIOR CITY COUNCIL CONSIDERATION**

The City Council has previously authorized two grant applications and received updates on the Luther Burbank Dock Project as follows:

- [AB 5486](#): At the October 16, 2018 meeting, the City Council authorized a grant application to seek funding to redesign the south portion of the docks to become floating docks (The grant was awarded in 2019. Design began in June 2020.).
- [AB 5544](#): At the April 2, 2019 meeting, the City Council held a study session on “Parks 2019-2020 Major Projects Update.” The Luther Burbank dock project was one of several projects discussed.
- [AB 5692](#): At the June 16, 2020 meeting, the City Council authorized a grant application to seek funding to renovate the north pier. (The grant award decision is expected in mid-June 2021.)

Luther Burbank Park and the adjacent waterfront provide a wide range of park and recreational amenities and have a regional draw. For this reason, the dock replacement project is a good candidate for grant funding and the grant strategy is further detailed in the funding section below.

## **PROJECT CONTEXT**

This project is complicated by several underlying or adjacent conditions that should be kept in mind:

- The docks, waterfront plaza, and boiler building are built on Washington State Department of Natural Resources (DNR) aquatic shorelands. The City leases these lands at low-cost for public access. All changes to the waterfront must follow DNR guidelines and be approved by DNR at several stages of the project. DNR has reviewed and approved the concept plan presented here, see Exhibit 3.
- According to the updated structural survey of the docks from June 2020, the docks have less than five years of useful life left without major renovations. The City is currently performing minor repairs to enable the docks to remain functional until this project is constructed. In the current regulatory context, allowing the docks to become derelict, which may require their removal, could result in losing the ability to rebuild them.

- The Boiler Building is not included in this planning effort. This design work does consider, however, the vision of the Master Plan to use the building for boating programs and the conceptual renovation design from the [2017 Boiler Building study](#).
- The shoreline trail that extends southward from the waterfront plaza to the swim beach has been undermined by wave action. A current CIP project is seeking grant funding to stabilize the shoreline and rebuild the trail further back from the shoreline to maintain this popular walking route between the two destinations.
- The City has been developing water rights to draw water from Lake Washington for park irrigation. The intake and pump will be located in the vicinity of the Boiler Building. Plumbing and electrical connections will be installed in conjunction with plaza renovation.

## LUTHER BURBANK DOCK AND ADJACENT WATERFRONT CONCEPT DESIGN

The concept design for the docks and adjacent waterfront is illustrated and explained in Exhibit 1. In summary, the design includes **Dock elements** and **Adjacent Waterfront (non-dock) elements**. The 2021-2022 CIP budget includes funding for design of the docks only.

### 1. Docks:

- A new floating dock/breakwater for small powerboat moorage, as well as for general water access. This includes four finger floats for ADA access and secure moorage.
- A floating dock for non-motorized watercraft that repurposes an existing float and adds an additional float, along with finger floats for ADA access and secure moorage.
- A renovated fixed pier for large powerboat moorage and general water access.

### 2. Adjacent Waterfront (non-dock)

#### a. Shoreline Access

- An enlarged cobble beach north of the Boiler Building with ADA access, natural (log) seating and paddle craft hitching posts.
- Seating steps from the waterfront plaza to the lake along the bulkhead next to the *Handsome Bollards* art installation.

#### b. Waterfront Plaza Renovation:

- Pavement renovation with new tree locations.
- ADA “missing link” route from the north shoreline path to the plaza.
- An “outdoor classroom” deck with a railing on top of the restroom building with an ADA access ramp.
- Modest permanent furnishings that include one or two benches and a picnic table (other seating and furnishing provided to meet operational needs).
- Lighting for park user safety, not for activities or programs.
- Signs and kiosk located unobtrusively for wayfinding, park information, and interpretation.

## PUBLIC ENGAGEMENT

The City developed a [public involvement plan](#) for this project which is posted on the project webpage. This plan has been an adaptive plan, meaning that it has been revised as the project evolved. Key public engagement initiatives included:

**Project Webpage.** <https://letstalk.mercergov.org/lbdock>. This site has been available to the public to find information, ask questions, and post comments on the project. This has been an ongoing resource throughout the first two years of the project.

**August 6, 2020 Design Charrette.** Interested individuals and organizations were invited to attend this public workshop to provide early input on the design alternatives. (See Exhibit 4: Design Charrette Summary and Notes)

**September 2020 Public Open House Event.** On-site posters and online PDF files provided participants with three alternative concepts and a survey, which received 131 responses. (See Exhibit 5: Luther Burbank Docks Open House Survey Report)

**Parks and Recreation Commission (PRC) meetings.** Following the September 2020 Open House, the PRC began reviewing project priorities and working towards a recommendation on the conceptual design. The PRC appointed three members to a subcommittee to finalize the design recommendation. The PRC discussed this project at five full commission meetings and four subcommittee meetings. These meetings were open to the public through the Zoom videoconferencing platform.

**Social and Physical Media.** City staff promoted engagement opportunities through standard social media channels including The MI Weekly, Facebook, Nextdoor, the Mercer Island Reporter, Twitter, and an email interest list of 51 individuals. Sandwich boards were posted strategically in Luther Burbank Park to promote the open house. A fixed sign at the docks has continued to alert park users about the ongoing design process.

**PROJECT TIMELINE GOING FORWARD**

Due to the complexity of the project, it is anticipated that design and construction will span multiple years. A projected timeline, with anticipated milestones, is summarized below.

<b>Q2 2021</b>	Concept design.
<b>Q2-Q4 2021</b>	30% design development, estimate of probable cost.
<b>Q4 2021</b>	Begin permitting.
<b>Q2 2022</b>	Apply for Washington State grants for shoreline and non-motorized boating facilities design and construction.
<b>Q3-4 2022</b>	Resolve permitting, 60% design.
<b>Q4 2022</b>	Apply for the State Boating Facilities Program grant for floating dock construction.
<b>Q2 2023</b>	90% design, final cost estimate.
<b>Q3-4 2023</b>	Identify final funding, identify construction scope.
<b>Q4 2023</b>	Complete construction documents, begin bidding.
<b>2024-2025</b>	Construction (dependent of in-water working construction window).

Because of its size and cost, this project will need to be completed in phases. A coordinated phasing plan ensures that each phase is constructable and provides an efficient sequence of work. The dock replacement and renovation elements are the top priorities because of their critical condition. Waterfront plaza items, such as repaving, the outdoor classroom, and the bulkhead steps could be delayed to subsequent construction phases. **A full phasing plan will not, however, be available until 90% design is completed on all project elements.**



**FINANCING STRATEGY**

Over-water infrastructure work is costly, requiring complicated permits and specialized construction. The total preliminary project cost for the entire project is in the range of \$4 to \$5 million and will be further refined once the 30% design is completed.

This regional draw of Luther Burbank Park makes this project a good candidate for state and federal grant funding. The most readily accessible sources of recreation funding are the programs through the state Recreation and Conservation Office (RCO). Programs applicable to this project are summarized in the table below. These grant programs run on two-year cycles with applications accepted in even years.

	Project Component	Grant Limit	Match Requirement	Status/Scope/Reqs
<b>Boating Facilities Program (state)</b>	Floating docks for small powerboats	\$1,000,000	\$334,000 (25%)	Currently funds design; expect to apply for construction in 2022. <b>Requires a PROS Plan</b>
<b>Boating Infrastructure Grant (federal)</b>	Fixed pier for large powerboats	(\$1,440,645) \$379,000 applied for	\$126,000 (25%)	Applied for North Pier renovation design and construction in 2020; awaiting decision from US FWS
<b>Aquatic Lands Enhancement Account (state)</b>	Shoreline access	\$1,000,000	\$1,000,000 (50%)	Expect to apply in 2022 for north beach & ADA access design and construction.
<b>Washington Wildlife &amp; Recreation Program Water Access (state)</b>	Shoreline access and non-motorized boating facilities	\$1,000,000	\$1,000,000 (50%)	Expect to apply in 2022 for non-motorized dock. <b>Requires a PROS Plan</b>
<b>King County Flood Control Sub-regional Opportunity Fund</b>	Drainage, Low-Impact Development (LID)	\$612,000 (current balance)	\$0 (0%)	Expect to apply in 2021 for drainage and LID design, & 2023 for construction
<b>TOTAL POTENTIAL FUNDING/COMMITMENT</b>		<b>\$3,990,000</b>	<b>\$2,460,000</b>	

Granting agencies look for projects that are well developed and designed, have gone through at least some permitting and have solid cost estimates. The 30% design work proposed here will help the City compete for these grant funds. Fortunately, most of the grant programs applicable to this project allow reimbursement for pre-agreement costs, minus the match requirement, up to three years prior to the grant agreement. If the project is awarded these grants, the reimbursed costs can be returned to the Capital Improvement Fund. For this reason, the **staff recommends funding the 30% design of the docks and adjacent waterfront with the understanding that grant reimbursement will be sought for the applicable portion of the design costs.**

Certain design elements are less likely to compete well for grants because they will not score as well on the grant programs’ criteria. Elements such as the plaza renovation, the outdoor classroom and the bulkhead steps at the **Handsome Bollards** may need to be funded by the City. Staff will consider alternatives to fund these items as program design progresses.

The outdoor classroom is an entirely new facility that expands park capacity. That facility may qualify for a percentage of its funding to be covered by Park Impact Fees. A Park Impact Fee study is beginning this spring and project components such as these will be considered. Also, the drainage and stormwater parts of the plaza renovation may qualify for a King County Flood Control Sub-regional grant. Other project components may need to be primarily or completely funded with City capital funds.

### 30% DESIGN BUDGET

The 2021-2022 approved budget for the Luther Burbank Dock Repair and Reconfiguration Project (PA0122) includes funding to complete the dock design. **This funding does not, however, include design of the adjacent waterfront elements of the project.**

Staff recommends the City Council appropriate \$113,000 from the available Capital Improvement Fund Balance to complete the 30% design work on the adjacent waterfront. At the end of fiscal year 2020, the available Fund Balance in the Capital Improvement Fund was \$2.84 M. There are multiple capital funding appropriations under consideration at the May 18, 2021 City Council meeting and this available fund balance is sufficient to cover all project requests.

### NEXT STEPS

Upon approval of the Luther Burbank Dock and Adjacent Waterfront concept and appropriation of the additional design funding, staff will proceed with preparation of 30% design documents. This work will likely be completed this fall and will be reviewed by the PRC and the City Council at the end of the year.

## RECOMMENDATION

1. Approve the Luther Burbank Dock and Adjacent Waterfront concept design recommendation as presented by the Parks and Recreation Commission
2. Appropriate \$113,000 from the available fund balance in the Capital Improvement Fund to complete the **30% project design for the adjacent waterfront elements** with the understanding that staff is pursuing grant reimbursement for a portion of the design costs.
3. Direct the Parks and Recreation Commission to review the preliminary 30% design and make a recommendation to the City Council on the final scope of the project.



**PARKS AND RECREATION COMMISSION  
CITY OF MERCER ISLAND, WASHINGTON**

9611 SE 36<sup>th</sup> Street | Mercer Island, WA 98040-3732  
(206) 275-7793 | [www.mercergov.org](http://www.mercergov.org)

DATE: April 1, 2021

TO: Mercer Island City Council

FROM: Parks and Recreation Commission  
Rory Westberg, Chair  
Peter Struck, Subcommittee Chair  
Lyn Gualtieri  
Sarah Berkenwald  
Jodi McCarthy, Vice Chair  
Don Cohen  
Amy Richter

SUBJECT: Recommendation on Luther Burbank Dock and Adjacent Waterfront Concept Design

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The Mercer Island Parks and Recreation Commission is pleased to present our recommendation on the conceptual design for the Luther Burbank dock and adjacent waterfront.

**Summary Recommendation:**

The Parks and Recreation Commission (PRC) commenced review of this matter on November 5, 2020, and discussed this topic over five meetings. We consulted the adopted [Luther Burbank Park Master Plan](#) (Master Plan) and received feedback from the community to inform our recommendation. After giving general project guidance, the PRC appointed a subcommittee to evaluate design alternatives and provide a recommendation for the conceptual design. Over six weeks, the three-member subcommittee met four times and discussed design considerations. City staff and consultants attended as needed. A drafted conceptual design was presented to the full PRC on March 4. At its April 1 meeting, the PRC approved a revised product (Exhibits 1 and 2) as its recommended concept design.

The recommended concept design, further detailed below, provides general project guidance for replacing a portion of the dock as well as renovating the remaining portion and improving shoreline access. The design addresses capital renovation needs in an almost fifty-year-old waterfront, a park asset that is degrading and nearing the end of its expected useful life. Details of these improvements will be refined in subsequent design phases.

The scope of this concept design is intentionally comprehensive. In designing the new dock, we needed to consider how it would interact with the adjacent park. The master plan intended the waterfront to work together as a whole to support boating programs as well as non-boating uses, both of which the Commission recognizes as important. At the same time, we could not ignore the aging condition of the plaza between the existing dock and the old Boiler Building. We wanted a design that prepared this area

for the next fifty years. While the input from the public survey contained a wide spectrum of opinion, we tended to prefer practical and low-impact choices to complement the existing character of the site and the passive nature of the park. As a comprehensive design, it contains more work than the planned capital funding will support. Implementation will need to be prioritized and executed in phases as City and grant resources allow.

We recommend the City Council approve the concept design and authorize staff to proceed to 30% design using the approved concept as their guide. Upon completion of the 30% design, we strongly recommend the Parks and Recreation Commission be directed to solicit public input on the 30% design and prepare a final recommendation to the City Council.

**Background:**

The Luther Burbank dock and waterfront were constructed in 1974. They have been a recreational destination for the Mercer Island community and the region for almost 50 years. The dock has deteriorated to the point where it needs major repairs. However, the fixed-height piers do not serve the types of boats typically using the facility: small powerboats and non-motorized paddlecraft (kayaks, canoes, paddleboards). The dock is also popular with the non-boating public for sunbathing, fishing, viewing, and other unprogrammed uses. With the addition of a small (10'x 50') floating dock section, it has also served the City's popular sailing and kayaking youth summer camps.



Figure 1: Project Location (shoreline orientation)

In 2019, the City was awarded a Boating Facilities Program grant from Washington State to redesign the dock. The project start was delayed by the COVID pandemic until June 2020. From August 2020 until now, the public has been invited to give input on the project in several ways:

- August 2020: Online Design Charrette
- September 2020: Five week “Open House” event at Luther Burbank Park and reproduced on Let’s Talk with an Online Survey
- Meetings with City staff and interested organizations and individuals
- Ongoing Let’s Talk project webpage
- Ongoing mailings to the email interest list, with commentary posted to Let’s Talk
- Public appearances at Parks and Recreation Commission meetings

### Design Principles:

At the outset, the PRC established criteria that would be used to evaluate design alternatives. This resulted in a detailed list of evaluation criteria, which were also prioritized to ensure the critical elements received adequate consideration. The resulting criteria became the framework for the alternatives analysis City staff conducted towards the end of the design process (Exhibit 3). However, as we delved into the details of the design, we found that the themes of our discussions could be summarized by four guiding principles:

- **Environmental Quality** – We sought to protect environmental quality. The aquatic environment, the park environment (including trees and impervious surfaces), and the neighborhood were in mind when we discussed various design elements.
- **Intensity of Use** – We considered how different elements might affect use of the park. Our overarching concern was to respect the passive, open space character of the park.
- **Congruence with the Master Plan** (and other City plans) – We reviewed the Luther Burbank Master Plan to understand its vision for the developed waterfront.
- **Complement the Unique Character of the Site** – Luther Burbank’s waterfront has historical, functional, and artistic elements that make it different from other waterfront areas. We considered how to highlight these features with the planned uses of the waterfront.

These principles express the overarching intent behind the evaluation criteria.

### Concept Design Overview:

The concept design encompasses the dock and the adjacent waterfront. It considers the needs of boaters, those seeking boating activities, and those who want to enjoy the lake without a boat. It assumes that the Boiler Building will be reused as a boating center per the adopted Master Plan, but it treats that as a separate project. The concept design is comprehensive in scope and represents what we believe to be the realization of the Master Plan’s vision for this area. The elements of the concept design are divided into three functional areas: the dock, the shoreline access areas, and the waterfront plaza area (existing facilities shown in Figure 2.).

Individual elements within each of these areas are detailed in Exhibits 1 and 2, summarized below.

### Proposed Dock Project Elements:

**Breakwater/Small Powerboat Moorage** – An outer breakwater is proposed that would provide small (less than 26 feet) powerboat day-use moorage as well as protection from waves for both power and non-power boats. Two finger docks would provide disability access and added security for those staying for a few hours. The breakwater would be anchored to the lake

bottom under tension providing a stable, ten-foot-wide platform for general enjoyment of the lake as well.

**Non-motorized Dock** – The existing float is proposed to be relocated for continued use by City programs, with an added low-freeboard float for kayak and other non-motorized boat access. Four finger docks provide extra stability for disabled and novice boaters.

**North Pier Renovation** – The north pier is proposed to be renovated for use by large (greater than 26 feet) powerboats. Non-boaters may continue to use it, as well as the new breakwater, to enjoy the lake.



Figure 2: Footprint and Functional Areas Considered for the Concept Design (Figure shows the existing facilities. Refer to Exhibit 2 for details of the conceptual designs for each functional area.)

**Proposed Shoreline Access Project Elements:**

**Cobble Beach** - The beach north of the dock is proposed to be accessed by a new ADA path to the high-water level, and removable mats will provide additional access into the water from the beach during the summer. The path will be constructed with natural materials to blend in with the shoreline. A short section of beach is proposed to be widened to allow kayaks to launch and land during high lake levels, while limiting impacts to existing trees. Tree impacts will be evaluated in 30% design and considered by the PRC before moving forward.

**Bulkhead Steps** – New seating steps are proposed next to the **Handsome Bollards** leading to the water. These steps will avoid the need for a railing on the bulkhead (a railing would detract from



the public art). The steps will also reduce congestion in the passageway between the Boiler Building and the lake. This new overwater coverage will likely require mitigation, depending on design. Cost, environmental, and aesthetic impacts will be evaluated in 30% design and considered by the PRC before moving forward. (it should be noted that Clarke beach has bulkhead steps, so this design concept is not new to Mercer Island parks.)

#### **Proposed Plaza Project Elements:**

**ADA Access** – A “missing link” accessible path to the waterfront is proposed at the north end of the plaza, just inland from the cobble beach. This would provide a continuous ADA path from the main parking lot to the waterfront via the existing switchback trail connection next to the off-leash area. A more direct accessible path to the waterfront is contemplated with the future renovation of the Boiler Building but is not part of this concept design.

**Pavement Renovation** – The plaza is proposed to be repaved with a material and style to be determined in 30% design. This design would resolve failing pavement, ADA access, drainage, and tree root issues associated with the current pavement.

**Outdoor Classroom** – The roof of the restroom annex is proposed to be decked, and a railing is installed. This provides space for outdoor classes, boating programs, and general public use. An ADA ramp on the backside of the building would provide access to the classroom from the plaza. The space would be furnished with portable seating and equipment, depending on the season and operational needs.

**Trees** – One or two trees are proposed at the south end of the plaza to replace three existing trees. The tree(s) are designed in conjunction with the pavement. The existing trees are not healthy and retaining them will complicate repaving the plaza for a questionable outcome. A new installation would provide sufficient soil volume under the pavement to allow the same tree species to achieve greater size, live a long time, and prevent roots from lifting the pavement. The PRC will review the proposed location(s) at 30% design.

**Seating** – One or two benches are proposed on the east side of the Boiler Building, and a picnic table is proposed in proximity with the new trees. These allow for social distancing and unimpeded traffic flow through the plaza.

**Signs** – Sign installation is proposed to be limited and placed to avoid visual clutter. The existing kiosk will be removed, and a new kiosk is located south of the restroom in the visual line of people walking off the dock. One or two interpretive signs are proposed along the pavement edge and/or on a building or wall.

**Lighting** – The plaza area would continue to include lighting for safety purposes to help park users pass through the area in the evening and early morning. Lighting would not be designed to support nighttime activity.

**Public Art** – The *Handsome Bollards* installation is proposed to be retained if the bulkhead steps are feasible. The Mercer Island Arts Council and PRC will be consulted in the 30% design phase to consider the available options.

## Alternatives Analysis

The PRC considered [three] design alternatives (Exhibit 4) in preparing this recommendation. We utilized an alternatives analysis process to objectively compare this design to the others that were considered, see Exhibit 3. Each alternative was scored, on a scale of one to five based on how well it met the evaluation criteria, with five being strong alignment with the criteria. A color ramp was added to provide graphic representation of the scores. The result illustrates that the preferred option best aligns with the project priorities. This analysis will also be useful to support grant applications and a Department of Natural Resources aquatic lands lease amendment as we move forward.

**Next Steps – Public Engagement at 30% Design:** We strongly recommend the Parks and Recreation Commission facilitate another public input process to review the 30% design. As noted above, there are several design elements that we feel need additional public input once that level of information is available. Those elements include, but are not limited to:

- Tree impacts from widening the cobble beach
- Impacts and benefits of installing bulkhead steps next to *Handsome Bollards*
- Plaza pavement design
- Plaza tree location(s)

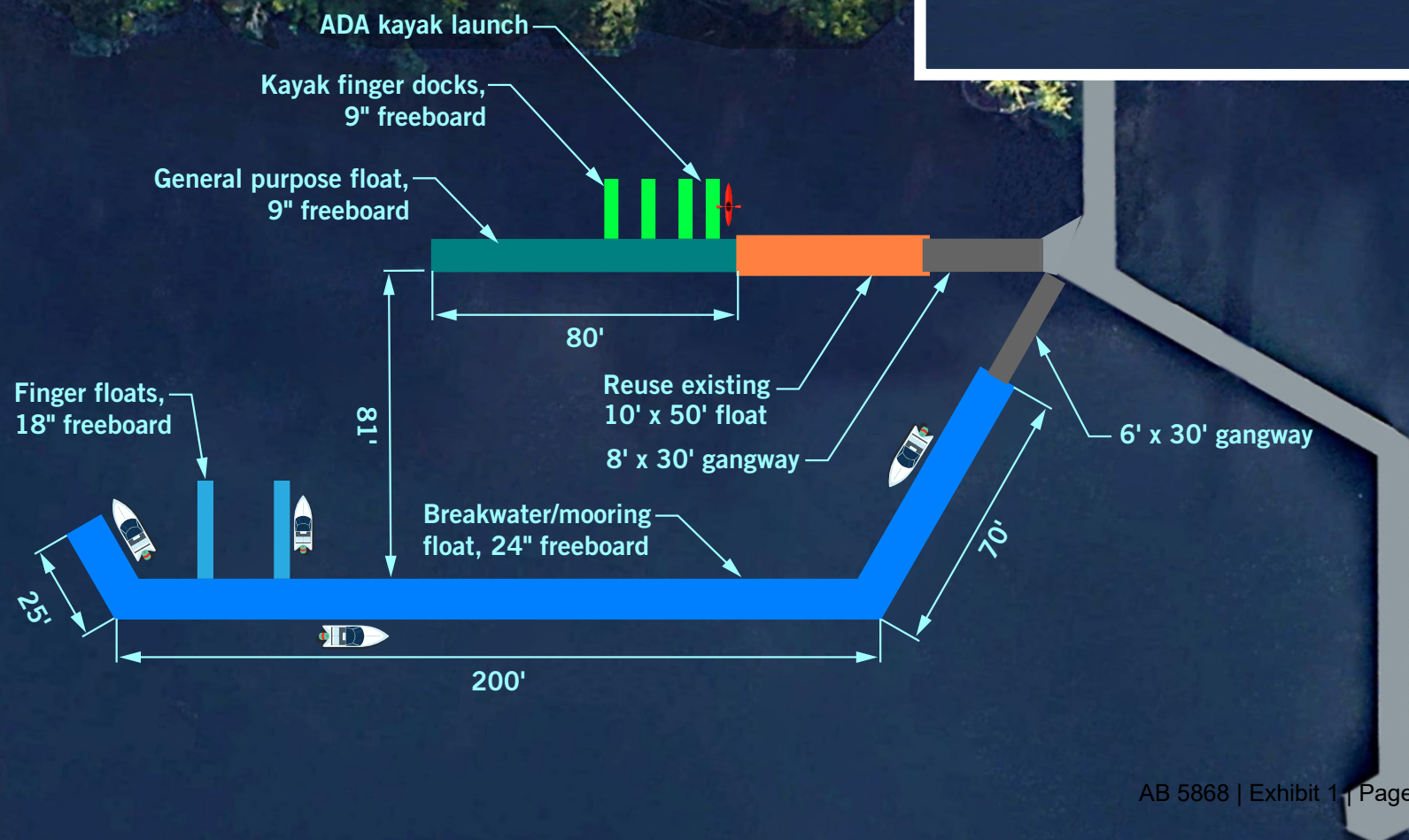
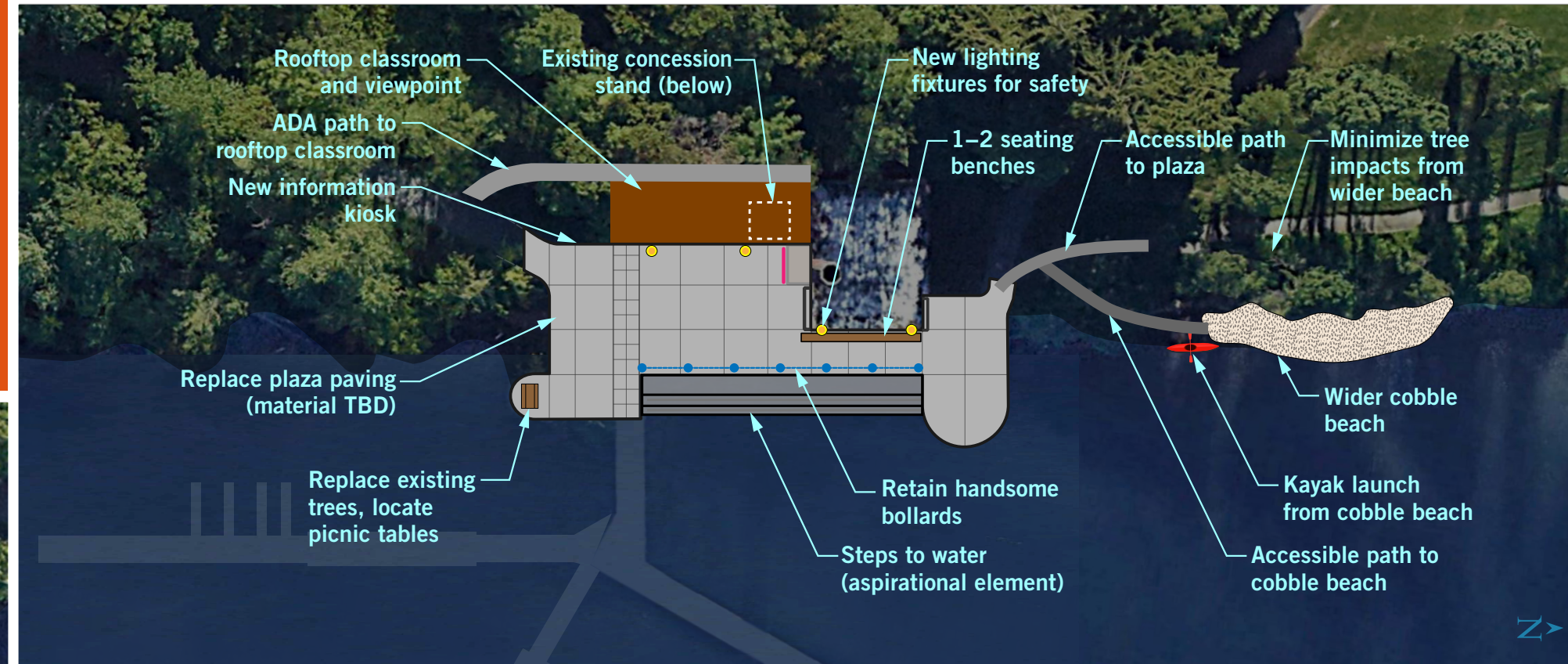
The Parks and Recreation Commission will work with staff to facilitate this process and provide a final recommendation on the 30% design to the City Council. The design team estimates that this would happen in the fall of 2021.

## Acknowledgement

The Parks and Recreation Commission wishes to acknowledge the effort of the Luther Burbank Dock Subcommittee which led this design process. Subcommittee Chair Peter Struck, as well as Commissioners Lyn Gualtieri and Rory Westberg demonstrated exceptional commitment to the future of our parks in taking on and advancing this important, time-sensitive work. The four scheduled subcommittee meetings were in addition to an unusually heavy commission workload due to the COVID pandemic.



# Luther Burbank Dock and Adjacent Waterfront Concept Design



## NOTES:

### Additional Plaza Elements

- Reuse / repurpose "boiler building" (separate project).
- Add wayfinding and 1-2 interpretive signs in unobtrusive location, consistent with styles in the rest of the park.
- Remove existing kiosk, replace with new style in unobtrusive location.
- Provide lighting for safety only. No intent to have evening programs.
- Provide planters and hanging baskets as an operational program.

### Additional Beach Elements

- Provide movable mats at cobble beach for seasonal water access.
- Locate naturalistic seating (e.g., log) at beach.

Scale: 1" = 50'

Removed overwater structures: 4,950 SF  
New overwater structures: 4,945 SF



**Luther Burbank Dock and Adjacent Waterfront  
Elements in the Concept Design FINAL**

Dock Elements	Status	Considerations
<b>Overwater Coverage</b>	Maximized to match current overwater coverage.	New floating docks should better meet boaters' needs and result in an increase in use; grated decking reduces environmental impact.
<b>Breakwater Width/Effectiveness</b>	Segmented breakwater as shown in concept plan.	Angled ends of breakwater improve wave protection function.
<b>Point of Floating Dock Access</b>	Two points of access with two gangways.	Two gangways improve traffic flow on and off the docks. Wider gangway needed for carrying paddlecraft.
<b>Small Power Boat (&lt;26') Capacity</b>	Moorage along the perimeter of the breakwater plus two finger docks.	Increase from existing capacity. Fingers improve ADA access and provide security for longer visits.
<b>Non-power Boat Capacity</b>	16" height for sailing, 9" height for paddlecraft, plus four finger docks.	Accommodates both programs and general users. Fingers improve ADA access.
<b>Fits within BFP grant program policies</b>	Pro-ration of breakwater cost is estimated to be 55% for small powerboats, 45% for non-motorized boat capacity.	Reuse of existing 10x50' float will reduce compliance issues with boating grant programs.
<b>Shoreline Elements</b>		
<b>ADA access to Cobble Beach</b>	ADA accessible path to OMHW level, designed with naturalistic materials as much as possible; moveable mats for seasonal access.	Design path to blend with natural shoreline; a permanent ramp would get slippery.
<b>Non-power landing/launching</b>	Wider beach with rockery; minimize tree impacts; PRC to review impacts at 30% design.	Wider beach allows boat launching at high water which is peak season (mid-May thru July); expect 2 small trees to be impacted.
<b>Additional water access</b>	Bulkhead step will be shown, explored for design and permit feasibility in 30% design; naturalistic seating (logs, but no concrete bench) at beach.	Subcommittee could not determine how bollards would interact with steps, how chain barrier would be modified, what parts are integral to the art piece.
<b>Plaza Elements</b>		
<b>Pavement</b>	Holistic replacement is necessary; look at alternative styles and materials at 30% design along with tree replacement.	Existing plaza is a patchwork of gravel, asphalt, concrete and unit pavers; pavement has settled, and pavers are breaking and heaving.
<b>Individual seating (chairs, benches, etc.)</b>	One or two benches located to maintain open character.	Preliminary location is on the east side of the boiler building.
<b>Group seating (picnic tables, etc.)</b>	One fixed table, 1-2 other tables that can be secured but moved seasonally.	Preliminary location is in tree grove in the SE quarter of the plaza.
<b>Interpretive signage (historical/educational panels, etc.)</b>	One (at most two) unobtrusive interpretive element(s) located to integrate with existing surroundings, e.g. on building or alongside of the trail.	Maintain open character of the plaza.

Plaza Elements	Status	Considerations
<b>Informational signage (programs, wayfinding, etc.)</b>	Design and locate to maintain open circulation and integrate with existing surroundings; use a style consistent with other park furnishings.	Replace existing metal kiosk with new style at a location south of restrooms and north of the driveway along the edge of the plaza.
<b>Exterior lighting</b>	Lighting for safety purposes only, not for programming, avoid casting on the water; prefer mounted on building	At 30% design explore light coverage needs; explore removing pole(s); coordinate with Architect.
<b>Decorative elements (flags, archway, etc.)</b>	De-emphasize decorative elements (flags, archway, etc.)	Maintain the simple open character of the site.
<b>Public art</b>	Retain Handsome Bollards if bulkhead steps are feasible; repurpose artwork in a new installation if a railing must be installed.	See notes above; coordinate with Arts Council in 30% design.
<b>Viewing decks/viewpoints</b>	Maintain two semi-circular plaza extensions as they currently exist. Docks as shown provide additional opportunities.	Outdoor classroom also provides additional viewing site when not programmed.
<b>Outdoor classroom</b>	An open deck with a railing on the roof of the restrooms with an ADA ramp from plaza; use portable seating and canopies as programs require.	Ramp integrates with future plans for ADA access to the Boiler Building.
<b>Landscaping</b>	Replace 3 existing trees with 1-2 new; location TBD in 30% design; note hanging baskets or other temporary containers as operational decision.	Existing trees are not healthy and would complicate pavement replacement; new trees would mature larger and live longer with correct planting; look at trees holistically with new pavement options.
<b>Other</b>	Concession stand will be as-is, with minor tenant improvements to support a boating class and rental concession.	Boating programs need secure indoor retail space to operate.

Luther Burbank Dock and Waterfront  
Concept Design and Alternatives Analysis

Criteria	Priority	Alternatives			Concept Design	Primary Considerations
		1	2	3		
<b>REQUIRED CRITERIA</b>						
<b>ADA Compliance</b>	High	2	3	5	4	
<i>Dock access</i>	High	2	3	5	5	finger docks +
<i>Shoreline access</i>	Med	3	4	5	4	beach ramp
<b>Environmental Impact - Permitting</b>	High	5	4	4	4	
<i>Aquatic environment - JARPA</i>	High	3	2	2	2	overwater coverage
<i>Impact on the neighborhood - SEPA</i>	High	5	5	4	5	destination elm'ts
<i>Increase in impervious surface- CAO/SMP</i>	Med	4	4	4	4	all have minor add.
<i>Impact on tree canopy - Land Use</i>	High	5	3	4	4	# trees lost
<b>Funding Feasibility</b>	High	4	4	3	4	
<i>Alignment with RCO Grant Criteria</i>	High	5	4	3	4	size of phase 2
<i>Potential for Levy Funding</i>	High	4	3	2	4	public support
<b>Consistency with Luther Burbank Park Master Plan objectives</b>	High	4	4	5	5	
<i>Restore north pier, convert south pier to floating docks for small powerboats and paddlecraft</i>	High	5	5	5	5	aligns with scope of work
<i>Provide facilities for non-motorized boating programs and rentals</i>	High	3	4	5	5	non-motorized capacity
<i>Improve access to the shoreline with an aggregate beach for boat launching</i>	Med	2	2	4	4	wider beach allows peak season launching
<i>Upgrade existing restrooms</i>	Med	not determined				
<b>NON-REQUIRED CRITERIA</b>						
<b>Improved safety &amp; security</b>	Med	4	4	4	4	
<i>Lighting of the plaza area</i>	Med	2	3	5	3	extent of lighting
<i>Breakwater performance (Meet wave height criteria)</i>	High	3	4	4	5	segmented breakwater
<i>Social Distancing Protocols</i>	Low	5	2	4	5	seating spacing
<b>Fits Park Character</b>	High	4	4	2	4	
<i>Compatible with fishing, sunbathing and other existing passive uses</i>	High	4	4	3	4	area of fixed pier and breakwater
<i>Impact on existing park areas &amp; activities</i>	High	5	5	4	5	destination elm'ts
<i>Noise &amp; Traffic</i>	High	5	3	2	4	dock capacity
<i>Parking</i>	Med	3	3	2	3	destination elm'ts
<i>Intensity of use</i>	High	4	3	2	3	dock capacity
<b>Local Benefits</b>	Med	2	3	5	5	
<i>Educational, youth oriented</i>	High	2	3	5	5	program spaces
<i>Power boat access</i>	Med	3	4	5	4	dock capacity
<i>Non-power boat access</i>	High	2	4	5	5	dock capacity
<b>Revenue Generation (rentals, programs, moorage fees)</b>	Med	1	2	3	3	
<i>Food Concession</i>	Low	1	1	1	1	
<b>Seasonality, benefits/impacts of extending</b>	Low	1	2	3	3	program spaces
<b>Allocation of moorage capacity</b>	Med	3	2	4	4	non-motorized capacity

Group rating reflects both the rating of subordinant criteria and other relevant design aspects

### **Dock/ Boiler Building Area:**

The Dock and Boiler Building Area maintains much of its character and physical elements, but has added programming to return the area to its once active use. Restoration of the docks and boiler building to support a boating/rowing facility (primarily human powered boating) will bring a relatively low impact use to the area. Highlights include:

- A boating/rowing facility would make use of the existing boiler for maritime use including rental/storage of “human powered” kayaks, canoes, and small sailboats as well as being the operation center of any sailing/boating program that might be offered to serve the community.
- A shell house to serve rowing is located at the top of the boiler building access road, where it serves rowing as a functional location, but is remotely located from the docks, reducing shoreline impacts.
- Improved access from the campus areas is provided to the area with reduced grade paths (ADA access is a focus of these improvements, but may not be achieved due to site grades)
- The piers are to be restored with the north dock to remain as passive use (fishing, sunbathing, etc., no swimming) with addition of ladders. The south dock is to be replaced and straightened with lower floating dock with improved finger piers for small motor craft, “human powered” boats and motorized launch boat storage.
- The existing restroom structures receive plumbing. Security upgrades and utilities in this area present an opportunity to serve a mobile concessionaire.
- The shoreline is improved with an aggregate beach to provide direct access to the water (without bulkhead) for boat launching and a homeowner demonstration garden abutting bulkhead with interpretive signage.







### Habitat Stewardship Program Memo

DATE: April 29, 2021

TO: Paul West; Capitol Projects and Planning Manager

FROM: Lalena Amiotte; Habitat Stewardship Unit Supervisor  
Trina Contreras; Shoreline District Land Manager

SUBJECT: Luther Burbank Dock and Adjacent Waterfront Elements in Concept Design  
FINAL-DNR Habitat Stewardship Review  
DNR Aquatic Lands Lease 20-A09917

April 2021 planning documents were submitted to Habitat Stewardship for review by City of Mercer Island for the Luther Burbank Dock. The table below provides general comments on our review. The City of Mercer Island has provided enough detail at this time for Habitat Stewardship to approve the current design concepts. The City will want to continue to communicate with DNR as the next phases of design move forward.

Dock Element	DNR Habitat Stewardship Comment
Overwater Coverage	Grated decking will be required by DNR at the time of replacement of existing decking  Floats, fingers and docks must have unobstructed grating over at least 50 percent of the surface area with 60 percent open space or 40 percent or greater multi-directional open space.
Breakwater Width/Effectiveness	If breakwaters are critical to the safety or protection of a facility, floating breakwaters or wave boards may be authorized, if placed in a

	<p>manner that does not block the predominant longshore current or fish passage.</p> <p>As the City moves forward with replacement design DNR will want to continue to be engaged to ensure habitat stewardship elements are incorporated.</p>
Small Power Boat (<26') Capacity & Non-power Boat Capacity	Finger floats may be required to have grating by DNR habitat stewardship depending on the dimensions. DNR will want to continue to be engaged in concept planning.
Gangways	Gangways will be required to have 100% grating by DNR habitat stewardship.
Overwater Structure Lighting	Artificial night lighting on and from overwater structures must be minimized by focusing the light on the decks surface and using shades that minimize illumination of the surrounding environment and reduces glare on the water surface. Exceptions will be made on a site-by-site basis in order to meet safety requirements, ADA and commercial uses.

**LBDR: Design Charrette**  
**08.06.20 | 5-9pm | Virtual Public Meeting via Zoom**  
**Meeting Summary and Notes**

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**Participants**

John Scherzo  
 Erik Gordon  
 Joe Miles  
 Gary Luhm  
 Lalena Amiotte  
 Don Cohen  
 Shannon Leversedge  
 Ann Kruse  
 Lyn Gualtieri  
 Sue Stewart  
 Rory Westberg  
 Tyler Simpson  
 Don Chayette  
 Tim Nagel  
 Suzanne Skone

**Presenters**

Paul West  
 Peter Hummel  
 Andy Bennett  
 Kathy Ketteridge  
 Bob Riley  
 Josh Jensen

**Staff**

Andrea Larson  
 Sarah Bluvas  
 Alaine Sommargren  
 Jason Kitner

**Floating Docks – 00:22:42**

Key Takeaways

- Importance of separating motor craft and human-power watercraft users
- Concerns about opportunities for non-boating recreational use of the docks (fishing, etc.) being impacted by dock reconfiguration

Individual Comments & Questions/Responses

- General
  - Replacing the concrete with grating on the north pier? Answer: no plan for that.
- Human-power watercraft
  - Freeboard – typically 5-5.5” for rowing; needs to be lower than other paddlecraft
  - Rowing and adaptable rowing safety – should launch human-power watercraft separately and further away from motor craft; could accomplish this in Alternative 1 or Alternative 2
  - Seen the separation in action with summer camps and summer power boat users – the further apart, the better
  - Small craft usually follow a flow pattern when launching and returning to the docks – need to avoid the pattern flow that motor craft would come in on
  - Need to keep in mind wind pattern as well regarding launching human-powered craft
- Fishing from the docks
  - Concerned about how different configurations will impact fishing, especially since we can’t fish at Groveland anymore
  - Could protect fishing from the North Pier in Alternative 3

**Breakwater – 00:52:03**Key Takeaways

- Interest in the construction and aesthetics of the breakwater (do NOT want the Groveland breakwater)
- Solutions in addition to the breakwater to create safe routes for non-motorized boats

Individual Comments & Questions/Responses

- Construction
  - Grating – some floating breakwaters use grating; challenge in using grating for a breakwater that also acts as a dock (needs to be a solid structure)
    - Ideal structure would be concrete dock with no grating but design also depends on what permitting agencies will allow
  - Anchoring – likely come down to costs and aesthetics
  - Piling – four types of piles
    - Timber: not generally used anymore
    - Steel: most economical; could be a good option
    - Concrete: more durable and less erosion
    - Composite: more expensive and doesn't work well in dense soil
  - Illumination
    - Restrictions for lighting the docks?
    - Groveland breakwater structures are black and wouldn't be seen at night so each buoy includes solar-powered lighting
    - Dock lighting – opportunity for public art/placemaking?
    - Docks for day moorage only and close at the same time the park closes; no plan for overnight moorage in the LBP Master Plan
- Wind impacts
  - Wind data presented is 20 years of combined data – stronger winds in winter and not in summer; storm waves in winter and not a major concern in summer
  - Also looking at coastal erosion in both conditions
  - Seasonal patterns emerge
- Buoys
  - Who places the No Wake buoys and will the dock reconfiguration impact the placement?
    - Placed by MI Marine Patrol
    - Outer limit of DNR aquatic lease
    - Likely won't be affected
  - May be opportunities to add other buoys for other purposes – ex. what are the limits of motorized boats as they get closer to shore to create safe route for non-motorized docking areas – use buoys within the facility to keep the uses separate from each other
- Other
  - Concerns about impact to fishing use – can floating breakwater be used for fishing or sunbathing?
    - Come in a variety of sizes; can be used for fishing, docking, etc., depending on unit selected
  - Liked the configuration Alternative presented in Kathy's presentation (separation between breakwater and finger docks)

## Shoreline Access and ADA – 01:23:40

### Key Takeaways

- Launching needs for personal small craft users and commercial small craft users may not be the same (dock vs. beach launch)
- Opportunity for multi-season water access
- Disconnect between parking access and dock access may prohibit personal small watercraft launching from the area
- Need more input for ADA access needs (dock vs. beach launch)

### Individual Comments & Questions/Responses

- What is the goal? Make it more accessible to small/hand-powered crafts? Whatever the goal is would determine how we approach accessibility
- Access to the site (from upper level park)
  - Explore south parking lot options for creating more hand-powered kayak access launching
  - Kayakers and SUPers not parking at north lot and walking down to the docks to launch
- Access to the water (from docks/beach)
  - Beach vs. dock
    - Extend a paved ramp into the water across to launch kayaks
    - Gravel material on the beach prevents erosion (logs are nearshore habitat improvements)
    - As a kayaker, I love low floating docks, like 5-6", and prefer that to shore access if available.
    - Commercial rentals require coming off the plaza to the beach or off the plaza to the dock – camps and classes in high-demand; can't meet the demand right now; believe that's fairly large potential
  - General water access
    - Possibility to launch from the swim beach instead – need to reconfigure the beach for separate uses
    - Opportunity to extend accessibility throughout the season – personal kayakers are less likely to use Lake WA in the summer; probably 4-5 personal kayakers in the summer (as opposed to camps, motorpower watercraft, etc.)
- ADA
  - Bring permanent access to the beach and add a seasonal option to the edge of the water to facilitate more ADA
  - Do grants exist for ADA trails/boat launches? – Public grants require ADA improvements but not aware of ADA-specific grants
  - Consultants created ADA kayak launch ramp from dock at Meydenbauer project
  - Beach vs. dock access for ADA – where should investment go?
    - I would hope ADA access to floating dock would be preferable as well.
    - In my experience, users with mobility impairments would use accessible access to docks for kayaks/sups more than a beach.
    - People would like ADA access to a beach for launching and ADA access to docks to boat
  - Surfaces
    - Current access further north is crushed gravel trail; when maintained, provides a firm, stable surface

- “Not all ADA surfaces are created equal”
  - “Does not the access from the south beach negate the need to have ADA access at the dock? Less cost and more logical as Paul identified.”
    - Ability to launch individual watercraft doesn’t let us off the hook for providing ADA access for people who want to participate in programs
- Looking at some improvements to make the Boiler Building/restrooms more accessible

### **Plaza Elements – 02:17:03**

#### Takeaways

- Key Opportunity to integrate the dock reconfiguration into holistic plaza/place design
- Connect to other community needs beyond boating, water recreation, etc.

#### Individual Comments & Questions/Responses

- Efficient uses of space – plaza is tight; may be asking a lot of functionality
- Something to draw people down there – can imagine a bustling place
- Plaza activation – once you build the dock and want activities going on, need to provide a setting that facilitates that
- Connect to community needs – highlight the MI Historical Society in some capacity?
- Interested in mix of uses

### **Goals and Evaluation of Alternatives – 02:49:49**

- Areas of interest/goals
  - Water education safety
  - Access for everyone
  - Alignment with community vision – LBP Master Plan as a guiding document but what does the current community need and want
  - Social distancing – should we consider the possible need for social distancing in our design going forward?
  - How do you inspire the idea of gathering but allow people to spread out in more space (aside from just COVID-related circumstances)
  - Flexibility to accommodate a variety of uses
  - Innovative and aspirational design
- DNR – cost to lease the land could be a factor
- Continue to engage people of all ages – using the whole space as an educational opportunity

### **Other Questions/Comments**

- How do we plan to use the polling information?
  - Part of the public record
  - Provides a snapshot of where we’re at after this discussion
  - Not a vote – tells us where opinion lies right now

### Luther Burbank Docks Open House survey report

The Luther Burbank Docks Open House ran from September 2 to October 7, 2020. The purpose of the “event” was to inform the public about the need to rebuild and repair the docks and to collect public input on the conceptual design of new docks and related facilities at the Luther Burbank Park waterfront. The event occurred during the 2020 COVID pandemic. The event was designed to comply with emergency orders enacted by the State of Washington. Poor air quality from west coast wildfires lasted for ten days during the second and third weeks of September. In response, the open house was extended one week from its original September 30 end date.

Six 3’x 4’ posters were displayed at the waterfront (see Figure 1). Two of the posters gave background on the project. Three posters presented three “concept alternatives” to illustrate options for the docks, shoreline access, and plaza improvements. One poster gave instructions on how to complete an online survey set up on a surveymonkey.com website. The instructions and paper copies of the survey were also available in flyer boxes attached to the posters.



Figure 1: Open House poster display

At several locations on the site, the project manager posted “prompts” to demonstrate some of the choices presented in the alternatives. See Figure 2.

Two weeks into the open house a table comparing the alternatives was added to the survey instructions. All of the materials mentioned above were simultaneously available on the project webpage <https://letstalk.mercergov.org/lbdock>. People were encouraged to come to the park to view the posters to be able to visualize the proposed improvements. However, promotions also encouraged those not able to make it to the park to use the available online materials to participate.





Figure 2: example of "prompt" poster at the beach location

The event was promoted on social media, such as Facebook, Nextdoor, and the Mercer Island Weekly. It was covered in the Mercer Island Reporter twice. It was featured in the City Manager's report to Mercer Island City Council twice. An email interest list of organizations and individuals was contacted twice, once on the start date and again after two weeks. The project manager met virtually or on-site with representatives of several organizations to promote engagement on the topic.

The survey had four "open ended" questions to encourage free expression of ideas and opinions that might not be captured in the multiple-choice questions. Typically this type of input would have been captured in face-to-face conversations at a large open house event. With emergency restrictions limiting gatherings to groups of five, this alternative was offered instead.

The survey received 131 responses. Eighty-one percent of the respondents identified as Mercer Island residents. Fifty-nine percent of respondents consider themselves boaters. Forty-one percent identified as 55 years old or older. Sixty-two percent of the households reported no children under the age of 18.

Generally, more support was shown for the more elaborate "Alternative 3" options than for the other two. A strong majority (76%) thought that the breakwater was "important" or "very important." Plaza features most preferred included seating, viewing options, and landscaping. Charts of the responses can be found in Appendix 1.

The "open-ended" question responses provide a rich representation of the ideas and opinions held by the survey respondents. They are presented in raw form in Appendix 1. In order to understand their meaning better, the project manager sorted them. New ideas not shown in the alternatives were put into a list. Other ideas and opinions were aggregated into categories of opinion. These are shown below. It should be noted that the number associated with an opinion or idea does not measure how many people hold that opinion, but rather how many people felt strongly enough about that opinion to write something about it. This characterization is meant to supplement but not reduce the value and complexity expressed in the full written responses.

**OPEN ENDED RESPONSES, CHARACTERIZED**

<b>General</b>	<b># of responses</b>
no more paving	2
keep the park natural	5
concern about noise/power boat traffic	10
lower cost preferred	9
need information on costs	3
more investment preferred	5
design with flexibility for future change	3
parking is an issue	1
accessibility from parking lot is important	2
allow swimming	3
preserve trees	3
get dogs under control	1
<b>Docks</b>	
provide good moorage for boats	7
separation of power and paddlecraft	3
focus on non-power craft	6
provide for fishing and sunbathing	5
yes finger piers	3
no finger piers	3
improve aquatic habitat	1
limit additional maintenance	3
charge for moorage	3
have power at the docks	2
<b>Beach</b>	
bigger beach needed	5
use swim beach for water access	2
<b>Plaza</b>	
the plaza is important	5
Have a snack concession	16
food truck	5
restaurant	4
no snack concession	3
upgrade restrooms	2
more plants	3
limit lighting	4

don't like steps	1
like steps	3
have benches	6
have picnic tables	8
include video surveillance	2
offer small boat rentals	7
offer sailing school	2

## NEW IDEAS

### General

- Picnic tables on the hillside below the flagpole
- Increase depth of water in front of the bulkhead
- Repair south shoreline
- Insure cell phone access for user safety
- Rowing and sailing facility
- Storage space for community members' boats
- Concerts by the waterfront

### Docks

- Electricity for charging electric boats in the future
- Fish cleaning station
- Overnight moorage
- Move finger docks south to provide more room to maneuver around the breakwater

### Beach

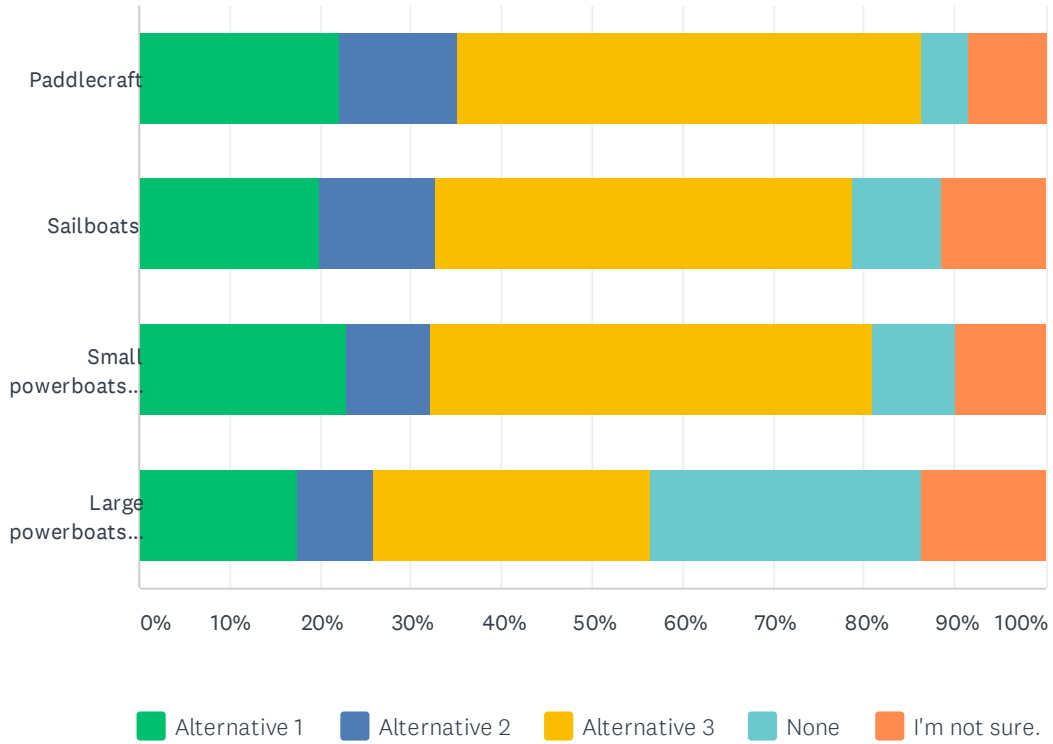
- Posts or rail on north beach to tie off kayaks to keep them from floating away
- Concern that ramp into the water will be slippery

### Plaza

- security cameras
- BBQ grills
- Sailing school
- Shade
- Bike rack
- Food truck space
- Sell boating needs (ice, etc)
- Outdoor shower to rinse off
- Restaurant

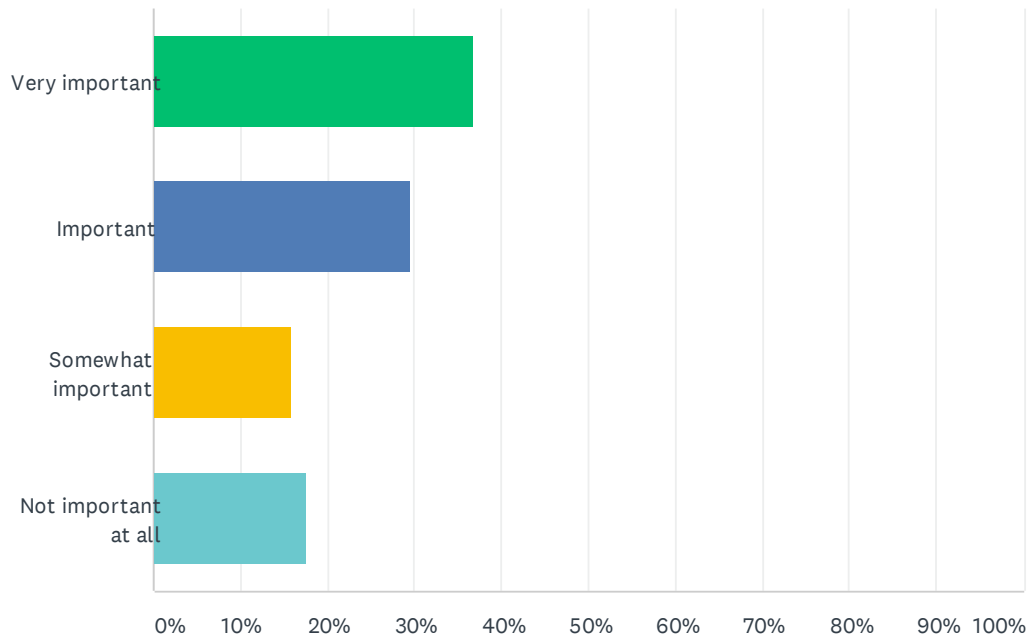
Q1 For each type of watercraft listed below, please indicate which alternative for dock design you prefer.

Answered: 131 Skipped: 0



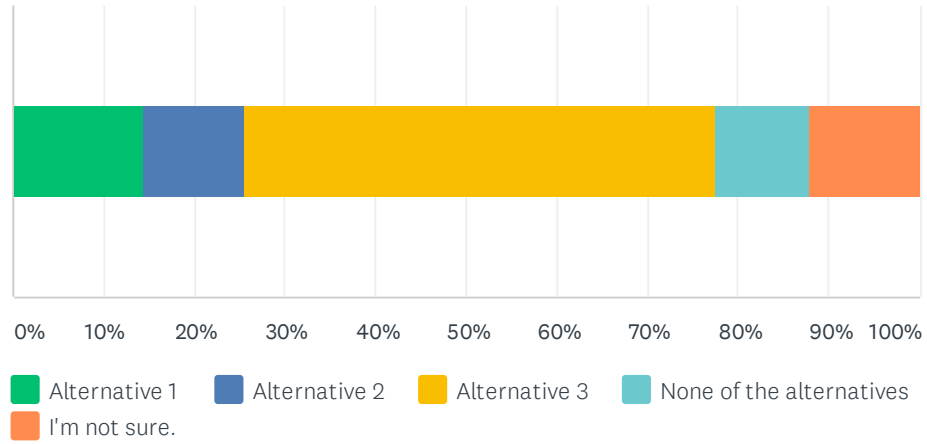
### Q2 A breakwater would reduce wave movement of the new floating docks. How important is this feature for the way that you use the docks?

Answered: 125 Skipped: 6



### Q3 The Concept Alternatives present three approaches for building the breakwater. Which alternative do you prefer?

Answered: 125 Skipped: 6



Q4 In the space provided below, please share additional ideas or comments for the design of the docks and/or breakwater.

Answered: 61 Skipped: 70



Luther Burbank Docks Open House Survey

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#	RESPONSES	DATE
1	Lots of people relax, fish & use the dock as an extension of recreation. So keeping them stable would continue some recreational traditions of actually being on the docks. Really prefer the quiet/peace/tranquility w/o having larger (louder, noiser) motor boats, such as @ the Shoreclub or the MI Beach Club allow. Best possible breakwater within the framework of existing funds (w/o adding additional levies)	10/7/2020 7:59 PM
2	The breakwater is needed due to wave action here. Need for separation of motor boats and human powered boats a priority.	10/7/2020 7:49 PM
3	Wish the was done 30 years ago when I had my boat	10/7/2020 2:08 PM
4	The least expensive option is preferred. If a breakwater or accomodating larger/more boats is included, then it should be funded through moorage fees and NOT an increase in taxes. Breakwaters can have an effect on shoreline erosion and the long-term effects must be completely understood before committing funding and building. Also boats with motorized engines add pollution to the lake. Will having a dock that accommodates yachts and other engine-powered boats create an increase in traffic and an increase in oil contamination? Will having more moorage increase noise?	10/7/2020 1:49 PM
5	N/A	10/7/2020 8:13 AM
6	These matters are too technical for me to provide input.	10/6/2020 9:38 PM
7	Incorporating the breakwater as part of a floating dock seems to me to be the most efficient use dock space.	10/6/2020 8:35 PM
8	I have moored our 20' skiboat at Luther many times. The current fixed docks are difficult due to wind & wave and poor fenderage and cleat placement. I have also moored a 65' tugboat a the north dock several times. Poor fenderage, poor cleat placement and winds/waves from the north made this a difficult moorage. Lack of cleats on the south side of the north pier is another big problem. Install a large number of solid cleats on the new pier, or better yet, a pipe rail like Bell St. Pier moorage.	10/6/2020 11:39 AM
9	Not option 2. Would like to see more breakwater/stability incorporated in the powerboat floating dock.	10/6/2020 11:33 AM
10	The 3 alternatives look similar, #3 being more elaborate, #1 being more skeletal, so for me it is about money. So #2? Would be great to sit at the docks drinking ice coffee.	10/6/2020 11:25 AM
11	No. 3 allows for more types of boats. Wish there were a few more picnic tables	10/6/2020 7:42 AM
12	The docks design is pretty good as long as the North docks stay in place and aren't removed. They need to be upgraded to accommodate larger boats. The docks have been around since the early 70's and don't need a breakwater.	10/5/2020 3:30 PM
13	Make it easy for human powered boats to use and difficult or impossible for powered boats	10/4/2020 5:27 PM
14	I honestly haven't seen these docks in peak season before. I'm wondering if the finger docks for the non-powered watercraft are a bit excessive. If it's needed for sailboats to dock, that's more understandable.	10/3/2020 11:33 AM
15	Swimming from dicks should be maximized! Also lots of small docks for folks to fish, swim and hang! No boats! Just small ppl powered boats for swimmer safety!!!!!!!!!!	10/2/2020 5:33 PM
16	The breakwater is important, but it is not clear to me what Alternative 2 provides that Alternative 1 or 3 does not provide. The docks need to serve the public by providing a place for kayaks and small sailboats where youth and families can recreate. I would not encourage large boats to come for two reasons: 1) the creation of dangerous situations with small boats and 2) increase the shoreline erosion.	10/1/2020 9:42 PM
17	I really enjoy the shape of the alternatives and would hope that the leftmost dock isn't changed outside of potential repairs.	10/1/2020 5:15 PM
18	Finger docks really maximize the effectiveness of the breakwater also the beach option is great for kayak and PWC day use	9/28/2020 6:19 PM
19	Xx	9/27/2020 5:37 PM

# Luther Burbank Docks Open House Survey

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20	The main issue is the funding. Alternative 2 looks good, but I have no idea what the cost would be or how likely it is that funds could be secured.	9/26/2020 3:08 PM
21	Design 3 seems to be most comprehensive and will provide for access for all kinds of boats year round	9/24/2020 8:56 AM
22	Keeping costs to a minimum should be the guiding principle.	9/23/2020 6:11 PM
23	I do not see the need for actual slips unless you expect people to stay a long time. I prefer option 1 but it seems to limit the use. why not separate the ADA to the south beach and they can come to the north dock area. It seems to me it would reduce the cost of the north dock project.	9/23/2020 2:26 PM
24	I would use the dock area as a lunch stop during a kayak trip. Though my preference for launching and landing is the beach, my second preference would be the finger docks. I like having several of them, as whichever number our group uses would be occupied the entire duration of our lunch stop.	9/23/2020 12:33 PM
25	The current dock area is perfect for the vast majority of users who are NOT boat owners. The character of the current park is what makes it appealing - the quiet and lack of noise and combustion odors. To increase the moorage to allow too many larger and power boats will increase noise pollution and air pollution, endanger swimmers at the nearby beach south of docks, and make the park a boaters parking lot with accompanying boat parties, noise and littering!	9/23/2020 12:31 PM
26	.	9/21/2020 5:57 PM
27	We should leave the park as natural as possible to preserve the wildlife that lives in it	9/20/2020 11:42 AM
28	I like it how it is. No changes necessary.	9/20/2020 11:36 AM
29	You need docks low enough to launch small craft. You should create space for, or open up the existing boathouse, for community members to rent space to store kayaks, rowing shells, and other small boats.	9/20/2020 9:52 AM
30	Add power, water and charge for overnight moorage	9/19/2020 8:20 AM
31	LBP does not need a breakwater. This is an expensive design that only promotes long term moorage.	9/19/2020 8:16 AM
32	Go with the cheapest option and closest to what there is currently. Nothing fancy.	9/18/2020 10:13 PM
33	Provide power option(paid by boater) to plan for future electric powered boats	9/17/2020 7:24 AM
34	prefer guardrails	9/10/2020 12:43 PM
35	I'd prefer that there would be no large boats/yachts	9/8/2020 3:49 PM
36	Public spigot and fish cleaning station. docks are used for fishing a lot	9/8/2020 2:43 PM
37	Design 3 looks to do the most but I'm assuming its the most expensive. If it can last close to 50 years like the current one then its money very well spent.	9/8/2020 10:51 AM
38	Staying within budget seems important	9/7/2020 6:24 PM
39	Alternative #3 provides most functional use	9/7/2020 10:58 AM
40	There are very few dock options for water ski boats any more on lake Washington where you can dock and use a restroom. This is the most important feature to maintain for me.	9/7/2020 10:52 AM
41	Do not build it. Too much maintenance	9/7/2020 10:42 AM
42	voting no on any levy that includes Mercer island taxpayers footing any of the bill.	9/7/2020 8:24 AM
43	Why do we need docks? We do not want more people in our neighborhood	9/6/2020 8:30 PM
44	Make sure people can still swim on the docks. Add a ladder to get out of the water.	9/6/2020 3:37 PM
45	I don't think we should be designing things for large boats. Those boats can anchor out, if they choose and the whole area is safer with out them.	9/6/2020 11:09 AM
46	No finger docks	9/5/2020 9:50 PM

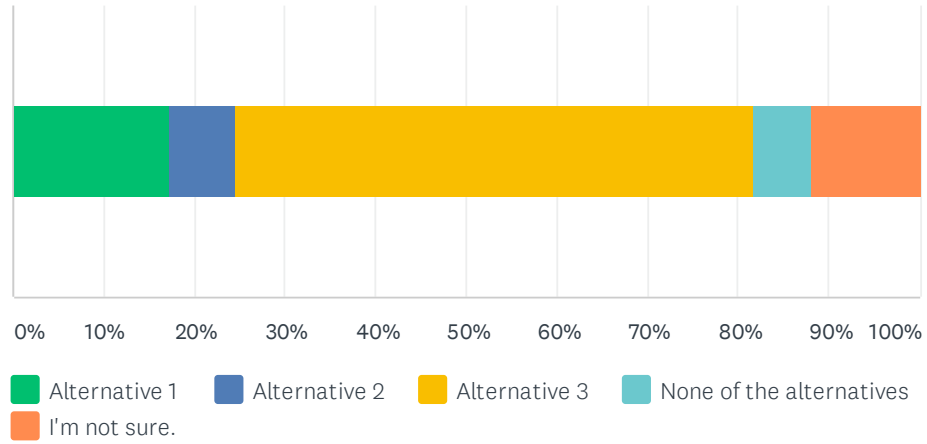
Luther Burbank Docks Open House Survey

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47	Height should be so kayaker can mount and dismount safely	9/5/2020 1:23 PM
48	Alternative 2 is a poor design for two reasons: 1) puts the non-powered too far off shore and 2) creates a bottle neck with only 1 narrow gangway serving both docks. Strong preference for alternative 3. Adding additional finger docks will help to accommodate more boats for both powered and non powered boaters. Suggest moving the finger docks farther south to provide more room to maneuver by the breakwater landing float.	9/3/2020 6:35 PM
49	Having the motorized dock extend beyond the length of the non-powered dock is understandable based on demand for usage, but creates a dangerous situation for non-powered craft to dock. Additionally, having non-powered craft dock "inside" of the powered dock (closer to shore) makes sailboat docking almost impossible unless you are approaching from the south.	9/3/2020 4:47 PM
50	I worry the breakwater will be too large and ugly. If money is no object I prefer alternative three due to more moorage, although I would probably segregate what to do with the docks from shore improvements. Commercial or vending activities at Luther Burbank have been controversial in the past.	9/3/2020 2:13 PM
51	If large(er) boats are on the outside of the floating breakwater, it will be more effective. I support a large outer dock where big boats can dock. Option #1 does this.	9/3/2020 12:59 PM
52	PLEASE get food trucks on the waterfront!!!!	9/3/2020 10:46 AM
53	I think these concepts are great! I'd just like to be sure that there are cleats and that the decking is non-slip.	9/3/2020 8:42 AM
54	* Have permanent bumpers/fenders on the docks to protect boats * Have plenty of cleats to tie up boats * I like the perpendicular mini-docks in design 3 (if parallel to the dock, not enough room for several boats) * Nice that powered vs. non-powered boats are separated * Have a time limit (and enforce it periodically): maybe 3 hours max so people can watch Shakespeare in the Park or eat in town. * Boat docks to float *Would love to have a structure to house large community boat(s). E.g. shells or dragon boats for community row club(s).	9/2/2020 10:21 PM
55	Love the picnic tables and added benches.	9/2/2020 10:13 PM
56	Make sure the structure is quality built to last and utilize all the space available.	9/2/2020 6:30 PM
57	The existing area in question needs as many upgrades as possible - it is woefully underused, derelict and underdeveloped. It also presents a great opportunity to create a public amenity that the City could be proud of.	9/2/2020 5:44 PM
58	Meydenbauer did a nice job of shaping their new dock with a curve which I think adds a VERY nice/luxurious feel to the build - take all you can from their design!	9/2/2020 4:42 PM
59	Please do not include power boats. I live near Luther Burbank and the power boats drive close to the waterfront destroying it and the noise is hard to have a peaceful life!	9/2/2020 4:42 PM
60	minimize cost	9/2/2020 11:24 AM
61	The breakwater is for boats, 99% of current usage is fishing swimming and sunbathing, design should be built around current usage not boats that never come	9/1/2020 5:18 PM

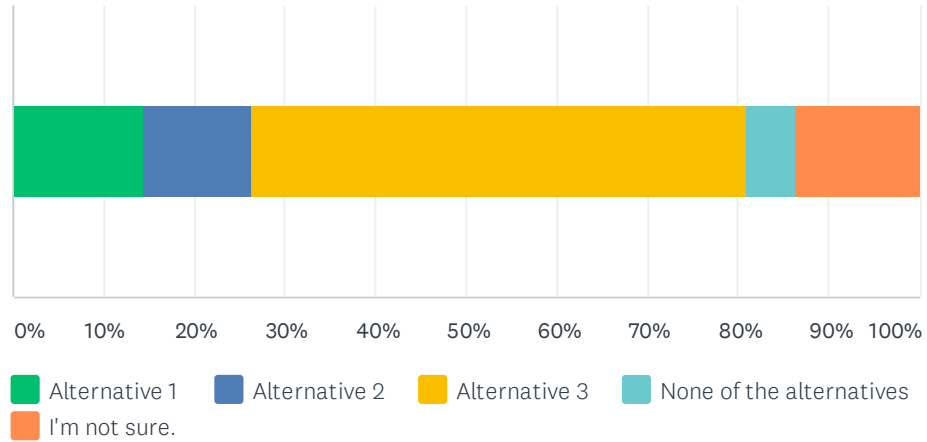
### Q5 The Concept Alternatives present three approaches for providing beach access at the waterfront. Which alternative do you prefer?

Answered: 110 Skipped: 21



### Q6 The Concept Alternatives also include different approaches for launching paddlecraft at the waterfront. Which alternative do you prefer for this use?

Answered: 110 Skipped: 21



Q7 In the space provided below, please share additional ideas or comments related to access/accessibility at the waterfront.

Answered: 42 Skipped: 89

Luther Burbank Docks Open House Survey

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#	RESPONSES	DATE
1	prefer no more paving than is absolutely necessary. Area should be kept as porous as possible. A park should be a green space not a place with a lot of pavement. I believe the current paths on Luther Burbank are adequate for ADA accessibility.	10/9/2020 11:53 AM
2	Not sure how power boats would add to the ambience. If there were enough tables or an outdoor/indoor store/cafe - it could become a destination point for food, coffee, even kayak rentals. Not sure how much this requires.	10/7/2020 8:01 PM
3	Access for elderly can be difficult. The ADA design for the boiler building if less expensive than to existing design would be beneficial.	10/7/2020 7:50 PM
4	How about a foodtruck access?	10/7/2020 2:09 PM
5	It is very important that the plans must be reviewed with regard to the current minimal park's support that the City is providing (i.e. the City is NOT maintaining the parks and not picking up/removing trash). How well do each of the designs conform to the current level of maintenance? Although we hope that park maintenance will go back to how it was in 2019 by the time the renovations of LB are done--it is entirely possible that something could happen that could cause the maintenance situation to be as it is in September of 2020. Therefore please review the plans in that light. Will the increase in moorage/facilities result in MORE usage that might increase the maintenance burden?	10/7/2020 1:56 PM
6	N/A	10/7/2020 8:14 AM
7	I don't see a place to launch paddle craft in any of the alternatives.	10/6/2020 9:49 PM
8	This is tough because the trails to the waterfront are either long or too steep. Accessibility to the plaza and docks is critical. Accessibility to the water would be better served at the swim beach area.	10/6/2020 8:40 PM
9	Instead of placing picnic tables on the waterfront plaza, I strongly recommend installing 3 or 4 on the hillside below the flagpole. Great views, sunny, easy to access and I guarantee that they will be well-used and appreciated by seniors and folks who cannot make the hike down to the dock.	10/6/2020 11:41 AM
10	would like to see an expanded sand beach area.	10/6/2020 11:33 AM
11	not sure beach access is a priority. Both Alternative 2 and 3 look great. I don't have a boat - only paddle craft. Don't want to attract large boats coming for coffee and leaving.	10/6/2020 11:27 AM
12	Please don't cut down anymore trees. Luther is already very ADA accessible. Even the docks are accessible.	10/5/2020 3:32 PM
13	Decrease the number of powered boats approaching the park or the cove.	10/4/2020 5:28 PM
14	It would be great to have the flexibility to also launch paddle craft easily from the waterfront to avoid conflicts with larger boats and the potential for a large amount of boat traffic going in and out of the dock access points.	10/2/2020 11:40 AM
15	Access to the docks is made primarily by coming down a steep, paved hill. I don't believe changing the grade of the hill is in scope and that will be the main barrier at this location. The northernmost part of the park is the easiest place for someone to dip their toes in the water because the path is relatively shallow.	10/1/2020 9:46 PM
16	Please build more access for paddleboards, canoes, kayaks. I would love to see the city offer some amenities, even if its just ice cream and popsicles, something for the family to do, kids to do when they paddle board over, and a revenue generator for the city	10/1/2020 8:16 PM
17	N/A	10/1/2020 5:15 PM
18	Xx	9/27/2020 5:37 PM
19	If you must build an ADA access path to the beach, *please* expand the beach (alternative 3) because otherwise the entire beach will be taken up by the new path.	9/26/2020 10:01 PM
20	Please consider accessibility from the parking lots to the docks/beaches/waterfront. This is equally important.	9/24/2020 2:56 PM
21	Low freeboard floating docks for launching crew/racing shells	9/24/2020 8:58 AM



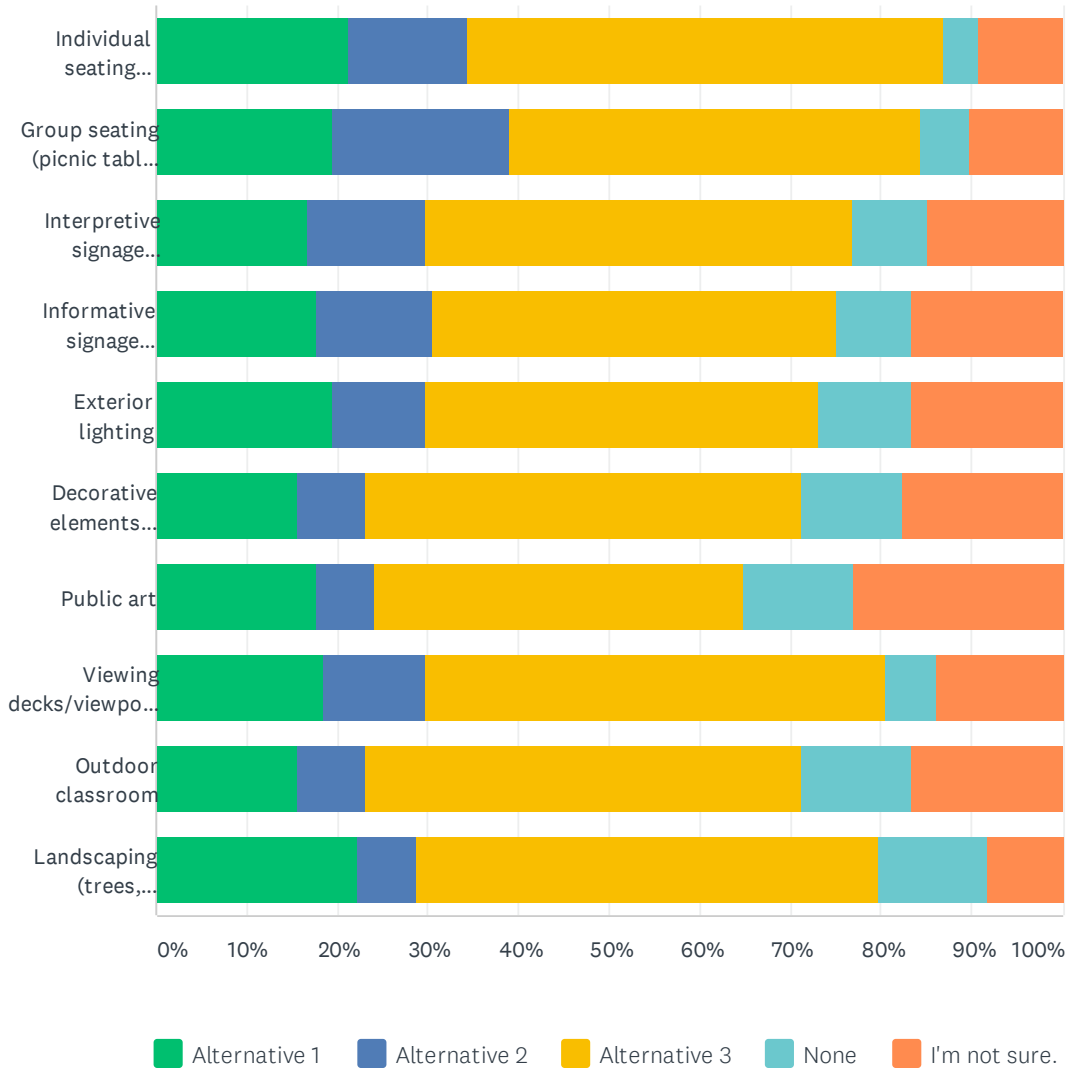
Luther Burbank Docks Open House Survey

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22	I think the south beach should be used for ADA accessibility. flat The slopes and path at the north beach make ADA more expensive	9/23/2020 2:29 PM
23	My preferred way to launch and land my kayak is on the beach, so I like the extended beach in Alt. 3. But how does our group keep our kayaks secure (i.e. from being washed away by waves) while we are sitting at the picnic tables on the patio having lunch? I suggest one or more posts or rails near the north end of the beach to which we can tie our kayaks.	9/23/2020 12:44 PM
24	.	9/21/2020 5:58 PM
25	N/A	9/20/2020 11:36 AM
26	Please do not add another path, it is not needed.	9/18/2020 10:13 PM
27	Love the idea of outdoor classroom, concession stand, and improved beauty of the waterfront	9/17/2020 7:25 AM
28	prefer easy access and guardrail	9/10/2020 12:44 PM
29	I think its very important to do some plaza improvements to maximize the use of that space.	9/8/2020 10:53 AM
30	There should be ramps from the docks to the restrooms to the beach. Not sure how important it would be for paddle boats.	9/7/2020 10:54 AM
31	Limit Boat access to canoe paddleboards kayaks etc. piers and docks are expensive to build and maintain. Also they will be used by a limited and More affluent few.	9/7/2020 10:46 AM
32	We want to keep this park natural, and peaceful, not to make it easy for drunks and noise people	9/6/2020 8:32 PM
33	Concerned about the North beach ADA ramp into the water. Seems like this will become very slippery in a short time and will present more of a hazard to people trying to use it - slip and fall.	9/3/2020 6:39 PM
34	If there is not sufficient shoreline area provided for paddlecraft launching, users will create pathways to the water through vegetation.	9/3/2020 4:49 PM
35	The guiding principle for the new parks commission is no new net impervious surfaces in the parks. I don't think this ADA access is mandated by law and really does not benefit disabled individuals. Since funding for any of the alternatives will like include renewing the parks levy I would be careful about proposing spending a lot of money on concrete paths in the park. Many citizens I know would vote no on any alternative, and renewing the parks, levy on this alone. There is a STRONG sentiment on the Island to do NOTHING with parks. Citizens have learned if they don't fund it it won't get built. Just like the ADMP these large paved "access" roads or paths are not popular among most park users and lovers. If one includes gravel paths as impervious, any new paths for accessibility need to be net neutral on impervious surfaces in my opinion. Our parks dept. has a reputation for being in love with concrete.	9/3/2020 2:18 PM
36	It would be great to have a place to pop by boat in and get grab and go food.	9/3/2020 10:47 AM
37	I love concept 3's steps into the water! Also like the walkway landing & expanded beach in #3 design.	9/2/2020 10:24 PM
38	Make sure you build with quality and sound foundation and as well as use as much space that is available.	9/2/2020 6:31 PM
39	The more options for access and accessibility the better.	9/2/2020 5:45 PM
40	Just please be sure things are organized and 'make sense' to the lay person when it comes to using the space(s). I hate when rental activity gets 'in the way' of the parks everyday users, and vice versa.	9/2/2020 4:44 PM
41	Too much noise and destruction of the waterfronts	9/2/2020 4:43 PM
42	minimize cost	9/2/2020 11:26 AM

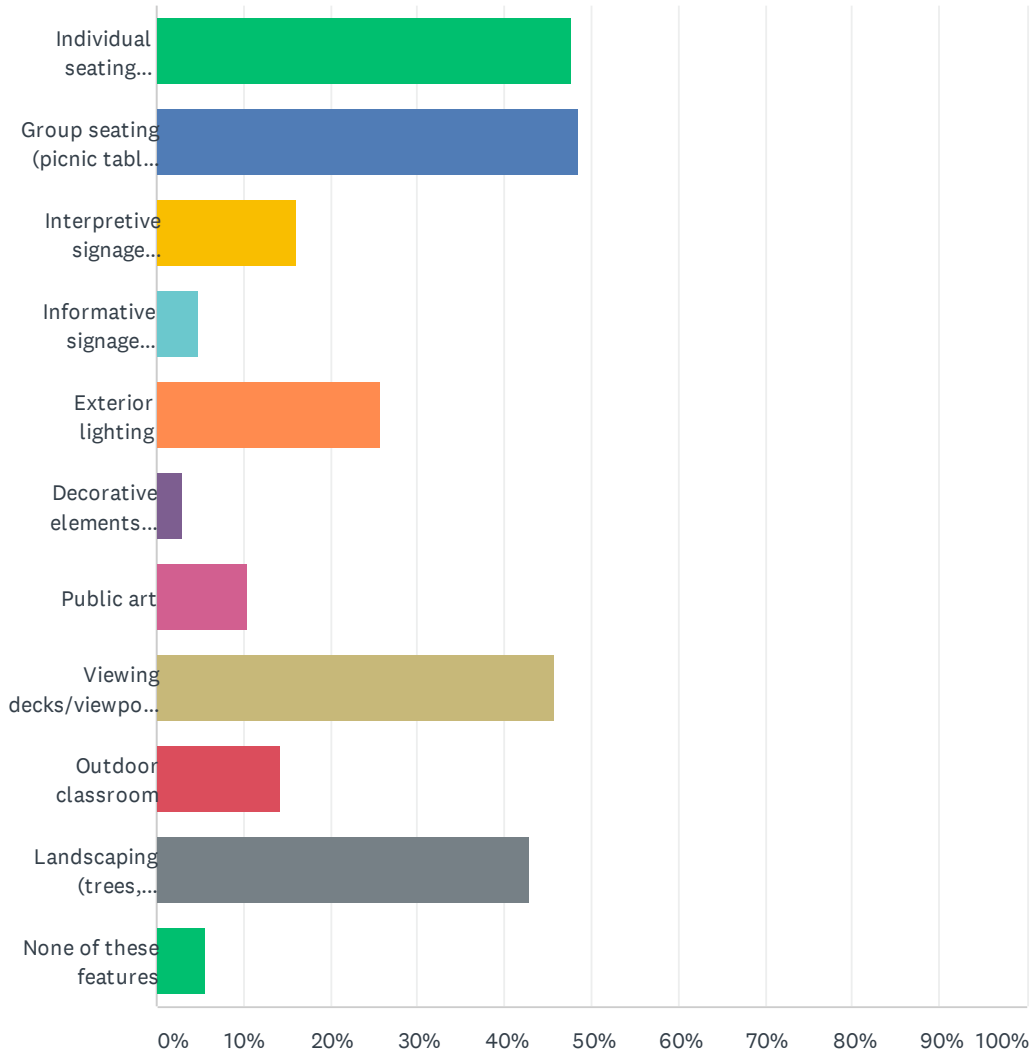
Q8 The Concept Alternatives present many ideas for plaza design and activation. For each plaza element listed below, indicate which alternative you prefer.

Answered: 108 Skipped: 23



### Q9 Which plaza features do you prefer the most? (Select up to three.)

Answered: 105 Skipped: 26



Q10 In the space provided below, please share additional ideas or comments for plaza design and activation.

Answered: 52 Skipped: 79

Luther Burbank Docks Open House Survey

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#	RESPONSES	DATE
1	Something more walkable. Redesigned restrooms, please. Doesn't need to be colorful. Could be tasteful & more natural in appearance. Existing landscape seems great. altho would love to add fall foliage at this area.	10/7/2020 8:03 PM
2	Focus on human powered and sail boat rentals; no concessions or snack bars; if lighting, cuts out at dusk when park closes; security cameras - wifi - safety elements required.	10/7/2020 7:53 PM
3	I would be a nice place to have a lunch on the water.	10/7/2020 2:12 PM
4	Keeping current trees is important. The existing viewing areas are good. Minimizing light pollution is important. We do NOT need more information kiosks or ugly bulletin boards. We currently have grass (not steps)--I assume that is easier to keep clean than steps (people can always put out a blanket or folding chairs). Steps are nice, but the ones at Clarke Beach are a magnet for goose droppings--so do what is cheapest to install/maintain and most environmentally friendly (reducing run-off/cleaning chemicals into the lake).	10/7/2020 2:05 PM
5	I like a few places to sit, like benches. Maybe a few picnic tables. The alternatives presented seem to have not enough or too much.	10/6/2020 9:50 PM
6	I like the idea of steps to the water. It encourages people to connect to the lake and creates and provides an easy point of access to the water.	10/6/2020 8:44 PM
7	An important factor will be to remove and clean up the cement pieces and abandoned pipes in the water right below the "Handsome Bollards" guardrail. Remove all the man-made debris and dump a load of 1-3" round stone to cover and protect the lake bottom near the seawall.	10/6/2020 11:44 AM
8	BBQ grills? What about food and beverage at the concession stand?	10/6/2020 11:34 AM
9	#3 is wonderful but needs to balance with money. Shrubbery is OK, but least important to have.	10/6/2020 11:31 AM
10	A consistent vendor for the docks should be selected for kayaks, sailboats and food.	10/5/2020 3:34 PM
11	Sailing school	10/5/2020 9:06 AM
12	Please also think about safety - specifically ensure outdoor video surveillance is part of the plan. Also, it is valuable if every portion of the park is covered by cell phone access so that in an emergency a park user can call 911.	10/4/2020 5:31 PM
13	I enjoyed the amount of picnic tables in design 2. I also enjoy the benches, stair amphitheater seating to the water, interpretative signage and existing landscaping of design 3. Perhaps there could be a happy medium of both. Please keep the trees and provide more greenery since it currently looks like a concrete jungle!	10/3/2020 11:37 AM
14	Being able to be have the most flexibility for uses within the plaza will allow the city to adapt to evolving community needs.	10/2/2020 11:46 AM
15	Lets create an attractive, relaxing, beautiful waterfront space that increases utilization of the park space and builds community by creating opportunities for people to gather. I love what Tacoma did in their waterfront park - music, awesome splash pad that looks like a beautiful piece of art, food carts...community wants to gather there!	10/1/2020 8:22 PM
16	I think this area should be focused more on communal aspects rather than the accommodation of boats, so I think seating and plaza appearance are two very important factors.	10/1/2020 5:15 PM
17	Shade is important for families. Also bike racks / parking. Food truck area with utility hook ups would add lots of potential for holidays and special events	9/28/2020 6:26 PM
18	Xx	9/27/2020 5:39 PM
19	I like the idea of some individual seating, some more plantings, and a few picnic tables.	9/26/2020 10:03 PM
20	I favor the least possible development of our docks--simply the minimum for safety. The more they are developed, the more traffic there will be, and the more expense to our City for maintenance and monitoring.	9/26/2020 6:37 PM
21	Should make dedicated space and adequate facilities for a couple of food trucks to set up during summer season in addition to concession stand. Also, consider concession selling common boating needs like ICE, canned (to go) beverages, including beer and wine.	9/24/2020 9:00 AM

Luther Burbank Docks Open House Survey

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22	Variety and options should be provided. Individual and group. Picnic tables, viewing, quiet contemplation and reading	9/23/2020 7:28 PM
23	The park is closed after dark. Why are lighting options even considered?	9/23/2020 6:16 PM
24	If you make more accessible for the general public there will be no space for the boating people.	9/23/2020 2:35 PM
25	.	9/21/2020 6:05 PM
26	Washrooms nearby.	9/20/2020 2:32 PM
27	We should try to keep this as low impact on the natural wildlife in the park. Adding all of these extra features is going to attract more people causing harm to the wild life	9/20/2020 11:43 AM
28	No changes necessary. Too many people come to this park from out of town anyways.	9/20/2020 11:38 AM
29	Suggest a cafe and restaurant. Rent it to increase revenue to pay for park as well as a private paddle/kayak center. Think of carillon pt, Coulan Park	9/19/2020 8:24 AM
30	Stop! LBP is beautiful the way it is. These are expensive modifications being falsely driven my "the master plan."	9/19/2020 8:19 AM
31	I have no problem with your repairing the pavers, but that is all what is needed and erosion control. We do not want concession stands or the area enlarged or changed. I like it the way it is.	9/18/2020 10:17 PM
32	The space should be easy to use for everyone. Those that want a peaceful view, those that want to sit/stay a while, and those that want to exercise/access the water. Lets renovate this outdoor space to increase access and enjoyment and high activity.	9/17/2020 5:45 PM
33	prefer easy water access and guardrail	9/10/2020 12:46 PM
34	fishing info and spigot as above	9/8/2020 2:45 PM
35	NA	9/7/2020 6:26 PM
36	Keep it simple. Keep it sustainable and accessible for all people.	9/7/2020 10:59 AM
37	Encourage sunbathers to use plaza and beach, not the docks	9/7/2020 10:56 AM
38	A large area for public events that can be flexibly configured is my preference. In addition to public events, we as a city could also earn offsetting revenue by renting out for weddings, events, maybe an outdoor seating area for a restaurant & bar leasing nearby pottery building. On-lake dining is limited, and this could attract foot traffic and lake traffic providing lease revenue and sales tax to the city.	9/7/2020 10:45 AM
39	Need to invest in More conservation, reforestation, not on concrete and pollution. I want to see the environmental assessment	9/6/2020 8:34 PM
40	Some seating areas would be nice and some lighting. Planters are hard to keep up.	9/6/2020 5:29 PM
41	Using the rooftop of the concession stand is a great idea. Not sure about the "classroom" designation, seems more suited to seating, viewing area and picnic tables. What is the plan for food and beverage at the concession stand? Grill?	9/3/2020 6:46 PM
42	Traffic flow should be a main consideration. There will be many people on nice days going to and from these docks	9/3/2020 4:54 PM
43	Although I support this project all three alternatives are going to be controversial when it comes to the plaza. In essence our park dept. loves development in parks, whereas the citizens love parks (the green part). Lighting, public art, classrooms, flags, and signage are not why people come to Luther Burbank Park. They come to this part of the park to swim, hang out on the docks, or boat, and for the green respite from development. Lighting, public art, "decorative elements", signage are in many ways are clutter. Some citizens like me have lived here for over 50 years. We know the park. We want less man made parts and more God like parts. Every time we redo a park or develop a master plan the park becomes more like a town center development and less like a park. The citizens are going to be focused on the costs, and of course that includes renewing the parks levy. They want to see each dime of this project used wisely, and for park related items. Docks, small boat moorage, an attractive and	9/3/2020 2:34 PM

# Luther Burbank Docks Open House Survey

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reasonable breakwater, swimming areas, bathrooms, a small boat center, these will all be popular because they are water and lake related. But anything that resembles commercial development will not. Focus on the docks and breakwater, and for the plaza boat related projects.

44	Make it interactive w water	9/3/2020 10:49 AM
45	It would be even more fabulous if we could consider having concerts by the waterfront. In that case, we might need more seating or a hillside access for viewing. But combos on the dock could be incredible. I also like the food cafe option.	9/3/2020 8:44 AM
46	Cost must factored in on the three alternative designs. My responses ignore this fact.	9/3/2020 7:23 AM
47	* Hands down, #3 is best. Not too few or too many benches & tables. * Lighting is important even though I didn't note it above: will be much safer with good lighting. * Flags nice, but the one on the north end in the middle (near interpretive sign) blocks the view & pole could be annoying to whoever sits on that bench. * Glad you'd keep the artful "hands" rail. * Love green on the main plaza (in #3), but reconsider trees. They are messy. If they die, it's really obvious when you're left with a hole in the concrete. They may get too big and roots damage plaza. CONSIDER large planter box with easy to maintain flowers or smaller shrubs. Maybe community groups can be in charge of one of the 3 or 4 boxes (e.g. senior group, scouts, ...). * LOVE rental/concession idea!! Coffee & ice-cream :-). Maybe team with REI to provide rentals.	9/2/2020 10:39 PM
48	Use colors to make design appealing and attractive for families to gather.	9/2/2020 6:32 PM
49	All of the items in Question 9 above should be incorporated	9/2/2020 5:47 PM
50	Just make it welcoming and impressive - this is really the only MAJOR waterfront park that MI has. When I take friends/family there to SEE MI's waterfront, I'd like it to be something others envy and are impressed by. Frankly that (and waterfront/view restaurants are things that MI is REALLY missing!	9/2/2020 4:47 PM
51	minimize cost	9/2/2020 11:27 AM
52	Concession should be for food and snacks	9/1/2020 5:20 PM



**Q11 We recognize that we may have missed some topics with this brief survey. Please share any other ideas, concerns, or other information we should consider during the process to repair and redesign the Luther Burbank docks.**

Answered: 57 Skipped: 74

Luther Burbank Docks Open House Survey

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#	RESPONSES	DATE
1	We're so used to the existing docks - thank you for an updated design & the vision of what it could be. (not flashy, garish, "commercial" but more organic to the space. More fall foliage please - thank you.	10/7/2020 8:04 PM
2	General safety and noise issues involved with dock and plaza upgrades. This area is not easily monitored from 84th. Summer of 2020 increased traffic demonstrates limited parking availability. This park should focus on its natural beauty and peaceful environment.	10/7/2020 7:55 PM
3	Go for it.	10/7/2020 2:13 PM
4	As you are far along in the process it is good to complete these plans, but please consider holding off on construction if our City does not have money. We currently are being taxed with a Park's Levy that should be funding our parks and yet we have no money to maintain what we have. Parks have been closed and trash has not been picked up. Why build more when we cannot take care of our current facilities?	10/7/2020 2:08 PM
5	Please not too much lighting. We should avoid putting a lot of bells and whistles. Keep it simple so that what we notice is the water, the docks, and the natural areas. No need to try to become more of a regional park. Keep it for the birds and some people. Human or small wind powered boats, with just as much power boat access as they require. Small boat rental would be good.	10/6/2020 9:53 PM
6	In addition to a dock configuration that is useful to all types of boaters, creating a pleasant and welcoming plaza area should be a long term goal.	10/6/2020 8:45 PM
7	Open a space for a coffee place and/or bar w/snack, finger food.	10/6/2020 12:01 PM
8	The docks- It is important to get these right. The prevailing winds and swell come down the channel from the north so the north/south axis of the new main dock is good. Pay close attention to dock fendering and provide numerous sturdy cleats on Both sides of all docks. For the Breakwater Dock, consider a sturdy pipe-rail mooring cleat system similar to that at Bell St Pier moorage. Thank you for asking for these comments. This project is long overdue and will benefit the community for decades.	10/6/2020 11:47 AM
9	What are the plans for the north pier? Increase the water depth in front of the plaza, dredge/remove rocks so boats can use finger pier.	10/6/2020 11:35 AM
10	What is the expected "intensity of use" between the 3 alternatives as well as an estimate of the annual maintenance and repair cost for each alternative.	10/6/2020 9:01 AM
11	Get the dogs under control. They are everywhere including at the docks. I think the shores from the docks south to the beach need to be repaired.	10/5/2020 3:35 PM
12	Safety is important. We don't want too many powered boats. No eating concession please - it just causes a mess.	10/4/2020 5:31 PM
13	I'm sure it's been taken into account with building a breakwater—as we sit at the docks right now, the waves are coming in parallel with all the proposed docks. As long as there's a sturdy dock on the outside, hopefully that will prevent the rocking of the floating interior docks. Excited to come back some day and see the final project! Thank you for involving public input.	10/3/2020 11:39 AM
14	I love that we are creating more docks space for boat, dingys, kayaks, paddle boards, etc. however, we do not offer much to compel people to come park there. Too far from town to walk, no food or snacks, etc. I'd love to see more offerings to compel people to come. it would be great for teenagers and kids to paddle board down and hang out in our beautiful Luther Burbank park! we do not need as many picnic tables - more individual seatings and bench. build it to look like it belongs in a park - beautiful, natural, and blending with its surroundings.	10/1/2020 8:27 PM
15	N/A	10/1/2020 5:16 PM
16	There are very few public docks on Mercer Island, and even fewer that support powered boating. So I would prioritize the docks and mooring capacity in the design. I like alternative 3 because it maximize mooring capacity and accommodates a wide range of powered and unpowered boat types	9/28/2020 2:38 PM
17	Xx	9/27/2020 5:39 PM
18	Alternative 1 is the only one that doesn't require additional funding. Given the sorry state of	9/27/2020 1:57 PM

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# Luther Burbank Docks Open House Survey

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	city's finances, we should do the minimum.	
19	Just to clarify, when this survey has 1, 2, and 3 as choices, I'm assuming those correlated with Alternative 1, 2 and 3. If not, the survey isn't clearly stating what the options are. If 1, 2 and 3 meant most to least favored, then I answered the questions incorrectly.	9/26/2020 10:05 PM
20	I wish that there had been questions about budget. Asking the public to participate without weighing the costs is like entering a store with no limit on spending--sometimes tough choices have to be made, and by not clarifying how much each each of these elements costs, I don't see how the public input has any context. Sometimes choices have to be made--and I favor the LEAST development possible which I think will provide the MOST protection for our parkland. Also, I am concerned that attracting more people to the Island parks may overload our parks with off-Island users who do not have as their TOP priority caring for them and protecting them.	9/26/2020 6:40 PM
21	I think it is important to make the park much more accessible to boaters.	9/26/2020 9:09 AM
22	Would love to have a boat house that would accommodate Parks & Rec equipment (kayaks, sailboats, AND rowing(CREW) shells). It's time to stand up and build MI Rowing & Sailing Club, public / private partnership.	9/24/2020 9:02 AM
23	Concessions like coffee, ice cream or lunch make LB a destination. Also lessons in sailing and guided kayak tours	9/23/2020 7:31 PM
24	In all the times that I have been boating I have never considered any interest in stopping at the docks at Luther Burbank. It seems like anything other than minimum expenditures will be a waste of the city budget.	9/23/2020 6:25 PM
25	Do we really have the money to pursue this this project in the near future. I still think using the south beach will reduce the cost of improving the north area.	9/23/2020 2:36 PM
26	In responding to the questions, I wasn't sure what the difference was between "none" and "not sure." For example, in expressing an opinion about sailboats in Q 1, I simply have no opinion about sailboats. Since the systems required an answer, I answered "none."	9/23/2020 12:48 PM
27	A smaller dock configuration is perfectly aligned for the vast majority of users who go there for the quiet, trails, and clean water. Increasing motorized boat access boat is the very thing that destroys the very features that make this park so popular and is a move to bend over for the few rich and influential to the detriment of the majority of park users!	9/23/2020 12:39 PM
28	Costs of the three alternatives are missing from what I was able to read and view. This is a critical step in the analysis and should not have been left out or, if I missed it, should have been featured prominently. Please provide this data as I am sure it is available now.	9/21/2020 6:07 PM
29	Parking should be nearby and convenient to accommodate all kinds of users.	9/20/2020 2:32 PM
30	By developing the park further we're going to lose our natural wildlife that makes the park so great. Mercer Island will turn into a recreational facility for people who do not even live here	9/20/2020 11:44 AM
31	No changes necessary. Too many people come to this park from out of town. Its hard to find parking during the summer so why would we want to attract more people?	9/20/2020 11:39 AM
32	Where is the discussion of cost. Sure plate everything in gold if it's free!	9/19/2020 8:19 AM
33	Please do not ask us to pass a levy. You need to live within your means. It is like the Aubrey Davis Trail, we want you to keep it the way it is, just repair and stop the erosion. Thanks.	9/18/2020 10:18 PM
34	I hope the redesign is done with from the viewpoint of high activity/usage across all users of the space, including small boats, kayaks, folks who want to exercise, and enough/nice seating to simply find a space to sit and enjoy views and open space. Let's make renovating this space a big deal/set the standard for the future of mercer island outdoor shared spaces.	9/17/2020 5:47 PM
35	easy boat and personal craft access and prefer guardrail	9/10/2020 12:48 PM
36	I really like the idea of having some commercial activity at this location.	9/8/2020 10:17 PM
37	dogs are destructive to natural setting and wildlife. limit dog activity.	9/8/2020 2:46 PM
38	So, happy this is happening. This face lift is long overdue!	9/8/2020 10:56 AM
39	The 1974 concept was clearly impractical and limiting for the general public. Develop this	9/7/2020 11:02 AM

Luther Burbank Docks Open House Survey

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space humbly and gradually. People in nature is what is important. Elaborate or expansive facilities are unnecessary and wasteful.

40	It is likely a huge stretch, but it would be so nice if there were places to eat in LB.	9/7/2020 11:00 AM
41	Please maximize for boaters, similar to Coulon. Bring a taco place for the consession, allow them to put up awning and patio heaters for year round use	9/7/2020 10:57 AM
42	I live on MI and am a kayaker. I have plenty of places to launch and don't need a big dock. I think that would serve off-island people the most. I think having a flexible dock system for whatever is popular would be best. And I like the idea of repurposing that little used pottery building into a commercial lease for restaurant & bar. City could increase use of the park, and also receive lease and sales tax revenue. Take a look at what the city of Renton does down at Coulon Park - Ivar's & Kidd Valley. There are not many places to bring a boat to on Lake Washington. It is far away from MI houses so that it would not be a loud bother, but again could increase city revenue. I'd love it. And I think we should make the docks usable for everyone, not just motors, and not just sail/human powered. City of Seattle has a pwc dock on Lake Union that is kind of a big rectangle, and is never very busy. I have seen 10 people launch from it. And this could be just one part of design #2. My suggestion is for flexibility as we don't know trends in the future.	9/7/2020 10:49 AM
43	Include other ptojects how to invest this money, instead of the docks. We do mot want docks	9/6/2020 8:42 PM
44	Most of the use of the docks is for sunbathing and swimming. I would like to see a design that allows for this	9/5/2020 9:53 PM
45	More beach please!!	9/5/2020 4:07 PM
46	Would like additional details on the breakwater and floating dock design / type of construction.	9/3/2020 6:48 PM
47	There need to be adequate trash receptacles to avoid spill over into the lake. Perhaps charging for moorage should be entertained as this will be a huge draw for people from off island.	9/3/2020 4:55 PM
48	I wish the parks commission had been involved in the initial scoping of these alternatives, all of which have some questionable parts. I prefer the more expensive alternative 3 when it comes to the docks, but prefer the least expensive alternative 1 when it comes to the plaza unless the activities are water and boat related, and not just clutter or special interest stuff like "public art". Who comes to this part of Luther Burbank for more bad public art? Or worse flags? Or the never ending signage. Think like a naturalist. The docks are designed to get users closer to the water, and everything shoreside should reflect the rest of the park, which is greenery although it seems we are developing our parks to death with impervious surfaces and clutter. Remember this project is about replacing the docks, and money. Period.	9/3/2020 2:38 PM
49	I strongly oppose finger piers on the boating floats. Navigating into slips is difficult, especially for new boaters. When you have long piers without fingers, given enough width between piers, it makes it easier to dock. The current marina is hard to dock in and I believe the designs should follow the "Canada" style -- long floats without fingers.	9/3/2020 1:02 PM
50	Great concepts. Biggest issue now is that they are too high and have too few tie-ups.	9/3/2020 8:44 AM
51	Option #3 is FAR superior than #1 or #2. I would use the docks for visits to the park or to commute to town center for a meal. I'd use a kayak, canoe or motor boat. I'd consider renting a SUP or sailboat if offered.	9/2/2020 10:42 PM
52	During summer time, it would be great to have an outdoor shower to rinse off and changing area.	9/2/2020 6:33 PM
53	This area is in dire need of redevelopment - this Project (Alternative #3) should be approved in its totality	9/2/2020 5:49 PM
54	Don't skimp or do this halfway - look at Meydenbauer and what they did. VERY impressive! I would love to be able to take a skiff to the park to play with my kids, make sure that is do-able. I would love for my friends and family to love seeing MI step up their waterfront game in a meaningful way. This park is a gold mine and for now the dogs/dog owners are the only ones that really get to enjoy it as it now stands.	9/2/2020 4:49 PM
55	The noise level and destruction of all waterfront along the north end would be jeopardized	9/2/2020 4:45 PM
56	minimize cost	9/2/2020 11:27 AM

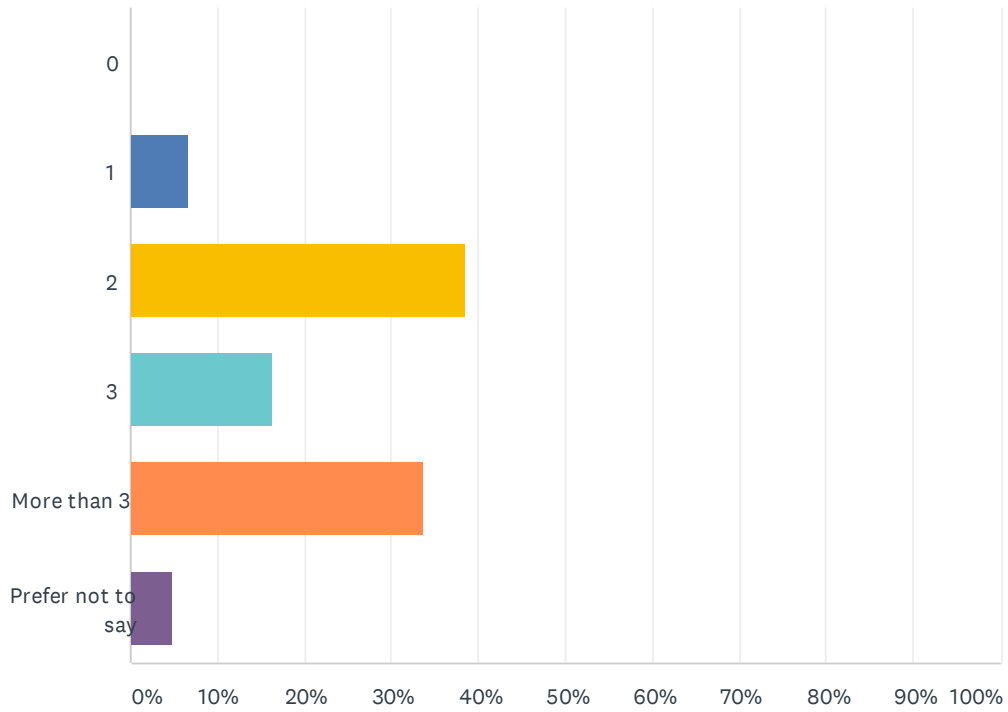
57 Commission a study to evaluate actual current use, boats and boaters never use this facility, this facility should be designed around swimming and sunbathing and fishing activities, dock should be in tree configuration with multiple Spurs to facilitate this. The beach is for kiddie, adults swim off these docks. Smart planners would recognize this

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9/1/2020 5:22 PM

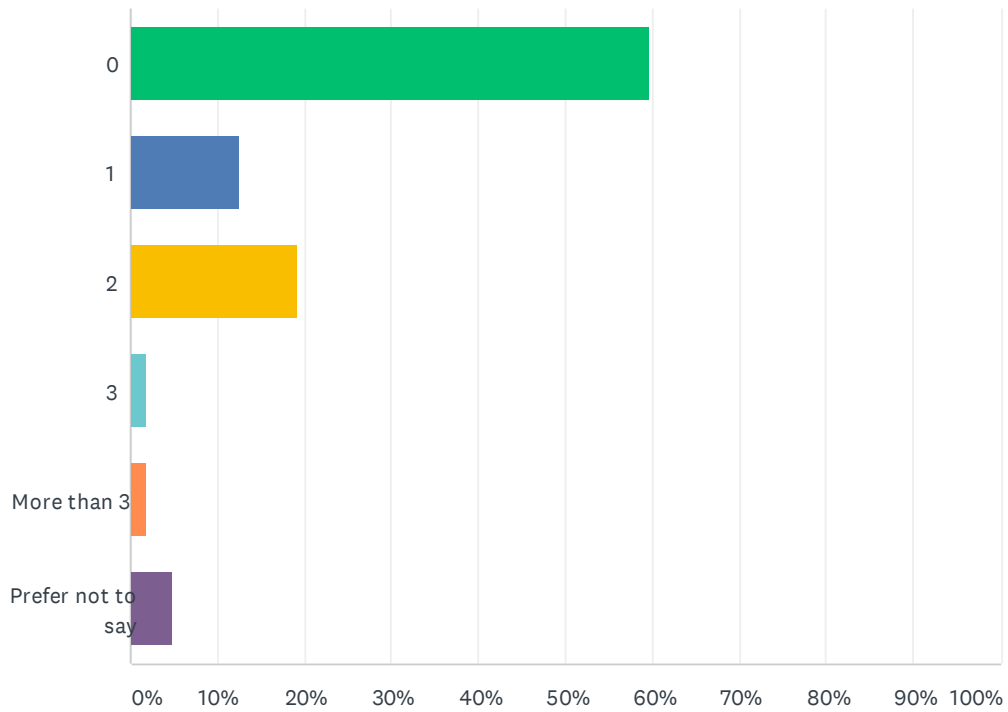
### Q12 How many people live in your household?

Answered: 104 Skipped: 27



### Q13 How many people children under the age of 18 live in your household?

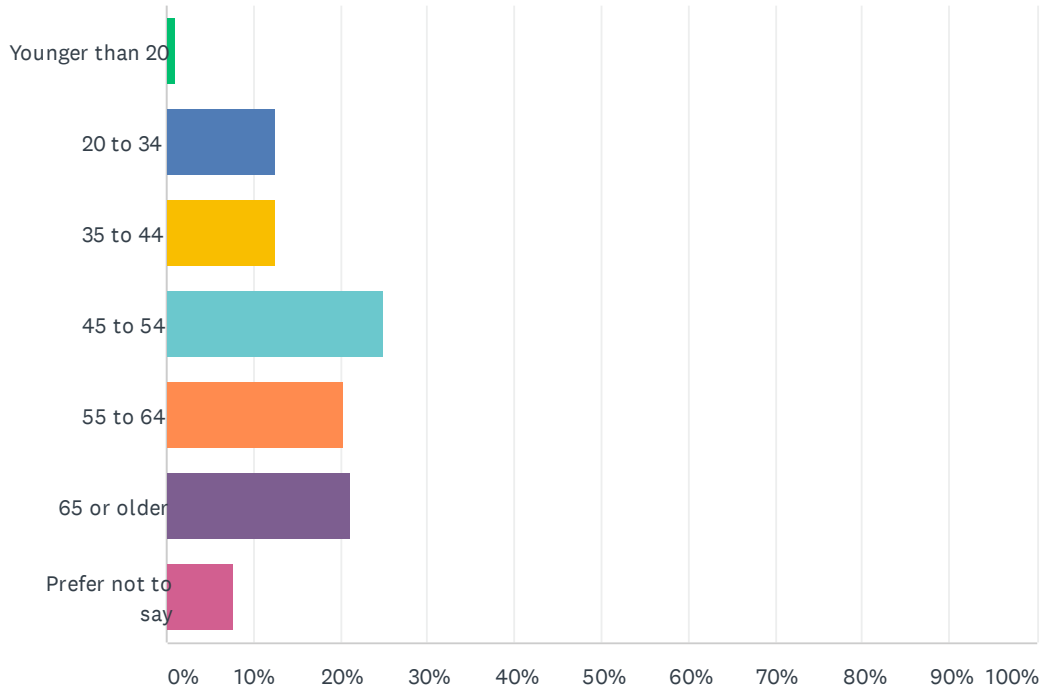
Answered: 104 Skipped: 27





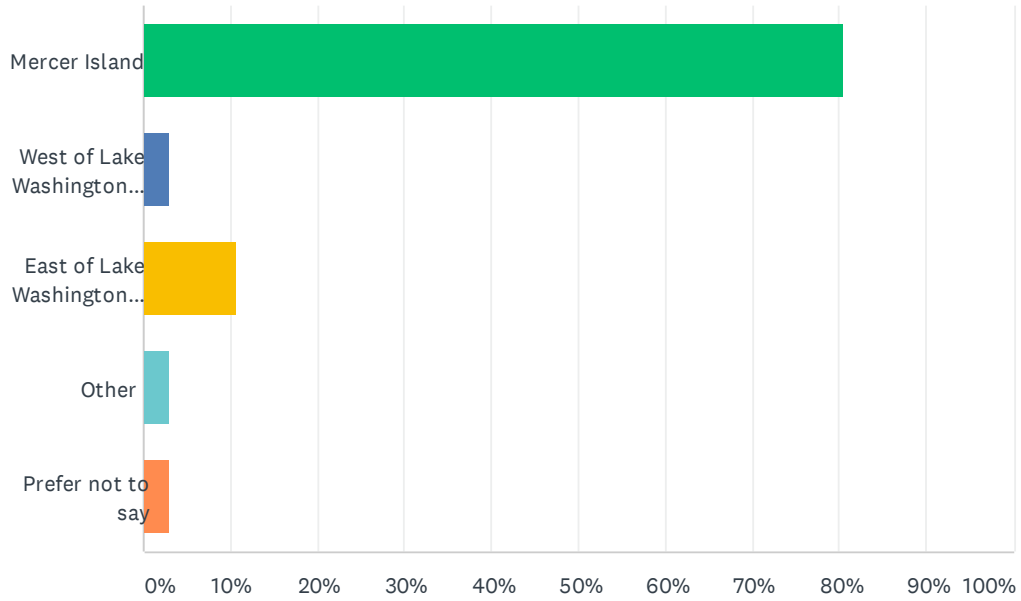
### Q14 What is your age?

Answered: 104 Skipped: 27



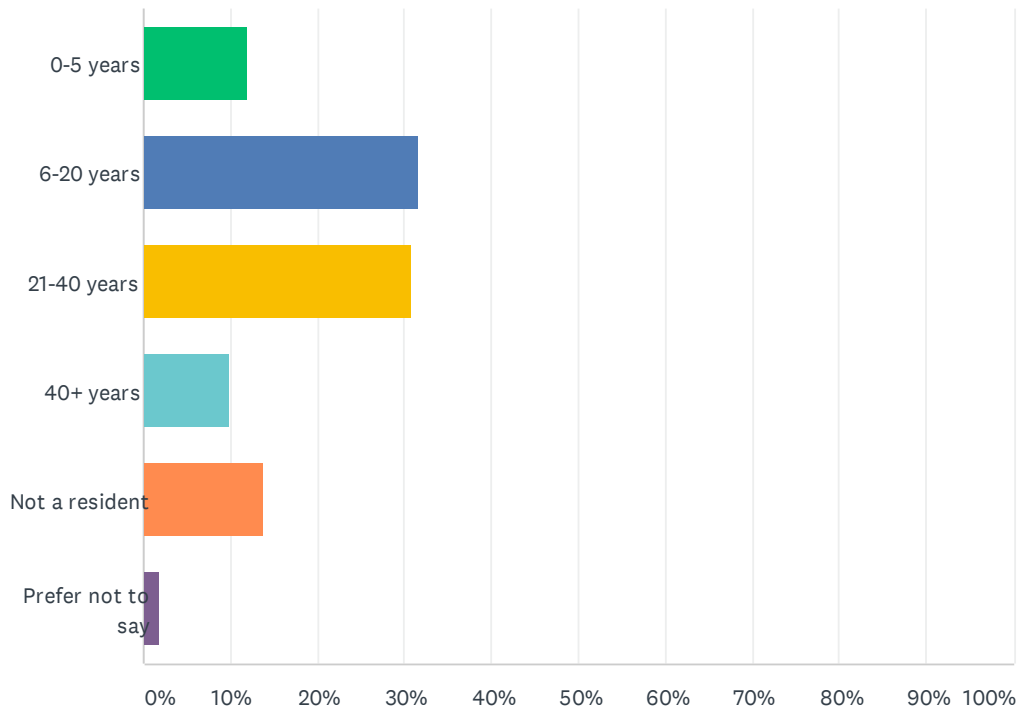
### Q15 Where do you live?

Answered: 103 Skipped: 28



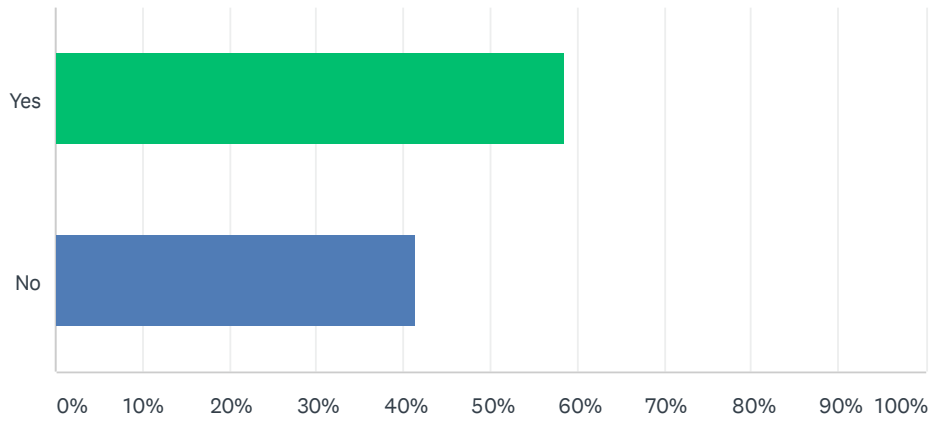
### Q16 If you are a Mercer Island resident, how long have you lived on the Island?

Answered: 101 Skipped: 30



### Q17 Do you consider yourself a boater?

Answered: 99 Skipped: 32





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

**AB 5876  
May 18, 2021  
Regular Business**

**AGENDA BILL INFORMATION**

<b>TITLE:</b>	AB 5876: Mercerdale Park Playground Renovation Appropriation Request	<input type="checkbox"/> Discussion Only
<b>RECOMMENDED ACTION:</b>	Appropriate \$333,000 from the Capital Improvement Fund Balance to complete the Mercerdale Park Playground Renovation project.	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

<b>DEPARTMENT:</b>	Public Works
<b>STAFF:</b>	Jason Kintner, Chief of Operations Paul West, CIP Project Manager
<b>COUNCIL LIAISON:</b>	Jake Jacobson
<b>EXHIBITS:</b>	<ol style="list-style-type: none"> <li>1. Mercerdale Playground Preferred Design</li> <li>2. Public Meeting #2 Polling and Q&amp;A Chat, dated April 14, 2021</li> <li>3. Let Kids Play, Inclusivity Analysis of Final Design Options, dated May 3, 2021</li> <li>4. Northwest Playground Quote Option 2, dated May 3, 2021</li> </ol>
<b>CITY COUNCIL PRIORITY:</b>	2. Articulate, confirm, and communicate a vision for effective and efficient city services. Stabilize the organization, optimize resources, and develop a long-term plan for fiscal sustainability.

<b>AMOUNT OF EXPENDITURE</b>	\$ 843,000
<b>AMOUNT BUDGETED</b>	\$ 490,000
<b>APPROPRIATION REQUIRED</b>	\$ 333,000

**SUMMARY**

This agenda bill outlines the proposed project scope for the Mercerdale Park Playground Renovation Project and recommends an appropriation of funds from the Capital Improvement Fund Balance and Park Impact Fees to cover the additional project costs.

The Mercerdale Park Playground Renovation Project was originally scheduled for a “like for like” replacement, anticipating that the aging play structure would be replaced with similar equipment. Public input received throughout the design process, however, strongly favored a playground design that expands ADA accessibility and provides for a more inclusive play environment. The playground replacement proposal is included as Exhibit 1 and has been reviewed by the Parks and Recreation Commission. The approved project budget is \$490,000 and the current proposal is estimated at \$843,000, exceeding the project budget by \$353,000.

**BACKGROUND**

The Mercerdale Park Playground was built in 2002. Parks Maintenance staff, trained as Certified Playground Safety Inspectors, have conducted routine inspections of the playground equipment over the course of its life.

The inspectors have documented increasing deterioration in the condition of the equipment over the past five years. This is consistent with the industry standards that playground equipment lasts 15-20 years on average. Ultraviolet light, corrosion, and repetitive loading cause the materials to degrade over the life of the equipment.

In the winter of 2019, the playground flooded after heavy rain, requiring the facility to be closed. City staff determined the cause was a failure of the playground drainage system. Flooding and subsequent playground closures occurred repeatedly in the winters of 2020 and 2021. This drainage failure has increased the urgency to renovate the playground.

City staff proposed a playground renovation project as part of the Capital Improvement Program (CIP) budget development process in the fall of 2020. The project included replacing the equipment, repairing the drainage, and installing a resilient rubber play surface to make the playground more accessible and easier to maintain. The initial project scope was estimated at \$490,000 and was approved in the Adopted 2021-2022 Biennial Budget.

### **PROJECT APPROACH**

This project and the purchase of the new playground equipment will be completed using the King County Directors Association (KCDA) purchasing cooperative. Northwest Playgrounds, an approved KCDA vendor, was selected in April 2020 as the supplier for this project. This is the same playground supplier used for the Luther Burbank Park and the South Mercer playground replacement projects.

Playground renovations are public works projects and are required to adhere to public bidding requirements. For projects that have a large commodity component, such as the purchase of play equipment, competitive bidding may take place through purchasing contracts. KCDA is a purchasing cooperative for government and school district agencies that solicits competitive purchasing bids and awards purchasing contracts with vendors according to the laws of the State of Washington.

Historically, the City has used KCDA to purchase commodities and allied services for products ranging from garbage cans to the Island Crest Park synthetic turf field. Purchasing through KCDA is an efficient means of procurement when much of the project is commodities with predictable installation needs. Since the competitive bidding process is already completed, utilizing KCDA is a faster process than the phased design/bid/construct process typical with other public works projects.

### **PUBLIC INVOLVEMENT**

The Project Team conducted two virtual public meetings to seek community input on the playground replacement project. The [first meeting was held on February 8, 2021](#) to discuss the scope of the project and seek general input. Twelve citizens attended the meeting. The meeting participants strongly advocated for a more inclusive playground design and asked the City to consider the play styles of children with sensory processing and cognitive differences in the final design.

The first meeting and a subsequent draft design spurred additional community conversation. City staff received many emails expressing concerns and desires about the proposed playground design. The Project Team set up a [Let's Talk project page](#) to provide project information and collect comments and questions. The initial input can be summarized as follows:

**Design the playground to be:**

- Accessible to a range of users.
- Inclusive of different play styles.
- Provide several levels of challenge.
- Fun and inviting.
- Keep the train theme.

**Construct the playground in a way that is:**

- Expedient: get it done this summer.
- Cost effective: provide value to Mercer Island taxpayers.
- Environmentally friendly: use non-toxic materials, preserve open space, use sustainable methods.

The second meeting was held April 14, 2021 ([Meeting #2](#)) to solicit input on design choices regarding colors, surfacing, platform heights, climbing equipment, and spinning equipment. A robust question and answer session followed. More than 20 citizens, including future playground users, attended the meeting. See Exhibit 2 for meeting polling and questions and answers that were addressed in the meeting chat.

The Mercer Island Preschool Association (MIPA) has been actively engaged in project discussions and supported the project team by advertising the community meetings to its membership. MIPA also conducted polling of their members and submitted feedback on the playground design.

All of the community feedback helped to inform the final design recommendation in Exhibit 1.

**ACCESSIBILITY AND INCLUSIVITY**

Play opportunities should be available to children and caregivers with a range of abilities. The Americans with Disabilities Act (ADA) defines minimum standards for access routes and proportions of equipment that must be accessible.

Community Feedback on Accessible and Inclusive Design

Climbing and height are key aspects of most playground designs. Getting up high is compelling for children of all abilities. Perhaps for this reason, most (61%) participants in Virtual Meeting #2 favored a playground option with the tallest (72 inch) accessible platform structure.

The City also received input from families that the initial playground design concepts were not providing older children enough engaging options. The inclusion of the Cone Spinner feature in the final design recommendation is responsive to this feedback. The Cone Spinner was the most popular (40%) stand-alone climbing option at Virtual Meeting #2. To meet fall-zone requirements, the trade-off is a reduction in the main climbing structure to a 60-inch platform height with a proportional reduction in accessible activities.

Children have different styles of play and find enjoyment in different ways. Those with sensory processing or cognitive differences may prefer a situation with less stimulation. Solitary activity options can be offered with opportunities for social play. Sound, color, and texture stimulation should be considered in the design. At the same time, children with needs for high stimulation should also be considered.

The recommended design offers solitary as well as social play options. Two sensory panels provide engaging mirrors, puzzles, and other manipulative activities. Musical instruments provide a valuable sensory experience and are located away from the main play area to provide some acoustic separation. Play features



located underneath the main platform structure also provide a sensory and social refuge and maximize the use of space. Color choices limit bright and stimulating colors to accent features. Neutral or cool tones are the more prevalent colors in the proposed playground design.

The designs developed by Northwest Playground were analyzed for inclusivity by [Let Kids Play](#), a consulting firm that specializes in developing inclusive play opportunities (See Exhibit 3).

No playground can meet all play needs, but attention to these details ensures the play environment is welcoming to many different play styles.

**PARKS AND RECREATION COMMISSION REVIEW**

On May 6, 2021, the Mercer Island Parks and Recreation Commission considered the proposed playground design options presented at the second public meeting and the input received to date. While the commissioners recognized the value of the accessible climbing activity, most of the commissioners preferred the additional inclusive play that the Cone Spinner and solo spinners provide. Exhibit 1 illustrates the preferred option that includes these features.

The commissioners did not favor adding the Accessible Whirl feature to the design, nor did they endorse an option to enhance the play graphics in the resilient rubber surfacing. They also provided input on color, reflecting the same desires heard at the public meeting for some degree of bright accents in the color scheme, but otherwise adhering to a more natural color scheme. This input has been incorporated and represents the recommended design presented in Exhibit 1.

**BUDGET AND APPROPRIATION REQUEST**

The playground equipment and the installation will be purchased through the KCDA purchasing cooperative as previously described. See Exhibit 4 for the purchasing proposal.

As noted previously, the Mercerdale Park Playground Renovation Project was originally scheduled for a “like for like” replacement, anticipating that the aging play structure would be replaced with similar equipment. Public input received throughout the design process, however, strongly favored a playground design that expands ADA accessibility and provides for a more inclusive play environment. The current project proposal is estimated at \$843,000, exceeding the current budget appropriation by \$353,000.

The summary of the proposed project budget is included below.

Playground and Installation	\$769,000
Contingency @ 5%	\$34,000
In-house site work	\$25,000
Project Management	\$15,000
<b>TOTAL COST</b>	<b>\$843,000</b>
<b>CURRENT BUDGET</b>	<b>(\$490,000)</b>
<b>MIPA DONATION</b>	<b><u>(\$20,000)</u></b>
<b>APPROPRIATION REQUEST</b>	<b>\$333,000</b>

Contingency is set at 5% to address minor unanticipated conditions that may be encountered during excavation and repair of the stormwater infrastructure. In-house site work includes demolition (which began in early May) of existing equipment, minor concrete paving repairs, and donor recognition features.

### Project Donations

The Mercer Island Preschool Association has pledged \$20,000 towards this project and their generous donation is reflected in the project budget above. Many other community members have expressed a willingness to support a fundraising campaign for this project. While additional donations are certainly welcome, the staff do not recommend pausing the project to allow for a fundraising campaign. If additional donations are received, they will be applied to the costs of this project.

### Park Impact Fees

The proposed playground design expands capacity of the play area. The “new” capacity is likely an eligible use of park impact fees, although the staff needs to analyze this further to determine the amount of the project that is eligible. Given that park impact fees are restricted and can only be used for projects that create “new” capacity, the staff recommendation is to apply the maximum amount of eligible park impact fees to this project. The current park impact fee balance is \$160,000.

### Remaining Appropriation

The remaining balance, after determining eligible park impact fee use, is recommended to be appropriated from available fund balance in the Capital Improvement Fund. At the end of fiscal year 2020, the available Fund Balance in the Capital Improvement Fund was \$2.84 M. There are multiple capital funding appropriations under consideration at the May 18, 2021 City Council meeting and this available fund balance is sufficient to cover all project requests.

### **NEXT STEPS**

Upon receiving project approval from the City Council, the staff will procure the playground equipment (there is a 6 to 8-week lead time) and plan for installation at the end of August or early September. The train play structure is a custom piece and will be installed later this fall.

## **RECOMMENDATION**

1. Accept the proposed project design for the Mercerdale Park Renovation Project and approve the amended project budget of \$843,000.
2. Accept the \$20,000 donation from the Mercer Island Preschool Association and appropriate the donated funds to the Mercerdale Park Renovation Project. Authorize the City Manager to direct additional donations to the project.
3. Direct the City Manager to complete the park impact fee funding evaluation for this project and authorize the appropriation of the maximum amount of eligible park impact fees to this project.
4. Authorize the remaining project funds to be drawn from the available fund balance in the Capital Improvement Fund.

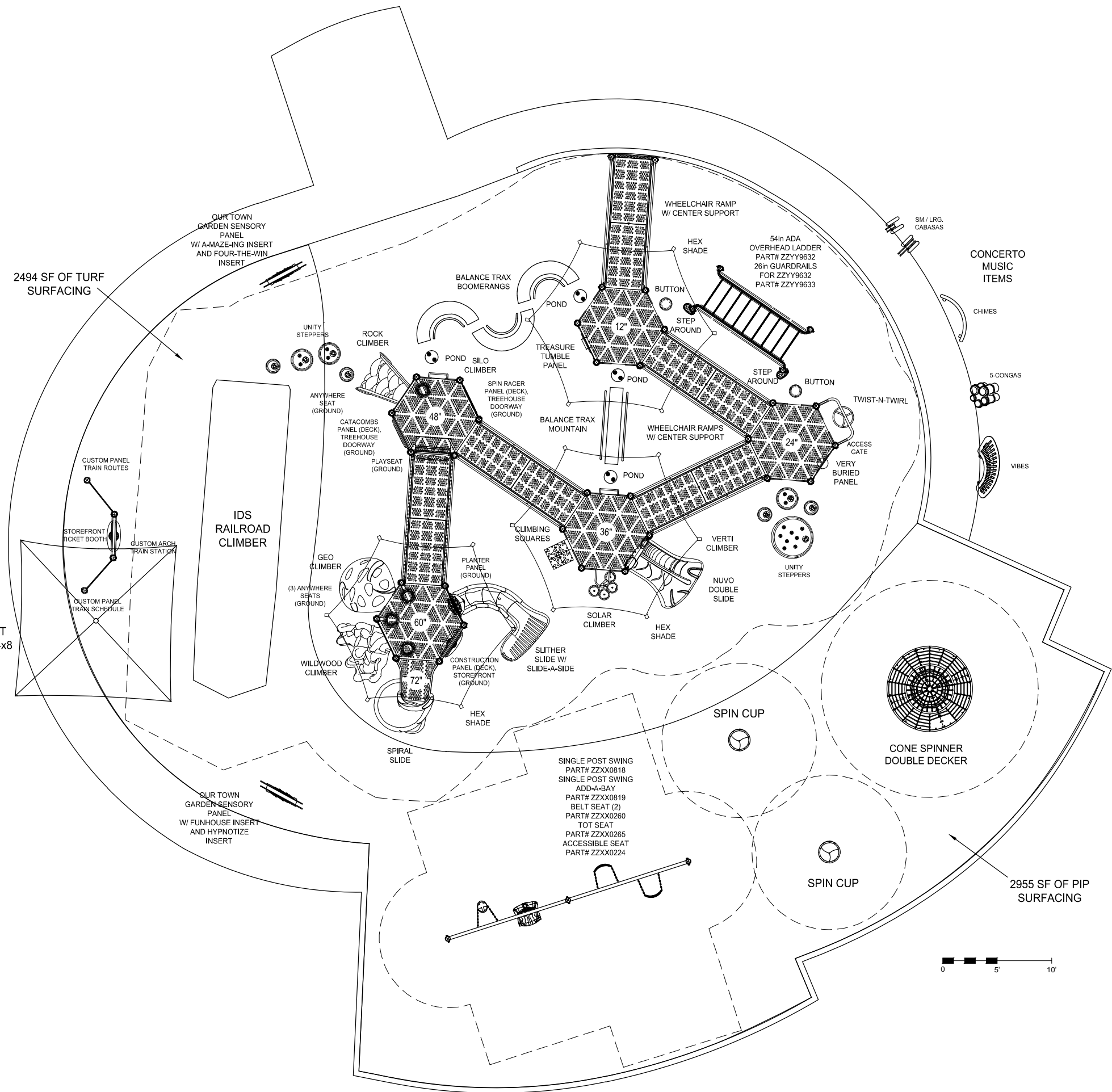


**Northwest Playground Equipment, Inc.**  
*We Work So Others Can Play*

P.O. Box 2410 Issaquah, WA 98027  
**Toll Free: 1.800.726.0031**  
 Local: 1.425.313.9161  
 Fax: 1.425.313.9194  
[www.nwplayground.com](http://www.nwplayground.com)  
[sales@nwplayground.com](mailto:sales@nwplayground.com)

# Mercerdale Playground Preferred Design

Mercer Island, WA



EQUIPMENT SIZE:

USE ZONE:

AREA: PERIMETER:

FALL HEIGHT:  
 8'

USER CAPACITY: AGE GROUP:  
 Apprx 200 2-5 & 5-12

✓ ASTM F1487-17  
 ✓ CPSC #325



PROJECT NO: NW042021-2  
 SCALE: 1" = 10'-0"

DRAWN BY: TKA  
 Paper Size

DATE: 4-20-21  
**B**









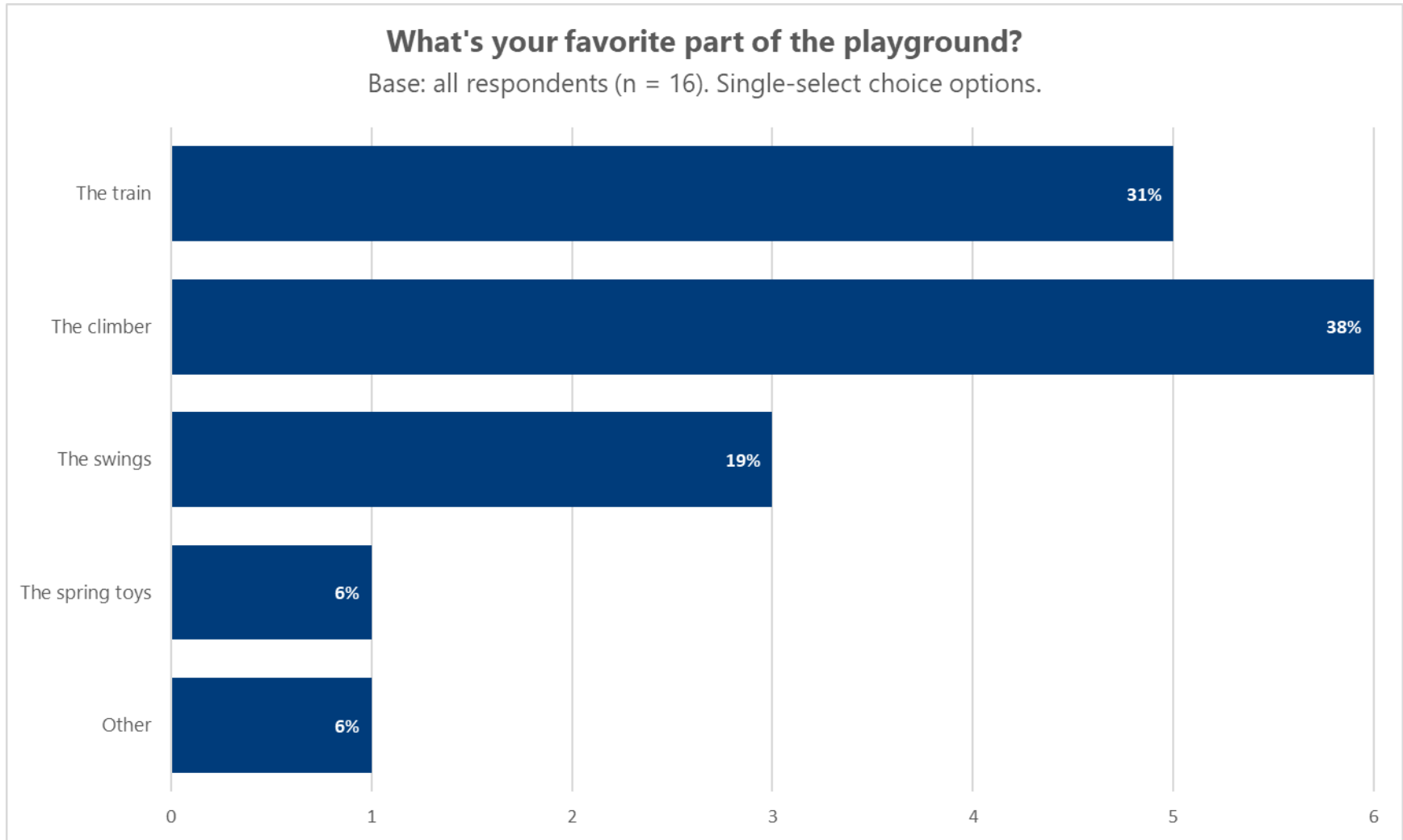


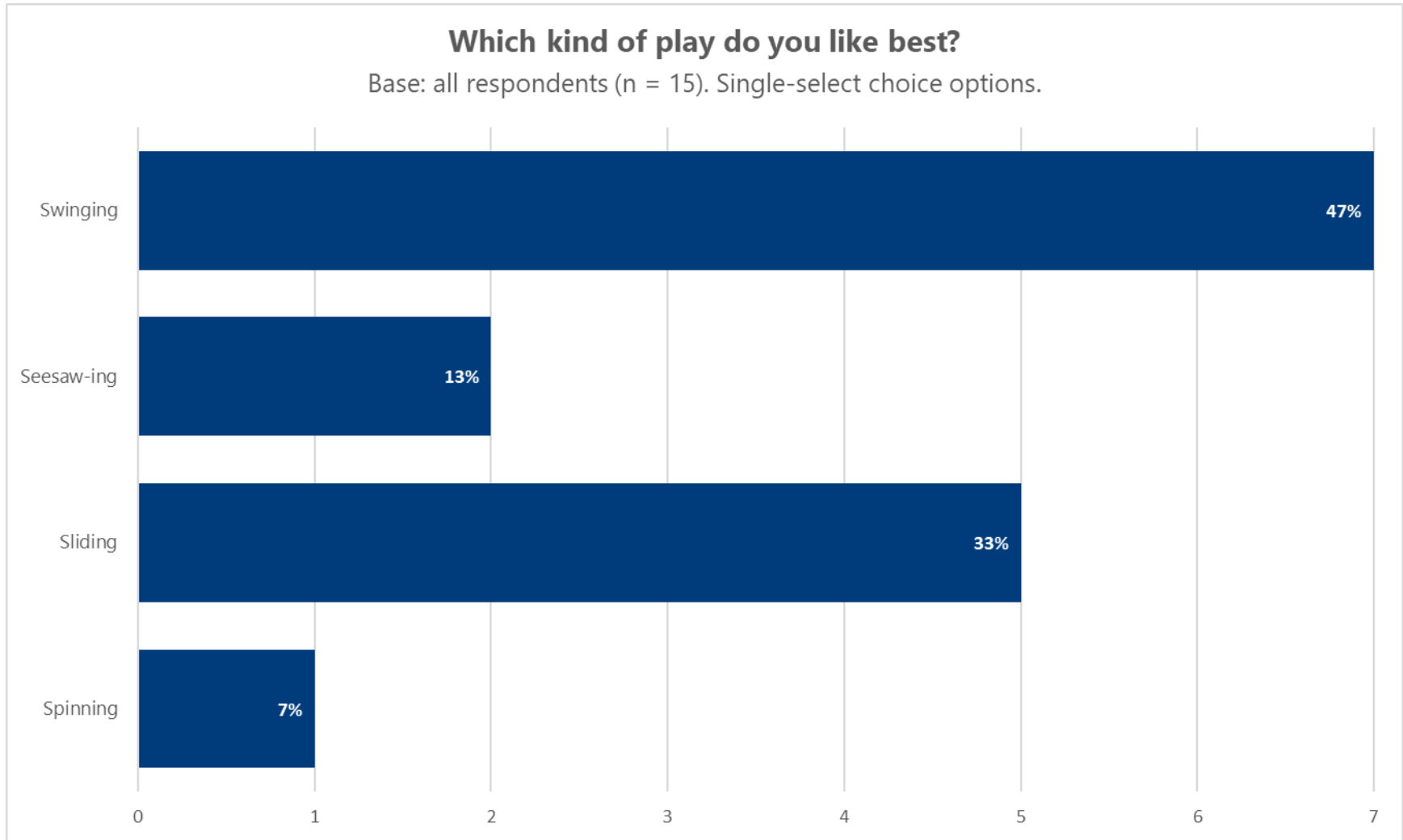


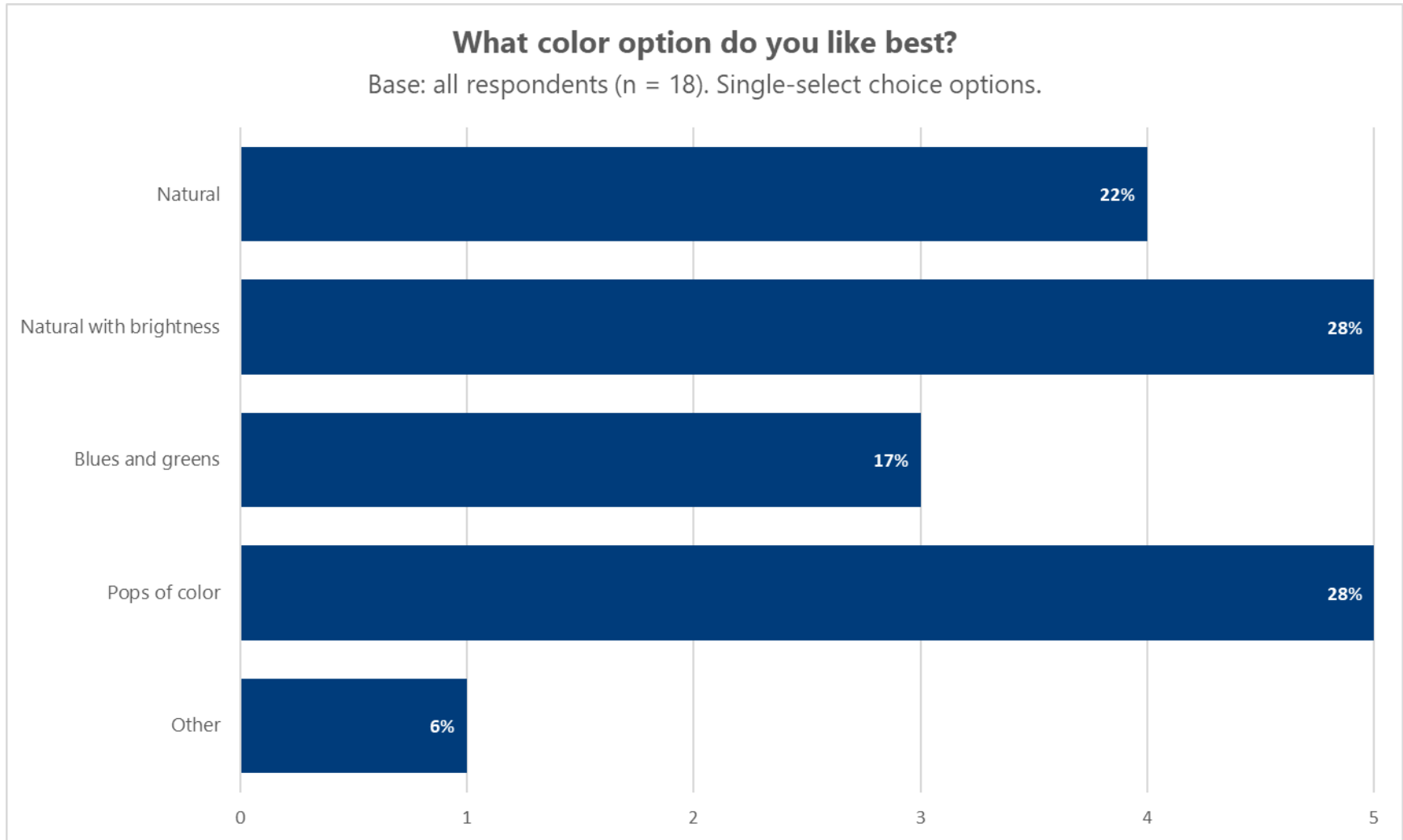


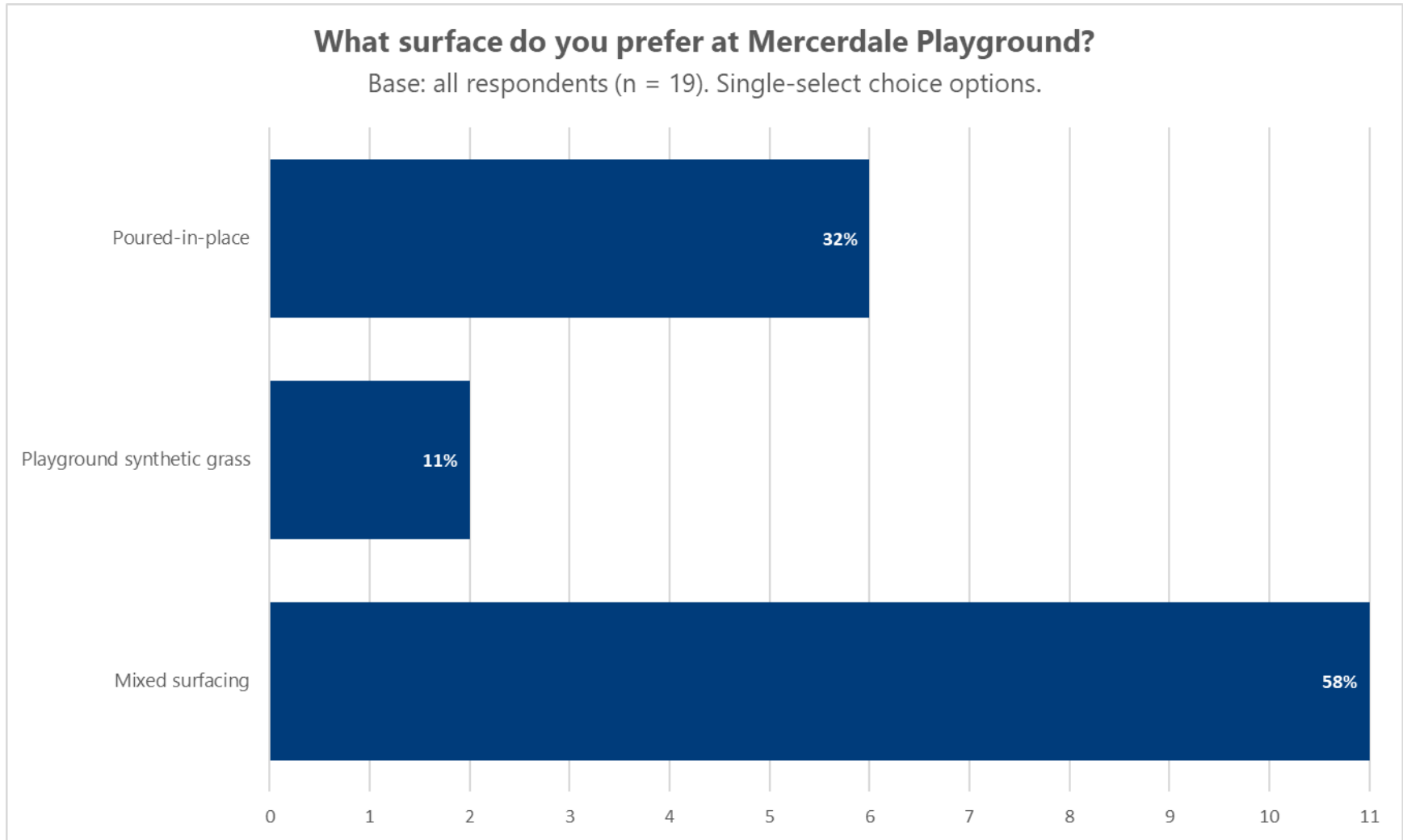


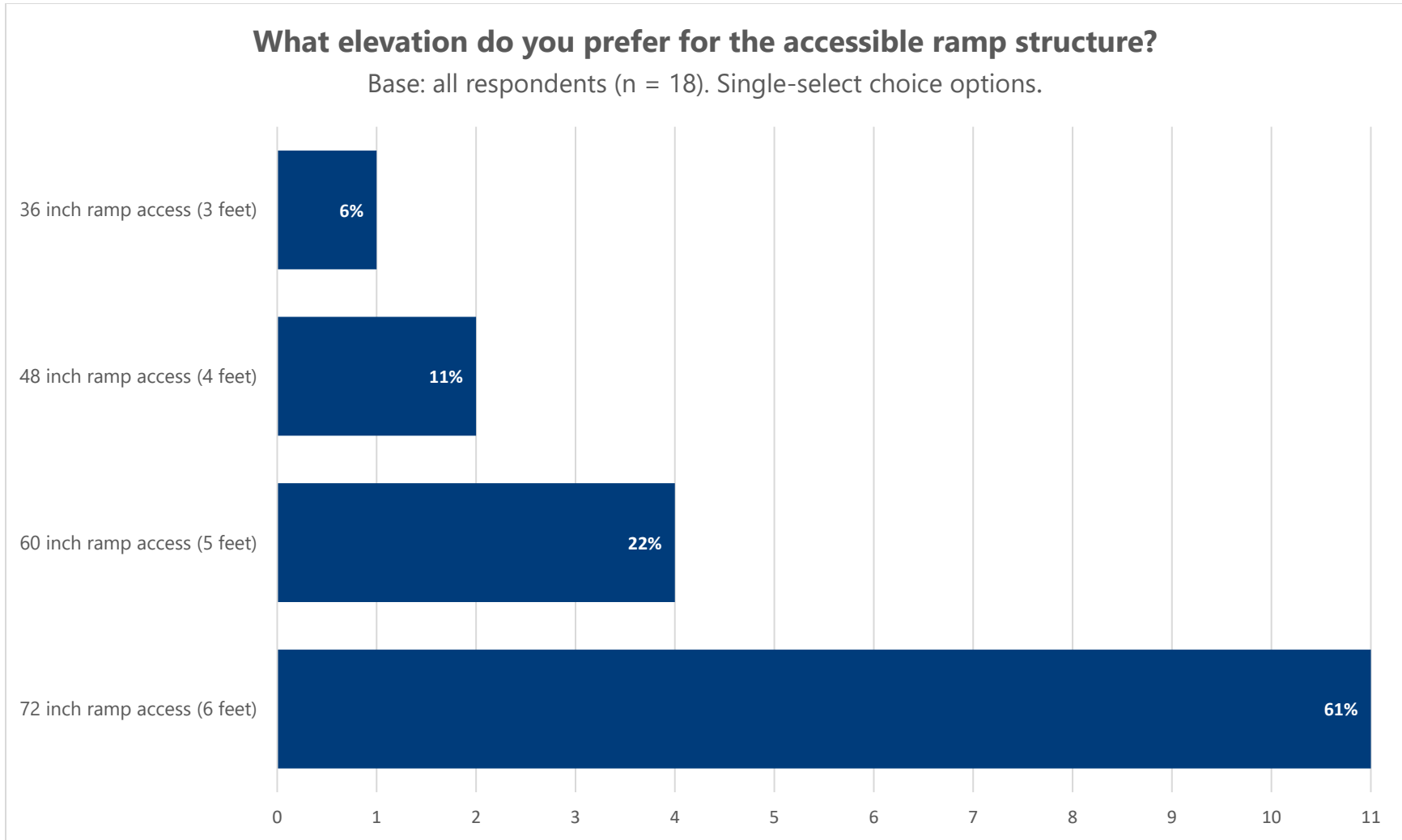






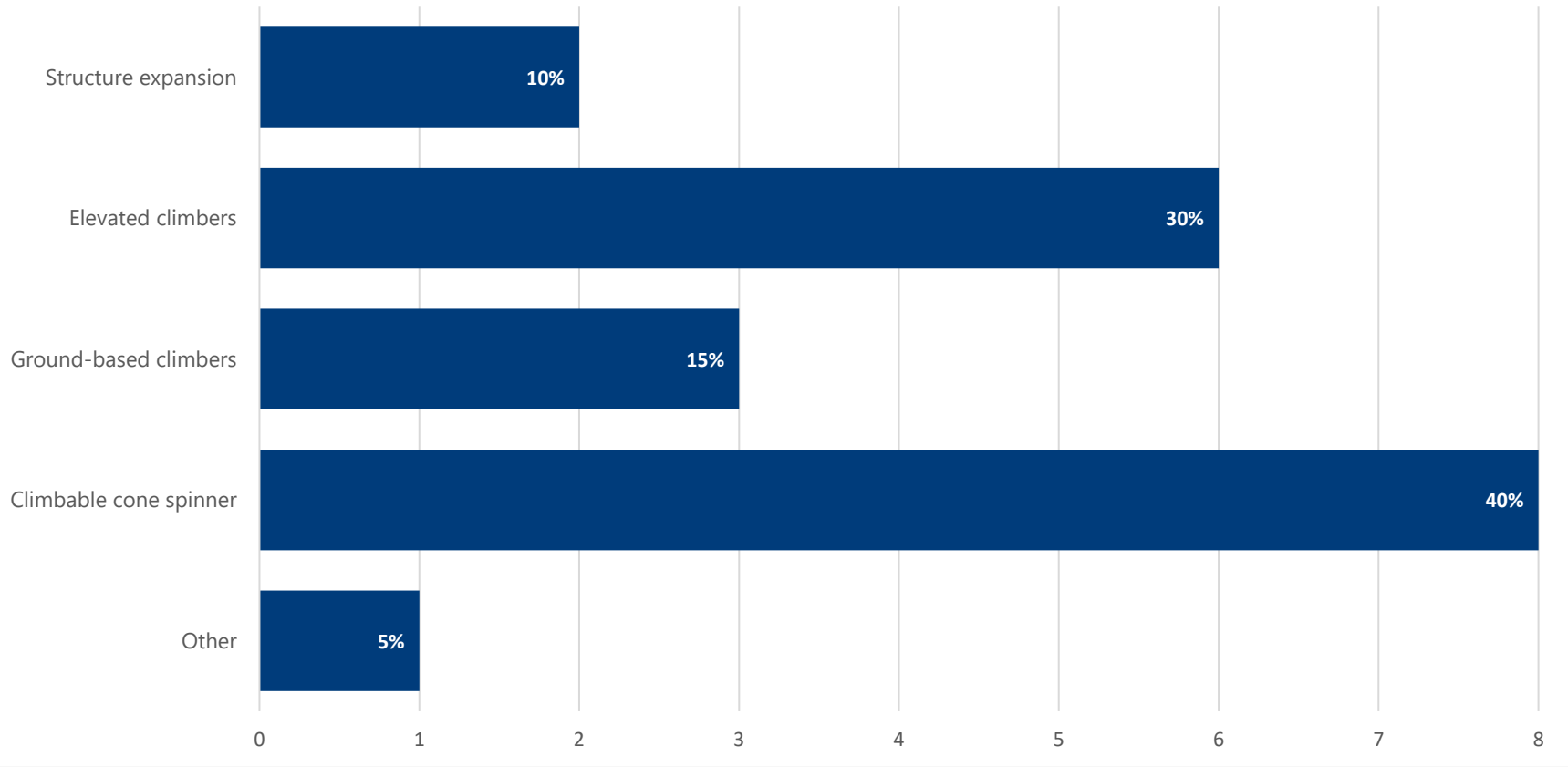


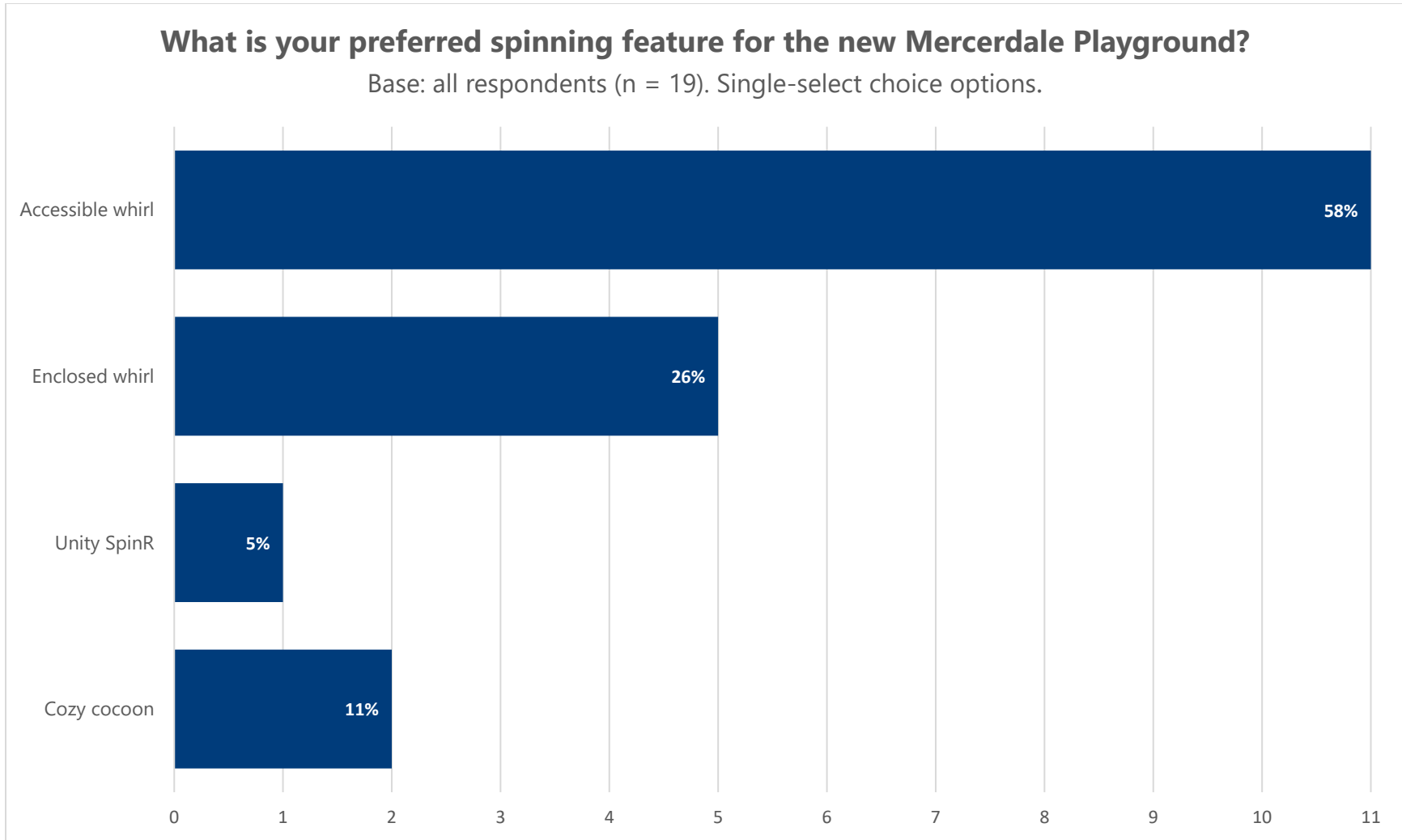




### What is your preference for building additional climbing features into the Merceddale Playground?

Base: all respondents (n = 20). Single-select choice options.







Question Report		
Report Gene	4/15/2021 7:58	
Topic	Webinar ID	# Question
Mercerdale #	867 5154 3344	37
Question Details		
#	Question	Answer(s)
1	in the proposed design, how many "play toys" are age appropriate for the 2-5 yo group vs. the 6-12 yo group?	live answered
2	Swinging and sliding were my two choices but I had to choose one!	Thanks Meg for picking one.
3	I suggest you not announce the choices before the poll is over so as not to influence anyone's vote!	Thanks againg Meg for the feedback.
4	How do wheelchairs and walkers do with synthetic grass?	The grass is very firm. It is over a pad which provides the fall protection. It is fully accessible for wheelchairs.
5	Kudos on the polls --very clear and the photos are FANTASTIC.	Thanks for the feedback Meg.
6	What is the cost difference between the options for the surfacing. Thanks!	The rubber and grass are not that much different. what drives up the cost is the labor to create designs with them. So the mixed media surface would be more expensive, and the cost goes up with the amount of detail that is incorporated.
7	My kids are wondering if that picture of the mixed use surface is from a park nearby,... we want to visit :)	It's cool isn't it? Sorry, it's from a catalog. I don't know where it is.
8	What is the height of the current playground?	I haven't measured, but I think it is 5' at its tallest from my memory.
9	Next to the curly Q slide, what is that?	That is the Flexthead climber, a conveyer belt like material that moves as you climb
10	Side by side in option 4?	Yes we included in all options
11	The height looks great but I'm concerned that with the 60" or 72" so much space is taken up that there isn't enough room for other activities. Also I'm wondering what the difference is cost is.	live answered
12	what are ADA stairs?	live answered
13	are we able to do a poll of the attendees as to how many people who are attending have children with disabilities , people attending who are disabled (as parents grandparents) and people who have fully "capable" children?	If panelists would like to self-identify or share more about their personal experiences they are welcome to do so here or on the Let's Talk Page. The City cannot ask that type of qesiton in a public meeting. Thank you for the thought.
14	We have one vote for elevated climbers and one for the climbable cone spinner form our house	It's tough when the household is divided! Thanks for participating.
15	Thank you! Great presentation & thoughtful options...appreciate your work, City!	Thank you for joining the meeting tonight!
16	Great format - super way to have the entire family participate -thank you!	Thank you for participating!
17	Great job on the polls and images! Nice presentation. Thanks. Love the thoughtful inclusivity additions.	Thank you for making time for the meeting tonight and for providing your feedback.
18	Thank you!!! Our kiddos loved being able to vote and provide input.	Thanks for joining the meeting and bringing along the kiddos!
19	Is there a chance for open conversation?	The raise hand function is operational now.
20	Thank you for your attention to making this playground a fun place for ALL children.	We appreciate you joining the meeting. Thank you!
21	Do we see any chance for a possible water feature?	live answered

#	Question	Answer(s)
22	Thank you so much, this was a fun way for the kids to be involved! We can't wait for the new park, thanks for all your hard work.	Thanks to you and your family for participating in the meeting tonight!
23	Will the final design be audited by your consultant Mara Kaplan?	Yes! Mara has even helped in our continued design of the train feature
24	Has anyone suggested turning those exercise stations into additional park features? We go to Mercerdale a lot, and have seen only one person ever using any of the stations. Signage could be changed to include play options.	live answered
25	yes i would like a water featyre PLEASE From Valerie, i am 9	Thanks so much Valerie for sharing your ideas! My kids love water features too!
26	My two children with special needs would enjoy a water feature for the rest of their lives!	Thank you Jill, the water feature is popular for many ages. We've also received feedback as part of the Parks, Recreation, and Open Space (PROS) Plan and imagine we'll be talking more about the spray park as part of that process.
27	Great point about the workout stations (that are also not accessible) nobody ever uses them. Those are options for monkey bars.	live answered
28	Will the musical/sernsory equipment area be sufficiently distanced from the more active play areas?	live answered
29	LOVE the music elements, chimes, etc	My kids love them too! Thanks Meg.
30	Many generations is an important mention.	Absolutely!
31	Sorry if you already covered this but what does the train feature look like?	live answered
32	Thank you Thank you for considering the fence!!! Super important for safety :)	Appreciate you raising the topic during the presentation as we had not included that detail.
33	These could be play structures - we've seen kids playing on them, no adults exercising/	Thanks Mariana. This is definitely something we can take a look at as part of a future phase.
34	Agree with Daniel Thompson about this presentation! When ?will we see the train rendering?	live answered
35	Thank you so much, for taking into account everything. This looks amazing.	live answered
36	We didn't talk about swings?	live answered
37	Please consider a larger swing that multiple kids can sit on.	



# Let Kids Play!

Because every child deserves to play

May 3, 2021

Dear Playground Planner,

This letter certifies that both of these playground designs meet our criteria for an Inclusive Playground.

Let Kids Play uses the principles laid out in *the Inclusive Play Design Guide* to determine how inclusive a playground design is. We believe that playgrounds need to meet these top-level requirements listed below to be truly inclusive.

### Top Level Requirements

- Include Sensory, Physical & Social Activities on the playground to create a rich environment for everyone
- Ensure multiple levels of challenge within each activity
- Ensure that the "Coolest Thing" in the playground is accessible to all
- Use unitary surfacing

### **Physical, Social and Sensory**

Both of the designs do an excellent job of providing various physical, social, and sensory experiences.

#### **Physical Activities**

The Inclusive Play Design Guide recommends eight different types of physical play. Both designs offer opportunities for seven of them. There is swinging, sliding, climbing/strengthening/crawling, balancing, jumping, and "walking, running and rolling."

#### **Sensory Activities**

There are seven different sensory systems, and we like to see five of them represented in an inclusive playground. We do not look for taste or smell in our review. Both designs incorporate five of the other sensory systems: vestibular, proprioceptive, tactile, auditory, and visual. Attached is a list of what equipment in the design engages what sensory system for each of the designs.

**Social**

Social play and cooperative play experiences are essential for all children but become especially crucial tools for children with autism and learning disabilities. Often, we see that cooperative play experiences on missing on the playground as we do in Option 1. Option 2 includes the Double Decker Cone Spinner, which is an excellent group cooperative play experience.

The double slide, the train, and the anywhere seats provide places for children to socialize with one another.

The playground is rich in pretend play experiences. The train and the train station and even the design in the surfacing help make a statement and give children many different ways to engage in symbolic play.

**Multiple Levels of Challenge**

Providing multiple levels of challenge on the playground ensures a challenging activity for a child to participate in regardless of age and ability. Often when designing a playground, some children are not challenged. Either we make the playground too simple to ensure a young child or a child with a disability can play on it or create a playground geared towards the oldest child and the ones with the best motor planning skills. To create a truly inclusive playground, each and every child coming to play must be challenged.

	Option 1	Option 2
Balancing	2 out 3 levels of challenge	2 out of 3 levels of challenge
Swinging	Complete range of challenge	Complete range of challenge
Spinning	Only 1 level of challenge	Complete range of challenge
Climbing/Crawling/Strengthening	Complete range of challenge	Complete range of challenge

Option 1 puts its challenge into climbing. That design's structure goes up to 96" with challenging climbers at that end of the structure. However, it only provides a straightforward spinning activity.

On the other hand, Option 2 puts its challenge into spinning. The Double Decker Cone Spinner is a wonderful piece. It provides challenging climbing while at the same offers three levels of spinning challenge. There are many ways to play on the Double Decker Cone spinner, and it is an excellent group cooperative play piece. The trade-off is that the structure only goes up 72".

If I were making a choice, I would go with Option 2, but it is up to the community to decide your priorities.

### **The "Coolest Thing" is accessible to All**

Nothing excludes, separates, and creates differences between children more than having the special piece of equipment that everyone wants to play on be inaccessible to some of them. It is essential to include these "Cool Things" and ensure that they are accessible to children of all abilities.

The Coolest Thing is the piece of equipment that everyone will run to as soon as they get to the playground. It is subjective, and we often identify multiple pieces of equipment. I believe that the train is the Coolest Thing in both of the options. Every child can have a meaningful play experience, whether wheeling in to drive the train or climbing up to the top. The train offers physical, sensory, and social experiences. So not only is it the "coolest thing, but" it is also accessible to all, ensuring that it meets this criterion.

### **Other Inclusive Features**

1. There are wide wheelchair access routes throughout the layout.
2. To support a child with autism, it is crucial to have cozy spaces, cooperative play opportunities, opportunities to experience vestibular motion, and equipment that offers auditory experiences. Option 2 meets this criterion, while Option 1 does not because there is no cooperative play event.
3. To support a child who uses a mobility device, it is important to have equipment where a child can play without leaving their device and laid out so that he/she can be in the middle of the play. Both designs provide for these experiences.
4. Unitary surfacing is one of the most crucial aspects of an inclusive playground. The other critical element is a fence surrounding the playground. The number one request of parents who have a child who uses a wheelchair is unitary surfacing. The number one request of parents who have a child with autism is fencing, followed by unitary surfacing. Children with autism are often not taken to the playground because it is not fenced.
5. The layout of the environment in this design will help children with an autism spectrum disorder, visual impairment, and/or sensory processing disorder prepare for their time at the playground. The sidewalk that surrounds the play elements acts as an orientation path helping children determine in advance where they would like to play. It also becomes a quieter, safe place to return to and then choose where to go next.
6. I would recommend adding an Inclusive Whirl. This piece allows a child who uses a wheelchair to have a movement experience without leaving her wheelchair.

On behalf of families who are raising children with disabilities, I would like to thank you for your commitment to inclusive play. Either one of these **Inclusive Certified Designs** will bring joy to children of all ages and abilities for years to come.

Respectfully submitted,



Mara Kaplan  
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 Pittsburgh, PA 15206  
 412-334-2652  
[www.letkidsplay.com](http://www.letkidsplay.com)  
[www.accessibleplayground.net](http://www.accessibleplayground.net)  
[mara@letkidsplay.com](mailto:mara@letkidsplay.com)

## Top Inclusive Equipment included in this design

**Slide a Side** -- Slide-A-Side gives children the chance to take their time when leaving the slide. Whether they need assistance from a caretaker, a mobility device, or just a moment to regroup, Slide-A-Side provides a relaxed exit while allowing other kids to continue sliding. (In both Option 1 and Option 2)



**Balance Trax**-- Playgrounds are great places for children to practice balancing. Most balance activities were geared toward typically developing children. The unique Balance Trax by encourages children of all ages and abilities to practice their balancing skills. Particularly children with delayed gross motor skills benefit from this new product. Balance Trax was developed in coordination with a physical therapist who works with children with autism, cerebral palsy, and Spina Bifida, just to name a few. He lamented that when people develop equipment for children with disabilities, they make it so easy there is no challenge to push the child to the next step. Challenge is important for all children. By putting the different pieces together, you create a series of challenges for young children and children with balancing issues. The textured Balance Trax pieces provide a tactile grip so children can better sense the surface. (In both option 1 and 2)



**Accessible Swing Seat**—Swinging is not only one of the most fun things that happen on a playground; it is also one of the most beneficial for a child's development. The Accessible Swing Seat ensures that children who require postural assistance have the opportunity to swing next to their peers. (In both option 1 and 2)



**Concerto**-- The Concerto line of outdoor musical equipment allows children of all abilities to experience the joy and benefits of making music. Designed at a more accessible angle and height, all kids can play these instruments comfortably, including those with mobility devices. The instruments are tuned to a traditional seven-note-scale enabling children to play actual songs. (In both option 1 and 2)



**Double Decker Cone Spinner** This spinner combines the excitement of spinning with the challenge of climbing for an exhilarating play experience. This cone spinner is great for children of all physical abilities. Children can challenge themselves by climbing to the top or socialize and play toward the bottom. The floor level opening enables a child who is unable to climb to crawl into the middle. This highly cooperative play equipment engages children of all ages and abilities.



**Accessible Whirl**—The Wheelchair Whirl provides all children with the excitement of spinning. Spinning engages the vestibular system. Spinning activities help with improving balance, muscle control, and gross motor skills. Children AND adults using wheelchairs and other mobility devices can join in the fun. The wheelchair whirl is flush with the ground for ease of access. The change of textures from the playground's surfacing to the Whirl allows children with visual impairments to easily maneuver onto the equipment. There is room for two wheelchairs. For children who need support and aren't using a wheelchair, there is a seat and rails to hold on to.



There is room for friends to join in on the fun or a parent to sit side-by-side. The Wheelchair Whirl is one of only a few products that lets you meet the goal of providing a movement experience from a mobility device. Meeting this goal leads to a fully inclusive playground where all children are actively involved in the playing. (Recommended)



Sensory integration is the neurological process that organizes sensation from one’s own body and the environment and makes it possible to use the body effectively within the environment. Sensory processing is the brain receiving, interpreting, and organizing input from all of the active senses at any given moment. Sensory Processing Disorder (SPD) SPD is a condition that exists when sensory signals don’t get organized into appropriate responses. A person with SPD finds it difficult to process information received through the senses, which makes performing everyday tasks challenging. Because of motor clumsiness, social anxiety, auditory and visual disturbances, and balance and performance problems, SPD can make simple “play” difficult.

**Sensory Systems:** These are part of the nervous system responsible for processing sensory information. A sensory system consists of sensory receptors, neural pathways, and parts of the brain involved in sensory perception



## TACTILE

Touch is a perception resulting from activation of neural receptors, and a variety of pressure receptors respond to variations in pressure. The system works when activity in a sensory receptor is triggered by a specific stimulus; this signal eventually passes to an area in the brain uniquely attributed to that area on the body and this allows the processed stimulus to be felt at the correct location.

Equipment that enables children to engage the tactile system:

- Garden Sensory Wall
- Wildwood Climber
- Climbing Squares Block Climber
- Train



## PROPRIOCEPTIVE

Proprioception is the sense of the relative position of neighboring parts of the body and strength of effort being employed in movement. This sense is very important as it lets us know exactly where our body parts are, how we are positioned in space and to plan our movements. Examples of our proprioception in practice include being able to clap our hands together with our eyes closed, write with a pencil and apply with correct pressure, and navigate through a narrow space.

Equipment that enables children to engage the proprioceptive system:

- Unity Stepper
- Verticlimber
- Deck to Deck Climber
- Wildwood Climber
- Climbing Squares Block Climber
- Twisted Climber
- Tower Climber
- Rock Climber
- Silo Climber
- Solar Climber
- Twist-n-Twirl
- Train
- Overhead Ladder
- Step Around
- Stationary Buttons
- Balance Trax
- Play Seat
- Anywhere Seat



## VESTIBULAR

Explains the perception of our body in relation to gravity, movement and balance. The vestibular system is a unifying system.

Equipment that enables children to engage the vestibular system:

- Belt Seat
- Accessible swing Seat
- Toddler Seat
- Slither Slide
- Nuvo Spiral Slide
- Nuvo Double Slide
- Spin Cup



## AUDITORY

Hearing is the ability to perceive sound by detecting vibrations, changes in the pressure of the surrounding medium through time, through an organ such as the ear. Auditory processing relies on how the brain interprets, recognizes and differentiates sound stimuli.

- Concerto Instruments



## VISUAL

Sight or vision is the capability of the eyes to focus and detect images of visible light and generate electrical nerve impulses for varying colors, hues, and brightness. Visual perception is how the brain processes these impulses recognizing, differentiating and interpreting visual stimuli through comparison with experiences made earlier in life.

Equipment that enables children to engage the visual system:

- Treasure Tumble Panel
- Hypnotize Panel
- Funhouse Panel
- Very Buried Panel

### References:

Playworld’s Inclusive Play Design Guide  
7 Senses Foundation  
Play and Playground Encyclopedia

Sensory integration is the neurological process that organizes sensation from one’s own body and the environment and makes it possible to use the body effectively within the environment. Sensory processing is the brain receiving, interpreting, and organizing input from all of the active senses at any given moment. Sensory Processing Disorder (SPD) SPD is a condition that exists when sensory signals don’t get organized into appropriate responses. A person with SPD finds it difficult to process information received through the senses, which makes performing everyday tasks challenging. Because of motor clumsiness, social anxiety, auditory and visual disturbances, and balance and performance problems, SPD can make simple “play” difficult.

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Equipment that enables children to engage the tactile system:

- Garden Sensory Wall
- Climbing Squares Block Climber
- The Wildwood Climber
- Window Planter Panel
- Train



## PROPRIOCEPTIVE

Proprioception is the sense of the relative position of neighboring parts of the body and strength of effort being employed in movement. This sense is very important as it lets us know exactly where our body parts are, how we are positioned in space and to plan our movements. Examples of our proprioception in practice include being able to clap our hands together with our eyes closed, write with a pencil and apply with correct pressure, and navigate through a narrow space.

Equipment that enables children to engage the proprioceptive system:

- Unity Stepper
- Geo Climber
- The Wildwood Climber
- Climbing Squares Block Climber
- Rock Climber
- Solar Climber
- Silo Climber
- Twist-n-Twirl
- Train
- Double Decker Cone Spinner
- Overhead Ladder
- Step Around
- Stationary Buttons
- Balance Trax
- Anywhere Sea
- Play Seat

References:

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- 7 Senses Foundation
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- Belt Seat
- Accessible Swing Seat
- Toddler Seat
- Slither Slide
- Nuvo Double Slide
- Spin Cup
- Double Decker Cone Spinner



## AUDITORY

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- Concerto Instruments



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Equipment that enables children to engage the visual system:

- Treasure Tumble Panel
- Hypnotize Panel
- Funhouse Panel
- Very Buried Panel



# Northwest Playground Equipment, Inc.

PO Box 2410, Issaquah, WA 98027-0109  
Phone (425) 313-9161 FAX (425) 313-9194  
Email: sales@nwplayground.com

Item 10.

## QUOTE

Quote # 5/3/21-MCG-1  
Date: 5/3/2021

To: City of Mercer Island  
Re: Mercerdale Park - Option 2  
3009 77th Ave SE  
Mercer Island, WA 98040

Contact Name: Paul West  
Email: [Paul.West@mercergov.org](mailto:Paul.West@mercergov.org)

Phone: 206-275-7833  
Cell/Fax:

Item #	Qty	Description	Price	Total Price
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### EQUIPMENT

#### Playworld

NW042021-2	1	Playworld Structure Which Includes: Ground to Deck Wheelchair Ramp W/Guardrails (12in Rise), Deck to Deck Wheelchair Ramp W/Barrier (12in Rise), Deck to Deck Wheelchair Ramp W/Guardrails (12in Rise), Ramp to Berm Connector, 6in Wheelchair Ramp Center Support, 18in Wheelchair Ramp Center Support, 30in Wheelchair Ramp Center Support, 42in Wheelchair Ramp Center Support, 54in Wheelchair Ramp Center Support, Slither Slide Entry/Slide-A-Side, Slide - Nuvo 360 Spiral Slide, Nuvo 36in Double Slide, Slither Slide 2.0 (Right Section), Slither Slide 2.0 Support Leg 2ft-6in, Treasure Tumble Panel, Spin Racer Panel (Deck Level), Playseat, Anywhere Seat, Window Planter Panel, Tree House Doorway (Ground Level), Storefront Panel, PM Panel Frame-Deck Level, Oval Insert Panel (Deck Mount), A-MAZE-ING Insert, Hyponotize Insert, Funhouse Insert, Four-The-Win Insert, Very Buried Insert, Catacombs Panel Insert, Construction Panel Insert, Access Gate, 5ft Geo Climber, The Wildwood Climber (60in DK), Climbing Square Block Climber (36in Deck), Rock Climber (48in Deck), Solar Climber (36in & 30in Decks), Silo Climber (48in Deck), Twist-N-Twirl, Step Around, Unity Stepper - Small, Unity Stepper - Medium, Unity Stepper - Large, Stationary Button (12in), 17ft HEX Hat Shade & PM Hex Hat Post Braces	\$ 136,409.00	\$ 136,409.00
ZZXX0065	2	Spin Cup	\$ 871.00	\$ 1,742.00
ZZXX0224	1	Accessible Swing Seat W/Silver Shield Chain to 8ft Top Rail	\$ 974.00	\$ 974.00
ZZXX0260	2	Belt Seat W/Silver Shield Chain for 8ft Top Rail	\$ 123.00	\$ 246.00
ZZXX0265	1	Infant Seat W/Silver Shield for 8ft Top Rail	\$ 221.00	\$ 221.00
ZZXX0341	4	Balance Trax Pond	\$ 391.00	\$ 1,564.00
ZZXX0342	1	Balance Trax Mountain	\$ 1,897.00	\$ 1,897.00
ZZXX0345	3	Balance Trax Boomerbang	\$ 1,323.00	\$ 3,969.00
ZZXX0660	1	Concerto Small Cabasa	\$ 889.00	\$ 889.00
ZZXX0662	1	Concerto Large Cabasa	\$ 1,112.00	\$ 1,112.00
ZZXX0665	1	Concerto 5 Congas	\$ 3,333.00	\$ 3,333.00
ZZXX0666	1	Concerto Vibes	\$ 4,483.00	\$ 4,483.00
ZZXX0667	1	Concerto Chimes	\$ 4,494.00	\$ 4,494.00
ZZXX0818	1	8ft Single Post Swing Assembly	\$ 1,222.00	\$ 1,222.00
ZZXX0819	1	8ft Single Post Swing Add-A-Bay	\$ 839.00	\$ 839.00
ZZXX0884	2	Garden Sensory Wall for 2 Inserts	\$ 1,458.00	\$ 2,916.00
ZZXX0914	1	Cone Spinner Double Decker	\$ 17,515.00	\$ 17,515.00
ZZYY9632	1	Custom 54in Overhead Ladder for ADA Transition Climber	\$ 2,015.00	\$ 2,015.00
ZZYY9633	2	Custom 26in Guard Rails for ADA Transition Climber	\$ 1,689.00	\$ 3,378.00

#### IDS

CUS	1	Railroad Climber	\$ 96,142.00	\$ 96,142.00
CUS	1	Steel Details	\$ 2,820.00	\$ 2,820.00
CUS	4	Sandblast Graphics	\$ 250.00	\$ 1,000.00

#### No Fault

1	Poured-in-Place for 2,955 SF area - Includes 100% Color Mix with Aliphatic Binder. Includes all materials, freight, mobilization, and Prevailing Wages. Base Graphics Included with Rail Tracks and Steam.	\$ 103,100.00
---	--	---------------

#### Forever Lawn

1	3,060 Square Feet of Forever Lawn Playground Grass Ultra with a 3" safety pad and good for an 8' Critical Fall Height. Price includes: Envirofill Infill, Edging in Composite Board, Seaming Tape, Delivery and Installation.	\$ 69,960.00
---	---	--------------

Equipment Subtotal \$ 462,240.00  
Northwest Playground Equipment Discount: KCDA 10.00% \$ (18,921.80)

ID Sculpture  
No Fault  
Forever Lawn

Northwest Playground Equipment Discount:	KCDA	5.00%	\$	(4,998.00)
Northwest Playground Equipment Discount:	KCDA	5.00%	\$	(5,158.00)
Northwest Playground Equipment Discount:	KCDA	8.00%	\$	(5,596.80)
		Playworld Freight:	\$	12,600.00
		ID Sculpture Freight (Included Above):	\$	-
		<b>Equipment Total (less tax)</b>	<b>\$</b>	<b>440,168.30</b>

Item 10.

**CERTIFIED INSTALLATION**

- 1 Deluxe Installation of Listed Playworld Systems Equipment and ID Sculpture. Price Includes Receiving Equipment and Offloading Onsite, Installation Through Dirt, Disposal of Dirt from Holes and Debris Offsite. \$ 90,000.00
  
- 1 Site Prep Including Remove/Dispose Existing Equipment thru Dirt, Remove/Dispose EWF - 5,101SF, Bring Sub Base up for Fininshed Grade Equal to top of Curb 16" Dirt/Infill (Roughly 400-500 CY of Material), 4" Crushed Aggregate for PIP Base, Add Drain Lines in Each Site tied into Existing Storm in Play Boxes, Remove/Dispose (2) Concrete ADA Ramps Currenty in Site. Price includes a total of 24" of fill material for sub base. Includes steel plates over grass and sidewalks to protect site during construction. Additional Site Work Which Includes Removing Central Concrete Curb and transitioning 75' of Concrete Path to Concrete with Aggregate in Pathway. \$ 137,800.00
  
- 1 Fencing - 160' Black Montage, Majestic Style 3' Fencing. Includes Installation and Painting Existing Fence in Place (40' Existing). \$ 14,300.00
  
- 1 Temp - Fencing - 450LF Price Includes: Labor (Set Up & Breakdown), Panels 6ft Tall (Chain Link), Clamps & Base Approx 3 Months Lease \$ 2,380.00

**NOTE: Site Prep Assumes EWF Depth of 12". If Depth is Greater than 12" Additional Charges to Apply.**

	<b>Prevailing Wage Job</b>	Installation Total:	<b>\$ 244,480.00</b>
Bond or Credit Card Fee:	Performance Bond (If Required):	2.0%	\$ 13,692.97
Location Code:	Resale Certificate Required for Tax Exemption:	Tax: 10.1%	\$ 70,532.47
		<b>ORDER TOTAL:</b>	<b>\$ 768,873.73</b>

*All quotes are subject to material and fuel surcharges.*

**Acceptance of Proposal:**

*(Please be sure you have read, signed, initialed and understand the Terms and Conditions on Page 2 of this Quote)*  
The items, prices and conditions listed herein are satisfactory and are hereby accepted.

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date

*Thank you for considering Northwest Playground Equipment, Inc. for your Park, Playground, Shelter and Sports Equipment requirements.*



Northwest Playground Equipment, Inc.

PO Box 2410, Issaquah, WA 98027-0109
Phone (425) 313-9161 FAX (425) 313-9194
Email: sales@nwplayground.com

Item 10.

Project Name: Mercerdale Park - Option 2

Quote # 5/3/21-MCG-1

TERMS AND CONDITIONS

QUOTE CONDITIONS AND ACCEPTANCE:

This quote is only valid for 30 days.
Orders placed or requested for delivery after 30 days are subject to price increases.
\*\*\* (Pls Initial) It is the Buyer's responsibility to verify quantities and description of items quoted.
Once your order has been placed, any changes including additions, deletions or color changes, will delay your shipment.

EXCLUSIONS: Unless specified, this quote specifically excludes all of the following:

- Required Permits; Davis Bacon, Certified Payroll or Prevailing Wage fees
Performance/Payment Bonds
Site work and landscaping
Removal of existing equipment
Unloading; Receiving of inventory or equipment; Storage of equipment
Equipment assembly and/or installation
Safety surfacing; Borders or drainage requirements
Landscaping Repairs DUE to poor access or in climatic weather

FREIGHT AND DELIVERY:

Shipping is FOB Origin. A 24-hr Call Ahead is available at additional cost.
Delivery is currently 5+ weeks after order submittal. Unless otherwise noted, all equipment is delivered unassembled.
\*\*\* (Pls Initial) Buyer is responsible to meet and provide a minimum of 2 ADULTS to unload truck
A Check List, detailing all items shipped, will be mailed to you and a copy will be included with the shipment.
Buyer is responsible for ensuring the Sales Order and Item Numbers on all boxes and pieces match the Check List.
\*\*\* (Pls Initial) Shortages or damages must be noted on the driver's delivery receipt. Shortages or damages not noted become the buyers financial responsibility.
Damaged Freight must be refused. Please notify Northwest Playground Equipment immediately of any damages.
Shortages and Concealed Damage must be reported to Northwest Playground Equipment within 10 days of delivery.
A reconignment fee will be charged for any changes made to delivery address after order has been placed.

TAXES:

All orders delivering in Washington are subject to applicable sales tax unless a tax exemption or Reseller Permit is on file at the time the order is placed.

PAYMENT TERMS: An approved Credit Application is required for new customers. 50% down payment is due at time of order with balance due upon delivery, unless other credit terms have been approved. Interest may be charged on past due balances at an annual rate of 18%. A 3% charge will be added to all credit card orders.

RESTOCKING: Items canceled, returned or refused will be subject to a minimum 25% restocking fee. All return freight charges are the responsibility of the Buyer.

MAINTENANCE/WARRANTY:

Manufacturer's standard product warranties apply and cover equipment replacement and freight costs only; labor is not included.
Northwest Playground Equipment offers no additional warranties.
Maintenance of the equipment and safety surfacing is the responsibility of the customer.
Any unauthorized alterations or modifications to the equipment (including layout) will void your warranty.

INSTALLATION: (if applicable)

A private locate service for underground utilities must be completed before your scheduled installation.
Site must be level and free of loose debris (this includes ground cover/chips).
A minimum 6 foot opening with good access must be available to the site for delivery trucks and tractor.
An onsite dumpster must be provided for disposal of packaging materials.
Arrangements must be made in advance for the disposal of dirt/rocks from within the installation area.
Arrangements must be made in advance for the removal/disposal of existing equipment.
Additional charges may apply if large rocks or concrete are found beneath the surface.
Access to power and water must be available.
Site supervision is quoted in 8-hour days.

Acceptance of Terms & Conditions

Acceptance of this proposal, made by an authorized agent of your company, indicates agreement to the above terms and conditions.

TITLE

Customer Signature

Date

Thank you for choosing Northwest Playground Equipment





# AB: 5876 Mercerdale Park Playground Appropriation Request

May 18, 2021

Jason Kintner, Chief of Operations  
Paul West, CIP Project Manager

1

## Tonight's Discussion Topics

- Project Need
- Design Process
- Recommended Design
- Project Budget & Appropriation Need



2

# Project Need

- Built in 2002
- Inspected regularly
- Aging Equipment
- Failed Drainage



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Tuesday, May 18, 2021

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# Process to Date

## Timeline

- **January 2021** – Project start
- **February 8** – Public Meeting #1: Scoping and Public Input
- **April 1** – PRC Briefing
- **April 14** – Public Meeting #2: Design Options
- **May 6** – PRC Design Input
- **May 18** – City Council Approval
- **Summer 2021** – Construction



4



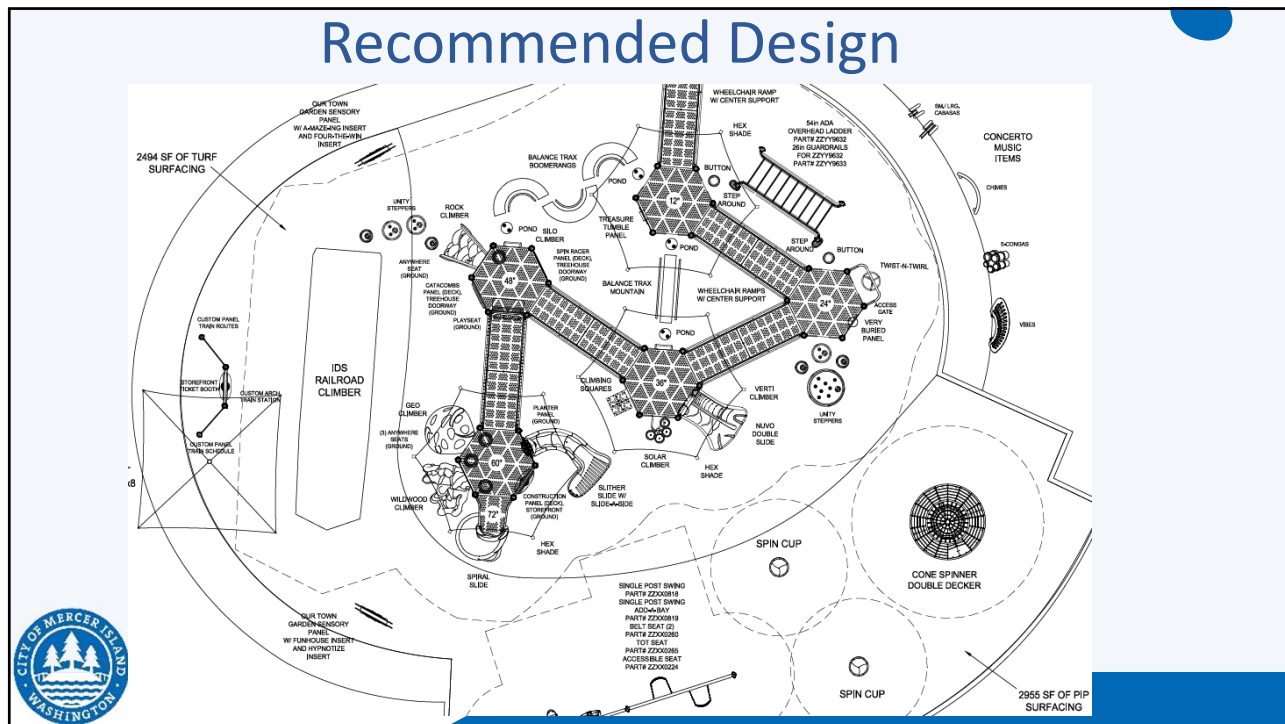
# Public Meetings Recap

- February 8 Zoom meeting
  - Scoping and Public Input
  - Participants supported more accessible and inclusive play options
- April 14 Zoom meeting
  - Design Options discussed: Color, Surfacing, Platform Height, Additional Climbing, Spinning features
  - Webinar format included interactive polling and Q&A features
  - Continuing support for accessible and inclusive design
- Parks and Recreation Commission Review
  - Confirmed Preferred Design
  - Declined to support an expansion of footprint or extra surfacing graphics



5

# Recommended Design



6



7



8





9



10





Climbable Cone Spinner


11

12

## Budget and Appropriation Request

<b>Total Project Cost</b>	<b>\$843,000</b>
Current Budget	(\$490,000)
MIPA Donation	(\$20,000)
<b>Appropriation Request</b>	<b>\$333,000</b>

- Park Impact Fees may be used to fund the portion of the project that is “new” capacity.
- Staff recommend that Council authorize the maximum amount of Park Impact Fees eligible to fund this project.



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# Motions

1. Accept the proposed project design for the Mercerdale Park Renovation Project and approve the amended project budget of \$843,000.
2. Accept the \$20,000 donation from the Mercer Island Preschool Association and appropriate the donated funds to the Mercerdale Park Renovation Project. Authorize the City Manager to direct additional donations to the project.
3. Direct the City Manager to complete the park impact fee funding evaluation for this project and authorize the appropriation of the maximum amount of eligible park impact fees to this project.
4. Authorize the remaining project funds to be drawn from the available fund balance in the Capital Improvement Fund.

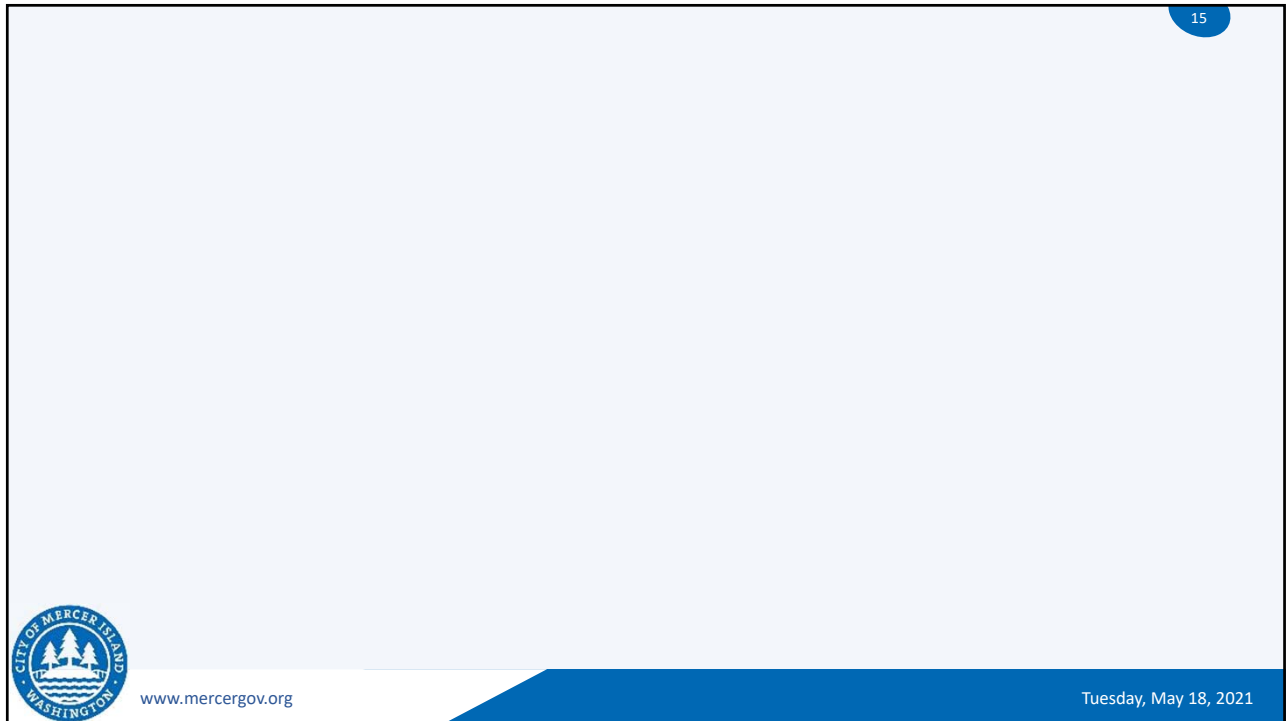


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## Questions?





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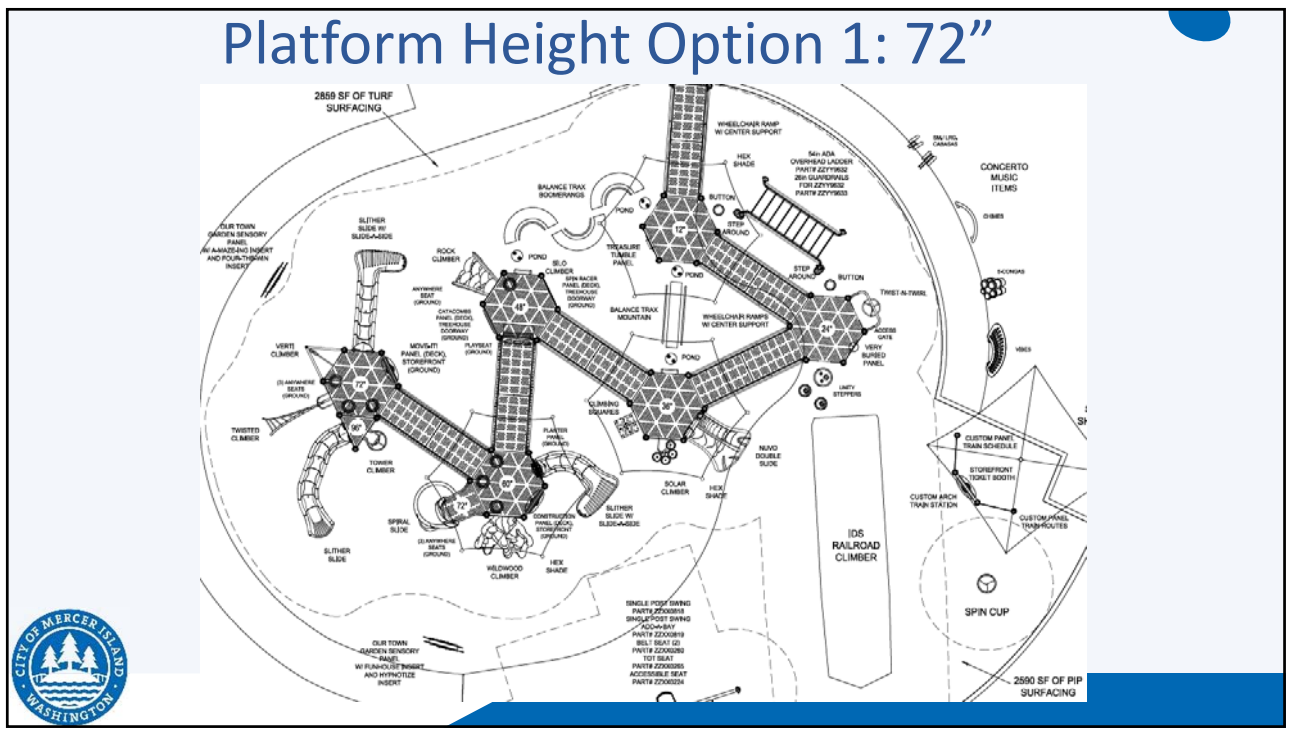
## Public Meeting Recap

- Color** – opinion split. Top 2 (56%) contained bright accents in more muted color schemes
- Surfacing** – 58% preferred the mixed rubber and play grass.
- Platform Height** – 61% were in favor of the tallest (72”) platform.
- Additional Climbing** – 40% preferred the Cone Spinner. An elevated climber was second choice (30%).
- Spinning** – 58% preferred the Accessible Whirl.

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# Platform Height Option 1: 72"



17



18

# Platform Height Comparison

Option 1: 72" Height	Option 2: 60" Height
Six Platforms	Five Platforms
Provides more ADA accessible activities	Provides more inclusive spinning activities
Tallest slide: 96"	Tallest slide: 72"
\$774k	\$755k
Social play: double slide, train and station, under-platform seating	Social play: double slide, train and station, under-platform seating, spinning
Train less visible	Train more visible



# Inclusivity Analysis by Let Kids Play!

- "Both of the designs do an excellent job of providing various physical, social and sensory experiences."
- "Option 1 puts its challenge into climbing. That design's structure goes up to 96" with challenging climbers at the end of that structure.... On the other hand, Option 2 puts its challenge into spinning. The Double Cone Spinner is a wonderful piece."
- The train, as The Coolest Thing on the playground, is accessible to all. "Every child can have a meaningful play experience, whether wheeling in to drive the train or climbing up to the top. The train offers physical, sensory and social experiences."







# Accessible Whirl

21

22

## Accessible Whirl curbing modification

Addition to existing playground

2005 SF OF PIP SURFACING

120 SF OF ADDITIONAL SURFACING REQUIRED, 30 LF OF EDGING

CONE SPINNER DOUBLE DECKER

ACCESSIBLE WHIRL

SPIN CLIP

CONE SPINNER DOUBLE DECKER

2005 SF OF PIP SURFACING

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## SAFETY SURFACING



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### Option 1 – Poured-in-Place



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26



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28



### Option 2 – Natural with Brightness



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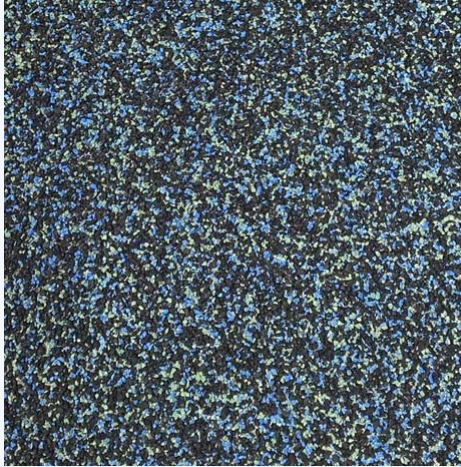
### Option 4 – Pops of Color



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# Render Graphics Limitations

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Program cannot show textures or gradients



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## BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

**AB 5870**  
**May 18, 2021**  
**Regular Business**

### AGENDA BILL INFORMATION

<b>TITLE:</b>	AB 5870: City Council Rules of Procedure Amendment (Resolution No. 1597)	<input type="checkbox"/> Discussion Only
<b>RECOMMENDED ACTION:</b>	Approve Resolution No. 1597 amending the City Council Rules of Procedure as set forth in Exhibit A.	<input checked="" type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution

<b>DEPARTMENT:</b>	City Council
<b>STAFF:</b>	Jessi Bon, City Manager Deborah Estrada, City Clerk
<b>COUNCIL LIAISON:</b>	n/a
<b>EXHIBITS:</b>	1. Resolution No. 1597 and Exhibit A (City Council Rules of Procedure)
<b>CITY COUNCIL PRIORITY:</b>	n/a

### SUMMARY

At the April 27, 2021 City Council Planning Session, the Council identified a number of proposed changes to the City Council Rules of Procedure. The proposed changes are reflected in Exhibit 1 for consideration by the City Council.

#### 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 February 18, 2020 (see [AB 5665](#)). Since February 2020, several procedural issues were identified to meet current needs and to comply with state statutes.

#### Summary of Proposed Changes to the City Council Rules of Procedure:

##### City Advisory Boards & Commissions Appointments

Language was added to clarify the process for transmitting information from the board or commission to the City Council and to allow flexibility beyond the proposed 60-day requirement to fill board and commission vacancies when they occur mid-term.

##### Remote Meeting Changes

As a result of the Pandemic, City Council meetings have been held virtually since April 2020. The Rules were updated to reflect a general meeting venue rather than the customary reference to “City Council Chambers.” References to meeting times were also adjusted to allow for more flexibility.

#### Order of Regular City Council Meeting Agenda

- City Council meeting venue and times were adjusted.
- The “Key to the City” section was amended to reflect that the City Council shall approve Key to City requests.
- The “Appearances” section was modified to require advance registration for public comments and to require city of residence be stated when making comments.
- The term “Consent Calendar” was changed to “Consent Agenda” throughout the document.

#### Duties of Officers

Duties of the Mayor and Presiding Officer were clarified.

#### Housekeeping

The City Council Rules of Procedure is on its ninth amendment since it was adopted in April 2004. Staff reviewed the Rules at length and language was updated throughout the document to correct scrivener errors, reflect changes to department names and staff titles, clarify references, and reflect the City Manager-Council plan of government as needed.

### **RECOMMENDATION**

Approve Resolution No. 1597 amending the City Council Rules of Procedure as set forth in Exhibit A.

**CITY OF MERCER ISLAND  
RESOLUTION NO. 1597**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MERCER ISLAND,  
WASHINGTON, AMENDING THE MERCER ISLAND CITY COUNCIL RULES OF  
PROCEDURE**

WHEREAS, the City Council has adopted, pursuant to the authority in MICC 2.06.050, its rules of procedure, which are set forth in the “Mercer Island City Council Rules of Procedure,” originally adopted on April 19, 2004 and most recently amended on February 18, 2020; and

WHEREAS, the City Council reviewed proposed amendments to its rules of procedure at the Planning Session of the City Council on April 27, 2021; and

WHEREAS, the City Council finds and determines that approval of certain amendments to its rules of procedure will benefit the conduct of City Council meetings, proceedings and business;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MERCER ISLAND, WASHINGTON, as follows:

**That the “Mercer Island City Council Rules of Procedure” is hereby amended and approved as set forth in Exhibit A to this resolution.**

PASSED BY THE CITY COUNCIL OF THE CITY OF MERCER ISLAND, WASHINGTON AT ITS REGULAR MEETING ON THE 18TH DAY OF MAY 2021.

CITY OF MERCER ISLAND

\_\_\_\_\_  
BENSON WONG, MAYOR

ATTEST:

\_\_\_\_\_  
DEBORAH A. ESTRADA, CITY CLERK

[Exhibit A](#)

# 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](#)

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## SECTION 1. \_\_\_\_\_ GOVERNANCE AND AUTHORITY

### 1.1 Council-Manager ~~Form~~ Plan of Government

The City of Mercer Island is a Council-Manager planform 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 planform 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

The purpose of the City of Mercer Island Code of Ethics and Statement are to strengthen the quality of government through ethical principles which shall govern the conduct of members of the City Council and the City’s boards and commissions pursuant to Mercer Island City Code (“MICC”) [2.60](#).



## 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. The City Clerk shall conduct the elections for Mayor and Deputy Mayor at the first City Council meeting, or as soon as possible thereafter, of each even-numbered year as follows:

- A. Any Councilmember may nominate a candidate; no second is needed.
- B. Nominations are closed by a motion, second and 2/3 vote of the City Council.
- 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. 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 and Deputy Mayor are 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 new Mayor shall declare the nominee for Deputy Mayor receiving the majority vote as the new Deputy Mayor. The Clerk shall swear the individuals into office.

**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 ~~in the~~ [during](#) City Council ~~meetings~~ [Chambers](#);
  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.;
  6. ~~In consultation with the Deputy Mayor, appoint 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);~~
  7. ~~Appoint citizens to serve on advisory boards and commissions (with affirmation from the City Council); and~~
  8. ~~Impose Councilmember sanctions for violation of these Rules consistent with Section 11 of these Rules.~~

- 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. **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.
- C. **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.
- D. **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.
- E. **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 ~~Calendar~~ [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.
- F. **City Council ~~Meetings~~ [Chambers](#) Code of Conduct.** The ~~City Hall~~ City Council ~~Chambers~~ [Meetings](#) Code of Conduct is attached as Appendix B to these Rules, which outlines acceptable behavior while in ~~the a~~ City Council [Meeting](#) ~~Chambers~~.
- G. **Remote Participation.** From time to time, a Councilmember will not be able to attend a City Council meeting in person but may desire to participate in the meeting remotely ~~by speakerphone~~. [Remote A](#)ttendance ~~via speakerphone~~ should be the rare exception. Should technological difficulties or connection issues arise during the meeting, the call may be ended to avoid meeting disruption.

If a Councilmember wishes to attend a City Council meeting ~~remotely via speakerphone~~, the Councilmember should notify the Mayor and City Manager at least one day prior to the meeting. A Councilmember's remote attendance ~~via speakerphone~~ will be noted in the minutes.

### 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 36<sup>th</sup> Street, Mercer Island) when permissible. Certain circumstances (weather, emergencies, etc.) may require that City Council meetings be held remotely using a ~~teleconferencing~~ videoconferencing platform. Regular meetings will begin at 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 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 (~~2- or 3-day retreat~~) during the first quarter of the year, or as soon as possible thereafter. ~~During this planning session, the City Council will agree upon~~ 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.**
- 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 Councilmembers, 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 3.2D.
- E. **Study Sessions.** Study sessions will be held, when needed, ~~from 5:30-6:30 p.m.~~ 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, ~~citizen~~ 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 shall 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. ~~Receiving a Key is the City's highest honor and as such Keys will only be presented, by the Mayor or designee, in a manner that is consistent with the City's vision, mission and goals.~~ 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 ~~Mayor, Deputy Mayor, City Manager, and/or staff designee~~ City Council shall determine approval of Key to the City requests. Keys shall be given 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. **Citizen-Community Member of the Year.** The ~~Citizen-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.** ~~In an effort to~~ 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 ~~sign up on the available form~~ register with the City Clerk by 4 pm on the day of the City Council meeting. When ~~his or her~~ the speaker's name is called, the speaker will ~~step up to the podium~~, 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 ~~his or her~~ time for speaking to another speaker. The Mayor may grant additional time for ~~citizen~~ comments. The Mayor may allow ~~citizens~~ 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 ~~citizen~~ public comments in the minutes. Traditionally, the City Council does not respond to comments made at ~~the a~~ meeting; however, the City Manager may direct staff to follow up with the speaker as appropriate.

- H. **Consent** ~~Calendar~~ Agenda. Consent ~~calendar~~ 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 ~~calendar~~ [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 ~~calendar~~ [agenda](#) for separate discussion and action. If removed, that item will become the first item of regular business of the same meeting.

**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 and preliminary long plats.

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 making a determination 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 ~~he or she~~ [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 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 citizen-speaker's comments.
  - B. The City Council shall avoid discourteous behavior such as lengthy or inappropriate sidebar discussions or nonverbal, disparaging actions when citizens individuals are speaking.
  - C. The City Council shall not engage in debate or discussion with any individual citizen but may be recognized by the Mayor in order to ask the citizen-speaker clarifying questions.
  - ~~D. To the extent possible, the Mayor will conduct Appearances on or about 7 p.m.~~
- 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~~24~~-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,~~if possible~~.

- 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, which Councilmembers receive during the week, will be placed in their respective mailboxes at City Hall (located outside the City Manager's office) as it arrives. Councilmembers will have access to their mailboxes during regular business hours. Accumulated mail will be included with hard copy agenda packets, ~~or~~ 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 ~~calendar~~ 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 ~~amending~~ ordinances; or
  3. any ordinances that the City Council determines require an effective date precluding a second reading;  
~~so long as the City Council suspends this Rule pursuant to Section 10 before adopting the ordinance.~~

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~~12~~.

## 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 ~~resident~~community~~citizen~~ 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. In order to provide the City Council with timely information, Councilmembers should submit questions on agenda items to the City Manager ~~and/or~~ 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~~citizen 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 the Code of Ethics Statement acknowledging and understanding the ethical principles which shall govern their conduct.
- 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. ~~These a~~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.~~through the City Manager and the City Council liaison.~~

- 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 ~~his or her~~ 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 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 equal to the total number of open seats on the board or commission. For example, if there are two open seats, then each Councilmember has two votes, one for each seat.
    2. The City Clerk will collect the ballots, ~~and~~ tally the votes, and read aloud the votes and outcome of the voting process.
    3. The applicants that received the most votes, provided they have received a minimum of four votes, will be appointed to the open seat(s) on the board or commission. In the event of a tie that must be resolved to determine who is seated among the majority vote getters, ties will be broken following the procedures of 8.12.E.5.
    4. If an insufficient number of applicants receive a minimum of four votes, a second round of voting will take place utilizing the following process:
      - a. Applicants that are not part of the tied block in the first round will be dropped from the ballot and Councilmembers will re-vote on the remaining applicants.
      - b. Voting will continue until an applicant(s) 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 on the board or commission sought by such applicant.
- 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. 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 possible](#).
- 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. ~~With the Mayor and Deputy Mayor, p~~ 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) 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.
- (2) A motion that receives a tie vote is deemed to have failed.
- (3) When making motions, be clear and concise and do not include arguments for the motion within the motion.
- (4) After a motion and second, the Mayor will indicate the names of the Councilmembers making the motion and second.
- (5) No further ~~citizen~~ comments may be heard when there is a motion and a second on the floor and the City Council should attempt to ask questions of staff prior to such 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) At the conclusion of any vote, the Mayor will announce the results of the vote.
- (17) When a question has been decided, any Councilmember who voted in the majority may move for reconsideration.
- (18) Roll call votes will be taken if requested by a Councilmember.
- (19) 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 ~~CHAMBERS~~ 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 ~~members of the audience~~ 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.

~~A.~~B. \_\_\_\_\_ Please (1) speak audibly ~~into the podium microphone~~, (2) state your name and city of residence for the record, and (3) limit your comments to three minutes.

~~B.~~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.

~~C.~~D. \_\_\_\_\_ Comments should be addressed to the entire City Council, not to individual Councilmembers, staff members, or the audience.

~~D.~~E. \_\_\_\_\_ Audience members should refrain from applause, video comments, or disapproval of individuals' comments.

~~E.~~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.

~~F.~~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 ~~Chambers~~.

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~~ ~~s/he~~ 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 ~~citizen~~ 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>~~http://www.mercergov.org/Page.asp?NavID=3281~~). 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 [www.mercergov.org/complaintform](http://www.mercergov.org/complaintform) <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](mailto: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 ~~Assistant to 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, ~~or~~ permits, or public records requests, and the interpretation and implementation of the City Council policy.

**H. In order 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 ~~Assistant to the City Manager~~ [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](#) ~~January 2018~~)*



## 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~~ <sup>ese</sup> 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)*