



# CITY OF MERCER ISLAND

## CITY COUNCIL REGULAR MEETING

Tuesday, February 18, 2020 at 5:30 PM

### COUNCIL MEMBERS:

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

### LOCATION & CONTACT:

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

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

### CALL TO ORDER & ROLL CALL, 5:30 PM

### PLEDGE OF ALLEGIANCE

### AGENDA APPROVAL

### STUDY SESSION

1. AB 5664: Classification and Compensation Discussion  
**Recommended Action:** Receive report. No action necessary.

### CITY MANAGER REPORT, 6:30 PM

### APPEARANCES

### CONSENT CALENDAR

2. Approve **Accounts Payable** Reports:
  - A. Report for the period ending January 31, 2020 in the amount of \$623,808.15
  - B. Report for the period ending February 7, 2020 in the amount of \$1,307,133.83
3. Approve **Certification of Payroll** dated February 14, 2020 in the amount of \$909,621.85
4. Approve **Minutes** of the February 4, 2020 Regular Meeting.
5. AB 5662: ROW Fleet Appropriation  
**Recommended Action:** Authorize the appropriation of \$32,917 from the Equipment Rental Fund to purchase the upgraded hydraulic driven drop-in sander as part of the previously authorized replacement of FL-0422.
6. AB 5658: Resolution No. 1580 Appointing City Manager  
**Recommended Action:** Approve Resolution No. 1580 appointing Jessi Bon as City Manager and authorizing the Mayor to execute the City Manager Employment Agreement thereto attached.

### REGULAR BUSINESS

7. AB 5663: Community Facility Code Amendment: Planning Commission Recommendation, Ordinance 20-04; 1st Reading & Adoption  
**Recommended Action:** Adopt Ordinance No. 20-04, to repeal portions of the 2018 Comprehensive Plan amendments related to the Community Facility zone.
8. AB 5665: City Council Rules of Procedure Amendments  
**Recommended Action:** Approve Resolution No. 1579 amending the City Council Rules of Procedure as set forth in Exhibit A.

9. AB 5666: Boards & Commissions Code Amendments (2nd Reading, Ordinance No. 20C-02)

**Recommended Action:** Adopt Ordinance No. 20C-02 amending membership appointment process in Chapters 3.34 Design Commission, 3.46 Planning Commission, 3.52 Utility Board, 3.53 Parks & Recreation Commission, and 3.55 Mercer Island Arts Council.

10. AB 5667: City Council Letter of Support - East Channel Required Navigation Procedures Arrivals & Departures

**Recommended Action:** Authorize the Mayor to sign a letter recommending FAA take the necessary steps to propose upgrading the priority for Required Navigation Performance procedures for Renton Airport as “Priority 1.”

**OTHER BUSINESS**

11. Planning Schedule

12. Councilmember Absences & Reports:

A. Renton Airport Advisory Voting Proxy

**EXECUTIVE SESSION**

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

**ADJOURNMENT**



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

**AB 5664  
February 18, 2020  
Study Session**

**AGENDA BILL INFORMATION**

<b>TITLE:</b>	AB 5664: Classification and Compensation Discussion	<input checked="" type="checkbox"/> Discussion Only
<b>RECOMMENDED ACTION:</b>	Receive report. No action necessary	<input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

<b>DEPARTMENT:</b>	Human Resources
<b>STAFF:</b>	Ali Spietz, Chief of Administration
<b>COUNCIL LIAISON:</b>	n/a
<b>EXHIBITS:</b>	1. Classification and Compensation Study RFP Draft Scope of Services 2. 2019-2020 Long-Term Compensation Strategy budget policy
<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>	\$ n/a
<b>APPROPRIATION REQUIRED</b>	\$ n/a

**SUMMARY**

The 2020 City Council Planning Session included a decision card exercise where the City Council reviewed and prioritized several potential new work items. Two of the new work items selected for further consideration are related to ongoing work and restructuring of the City’s Human Resources function:

- Develop a Citywide compensation policy and philosophy; and
- Conduct a Citywide Classification and Compensation Study.

The Classification and Compensation study was further described in the decision card exercise as:  
*The City's compensation levels and strategies need to be reviewed and updated. This includes reviewing and updating the classification system for all positions, and a salary study for non-represented staff.*

The purpose of this agenda item is to facilitate a project scoping discussion with the City Council prior to issuance of a Request for Proposals (RFP). The staff consider both of these items to be a very high priority and would like to begin the consultant recruitment process as soon as possible. This additional work will require a budget appropriation to be authorized at a future meeting. Given the current proposed scope of work (Exhibit

1), the staff estimates it will take approximately 10 to 12-months to complete the study and the cost estimate is \$60k to \$100k depending on the final scope of work.

## **BACKGROUND**

The City of Mercer Island has not completed a comprehensive classification and compensation study in over 20 years. The most recent practice has been to perform market salary studies on a rotating basis (normally every three or four years) for each non-represented work group/Department. Salary and compensation studies for represented positions are performed as part of the bargaining process on a three-year basis.

The market analysis process for non-represented staff was narrowly constructed to focus on salary only and was specific to an external market comparison. The goal, based on current City policy and practices, was to establish salaries at a mid-market range (based on the external market comparison). The City currently uses the following comparable cities for conducting market studies:

- First tier: Auburn, Bothell, Edmonds, Issaquah, Kirkland, Lynnwood, and Redmond
- Second tier: Sammamish, SeaTac, and Shoreline

This rotating market analysis did not include an internal equity review or a consistent review of job descriptions.

The Puget Sound municipal job market has changed considerably over the past two decades. At present, the strong economic market and thriving construction industries are making it increasingly difficult to fill vacant positions in certain high-demand fields, such as engineering and technology. A comparative market analysis will inform future compensation-related policy decisions to ensure Mercer Island remains competitive in the municipal job market.

The City has also experienced several internal changes, including numerous staff transitions and Department reorganizations. Changes such as these have created the potential for internal classification and compensation inequities among the City's workforce. The position changes may have also created a situation in which the federal Fair Labor Standards Act (FLSA) status of certain positions could be in violation of federal law. FLSA classifications will be reviewed as part of this study.

To remedy these potential position imbalances and legal concerns, and to ensure that the City can recruit and retain high quality employees, a classification and compensation study is recommended.

## **CURRENT COMPENSATION POLICY**

The excerpt below is taken from the Long-Term Compensation Strategy budget policy (see Exhibit 2). The City currently uses several factors in developing its compensation strategy:

- For all employee groups, total compensation includes base pay, steps (for represented employees), and other compensation.
- Approved full- and part-time positions represent valuable labor potential. Therefore, vacant positions are carefully reviewed before they are filled.
- When a healthy economic climate exists, the City's goal is to remain competitive at the mid-point of the comparable market for each position.
- When identifying appropriate comparable cities for conducting a market analysis, the City chooses organizations based primarily on the following criteria: full service cities, population (20,000-

100,000), Puget Sound location (King County and south Snohomish County, excluding Pierce, Thurston, and Kitsap Counties), number of employees (150-750), and number of job matches.

- When possible, increases in pay will be tied to exceeding defined performance standards.
- Employees must share in the cost of their health care benefits.
- Compensation decisions (including labor negotiations) will be made using the best data available.

The City's compensation policy is recommended to be reviewed and updated as part of this process.

It should be noted that the City eliminated performance awards and merit pay (Pay for Performance) in 2020 as part of the additional deficit spending reductions adopted by the Council in April 2019.

### **COMPENSATION AND CLASSIFICATION STUDY**

The Compensation and Classification study will examine and evaluate the City's current salary schedule and classification system and provide recommendations for modifications. The scale and scope of this work is such that it needs to be performed by a consultant, with staff support and engagement provided throughout the process. As a reminder, final policy approval rests with the City Council.

The key objectives for the consultant are as follows:

1. Conduct a job audit of all positions, which will include interviews with department directors/managers and other key personnel to determine the organizational structure and essential functions of each position.
2. Initiate and collect position description questionnaires and other written feedback; conduct follow-up interviews when needed.
3. Review and revise existing job descriptions to ensure essential functions, knowledge, skills, abilities, education, and certification requirements are reflective of the work being performed. Ensure consistency in formatting and content among all City job descriptions. Review and update (if needed) the Fair Labor Standards Act designation for each job title/classification.
4. Recommend an appropriate classification for each position and establish a Citywide job classification structure.
5. Prepare a market analysis that identifies the City's competitive position in a comparative labor market. Determine recommended comparable cities.
6. Prepare a recommendation for a compensation philosophy to maintain competitiveness, ensure equity, and position the organization for future development.
7. Provide a recommendation for total salaries and benefits, including the total compensation package of healthcare insurance, paid leave, and other benefits.
8. Determine an appropriate salary structure including a minimum and a maximum percent spread, and the difference between each salary step, that provides for logical progression of movement when needed, between classifications.
9. Develop and present recommendations and impact studies including the cost, if any, of implementing the proposed compensation policies with current employees, and the future impact of recommended changes.
10. Schedule and attend meetings with City staff and the City Council.

Attached as Exhibit 1 is the draft Scope of Services for the RFP which includes the above directives as well as guidance for project management, consultant coordination, meeting requirements, expected deliverables and implementation recommendations.

Staff have set a tentative timeline for issuing the RFP in late February with a goal of selecting a consultant by May 1. City Council feedback on the draft scope of work is requested to inform the final RFP.

Since the fiscal impact is not known at this time, staff will return to the Council for an appropriation once the consultant has been selected.

## **RECOMMENDATION**

Receive report. No action necessary.

**ATTACHMENT A**  
**PROFESSIONAL SERVICES AGREEMENT - SCOPE OF SERVICES**

*Note: This scope is not final until a consultant is selected, and negotiations are completed.*

**PROJECT UNDERSTANDING**

During the term of this Agreement, the Consultant shall perform a classification and compensation study and provide detailed recommendations regarding comparable employers, City salaries and benefits, (total cost of compensation) and compensation rules and policies.

**TASK 1: PROJECT MANAGEMENT/CONSULTANT COORDINATION**

1. The Consultant shall coordinate with the City's project manager throughout the project.
2. The Consultant shall develop a mutually agreeable project management plan that clearly describes all phases of the project with schedules, milestones, responsibilities, constraints, and deliverables.
3. The Consultant shall prepare and implement a communication program that ensures full communication to employees throughout the project and provides opportunities for meaningful engagement without unduly prolonging the process.
4. The Consultant shall submit monthly invoices with a written summary of project progress.

**TASK 2: CLASSIFICATION AND COMPENSATION ANALYSIS**

1. Conduct a job audit of all positions, which will include interviews with department directors/managers and other key personnel to determine the organizational structure and essential functions of each position.
2. Initiate and collect position description questionnaires and other written feedback; conduct follow-up interviews when needed.
3. Review and revise existing job descriptions to ensure essential functions, knowledge, skills, abilities, education, and certification requirements are reflective of the work being performed. Ensure consistency in formatting and content among all City job descriptions. Review and update (if needed) the Fair Labor Standards Act designation for each job title/classification.
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8. Determine an appropriate salary structure including a minimum and a maximum percent spread, and the difference between each salary step, that provides for logical progression of movement when needed, between classifications.
9. Develop and present recommendations and impact studies including the cost, if any, of implementing the proposed compensation policies with current employees, and the future impact of recommended changes.
10. Schedule and attend meetings with City staff and the City Council.

### **TASK 3: MEETINGS**

1. The Consultant shall lead a kick-off meeting with City staff.
2. The Consultant shall meet with project team, to discuss and identify information that is relevant to the analysis.
3. The Consultant shall meet with the project team as requested to coordinate progress and review draft findings with City staff.
4. The Consultant shall attend a meeting to review the final report with City staff.
5. The Consultant shall attend a City Council meeting to present on the findings of the study.

### **TASK 4: DELIVERABLES**

1. The Consultant shall prepare a draft report for review and comment by the City project team.
2. The Consultant shall prepare a final report for presentation to the City Council, City staff and the community.
3. The Consultant shall produce revised job descriptions.



4. The Consultant shall be responsible for preparing the materials and exhibits for the presentation to the City Council.
5. The Consultant shall also prepare written responses to additional questions posed by the Council as practicable and prepare additional information as requested.

**TASK 5: PUBLIC MEETINGS**

1. The Consultant shall make a presentation and be prepared to answer questions from City Council at a Council meeting where the proposed recommendations are discussed.
2. The Consultant may then be asked to provide additional rate proposals based on additional questions or assumptions discussed in those presentations.

## Long-Term Compensation Strategy

### Background

The City is a service organization, as reflected by the fact that salaries and benefits account for 71% of the 2019-2020 General Fund budget. The City's employees are the means by which basic municipal services are delivered and Council policy directives are implemented.

The primary objectives of this compensation strategy are to build both flexibility and predictability into the City's human resources systems. Forces such as the regional economy and labor market are outside of local control. Nevertheless, it is in the City's best interest to anticipate, when possible, factors that drive compensation decisions.

This budget policy outlines the philosophy and assumptions underlying the City's compensation strategy.

### Compensation Strategy

- For all employee groups, total compensation includes base pay, steps (for represented employees), performance pay (for non-represented employees), and other compensation.
- Approved full and part-time positions represent valuable labor potential. Therefore, vacant positions must be carefully reviewed before they are filled.
- When a healthy economic climate exists, the City's goal is to remain competitive at the mid-point of the comparable market for each position.
- When identifying appropriate comparable cities for conducting a market analysis, the City chooses organizations based primarily on the following criteria: full service cities, population (20,000-100,000), Puget Sound location (King County and south Snohomish County, excluding Pierce, Thurston, and Kitsap Counties), number of employees (150-750), and number of job matches.
- When possible, increases in pay will be tied to exceeding defined performance standards.
- Employees must share in the cost of their health care benefits.
- Compensation decisions (including labor negotiations) will be made using the best data available.

The City's philosophy strives to create a balance between fair and equitable pay for employees and exercising fiscal prudence given the City's heavy reliance on property taxes, which are limited by state law to 1% annual growth plus an allowance for new construction.

As a general rule, the City's policy is to make sure that every job is classified and employees are fairly compensated when compared either internally or externally. It is also the City's policy to ensure that salaries are benchmarked to the midpoint of the defined market. An employee's salary may be fixed at 5% less than the midpoint of the market to allow for those who may require significant on-the-job training to be hired at an entry level. In extraordinary circumstances, such as to attract or retain valued employees, the City Manager has latitude to set salary outside the established range.

### Competitive Compensation for the Non-Union Workforce

Compensation recognition awards and/or increases may occur for one or more of the following reasons:

- I. Incentive to recognize work quality and/or quantity, either for exceptional performance, customer service, creating efficiencies, or team performance.

## Budget Policies

2. The temporary addition of substantial responsibilities (such as temporary assignment or extra duty).
3. Special achievement.

Salary increases may occur as a condition of satisfactory completion of a probationary period. Starting salaries are set at an amount that does not exceed the midpoint of the defined market.

Salary adjustments resulting from performance and annual compensation guidelines must be approved by the Human Resources Director, Finance Director and City Manager.

### Performance Awards/Merit Pay

Funds are set aside for performance awards as part of the appropriation made by the City Council for all non-represented employees. The Human Resources Director, Finance Director and City Manager will approve performance awards to reward behaviors and performance consistent with the mission of the department and the City's vision. Performance awards will follow the guidelines set forth below:

1. Non-represented employees can earn up to a 3.0% performance award in their first year, a 3.5% performance award in their second year, a 4.0% performance award in their third year, a 4.5% performance award in their fourth year, and a 5.0% performance award in their fifth and subsequent years based on an "exceptional" rating (directors are capped at 4.0%).
2. Performance awards are considered on an annual basis.

### Budget Policies for 2019-2020

- The collective bargaining agreements with Fire, AFSCME, and Police (Commissioned and Support) end on December 31, 2018, December 31, 2019, and December 31, 2020 respectively. Given the City's projected operating deficits in 2019-2020, the City's ability to pay will be a major factor in negotiations, absent voter approval of a levy lid lift in November 2018.
- Review each position vacancy for the potential of attrition or work redesign.
- Analyze personnel forecasting, benchmarking and reporting (e.g. indirect pay costs, employee demographics, tenure, turnover rate, salary spreads, total compensation reports for all employees, and health benefit cost trends).
- Maintain the City's commitment to high standards of employee performance evaluation by continuing to track and report employee performance.

### 2019-2020 Budget Impact

Collective bargaining ratified by the City Council will determine the budget impact.

# Compensation and Classification Study Discussion

AB 5664 | February 18, 2020



# Agenda

- Public Sector Compensation
- Long-Term Compensation Strategy
- Compensation and Classification Study
  - *Objectives*
  - *Analysis*
  - *Timeline and Cost*



# Public Sector Compensation

- Public Sector
  - *Stable employment & wages, good benefits*
  - *Salaries are public*
- Private Sector
  - *Perks, stock options, large bonuses in good times*
  - *Salaries are confidential*



# Public Sector Compensation

- Laws that impact public sector pay
  - *Fair Labor Standards Act (FLSA)*
  - *Family Medical Leave Act (FMLA), WA Leave Act (WLA) & WA Paid Family & Medical Leave (PFML)*
- Washington State bargaining laws
  - *Must bargain hours, wages & working conditions*
- Staffing requirements for safety-sensitive positions
- Recruitment challenges



# Public Sector Compensation

- The comparable market
- Maintain lean staffing models
- Vacant position review (internal review process)
- Effective performance management system





# Represented Compensation

- Four bargaining units:
  - *AFSCME*
  - *Police*
  - *Police Support*
  - *Fire*
- The City is obligated to bargain hours, wages, and working conditions, and/or any changes to such, with each bargaining unit.



# Represented Compensation

- Salaries benchmarked to the midpoint of the comparable market
- Collective bargaining (usually) occurs every three years
- Receive annual COLA increases
- Compensate using a step system - on basis of skill attainment, tenure, or a combination of these factors



# Non-Represented Compensation

- City's management and professional level employees
- Paid at the mid-point (average) of the comparable market
- Receive a flat rate, benchmarked to midpoint as opposed to a step system
- Market studies are conducted every 3-4 years
- Receive annual COLA (budget allowing)



# Long-Term Compensation Strategy

*The City strives to create a balance between fair and equitable pay for employees and exercising fiscal prudence given the City's reliance on property taxes.*

## **Policies:**

- Salaries are benchmarked to the midpoint of the defined market
- For all employee groups, total compensation includes base pay, steps (for represented employees), and other compensation.
- Vacant positions are carefully reviewed before they are filled.



# Long-Term Compensation Strategy

## **Policies (continued):**

- Goal is to remain competitive at approximately the mid-point of the comparable market.
- Comparable cities criteria: full-service cities, population (20,000-100,000), Puget Sound location (King County and south Snohomish County, excluding Pierce, Thurston, and Kitsap Counties), number of employees (150-750), and number of job matches.
- Employees must share in the cost of their health care benefits.
- Compensation decisions (including labor negotiations) will be made using the best data available.



# Comp and Class Study

- **Issue:** A comprehensive classification and compensation study has not been completed since 2001.
- **Purpose:** To examine and evaluate the City's current salary schedule for non-represented employees, develop a classification system for all positions, and provide recommendations for modifications.
- **Objective:** Ensure employee confidence, provide a work environment that promotes wellbeing and work-life balance and provide departments with the ability to recruit and retain qualified employees by ensuring the City's classification and compensation structure is relevant, accurate, and competitive in the market.



# Comp and Class Study

## **Scope of Services:**

- Project Management/Consultant Coordination
- Classification and Compensation Analysis
- Meetings
- Deliverables
- Public Meetings



# Comp and Class Study

## **Classification and Compensation Analysis**

- 1. Conduct a job audit of all positions*
- 2. Collect position description questionnaires and other written feedback*
- 3. Review and revise existing job descriptions*
- 4. Recommend an appropriate classification for each position and establish a Citywide job classification structure.*
- 5. Prepare a market analysis; determine recommended comparable cities.*





# Comp and Class Study

## **Classification and Compensation Analysis (continued)**

6. *Prepare a recommendation for a compensation philosophy.*
7. *Provide a recommendation for total salaries and benefits.*
8. *Determine an appropriate salary structure including steps.*
9. *Develop recommendations and impact studies for implementing the proposed compensation policies.*
10. *Schedule and attend meetings with City staff and the City Council.*



# Comp and Class Study

## RFP Timeline:

- Issue RFP February 21, 2020
- Deadline for Submittal of Proposals March 20, 2020
- Preliminary Selection of Firm April 3, 2020
- Notify Firm Chosen April 15, 2020

**Study Timeline:** 10-12 months

**Cost:** \$60,000-\$100,000 (estimate)



# Next Steps

1. Questions?
2. Provide feedback on current compensation philosophy
3. Provide feedback on proposed Scope of Services for Compensation and Classification Study RFP
4. Staff will issue RFP on February 21, 2020



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	202274-202459	2/7/2020	\$ 1,307,133.83
			<b>\$ 1,307,133.83</b>

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: 001000 - General Fund-Admin Key</i>				
P0106693	00202450	WA ST TREASURER'S OFFICE	JAN2020 REMIT MI COURT TRANSMI	4,426.84
P0106693	00202450	WA ST TREASURER'S OFFICE	JAN2020 REMIT MI COURT TRANSMI	2,372.52
P0106693	00202450	WA ST TREASURER'S OFFICE	JAN2020 REMIT MI COURT TRANSMI	1,849.29
P0106691	00202450	WA ST TREASURER'S OFFICE	JAN2020 REMIT NC COURT TRANSMI	1,194.57
P0106691	00202450	WA ST TREASURER'S OFFICE	JAN2020 REMIT NC COURT TRANSMI	719.71
P0106693	00202450	WA ST TREASURER'S OFFICE	JAN2020 REMIT MI COURT TRANSMI	629.49
P0106691	00202450	WA ST TREASURER'S OFFICE	JAN2020 REMIT NC COURT TRANSMI	594.55
P0106693	00202450	WA ST TREASURER'S OFFICE	JAN2020 REMIT MI COURT TRANSMI	421.28
P0106693	00202450	WA ST TREASURER'S OFFICE	JAN2020 REMIT MI COURT TRANSMI	315.80
P0106693	00202450	WA ST TREASURER'S OFFICE	JAN2020 REMIT MI COURT TRANSMI	314.06
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P0106693	00202450	WA ST TREASURER'S OFFICE	JAN2020 REMIT MI COURT TRANSMI	258.29
P0106691	00202450	WA ST TREASURER'S OFFICE	JAN2020 REMIT NC COURT TRANSMI	129.10
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P0106691	00202450	WA ST TREASURER'S OFFICE	JAN2020 REMIT NC COURT TRANSMI	82.30
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P0106693	00202450	WA ST TREASURER'S OFFICE	JAN2020 REMIT MI COURT TRANSMI	55.40
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P0106691	00202450	WA ST TREASURER'S OFFICE	JAN2020 REMIT NC COURT TRANSMI	8.32
<i>Org Key: 402000 - Water Fund-Admin Key</i>				
P0106547	00202318	H D FOWLER	INVENTORY PURCHASES	1,586.33
P0106684	00202442	SUPPLY SOURCE INC,THE	INVENTORY PURCHASES	1,484.84
P0106546	00202318	H D FOWLER	INVENTORY PURCHASES	1,047.29
P0106518	00202315	GEMPLER'S INC	INVENTORY PURCHASES	769.72
P0106685	00202394	CESSCO INC	INVENTORY PURCHASES	430.69
P0106650	00202405	GRAINGER	INVENTORY PURCHASES	241.72
P0106554	00202289	BLUETARP CREDIT SERVICES	INVENTORY PURCHASES	212.17
P0106692	00202405	GRAINGER	INVENTORY PURCHASES	120.64
P0106512	00202317	GRAINGER	INVENTORY PURCHASES	109.48
P0106509	00202317	GRAINGER	INVENTORY PURCHASES	86.43
P0106663	00202443	TACOMA SCREW PRODUCTS INC	INVENTORY PURCHASES	18.80
<i>Org Key: 814074 - Garnishments</i>				
	00202368	UNITED STATES TREASURY	UNITED STATES TREASURY	988.12
<i>Org Key: 814075 - Mercer Island Emp Association</i>				
	00202338	MI EMPLOYEES ASSOC	MI EMPLOYEE ASSOCIATION	295.00
<i>Org Key: 814083 - Vol Life Ins - States West Lif</i>				
	00202284	AWC	February 2020	487.00
<i>Org Key: CA1100 - Administration (CA)</i>				
P0106559	00202346	OGDEN MURPHY WALLACE PLLC	Professional Services - Invoic	1,620.00
P0106626	00202417	MARTEN LAW	Professional Services - Invoic	335.75
<i>Org Key: CA1300 - Public Records</i>				

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0106605	00202453	WAPRO	WAPRO Certified Public	100.00
<i>Org Key: CM1100 - Administration (CM)</i>				
P0106686	00202425	MORNICK, MATTHEW	CMO Support 1/27/2020-1/31/202	2,516.00
<i>Org Key: CO6100 - City Council</i>				
P0106536	00202343	MORGAN SOUND INC	Audio system service calls to	729.30
P0106610	00202303	DANIEL, KAMARIA	MITV 1/7/2020 Council Mtg	360.00
P0106610	00202303	DANIEL, KAMARIA	MITV 1/21/2020 Council Mtg	300.00
P0106610	00202303	DANIEL, KAMARIA	MITV 1/23/2020 MISD Mtg	300.00
P0106610	00202303	DANIEL, KAMARIA	MITV 1/9/2020 MISD Mtg	150.00
P0106610	00202303	DANIEL, KAMARIA	Transportation Fee	80.00
<i>Org Key: CR1100 - Human Resources</i>				
P0106679	00202459	ZEE MEDICAL	Safety Supplies - City Hall	187.64
<i>Org Key: CT1100 - Municipal Court</i>				
P0106664	00202401	DEPT OF ENTERPRISE SERVICES	Dept of Enterprise Services #1	191.75
P0106609	00202324	INTERCOM LANGUAGE SERVICES INC	Intercom invoice #19-484	130.00
<i>Org Key: DS0000 - Development Services-Revenue</i>				
	00202387	Beeline Electric Solutions	ELEC. PERMIT REFUND 1911-018	279.14
	00202277	ALPHA AND OMEGA ELECTRIC	DUPLICATE PERMIT	175.03
	00202398	Damien John Constructin LLC.	ELECTRICAL PERMIT REFUND	104.80
	00202277	ALPHA AND OMEGA ELECTRIC	DUPLICATE PERMIT	6.14
	00202398	Damien John Constructin LLC.	ELECTRICAL PERMIT REFUND	4.03
<i>Org Key: DS1100 - Administration (DS)</i>				
P0106588	00202376	Wood.	Peer review for N Mercer / Ena	4,877.00
P0106589	00202341	MICRO COM SYSTEMS LTD	Document scanning	3,000.30
P0106584	00202308	ESA	Peer review for CAO19-014	2,422.50
P0106584	00202308	ESA	Peer Review for Treehouse Prop	886.50
P0106584	00202308	ESA	Peer Review CAO18-003	798.00
P0106677	00202412	KC RECORDS	Recording fees	642.00
P0106582	00202369	VERIZON WIRELESS	Phone and data charges	494.71
P0106587	00202370	WABO	Electrical Code Books	280.40
P0106582	00202369	VERIZON WIRELESS	Mobil hot spots	160.04
<i>Org Key: DS1200 - Bldg Plan Review &amp; Inspection</i>				
P0106586	00202276	COOPER ZIETZ ENGINEERS INC	On-call electrical inspector	7,438.20
P0106585	00202276	COOPER ZIETZ ENGINEERS INC	On-call electrical inspector	1,352.40
P0106587	00202370	WABO	Conference registration for Pa	375.00
<i>Org Key: FN1100 - Administration (FN)</i>				
P0106620	00202361	STATE AUDITOR'S OFFICE	STATE AUDITOR	9,222.37
<i>Org Key: FN4501 - Utility Billing (Water)</i>				
P0106667	00202419	METROPRESORT	JANUARY 2020 PRINTING AND MAIL	90.03
P0106667	00202419	METROPRESORT	JANUARY 2020 PRINTING AND MAIL	85.31
P0106581	00202337	METROPRESORT	JANUARY 2020 PRINTING AND MAIL	67.74
P0106581	00202337	METROPRESORT	JANUARY 2020 PRINTING AND MAIL	64.08
<i>Org Key: FN4502 - Utility Billing (Sewer)</i>				
P0106667	00202419	METROPRESORT	JANUARY 2020 PRINTING AND MAIL	90.03

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0106667	00202419	METROPRESORT	JANUARY 2020 PRINTING AND MAIL	85.31
P0106581	00202337	METROPRESORT	JANUARY 2020 PRINTING AND MAIL	67.74
P0106581	00202337	METROPRESORT	JANUARY 2020 PRINTING AND MAIL	64.08
<i>Org Key: FN4503 - Utility Billing (Storm)</i>				
P0106667	00202419	METROPRESORT	JANUARY 2020 PRINTING AND MAIL	90.02
P0106667	00202419	METROPRESORT	JANUARY 2020 PRINTING AND MAIL	85.32
P0106581	00202337	METROPRESORT	JANUARY 2020 PRINTING AND MAIL	67.73
P0106581	00202337	METROPRESORT	JANUARY 2020 PRINTING AND MAIL	64.08
<i>Org Key: FR1100 - Administration (FR)</i>				
P0106633	00202452	WALTER E NELSON CO	Household Stock Supplies	841.15
	00202393	CENTURYLINK	PHONE USE JANUARY 2020	801.42
P0106634	00202436	RICOH USA INC (FIRE)	Copier Rental/Fire	278.52
P0106646	00202396	COMCAST	Internet Charges/Fire	110.20
P0106645	00202396	COMCAST	Internet Charges/Fire	90.25
P0106633	00202452	WALTER E NELSON CO	Household Stock Supplies	89.48
P0106640	00202396	COMCAST	Internet Charges/Fire	11.49
<i>Org Key: FR1200 - Fire Marshal</i>				
P0106445	00202451	WABO	Hicks/Mair - 2018 Changes to I	250.00
<i>Org Key: FR2100 - Fire Operations</i>				
P0106602	00202435	REDMOND, CITY OF	4th Quarter 2019 App. Maintena	17,731.61
P0106644	00202416	LN CURTIS & SONS	Bunker Gear Supplies	987.22
P0106637	00202444	TEC EQUIPMENT INC	Parts 7609/8610	376.24
P0106638	00202446	TRUE NORTH EMERGENCY EQUPT	Parts for 8610	204.12
P0106635	00202429	O'REILLY FIRST CALL	Parts 7609/8610	71.45
P0106635	00202429	O'REILLY FIRST CALL	Parts 7609/8610	59.07
P0106642	00202428	NORTHWEST SAFETY CLEAN	NFPA Advanced Inspection	52.88
P0106635	00202429	O'REILLY FIRST CALL	Parts 7609/8610	42.83
P0106682	00202411	IMS ALLIANCE	Name Tags	38.57
P0106641	00202449	VERIZON WIRELESS	Cell Charges/Fire	15.26
P0106637	00202444	TEC EQUIPMENT INC	Parts 7609/8610	9.63
	00202313	GAINES, ERIC	MEDICAL BATTERY FOR DIVE GEAR	8.02
<i>Org Key: FR2500 - Fire Emergency Medical Svcs</i>				
P0106639	00202415	LIFE ASSIST INC	Stock Aid Supplies	1,936.08
P0106643	00202381	AIRGAS USA LLC	Oxygen/Fire	4.93
<i>Org Key: FR4100 - Training</i>				
	00202402	EDWARDS, THOMAS	EMT EXAM FEE	80.00
	00202418	MCCOY, STEPHEN W	Door Prop Supplies	12.54
<i>Org Key: GGI001 - General Government-Insurance</i>				
P0106601	00202373	WCIA	UST Liability Insurance INV# 1	4,327.63
<i>Org Key: GGM001 - General Government-Misc</i>				
P0106625	00202440	SUMMIT LAW GROUP	Legal Services INV #108930	918.00
P0106583	00202350	POT O' GOLD INC	Coffee supplies	599.27
P0106686	00202425	MORNICK, MATTHEW	CMO Support 1/20/2020-1/24/202	544.00
P0106686	00202425	MORNICK, MATTHEW	Reimbursement for CIP Meeting	323.75
P0106583	00202350	POT O' GOLD INC	Water filter	68.31

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0106583	00202350	POT O' GOLD INC	Water cooler	27.50
<i>Org Key: GGM004 - Gen Govt-Office Support</i>				
P0106590	00202378	XEROX CORPORATION	Copy and print charges for CM	729.58
P0106590	00202378	XEROX CORPORATION	Copy and print charges for Mai	496.04
P0106590	00202378	XEROX CORPORATION	Copy and print charges for CPD	178.14
<i>Org Key: GGM005 - Genera Govt-LI Retiree Costs</i>				
	00202331	LEOFF HEALTH & WELFARE TRUST	POLICE RETIREES	5,974.55
	00202330	LEOFF HEALTH & WELFARE TRUST	FIRE RETIREES	2,830.05
P0106599	00202455	WEGNER, KEN	LEOFF1 Retiree Medical Expense	609.46
	00202322	HILTNER, PETER	LEOFF1 Medicare Reimb	556.00
P0106567	00202332	LOISEAU, LERI M	LEOFF1 Retiree Medical Expense	536.82
	00202299	COOPER, ROBERT	MEDICARE REIMBURSEMENT	433.80
P0106562	00202358	SMITH, RICHARD	LEOFF1 Retiree Medical Expense	290.98
	00202364	THOMPSON, JAMES	LEOFF1 Medicare Reimb	269.50
P0106631	00202403	ELSOE, RONALD	LEOFF1 Retiree Medical Expense	268.79
P0106564	00202290	BOOTH, GLENDON D	LEOFF1 Retiree Medical Expense	250.58
P0106563	00202283	AUGUSTSON, THOR	LEOFF1 Retiree Medical Expense	241.80
	00202358	SMITH, RICHARD	LEOFF1 Medicare Reimb	231.70
	00202286	BARNES, WILLIAM	LEOFF1 Medicare Reimb	222.40
	00202304	DEEDS, EDWARD G	LEOFF1 Medicare Reimb	222.40
	00202344	MYERS, JAMES S	LEOFF1 Medicare Reimb	215.60
P0106565	00202306	DOWD, PAUL	LEOFF1 Retiree Medical Expense	202.12
	00202335	LYONS, STEVEN	LEOFF1 Medicare Reimb	199.90
P0106666	00202407	HAGSTROM, JAMES	FRLEOFF1 Retiree Medical Expen	197.35
	00202316	GOODMAN, J C	LEOFF1 Medicare Reimb	194.20
	00202328	KUHN, DAVID	LEOFF1 Medicare Reimb	186.40
	00202307	ELSOE, RONALD	LEOFF1 Medicare Reimb	183.90
	00202283	AUGUSTSON, THOR	LEOFF1 Medicare Reimb	183.80
P0106678	00202385	AUGUSTSON, THOR	LEOFF1 Retiree Medical Expense	183.45
	00202375	WHEELER, DENNIS	LEOFF1 Medicare Reimb	181.70
	00202290	BOOTH, GLENDON D	LEOFF1 Medicare Reimb	177.10
	00202291	CALLAGHAN, MICHAEL	LEOFF1 Medicare Reimb	175.90
	00202275	ADAMS, RONALD E	LEOFF1 Medicare Reimb	175.60
	00202306	DOWD, PAUL	LEOFF1 Medicare Reimb	173.10
	00202354	RUCKER, MANORD J	LEOFF1 Medicare Reimb	171.20
	00202371	WALLACE, THOMAS	LEOFF1 Medicare Reimb	170.10
	00202305	DEVENY, JAN P	LEOFF1 Medicare Reimb	168.00
	00202274	ABBOTT, RICHARD	LEOFF1 Medicare Reimb	165.50
	00202325	JOHNSON, CURTIS	LEOFF1 Medicare Reimb	163.70
	00202332	LOISEAU, LERI M	LEOFF1 Medicare Reimb	157.80
	00202312	FORSMAN, LOWELL	LEOFF1 Medicare Reimb	144.60
	00202374	WEGNER, KEN	LEOFF1 Medicare Reimb	142.60
	00202351	RAMSAY, JON	LEOFF1 Medicare Reimb	136.20
	00202320	HAGSTROM, JAMES	LEOFF1 Medicare Reimb	101.10
	00202355	SCHOENTRUP, WILLIAM	LEOFF1 Medicare Reimb	68.40
<i>Org Key: GGM606 - Excess Retirement-Fire</i>				
	00202286	BARNES, WILLIAM	FIRE RETIREMENT BENEFIT	2,189.91
	00202299	COOPER, ROBERT	FIRE RETIREMENT BENEFIT	2,149.17



**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00202325	JOHNSON, CURTIS	FIRE RETIREMENT BENEFIT	1,291.35
	00202355	SCHOENTRUP, WILLIAM	FIRE RETIREMENT BENEFIT	1,148.31
	00202351	RAMSAY, JON	FIRE RETIREMENT BENEFIT	731.79
<i>Org Key: GX9995 - Employee Benefits-General</i>				
P0106539	00202281	ASSOCIATION OF WA CITIES	2020 Retro Rating Program Memb	3,678.40
<i>Org Key: GX9996 - Employee Benefits-Police</i>				
	00202331	LEOFF HEALTH & WELFARE TRUST	POLICE	50,668.83
P0106539	00202281	ASSOCIATION OF WA CITIES	2020 Retro Rating Program Memb	7,248.16
	00202331	LEOFF HEALTH & WELFARE TRUST	POLICE SUPPORT	5,477.75
<i>Org Key: GX9997 - Employee Benefits-Fire</i>				
	00202330	LEOFF HEALTH & WELFARE TRUST	FIRE ACTIVE	50,563.64
P0106539	00202281	ASSOCIATION OF WA CITIES	2020 Retro Rating Program Memb	11,915.79
	00202331	LEOFF HEALTH & WELFARE TRUST	BILLING ADJUSTMENTS	0.03
<i>Org Key: GX9998 - Employee Benefits-Maintenance</i>				
P0106539	00202281	ASSOCIATION OF WA CITIES	2020 Retro Rating Program Memb	7,007.56
P0106539	00202281	ASSOCIATION OF WA CITIES	2020 Drug & Alcohol Consortium	1,520.00
<i>Org Key: IGV012 - MW Pool Operation Subsidy</i>				
P0106607	00202423	MI SCHOOL DISTRICT #400	MI Pool Operation Subsidy	23,804.38
<i>Org Key: IS2100 - IGS Network Administration</i>				
P0106591	00202311	Firstline Communications	Annual Telephone Support and	13,162.38
P0106613	00202392	CDW GOVERNMENT INC	VMWare Subscription Renewal	10,319.10
P0106655	00202404	Firstline Communications	Phone system backend upgrade,	5,641.66
P0106655	00202404	Firstline Communications	Phone system backend upgrade,	5,487.63
	00202292	CENTURYLINK	PHONE USAGE JAN 2020	1,359.34
	00202393	CENTURYLINK	PHONE USE JANUARY 2020	882.41
P0106621	00202392	CDW GOVERNMENT INC	RSA VPN Renewal	965.58
P0106707	00202449	VERIZON WIRELESS	IGS WIFI/IGS LOANER/DEV IGS	120.03
<i>Org Key: MT2100 - Roadway Maintenance</i>				
P0106611	00202333	LTI INC	ROAD SALT (33.67 TONS)	4,418.25
	00202432	PUGET SOUND ENERGY	JAN 2020 ENERGY USE	2,661.66
P0106715	00202424	MI UTILITY BILLS	PAYMENT OF UTILITY BILLS FOR W	97.12
P0106668	00202459	ZEE MEDICAL	FIRST AID SUPPLIES	16.19
P0106688	00202421	MI HARDWARE - ROW	MISC. HARDWARE FOR THE MONTH O	7.90
<i>Org Key: MT2200 - Vegetation Maintenance</i>				
P0106668	00202459	ZEE MEDICAL	FIRST AID SUPPLIES	16.19
<i>Org Key: MT2300 - Planter Bed Maintenance</i>				
P0106715	00202424	MI UTILITY BILLS	PAYMENT OF UTILITY BILLS FOR W	524.45
	00202432	PUGET SOUND ENERGY	JAN 2020 ENERGY USE	13.94
P0106668	00202459	ZEE MEDICAL	FIRST AID SUPPLIES	13.88
<i>Org Key: MT3000 - Water Service Upsizes and New</i>				
P0106657	00202391	CADMAN INC	5/8"-MINUS ROCK (65.28 TONS)	518.52
<i>Org Key: MT3100 - Water Distribution</i>				
P0106566	00202317	GRAINGER	PORTABLE PIPE THREADING MACHIN	2,227.02

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0106715	00202424	MI UTILITY BILLS	PAYMENT OF UTILITY BILLS FOR W	1,635.73
P0106657	00202391	CADMAN INC	5/8"-MINUS ROCK (65.28 TONS)	518.53
P0106511	00202317	GRAINGER	PORTABLE CHAIN VISE PIPE STAND	419.24
P0106512	00202317	GRAINGER	MAGNETIC HOOKS	350.46
P0106595	00202317	GRAINGER	TORQUE WRENCH & IMPACT TOOLS	322.54
P0106663	00202443	TACOMA SCREW PRODUCTS INC	MISC. HARDWARE	128.07
P0106542	00202323	HOME DEPOT CREDIT SERVICE	DOOR MATS & MISC. TOOLS	112.66
P0106608	00202293	CESSCO INC	SERVICE WACKER	99.00
P0106692	00202405	GRAINGER	ZIP LOCK HARDWARE BAGS	47.00
P0106687	00202422	MI HARDWARE - UTILITY	MISC. HARDWARE FOR THE MONTH O	35.58
P0106668	00202459	ZEE MEDICAL	FIRST AID SUPPLIES	16.19
P0106510	00202317	GRAINGER	MARKING FLAGS (BLUE)	15.06
<i>Org Key: MT3150 - Water Quality Event</i>				
P0106553	00202278	AM TEST INC	WATER QUALITY INV 113850	300.00
P0106687	00202422	MI HARDWARE - UTILITY	MISC. HARDWARE FOR THE MONTH O	216.48
P0106670	00202383	AM TEST INC	WATER QUALITY	120.00
<i>Org Key: MT3200 - Water Pumps</i>				
	00202432	PUGET SOUND ENERGY	JAN 2020 ENERGY USE	3,243.52
	00202292	CENTURYLINK	PHONE USAGE JAN 2020	59.69
P0106668	00202459	ZEE MEDICAL	FIRST AID SUPPLIES	13.88
<i>Org Key: MT3300 - Water Associated Costs</i>				
P0106660	00202439	SOUND SAFETY PRODUCTS	MISC. WORK CLOTHES	116.57
<i>Org Key: MT3400 - Sewer Collection</i>				
P0106203	00202359	SOLID WASTE SYSTEMS INC	IT Pipes Software and PC	44,938.31
P0106415	00202430	ONE.7,INC.	FL-0518 EQUIPMENT OPTION ADD	2,974.81
P0106594	00202347	OLDCASTLE PRECAST INC	RISERS FOR MANHOLE RINGS	1,141.80
P0106715	00202424	MI UTILITY BILLS	PAYMENT OF UTILITY BILLS FOR W	474.63
P0106652	00202405	GRAINGER	IMPACT BIT, 1/2" HEX TIP, 1/2"	84.10
P0106615	00202409	HOME DEPOT CREDIT SERVICE	IMPACT SOCKET SET	48.32
P0106668	00202459	ZEE MEDICAL	FIRST AID SUPPLIES	16.19
P0106510	00202317	GRAINGER	MARKING FLAGS (GREEN)	15.96
<i>Org Key: MT3500 - Sewer Pumps</i>				
	00202432	PUGET SOUND ENERGY	JAN 2020 ENERGY USE	3,078.11
P0106661	00202406	H D FOWLER	PUMPS & PVC FITTINGS	1,858.59
	00202393	CENTURYLINK	PHONE USE JANUARY 2020	505.01
P0106665	00202408	HERC RENTALS INC	STUMP GRINDER RENTAL	364.33
P0106461	00202282	AT&T MOBILITY	2020 TELEMETRY	256.26
P0106656	00202406	H D FOWLER	HYDRANT PARTS	172.30
P0106518	00202315	GEMPLER'S INC	RUBBER BOOTS	126.45
P0106594	00202347	OLDCASTLE PRECAST INC	36" X 2" MANHOLE RISERS	123.20
P0106687	00202422	MI HARDWARE - UTILITY	MISC. HARDWARE FOR THE MONTH O	105.15
P0106668	00202459	ZEE MEDICAL	FIRST AID SUPPLIES	16.19
<i>Org Key: MT3800 - Storm Drainage</i>				
P0103471	00202287	BEST PARKING LOT CLEANING INC	2019 ON CALL STORMWATER CCTV	19,694.21
P0106657	00202391	CADMAN INC	2" X 4" ROCK (365.83 TONS)	2,801.80
P0106657	00202391	CADMAN INC	1 1/4"-MINUS ROCK (32.47 TONS)	635.19

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PO #	Check #	Vendor:	Transaction Description	Check Amount
P0106662	00202439	SOUND SAFETY PRODUCTS	MISC. WORK CLOTHES	87.54
P0106715	00202424	MI UTILITY BILLS	PAYMENT OF UTILITY BILLS FOR W	77.69
P0106668	00202459	ZEE MEDICAL	FIRST AID SUPPLIES	16.19
<i>Org Key: MT4200 - Building Services</i>				
	00202432	PUGET SOUND ENERGY	JAN 2020 ENERGY USE	8,694.19
P0106715	00202424	MI UTILITY BILLS	PAYMENT OF UTILITY BILLS FOR W	8,341.31
P0106714	00202434	RAINIER BUILDING SERVICES	JANITORIAL SERVICE CITY BLDGS	5,126.11
	00202432	PUGET SOUND ENERGY	JAN 2020 ENERGY USE	3,561.58
P0106629	00202431	PACIFIC AIR CONTROL INC	2019 FS92 HOT WATER CIRC PUMP	1,652.38
P0106624	00202301	CUMMINS SALES & SERVICE	2019 PORTABLE GENERATOR SERVIC	983.40
P0106622	00202301	CUMMINS SALES & SERVICE	2019 PORTABLE GENERATOR BATTER	948.19
P0106623	00202301	CUMMINS SALES & SERVICE	2019 CITY HALL GENERATOR SERVI	589.82
P0106619	00202298	CONTRACT HARDWARE	2020 FS91 APP BAY DOOR HANDLE	379.73
P0106544	00202339	MI HARDWARE - BLDG	MISC. HARDWARE FOR THE MONTH O	110.86
P0106617	00202349	PART WORKS INC., THE	2020 CITY HALL SHOWER REPAIR	86.26
P0106668	00202459	ZEE MEDICAL	FIRST AID SUPPLIES	13.88
P0106622	00202301	CUMMINS SALES & SERVICE	2019 PORTABLE GENERATOR BATTER	-390.72
<i>Org Key: MT4300 - Fleet Services</i>				
P0106364	00202345	NELSON PETROLEUM	2020 UNLEADED & DIESEL DELIVER	4,558.60
P0106603	00202386	AUTONATION INC	FLEET REPAIRS	2,645.54
P0102661	00202340	MI SCHOOL DISTRICT #400	2019 MISD FUEL CONSUMPTION	1,559.61
P0106603	00202386	AUTONATION INC	FLEET REPAIRS	400.46
P0106673	00202382	ALL BATTERY SALES & SERVICE	BATTERY/PARTS	246.82
P0106669	00202386	AUTONATION INC	FLEET REPAIR PARTS	238.91
P0106672	00202426	NAPA AUTO PARTS	REPAIR PARTS TICKET 683091	228.69
P0106668	00202459	ZEE MEDICAL	FIRST AID SUPPLIES	13.88
P0106603	00202386	AUTONATION INC	FLEET REPAIRS	4.18
<i>Org Key: MT4501 - Water Administration</i>				
P0106620	00202361	STATE AUDITOR'S OFFICE	STATE AUDITOR	3,074.12
	00202292	CENTURYLINK	PHONE USAGE JAN 2020	58.21
P0104205	00202285	AZTECA SYSTEMS LLC	CITYWORKS SERVER AMS ADMIN TRA	20.00
<i>Org Key: MT4502 - Sewer Administration</i>				
P0106421	00202413	KING COUNTY FINANCE	MONTHLY SEWER JAN-DEC 2020	400,082.58
P0106620	00202361	STATE AUDITOR'S OFFICE	STATE AUDITOR	3,074.12
P0104205	00202285	AZTECA SYSTEMS LLC	CITYWORKS SERVER AMS ADMIN TRA	20.00
<i>Org Key: MT4503 - Storm Water Administration</i>				
P0106620	00202361	STATE AUDITOR'S OFFICE	STATE AUDITOR	3,074.13
P0104205	00202285	AZTECA SYSTEMS LLC	CITYWORKS SERVER AMS ADMIN TRA	10.00
<i>Org Key: PO1100 - Administration (PO)</i>				
P0106675	00202454	WASPC	Holmes - Active Dues	305.00
<i>Org Key: PO1350 - Police Emergency Management</i>				
P0106708	00202438	SKYLINE COMMUNICATIONS INC	EXEDE COMMERCIAL INTERNET	206.55
P0106356	00202353	REMOTE SATELLITE SYSTEMS INT'L	EMAC Sat Phone Service - Invoi	54.00
<i>Org Key: PO1700 - Records and Property</i>				
P0106572	00202458	XEROX CORPORATION	Admin Copier - Invoice # 09921	366.68

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: PO1800 - Contract Dispatch Police</i>				
P0106577	00202372	WASHINGTON STATE PATROL	CPL Background - Invoice # I20	124.25
<i>Org Key: PO1900 - Jail/Home Monitoring</i>				
P0106579	00202356	SCORE	December 2019 Inmate Days - In	7,200.00
P0106579	00202356	SCORE	Health Services - Oct 2019 -	135.00
<i>Org Key: PO2100 - Patrol Division</i>				
P0106573	00202302	CURTIS BLUE LINE	Patrol Supplies - Road Flares	508.38
P0106575	00202336	MAC TOWING	Impound - Invoice # 19-11-5328	415.80
P0106576	00202362	SUPERIOR TOWING INC	Impound - invoice # B81836	303.60
P0106580	00202366	Tritech Forensics Inc.	Blood Draw kits for DUI cases	119.00
P0106676	00202395	CLEANERS PLUS 1	Dry Cleaner Dec 2019	52.19
P0106571	00202329	LANGUAGE LINE SERVICES	Language Line Services - Decem	4.70
<i>Org Key: PO2201 - Dive Team</i>				
	00202334	LUM, KRISTINA	SCUBA TUITION & EQUIP	667.64
P0106570	00202447	UNDERWATER SPORTS INC.	Dive Team equipment service -	72.39
<i>Org Key: PO3100 - Investigation Division</i>				
P0106569	00202365	THOMSON REUTERS - WEST	Clear Investigative Services -	421.43
	00202437	ROBARGE, JAMES H	TRAINING TRAVEL REIMBURSEMENT	193.72
<i>Org Key: PO4100 - Firearms Training</i>				
P0106674	00202388	BELLEVUE GUN CLUB INC	Range Usage fees	440.00
<i>Org Key: PO4300 - Police Training</i>				
P0106578	00202300	CRIMINAL JUSTICE TRAINING COMM	BLEA for Officer Trudeauux -	3,347.00
<i>Org Key: PR1100 - Administration (PR)</i>				
P0104694	00202400	DEMARCHE CONSULTING GROUP INC	Parks Maintenance Organization	7,600.00
P0105327	00202297	CONSERVATION TECHNIX INC	Parks, Recreation and Open Spa	3,999.38
P0102737	00202389	BELLEVUE, CITY OF	2019 Specialized Recreation Se	678.00
P0102331	00202378	XEROX CORPORATION	Lease and print/copy charges f	293.93
<i>Org Key: PR2100 - Recreation Programs</i>				
P0106647	00202441	SUPER SITTEERS LLC	Program Payment for Safe Kids	474.00
<i>Org Key: PR2104 - Special Events</i>				
P0106671	00202448	UNITED SITE SERVICES	Portable Restroom for Summer C	115.77
<i>Org Key: PR4100 - Community Center</i>				
P0106711	00202431	PACIFIC AIR CONTROL INC	REPAIR & DIAGNOSIS OF BLDG LOO	5,530.80
P0106715	00202424	MI UTILITY BILLS	PAYMENT OF UTILITY BILLS FOR W	3,885.19
P0106714	00202434	RAINIER BUILDING SERVICES	JANITORIAL SERVICE CITY BLDGS	2,496.77
P0106649	00202405	GRAINGER	Dimming ballast for Mercer Roo	1,160.22
P0106648	00202397	CORRECTIONAL INDUSTRIES ACCTG	Parks and Rec staff clothing	890.07
P0106710	00202390	BUILDERS HARDWARE & SUPPLY CO.	REPLACE DOOR CLOSER IN GYM	283.40
P0106545	00202295	COMCAST	MICEC High Speed Connection	269.41
P0102473	00202377	XEROX CORPORATION	Monthly lease charges for colo	267.30
P0102473	00202377	XEROX CORPORATION	Use fee 11-21-19 to 12-20-19	159.28
P0106618	00202310	FIRE PROTECTION INC	2020 MOVED DEVICES FOR PANEL R	148.50
P0106651	00202405	GRAINGER	BUFFING & PREBURNISHING PADS	82.01
	00202292	CENTURYLINK	PHONE USAGE JAN 2020	55.79

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00202432	PUGET SOUND ENERGY	JAN 2020 ENERGY USE	36.10
P0106690	00202420	MI HARDWARE - MAINT	MISC. HARDWARE FOR THE MONTH O	20.53
<i>Org Key: PR6100 - Park Maintenance</i>				
P0106658	00202424	MI UTILITY BILLS	PAYMENT OF UTILITY BILLS FOR W	2,998.29
	00202432	PUGET SOUND ENERGY	JAN 2020 ENERGY USE	1,594.46
P0106593	00202296	COMPTON LUMBER & HARDWARE INC	10) 6 x 6 x 8' TREATED LUMBER	518.19
P0106690	00202420	MI HARDWARE - MAINT	MISC. HARDWARE FOR THE MONTH O	216.50
P0106517	00202433	R&R GROUP LLC	Equipment repair	132.98
P0106517	00202433	R&R GROUP LLC	Equipment repair	130.10
P0106517	00202433	R&R GROUP LLC	Equipment repair	124.87
P0106680	00202457	WORKSAFE SERVICE INC, A	Pre-employment drug/alcohol t	90.00
P0106517	00202433	R&R GROUP LLC	Equipment repair	33.00
P0106668	00202459	ZEE MEDICAL	FIRST AID SUPPLIES	16.19
<i>Org Key: PR6200 - Athletic Field Maintenance</i>				
P0106658	00202424	MI UTILITY BILLS	PAYMENT OF UTILITY BILLS FOR W	776.49
P0106683	00202456	WHISTLE WORKWEAR	MISC. WORK CLOTHES & RAIN JACK	220.88
	00202292	CENTURYLINK	PHONE USAGE JAN 2020	92.12
P0106683	00202456	WHISTLE WORKWEAR	MISC. WORK CLOTHES & RAIN JACK	25.00
P0106668	00202459	ZEE MEDICAL	FIRST AID SUPPLIES	16.19
<i>Org Key: PR6500 - Luther Burbank Park Maint.</i>				
P0106658	00202424	MI UTILITY BILLS	PAYMENT OF UTILITY BILLS FOR W	3,934.21
P0106714	00202434	RAINIER BUILDING SERVICES	JANITORIAL SERVICE CITY BLDGS	2,151.25
	00202432	PUGET SOUND ENERGY	JAN 2020 ENERGY USE	1,753.35
P0106713	00202445	TRU MECHANICAL INC	FIX HVAC LINE PRIMER LEAK	598.35
	00202292	CENTURYLINK	PHONE USAGE JAN 2020	176.04
P0106690	00202420	MI HARDWARE - MAINT	MISC. HARDWARE FOR THE MONTH O	58.31
P0106668	00202459	ZEE MEDICAL	FIRST AID SUPPLIES	16.19
<i>Org Key: PR6600 - Park Maint-School Related</i>				
	00202432	PUGET SOUND ENERGY	JAN 2020 ENERGY USE	747.37
P0106668	00202459	ZEE MEDICAL	FIRST AID SUPPLIES	13.92
	00202432	PUGET SOUND ENERGY	JAN 2020 ENERGY USE	0.00
<i>Org Key: PR6900 - Aubrey Davis Park Maintenance</i>				
P0106658	00202424	MI UTILITY BILLS	PAYMENT OF UTILITY BILLS FOR W	1,124.87
	00202432	PUGET SOUND ENERGY	JAN 2020 ENERGY USE	664.68
P0106552	00202448	UNITED SITE SERVICES	Aubrey Davis & Lid Parking Are	456.09
P0106671	00202448	UNITED SITE SERVICES	Portable Restrooms for Lid Par	151.20
P0106671	00202448	UNITED SITE SERVICES	Portable Restroom for Aubrey D	142.05
P0106552	00202448	UNITED SITE SERVICES	Lid Parking Boat Launch - 2020	140.10
P0106552	00202448	UNITED SITE SERVICES	Lid Parking Boat Launch - 2020	95.04
P0106668	00202459	ZEE MEDICAL	FIRST AID SUPPLIES	16.19
<i>Org Key: PRAT40 - Ongoing Art Programs</i>				
P0106025	00202427	KOPETZKY, PETER	5% Retainage Restoration for	390.20
<i>Org Key: PY4619 - Flex Spending Admin 2019</i>				
	00202410	HORSCHMAN, BRENT	TRANSPORTATION REIMBURSEMENT	253.00
<i>Org Key: ST0001 - ST Traffic Safety Enhancements</i>				

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0103076	00202414	KPG	W MERCER WAY ELEMENTRY SPEED	18,623.53
<i>Org Key: ST0020 - ST Long Term Parking</i>				
P0106627	00202417	MARTEN LAW	Professional Services - Invoice	11,553.69
P0106559	00202346	OGDEN MURPHY WALLACE PLLC	ST Long Term Parking - Invoice	2,730.00
P0106550	00202321	HEARTLAND LLC	December 2019 Long-term Parkin	1,400.00
P0106715	00202424	MI UTILITY BILLS	PAYMENT OF UTILITY BILLS FOR W	96.17
<i>Org Key: WD320R - Storm Emergency Repairs</i>				
P0106657	00202391	CADMAN INC	2" X 4" ROCK (365.83 TONS)	8,405.42
P0106657	00202391	CADMAN INC	4" X 8" ROCK (131.70 TONS)	4,034.65
P0106596	00202367	UNITED RENTALS NORTH AMERICA	BOOM RENTAL 135' TELESCOPIC WI	2,180.93
P0106657	00202391	CADMAN INC	1 1/4"-MINUS ROCK (32.47 TONS)	247.03
P0106657	00202391	CADMAN INC	5/8"-MINUS ROCK (65.28 TONS)	107.28
<i>Org Key: WG102R - Maintenance Building Repairs</i>				
P0106712	00202431	PACIFIC AIR CONTROL INC	REPLACE PARKS REZNOR	12,927.20
<i>Org Key: WG105R - Community Center Bldg Repairs</i>				
P0106549	00202317	GRAINGER	LED EXIT SIGNS	188.41
<i>Org Key: WG110T - Computer Equip Replacements</i>				
P0106655	00202404	Firstline Communications	Phone system backend upgrade,	34,379.04
P0106478	00202357	SHI INTERNATIONAL CORP	Meraki Access Points	8,960.67
P0106681	00202384	CHIP GEORGE INC	PW ROW IoT Tracking Replacemen	2,048.24
P0106527	00202399	DELL MARKETING L.P.	Dell Desktop w/ Serial Port	922.86
<i>Org Key: WG130E - Equipment Rental Vehicle Repl</i>				
P94483	00202379	KIA MOTORS FINANCE	6 MONTH EXTENSION JAN - JULY '	221.93
<i>Org Key: WG141E - MICEC Equipment Replacement</i>				
P0106592	00202311	Firstline Communications	Trip, Service, Labor for Confe	275.00
<i>Org Key: WG550R - Fuel Clean Up</i>				
P0099477	00202309	FARALLON CONSULTING LLC	PHASE 3 TECHNICAL SERVICES FOR	89,217.36
<i>Org Key: WP122P - Open Space - Pioneer/Engstrom</i>				
P0106552	00202448	UNITED SITE SERVICES	Pioneer Park - 2020 Portable T	95.04
P0106671	00202448	UNITED SITE SERVICES	Portable restrooms for Pioneer	75.60
<i>Org Key: WP122R - Vegetation Management</i>				
P0103218	00202319	HABITAT RESTORATION SPEC LLC	10% Retainage - MI Open Space	3,386.20
P0103216	00202280	APPLIED ECOLOGY LLC	10% Retainage - Mercerdale Hil	878.08
P0106657	00202391	CADMAN INC	5/8"-MINUS ROCK (65.28 TONS)	643.69
P0103217	00202280	APPLIED ECOLOGY LLC	Retainage 10% - Upper Luther	465.60
<i>Org Key: WP720R - Recurring Park Projects</i>				
P0106026	00202360	SOUND ROOF SERVICES INC	2019 Parks Roof Repairs	10,458.00
<i>Org Key: WS901F - PS Generator and Pump Repl</i>				
P0104588	00202314	GARY HARPER CONSTRUCTION INC	PUMP STATION 18 REPLACEMENT	120,438.82
<i>Org Key: WW718R - Main 87th and 88th Ave SE</i>				
P0105308	00202288	BLUELINE GROUP	9600 WMW WATER SYSTEM	5,700.00

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: WW914R - 96th 97th Ave and SE 34th Main</i>				
P0105308	00202288	BLUELINE GROUP	9600 WMW WATER S;YSTEM IMPROVE	14,636.94
<i>Org Key: XD310C - Basins 10 &amp; 32b Dissol Metal</i>				
P0100557	00202326	KC FINANCE	Oyster Shell Retrofit Effectiv	118.67
<i>Org Key: XG118T - Maintenance Mgmt System</i>				
P0104205	00202285	AZTECA SYSTEMS LLC	CITYWORKS SERVER AMS ADMIN TRA	50.00
<i>Org Key: XP710R - Luther BB Minor Capital LEVY</i>				
P0104854	00202279	ANCHOR QEA LLC	Luther Burbank Irrigation Inta	10,265.35
<i>Org Key: YF1100 - YFS General Services</i>				
P0106597	00202327	KENT FINANCE, CITY OF	Sharelapp annual billing for t	500.00
P0102331	00202378	XEROX CORPORATION	Lease and print/copy charges f	293.94
P0106598	00202378	XEROX CORPORATION	Xerox cancellation invoice	102.03
<i>Org Key: YF1200 - Thrift Shop</i>				
P0106714	00202434	RAINIER BUILDING SERVICES	JANITORIAL SERVICE CITY BLDGS	2,184.74
P0106560	00202294	CHINOOK BOOK	Thrift Shop advertising in Chi	1,168.20
	00202432	PUGET SOUND ENERGY	JAN 2020 ENERGY USE	713.02
P0106715	00202424	MI UTILITY BILLS	PAYMENT OF UTILITY BILLS FOR W	609.26
P0106600	00202363	THE STRANGER	Thrift Shop Advertising with T	400.00
<i>Org Key: YF2100 - School/City Partnership</i>				
	00202348	ORTON, ANNA	LMHC LICENSE RENEWAL	108.50
P0106551	00202352	REGIONAL TOXICOLOGY SERVICES	Lab fees for 'Substance	19.60
<i>Org Key: YF2600 - Family Assistance</i>				
	00202380	SHOREWOOD HEIGHTS APARTMENTS	Emergency Assis. Apt # 40-2107	500.00
<i>Org Key: YF2850 - Federal SPF Grant</i>				
P0106561	00202342	MONTANA STATE UNIVERSITY	Training and workshops for YFS	4,832.08
Total				1,307,133.83

**Accounts Payable Report by Check Number**

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00202274	01/31/2020	ABBOTT, RICHARD LEOFF1 Medicare Reimb		FEB2020	02/20/2020	165.50
00202275	01/31/2020	ADAMS, RONALD E LEOFF1 Medicare Reimb		FEB2020	02/20/2020	175.60
00202276	01/31/2020	COOPER ZIETZ ENGINEERS INC On-call electrical inspector	P0106586	19032-005	12/31/2019	8,790.60
00202277	01/31/2020	ALPHA AND OMEGA ELECTRIC DUPLICATE PERMIT		OH012962	01/03/2020	181.17
00202278	01/31/2020	AM TEST INC WATER QUALITY INV 113850	P0106553	113850	12/31/2019	300.00
00202279	01/31/2020	ANCHOR QEA LLC Luther Burbank Irrigation Inta	P0104854	65769	12/23/2019	10,265.35
00202280	01/31/2020	APPLIED ECOLOGY LLC Retainage 10% - Upper Luther	P0103216	OH012932	12/15/2019	1,343.68
00202281	01/31/2020	ASSOCIATION OF WA CITIES 2020 Retro Rating Program Memb	P0106539	78667	01/01/2020	31,369.91
00202282	01/31/2020	AT&T MOBILITY 2020 TELEMETRY	P0106461	1132020	01/01/2020	256.26
00202283	01/31/2020	AUGUSTSON, THOR LEOFF1 Retiree Medical Expense		FEB2020	02/20/2020	425.60
00202284	01/31/2020	AWC February 2020		OH012936	01/01/2020	487.00
00202285	01/31/2020	AZTECA SYSTEMS LLC CITYWORKS SERVER AMS ADMIN TRA	P0104205	INV1861	01/21/2020	100.00
00202286	01/31/2020	BARNES, WILLIAM LEOFF1 Medicare Reimb		OH012944	02/01/2020	2,412.31
00202287	01/31/2020	BEST PARKING LOT CLEANING INC 2019 ON CALL STORMWATER CCTV	P0103471	V187023	12/31/2019	19,694.21
00202288	01/31/2020	BLUELINE GROUP 9600 WMW WATER SYSTEM IMPROVEM	P0105308	18154	12/31/2019	20,336.94
00202289	01/31/2020	BLUETARP CREDIT SERVICES INVENTORY PURCHASES	P0106554	12324/25/26/27	12/31/2019	212.17
00202290	01/31/2020	BOOTH, GLENDON D LEOFF1 Retiree Medical Expense		FEB2020	02/20/2020	427.68
00202291	01/31/2020	CALLAGHAN, MICHAEL LEOFF1 Medicare Reimb		FEB2020	02/20/2020	175.90
00202292	01/31/2020	CENTURYLINK PHONE USAGE JAN 2020		OH012945	01/01/2020	1,801.19
00202293	01/31/2020	CESSCO INC SERVICE WACKER	P0106608	12366	01/17/2020	99.00
00202294	01/31/2020	CHINOOK BOOK Thrift Shop advertising in Chi	P0106560	9534	01/21/2020	1,168.20
00202295	01/31/2020	COMCAST MICEC High Speed Connection	P0106545	0057728-0120	01/11/2020	269.41
00202296	01/31/2020	COMPTON LUMBER & HARDWARE INC 10) 6 x 6 x 8' TREATED LUMBER	P0106593	870235	01/10/2020	518.19
00202297	01/31/2020	CONSERVATION TECHNIX INC Parks, Recreation and Open Spa	P0105327	882	12/01/2019	3,999.38
00202298	01/31/2020	CONTRACT HARDWARE 2020 FS91 APP BAY DOOR HANDLE	P0106619	SPI-050798	01/15/2020	379.73
00202299	01/31/2020	COOPER, ROBERT MEDICARE REIMBURSEMENT		OH012947	02/01/2020	2,582.97



**Accounts Payable Report by Check Number**

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00202300	01/31/2020	CRIMINAL JUSTICE TRAINING COMM BLEA for Officer Trudeauux -	P0106578	201133898	01/22/2020	3,347.00
00202301	01/31/2020	CUMMINS SALES & SERVICE 2019 CITY HALL GENERATOR SERVI	P0106622	01-51910	09/30/2019	2,130.69
00202302	01/31/2020	CURTIS BLUE LINE Patrol Supplies - Road Flares	P0106573	INV351010	01/09/2020	508.38
00202303	01/31/2020	DANIEL, KAMARIA MITV 1/7/2020 Council Mtg	P0106610	34	01/27/2020	1,190.00
00202304	01/31/2020	DEEDS, EDWARD G LEOFF1 Medicare Reimb		FEB2020	02/20/2020	222.40
00202305	01/31/2020	DEVENY, JAN P LEOFF1 Medicare Reimb		FEB2020	02/20/2020	168.00
00202306	01/31/2020	DOWD, PAUL LEOFF1 Retiree Medical Expense		FEB2020	02/20/2020	375.22
00202307	01/31/2020	ELSOE, RONALD LEOFF1 Medicare Reimb		FEB2020	02/20/2020	183.90
00202308	01/31/2020	ESA Peer review for CAO19-014	P0106584	151540	12/31/2019	4,107.00
00202309	01/31/2020	FARALLON CONSULTING LLC PHASE 3 TECHNICAL SERVICES FOR	P0099477	0034593	12/13/2019	89,217.36
00202310	01/31/2020	FIRE PROTECTION INC 2020 MOVED DEVICES FOR PANEL R	P0106618	54592	01/23/2020	148.50
00202311	01/31/2020	Firstline Communications Annual Telephone Support and	P0106592	PPA398	01/23/2020	13,437.38
00202312	01/31/2020	FORSMAN, LOWELL LEOFF1 Medicare Reimb		FEB2020	02/20/2020	144.60
00202313	01/31/2020	GAINES, ERIC MEDICAL BATTERY FOR DIVE GEAR		OH012957	01/24/2020	8.02
00202314	01/31/2020	GARY HARPER CONSTRUCTION INC PUMP STATION 18 REPLACEMENT	P0104588	OH012942	12/31/2019	120,438.82
00202315	01/31/2020	GEMPLER'S INC INVENTORY PURCHASES	P0106518	INV0004426210	01/14/2020	896.17
00202316	01/31/2020	GOODMAN, J C LEOFF1 Medicare Reimb		FEB2020	02/20/2020	194.20
00202317	01/31/2020	GRAINGER INVENTORY PURCHASES	P0106566	9420933146	02/22/2020	3,734.60
00202318	01/31/2020	H D FOWLER INVENTORY PURCHASES	P0106546	I5371368	01/16/2020	2,633.62
00202319	01/31/2020	HABITAT RESTORATION SPEC LLC 10% Retainage - MI Open Space	P0103218	OH012934	12/31/2019	3,386.20
00202320	01/31/2020	HAGSTROM, JAMES LEOFF1 Medicare Reimb		FEB2020	02/20/2020	101.10
00202321	01/31/2020	HEARTLAND LLC December 2019 Long-term Parkin	P0106550	1210-1010	12/31/2019	1,400.00
00202322	01/31/2020	HILTNER, PETER LEOFF1 Medicare Reimb		FEB2020	02/20/2020	556.00
00202323	01/31/2020	HOME DEPOT CREDIT SERVICE DOOR MATS & MISC. TOOLS	P0106542	6262232	01/22/2020	112.66
00202324	01/31/2020	INTERCOM LANGUAGE SERVICES INC Intercom invoice #19-484	P0106609	19-484	01/24/2020	130.00
00202325	01/31/2020	JOHNSON, CURTIS LEOFF1 Medicare Reimb		OH012949	02/01/2020	1,455.05

**Accounts Payable Report by Check Number**

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00202326	01/31/2020	KC FINANCE Oyster Shell Retrofit Effectiv	P0100557	102916	12/31/2019	118.67
00202327	01/31/2020	KENT FINANCE, CITY OF Sharelapp annual billing for t	P0106597	RI57379	01/22/2020	500.00
00202328	01/31/2020	KUHN, DAVID LEOFF1 Medicare Reimb		FEB2020	02/20/2020	186.40
00202329	01/31/2020	LANGUAGE LINE SERVICES Language Line Services - Decem	P0106571	4729312	12/31/2019	4.70
00202330	01/31/2020	LEOFF HEALTH & WELFARE TRUST FIRE RETIREES		OH012959	01/25/2020	53,393.69
00202331	01/31/2020	LEOFF HEALTH & WELFARE TRUST POLICE RETIREES		OH012958	01/25/2020	62,121.16
00202332	01/31/2020	LOISEAU, LERI M LEOFF1 Medicare Reimb	P0106567	OH012951	01/26/2020	694.62
00202333	01/31/2020	LTI INC ROAD SALT (33.67 TONS)	P0106611	R0115160	01/28/2020	4,418.25
00202334	01/31/2020	LUM, KRISTINA SCUBA TUITION & EQUIP		OH012950	01/25/2020	667.64
00202335	01/31/2020	LYONS, STEVEN LEOFF1 Medicare Reimb		FEB2020	02/20/2020	199.90
00202336	01/31/2020	MAC TOWING Impound - Invoice # 19-11-5328	P0106575	19-11-5328	12/04/2019	415.80
00202337	01/31/2020	METROPRESORT JANUARY 2020 PRINTING AND MAIL	P0106581	IN619588	01/20/2020	395.45
00202338	01/31/2020	MI EMPLOYEES ASSOC MI EMPLOYEE ASSOCIATION		OH012960	01/31/2020	295.00
00202339	01/31/2020	MI HARDWARE - BLDG MISC. HARDWARE FOR THE MONTH O	P0106544	543/546/552/585/	12/31/2019	110.86
00202340	01/31/2020	MI SCHOOL DISTRICT #400 2019 MISD FUEL CONSUMPTION	P0102661	2019-12.31.19	12/31/2019	1,559.61
00202341	01/31/2020	MICRO COM SYSTEMS LTD Document scanning	P0106589	17446	12/31/2019	3,000.30
00202342	01/31/2020	MONTANA STATE UNIVERSITY Training and workshops for YFS	P0106561	WTI/CHSC737	01/21/2020	4,832.08
00202343	01/31/2020	MORGAN SOUND INC Audio system service calls to	P0106536	MSI102709	11/05/2019	729.30
00202344	01/31/2020	MYERS, JAMES S LEOFF1 Medicare Reimb		FEB2020	02/20/2020	215.60
00202345	01/31/2020	NELSON PETROLEUM 2020 UNLEADED & DIESEL DELIVER	P0106364	965/916/917/915	01/20/2020	4,558.60
00202346	01/31/2020	OGDEN MURPHY WALLACE PLLC Professional Services - Invoic	P0106559	834032	12/31/2019	4,350.00
00202347	01/31/2020	OLDCASTLE PRECAST INC RISERS FOR MANHOLE RINGS	P0106594	010234589	01/08/2020	1,265.00
00202348	01/31/2020	ORTON, ANNA LMHC LICENSE RENEWAL		OH012952	01/23/2020	108.50
00202349	01/31/2020	PART WORKS INC., THE 2020 CITY HALL SHOWER REPAIR	P0106617	INV52021	01/20/2020	86.26
00202350	01/31/2020	POT O' GOLD INC Coffee supplies	P0106583	0244452	01/02/2020	695.08
00202351	01/31/2020	RAMSAY, JON LEOFF1 Medicare Reimb		OH012953	02/01/2020	867.99

**Accounts Payable Report by Check Number**

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00202352	01/31/2020	REGIONAL TOXICOLOGY SERVICES Lab fees for 'Substance	P0106551	TC-20290123119	01/23/2020	19.60
00202353	01/31/2020	REMOTE SATELLITE SYSTEMS INT'L EMAC Sat Phone Service - Invoi	P0106356	00104502	01/07/2020	54.00
00202354	01/31/2020	RUCKER, MANORD J LEOFF1 Medicare Reimb		FEB2020	02/20/2020	171.20
00202355	01/31/2020	SCHOENTRUP, WILLIAM LEOFF1 Medicare Reimb		OH012955	02/01/2020	1,216.71
00202356	01/31/2020	SCORE Health Services - Oct 2019 -	P0106579	4260	12/31/2019	7,335.00
00202357	01/31/2020	SHI INTERNATIONAL CORP Meraki Access Points	P0106478	B11207743	01/23/2020	8,960.67
00202358	01/31/2020	SMITH, RICHARD LEOFF1 Retiree Medical Expense		FEB2020	02/20/2020	522.68
00202359	01/31/2020	SOLID WASTE SYSTEMS INC IT Pipes Software and PC	P0106203	0120589-IN	12/31/2019	44,938.31
00202360	01/31/2020	SOUND ROOF SERVICES INC 2019 Parks Roof Repairs	P0106026	19-612-PBI	12/31/2019	10,458.00
00202361	01/31/2020	STATE AUDITOR'S OFFICE STATE AUDITOR TRAVEL/ACCOUNTAB	P0106620	L134378	12/31/2019	18,444.74
00202362	01/31/2020	SUPERIOR TOWING INC Impound - invoice # B81836	P0106576	B81836	01/21/2020	303.60
00202363	01/31/2020	THE STRANGER Thrift Shop Advertising with T	P0106600	120D62F9	01/16/2020	400.00
00202364	01/31/2020	THOMPSON, JAMES LEOFF1 Medicare Reimb		FEB2020	02/20/2020	269.50
00202365	01/31/2020	THOMSON REUTERS - WEST Clear Investigative Services -	P0106569	841602729	12/31/2019	421.43
00202366	01/31/2020	Tritech Forensics Inc. Blood Draw kits for DUI cases	P0106580	216676	01/06/2020	119.00
00202367	01/31/2020	UNITED RENTALS NORTH AMERICA BOOM RENTAL 135' TELESCOPIC WI	P0106596	177704552-001	01/08/2020	2,180.93
00202368	01/31/2020	UNITED STATES TREASURY UNITED STATES TREASURY		OH012961	01/31/2020	988.12
00202369	01/31/2020	VERIZON WIRELESS Mobil hot spots	P0106582	9844846349	12/23/2019	654.75
00202370	01/31/2020	WABO Electrical Code Books	P0106587	1324	01/22/2020	655.40
00202371	01/31/2020	WALLACE, THOMAS LEOFF1 Medicare Reimb		FEB2020	02/20/2020	170.10
00202372	01/31/2020	WASHINGTON STATE PATROL CPL Background - Invoice # I20	P0106577	I20004197	12/31/2019	124.25
00202373	01/31/2020	WCIA UST Liability Insurance INV# 1	P0106601	14824	01/27/2020	4,327.63
00202374	01/31/2020	WEGNER, KEN LEOFF1 Medicare Reimb		FEB2020	02/20/2020	142.60
00202375	01/31/2020	WHEELER, DENNIS LEOFF1 Medicare Reimb		FEB2020	02/20/2020	181.70
00202376	01/31/2020	Wood. Peer review for N Mercer / Ena	P0106588	S51701766	12/27/2019	4,877.00
00202377	01/31/2020	XEROX CORPORATION Monthly lease charges for colo	P0102473	099148480	12/31/2019	426.58

**Accounts Payable Report by Check Number**

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00202378	01/31/2020	XEROX CORPORATION Lease and print/copy charges f	P0106598	099263930	12/01/2019	2,093.66
00202379	02/04/2020	KIA MOTORS FINANCE 6 MONTH EXTENSION JAN - JULY '	P94483	OH012968	02/01/2020	221.93
00202380	02/04/2020	SHOREWOOD HEIGHTS APARTMENTS Emergency Assis. Apt # 40-2107		OH012965	02/04/2020	500.00
00202381	02/06/2020	AIRGAS USA LLC Oxygen/Fire	P0106643	9097415275	01/21/2020	4.93
00202382	02/06/2020	ALL BATTERY SALES & SERVICE BATTERY/PARTS	P0106673	10066206	12/11/2019	246.82
00202383	02/06/2020	AM TEST INC WATER QUALITY	P0106670	114189	01/28/2020	120.00
00202384	02/06/2020	CHIP GEORGE INC PW ROW IoT Tracking Replacemen	P0106681	2183	02/04/2020	2,048.24
00202385	02/06/2020	AUGUSTSON, THOR LEOFF1 Retiree Medical Expense	P0106678	OH012986	02/03/2020	183.45
00202386	02/06/2020	AUTONATION INC FLEET REPAIR PARTS	P0106603	503097	12/31/2019	3,289.09
00202387	02/06/2020	Beeline Electric Solutions ELEC. PERMIT REFUND 1911-018		OH012985	01/22/2020	279.14
00202388	02/06/2020	BELLEVUE GUN CLUB INC Range Usage fees	P0106674	MIPD2020JAN	01/30/2020	440.00
00202389	02/06/2020	BELLEVUE, CITY OF 2019 Specialized Recreation Se	P0102737	1412019	12/31/2019	678.00
00202390	02/06/2020	BUILDERS HARDWARE & SUPPLY CO. REPLACE DOOR CLOSER IN GYM	P0106710	S3745854.001	01/28/2020	283.40
00202391	02/06/2020	CADMAN INC 5/8"-MINUS ROCK (65.28 TONS)	P0106657	OH012984	01/10/2020	17,912.11
00202392	02/06/2020	CDW GOVERNMENT INC VMWare Subscription Renewal	P0106621	WQW0195	01/29/2020	11,284.68
00202393	02/06/2020	CENTURYLINK PHONE USE JANUARY 2020		OH012995	01/01/2020	2,188.84
00202394	02/06/2020	CESSCO INC INVENTORY PURCHASES	P0106685	12400	01/23/2020	430.69
00202395	02/06/2020	CLEANERS PLUS 1 Dry Cleaner Dec 2019	P0106676	73266	01/01/2020	52.19
00202396	02/06/2020	COMCAST Internet Charges/Fire	P0106646	0460112-012720	01/18/2020	211.94
00202397	02/06/2020	CORRECTIONAL INDUSTRIES ACCTG Parks and Rec staff clothing	P0106648	T075884	01/09/2020	890.07
00202398	02/06/2020	Damien John Constructin LLC. ELECTRICAL PERMIT REFUND		OH012983	01/22/2020	108.83
00202399	02/06/2020	DELL MARKETING L.P. Dell Desktop w/ Serial Port	P0106527	10370967688	01/28/2020	922.86
00202400	02/06/2020	DEMARCHE CONSULTING GROUP INC Parks Maintenance Organization	P0104694	19MER08	12/31/2019	7,600.00
00202401	02/06/2020	DEPT OF ENTERPRISE SERVICES Dept of Enterprise Services #1	P0106664	73192708	10/09/2019	191.75
00202402	02/06/2020	EDWARDS, THOMAS EMT EXAM FEE		OH012980	01/29/2020	80.00
00202403	02/06/2020	ELSOE, RONALD LEOFF1 Retiree Medical Expense	P0106631	OH012981	01/30/2020	268.79

**Accounts Payable Report by Check Number**

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00202404	02/06/2020	Firstline Communications Phone system backend upgrade,	P0106655	156968	01/30/2020	45,508.33
00202405	02/06/2020	GRAINGER INVENTORY PURCHASES	P0106692	9431895565	02/03/2020	1,735.69
00202406	02/06/2020	H D FOWLER HYDRANT PARTS	P0106661	OH012978	01/31/2020	2,030.89
00202407	02/06/2020	HAGSTROM, JAMES FRLEOFF1 Retiree Medical Expen	P0106666	OH012979	02/03/2020	197.35
00202408	02/06/2020	HERC RENTALS INC STUMP GRINDER RENTAL	P0106665	31274570-001	01/30/2020	364.33
00202409	02/06/2020	HOME DEPOT CREDIT SERVICE IMPACT SOCKET SET	P0106615	9106160	01/29/2020	48.32
00202410	02/06/2020	HORSCHMAN, BRENT TRANSPORTATION REIMBURSEMENT		OH012997	12/31/2019	253.00
00202411	02/06/2020	IMS ALLIANCE Name Tags	P0106682	19-1139	05/31/2019	38.57
00202412	02/06/2020	KC RECORDS Recording fees	P0106677	742-1219	12/09/2019	642.00
00202413	02/06/2020	KING COUNTY FINANCE MONTHLY SEWER JAN-DEC 2020	P0106421	30028766	02/01/2020	400,082.58
00202414	02/06/2020	KPG W MERCER WAY ELEMENTRY SPEED	P0103076	12-2919	12/31/2019	18,623.53
00202415	02/06/2020	LIFE ASSIST INC Stock Aid Supplies	P0106639	976099	01/13/2020	1,936.08
00202416	02/06/2020	LN CURTIS & SONS Bunker Gear Supplies	P0106644	INV355668	01/23/2020	987.22
00202417	02/06/2020	MARTEN LAW Professional Services - Invoic	P0106627	44089809	12/31/2019	11,889.44
00202418	02/06/2020	MCCOY, STEPHEN W Door Prop Supplies		OH012970	12/10/2019	12.54
00202419	02/06/2020	METROPRESORT JANUARY 2020 PRINTING AND MAIL	P0106667	IN619815	01/24/2020	526.02
00202420	02/06/2020	MI HARDWARE - MAINT MISC. HARDWARE FOR THE MONTH O	P0106690	OH012993	01/31/2020	295.34
00202421	02/06/2020	MI HARDWARE - ROW MISC. HARDWARE FOR THE MONTH O	P0106688	OH012992	01/31/2020	7.90
00202422	02/06/2020	MI HARDWARE - UTILITY MISC. HARDWARE FOR THE MONTH O	P0106687	OH012991	01/31/2020	357.21
00202423	02/06/2020	MI SCHOOL DISTRICT #400 MI Pool Operation Subsidy	P0106607	OH012975	01/31/2020	23,804.38
00202424	02/06/2020	MI UTILITY BILLS PAYMENT OF UTILITY BILLS FOR W	P0106715	OH012994	01/01/2020	24,575.41
00202425	02/06/2020	MORNICK, MATTHEW CMO Support 1/27/2020-1/31/202	P0106686	06	02/03/2020	3,383.75
00202426	02/06/2020	NAPA AUTO PARTS REPAIR PARTS TICKET 683091	P0106672	683091	12/31/2019	228.69
00202427	02/06/2020	KOPETZKY, PETER 5% Retainage Restoration for	P0106025	OH012971	12/31/2019	390.20
00202428	02/06/2020	NORTHWEST SAFETY CLEAN NFPA Advanced Inspection	P0106642	20-26204	01/15/2020	52.88
00202429	02/06/2020	O'REILLY FIRST CALL Parts 7609/8610	P0106635	2519-191864	12/31/2019	173.35

**Accounts Payable Report by Check Number**

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00202430	02/06/2020	ONE.7,INC. FL-0518 EQUIPMENT OPTION ADD	P0106415	181969	01/28/2020	2,974.81
00202431	02/06/2020	PACIFIC AIR CONTROL INC 2019 FS92 HOT WATER CIRC PUMP	P0106712	26751	01/30/2020	20,110.38
00202432	02/06/2020	PUGET SOUND ENERGY JAN 2020 ENERGY USE		OH012987	01/27/2020	26,761.98
00202433	02/06/2020	R&R GROUP LLC Equipment repair	P0106517	W10864-1	01/30/2020	420.95
00202434	02/06/2020	RAINIER BUILDING SERVICES JANITORIAL SERVICE CITY BLDGS	P0106714	18-1111	01/31/2020	11,958.87
00202435	02/06/2020	REDMOND, CITY OF 4th Quarter 2019 App. Maintena	P0106602	5637417582	12/27/2019	17,731.61
00202436	02/06/2020	RICOH USA INC (FIRE) Copier Rental/Fire	P0106634	103216032	01/22/2020	278.52
00202437	02/06/2020	ROBARGE, JAMES H TRAINING TRAVEL REIMBURSEMENT		OH012996	01/06/2020	193.72
00202438	02/06/2020	SKYLINE COMMUNICATIONS INC EXEDE COMMERCIAL INTERNET	P0106708	IN45378	02/01/2020	206.55
00202439	02/06/2020	SOUND SAFETY PRODUCTS MISC. WORK CLOTHES	P0106662	150274/3	01/31/2020	204.11
00202440	02/06/2020	SUMMIT LAW GROUP Legal Services INV #108930	P0106625	108930	11/25/2019	918.00
00202441	02/06/2020	SUPER SITTEES LLC Program Payment for Safe Kids	P0106647	9691	01/25/2020	474.00
00202442	02/06/2020	SUPPLY SOURCE INC,THE INVENTORY PURCHASES	P0106684	OH012990	01/31/2020	1,484.84
00202443	02/06/2020	TACOMA SCREW PRODUCTS INC INVENTORY PURCHASES	P0106663	16309877	01/31/2020	146.87
00202444	02/06/2020	TEC EQUIPMENT INC Parts 7609/8610	P0106637	3337068	01/02/2020	385.87
00202445	02/06/2020	TRU MECHANICAL INC FIX HVAC LINE PRIMER LEAK	P0106713	8939	02/04/2020	598.35
00202446	02/06/2020	TRUE NORTH EMERGENCY EQUPT Parts for 8610	P0106638	A03796	01/03/2020	204.12
00202447	02/06/2020	UNDERWATER SPORTS INC. Dive Team equipment service -	P0106570	20020280	12/20/2019	72.39
00202448	02/06/2020	UNITED SITE SERVICES Lid Parking Boat Launch - 2020	P0106671	114-7122968	12/31/2019	1,270.89
00202449	02/06/2020	VERIZON WIRELESS Cell Charges/Fire	P0106707	9846918214	01/01/2020	135.29
00202450	02/06/2020	WA ST TREASURER'S OFFICE JAN2020 REMIT NC COURT TRANSMI	P0106693	OH012989	01/01/2020	14,289.89
00202451	02/06/2020	WABO Hicks/Mair - 2018 Changes to I	P0106445	38660	01/22/2020	250.00
00202452	02/06/2020	WALTER E NELSON CO Household Stock Supplies	P0106633	860204	01/09/2020	930.63
00202453	02/06/2020	WAPRO WAPRO Certified Public	P0106605	1391	01/24/2020	100.00
00202454	02/06/2020	WASPC Holmes - Active Dues	P0106675	DUES2020-00217	01/02/2020	305.00
00202455	02/06/2020	WEGNER, KEN LEOFF1 Retiree Medical Expense	P0106599	OH012972	01/28/2020	609.46

**Accounts Payable Report by Check Number**

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00202456	02/06/2020	WHISTLE WORKWEAR MISC. WORK CLOTHES & RAIN JACK	P0106683	2059	01/30/2020	245.88
00202457	02/06/2020	WORKSAFE SERVICE INC, A Pre-employment drug/alcohol t	P0106680	285805	01/31/2020	90.00
00202458	02/06/2020	XEROX CORPORATION Admin Copier - Invoice # 09921	P0106572	099215331	12/31/2019	366.68
00202459	02/06/2020	ZEE MEDICAL Safety Supplies - City Hall	P0106668	68393462	02/03/2020	418.98
					Total	<u>1,307,133.83</u>

CERTIFICATION OF CLAIMS

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



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

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

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

<u>Report</u>	<u>Warrants</u>	<u>Date</u>	<u>Amount</u>
Check Register	202271-202378	1/31/2020	\$ 623,808.15
			<b>\$ 623,808.15</b>



**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: 402000 - Water Fund-Admin Key</i>				
P0106547	00202318	H D FOWLER	INVENTORY PURCHASES	1,586.33
P0106546	00202318	H D FOWLER	INVENTORY PURCHASES	1,047.29
P0106518	00202315	GEMPLER'S INC	INVENTORY PURCHASES	769.72
P0106554	00202289	BLUETARP CREDIT SERVICES	INVENTORY PURCHASES	212.17
P0106512	00202317	GRAINGER	INVENTORY PURCHASES	109.48
P0106509	00202317	GRAINGER	INVENTORY PURCHASES	86.43
<i>Org Key: 814074 - Garnishments</i>				
	00202368	UNITED STATES TREASURY	UNITED STATES TREASURY	988.12
<i>Org Key: 814075 - Mercer Island Emp Association</i>				
	00202338	MI EMPLOYEES ASSOC	MI EMPLOYEE ASSOCIATION	295.00
<i>Org Key: 814083 - Vol Life Ins - States West Lif</i>				
	00202284	AWC	February 2020	487.00
<i>Org Key: CA1100 - Administration (CA)</i>				
P0106559	00202346	OGDEN MURPHY WALLACE PLLC	Professional Services - Invoice	1,620.00
<i>Org Key: CO6100 - City Council</i>				
P0106536	00202343	MORGAN SOUND INC	Audio system service calls to	729.30
P0106610	00202303	DANIEL, KAMARIA	MITV 1/7/2020 Council Mtg	360.00
P0106610	00202303	DANIEL, KAMARIA	MITV 1/21/2020 Council Mtg	300.00
P0106610	00202303	DANIEL, KAMARIA	MITV 1/23/2020 MISD Mtg	300.00
P0106610	00202303	DANIEL, KAMARIA	MITV 1/9/2020 MISD Mtg	150.00
P0106610	00202303	DANIEL, KAMARIA	Transportation Fee	80.00
<i>Org Key: CT1100 - Municipal Court</i>				
P0106609	00202324	INTERCOM LANGUAGE SERVICES INC	Intercom invoice #19-484	130.00
<i>Org Key: DS0000 - Development Services-Revenue</i>				
	00202277	ALPHA AND OMEGA ELECTRIC	DUPLICATE PERMIT	175.03
	00202277	ALPHA AND OMEGA ELECTRIC	DUPLICATE PERMIT	6.14
<i>Org Key: DS1100 - Administration (DS)</i>				
P0106588	00202376	Wood.	Peer review for N Mercer / Ena	4,877.00
P0106589	00202341	MICRO COM SYSTEMS LTD	Document scanning	3,000.30
P0106584	00202308	ESA	Peer review for CAO19-014	2,422.50
P0106584	00202308	ESA	Peer Review for Treehouse Prop	886.50
P0106584	00202308	ESA	Peer Review CAO18-003	798.00
P0106582	00202369	VERIZON WIRELESS	Phone and data charges	494.71
P0106587	00202370	WABO	Electrical Code Books	280.40
P0106582	00202369	VERIZON WIRELESS	Mobil hot spots	160.04
<i>Org Key: DS1200 - Bldg Plan Review &amp; Inspection</i>				
P0106586	00202276	COOPER ZIETZ ENGINEERS INC	On-call electrical inspector	7,438.20
P0106585	00202276	COOPER ZIETZ ENGINEERS INC	On-call electrical inspector	1,352.40
P0106587	00202370	WABO	Conference registration for Pa	375.00
<i>Org Key: FN1100 - Administration (FN)</i>				
P0106620	00202361	STATE AUDITOR'S OFFICE	STATE AUDITOR	9,222.37
<i>Org Key: FN4501 - Utility Billing (Water)</i>				

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0106581	00202337	METROPRESORT	JANUARY 2020 PRINTING AND MAIL	67.74
P0106581	00202337	METROPRESORT	JANUARY 2020 PRINTING AND MAIL	64.08
<i>Org Key: FN4502 - Utility Billing (Sewer)</i>				
P0106581	00202337	METROPRESORT	JANUARY 2020 PRINTING AND MAIL	67.74
P0106581	00202337	METROPRESORT	JANUARY 2020 PRINTING AND MAIL	64.08
<i>Org Key: FN4503 - Utility Billing (Storm)</i>				
P0106581	00202337	METROPRESORT	JANUARY 2020 PRINTING AND MAIL	67.73
P0106581	00202337	METROPRESORT	JANUARY 2020 PRINTING AND MAIL	64.08
<i>Org Key: FR2100 - Fire Operations</i>				
	00202313	GAINES, ERIC	MEDICAL BATTERY FOR DIVE GEAR	8.02
<i>Org Key: GGI001 - General Government-Insurance</i>				
P0106601	00202373	WCIA	UST Liability Insurance INV# 1	4,327.63
<i>Org Key: GGM001 - General Government-Misc</i>				
P0106583	00202350	POT O' GOLD INC	Coffee supplies	599.27
P0106583	00202350	POT O' GOLD INC	Water filter	68.31
P0106583	00202350	POT O' GOLD INC	Water cooler	27.50
<i>Org Key: GGM004 - Gen Govt-Office Support</i>				
P0106590	00202378	XEROX CORPORATION	Copy and print charges for CM	729.58
P0106590	00202378	XEROX CORPORATION	Copy and print charges for Mai	496.04
P0106590	00202378	XEROX CORPORATION	Copy and print charges for CPD	178.14
<i>Org Key: GGM005 - Genera Govt-L1 Retiree Costs</i>				
	00202331	LEOFF HEALTH & WELFARE TRUST	POLICE RETIREES	5,974.55
	00202330	LEOFF HEALTH & WELFARE TRUST	FIRE RETIREES	2,830.05
	00202322	HILTNER, PETER	LEOFF1 Medicare Reimb	556.00
P0106567	00202332	LOISEAU, LERI M	LEOFF1 Retiree Medical Expense	536.82
	00202299	COOPER, ROBERT	MEDICARE REIMBURSEMENT	433.80
P0106562	00202358	SMITH, RICHARD	LEOFF1 Retiree Medical Expense	290.98
	00202364	THOMPSON, JAMES	LEOFF1 Medicare Reimb	269.50
P0106564	00202290	BOOTH, GLENDON D	LEOFF1 Retiree Medical Expense	250.58
P0106563	00202283	AUGUSTSON, THOR	LEOFF1 Retiree Medical Expense	241.80
	00202358	SMITH, RICHARD	LEOFF1 Medicare Reimb	231.70
	00202286	BARNES, WILLIAM	LEOFF1 Medicare Reimb	222.40
	00202304	DEEDS, EDWARD G	LEOFF1 Medicare Reimb	222.40
	00202344	MYERS, JAMES S	LEOFF1 Medicare Reimb	215.60
P0106565	00202306	DOWD, PAUL	LEOFF1 Retiree Medical Expense	202.12
	00202335	LYONS, STEVEN	LEOFF1 Medicare Reimb	199.90
	00202316	GOODMAN, J C	LEOFF1 Medicare Reimb	194.20
	00202328	KUHN, DAVID	LEOFF1 Medicare Reimb	186.40
	00202307	ELSOE, RONALD	LEOFF1 Medicare Reimb	183.90
	00202283	AUGUSTSON, THOR	LEOFF1 Medicare Reimb	183.80
	00202375	WHEELER, DENNIS	LEOFF1 Medicare Reimb	181.70
	00202290	BOOTH, GLENDON D	LEOFF1 Medicare Reimb	177.10
	00202291	CALLAGHAN, MICHAEL	LEOFF1 Medicare Reimb	175.90
	00202275	ADAMS, RONALD E	LEOFF1 Medicare Reimb	175.60
	00202306	DOWD, PAUL	LEOFF1 Medicare Reimb	173.10
	00202354	RUCKER, MANORD J	LEOFF1 Medicare Reimb	171.20

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00202371	WALLACE, THOMAS	LEOFF1 Medicare Reimb	170.10
	00202305	DEVENY, JAN P	LEOFF1 Medicare Reimb	168.00
	00202274	ABBOTT, RICHARD	LEOFF1 Medicare Reimb	165.50
	00202325	JOHNSON, CURTIS	LEOFF1 Medicare Reimb	163.70
	00202332	LOISEAU, LERI M	LEOFF1 Medicare Reimb	157.80
	00202312	FORSMAN, LOWELL	LEOFF1 Medicare Reimb	144.60
	00202374	WEGNER, KEN	LEOFF1 Medicare Reimb	142.60
	00202351	RAMSAY, JON	LEOFF1 Medicare Reimb	136.20
	00202320	HAGSTROM, JAMES	LEOFF1 Medicare Reimb	101.10
	00202355	SCHOENTRUP, WILLIAM	LEOFF1 Medicare Reimb	68.40
<b>Org Key: GGM606 - Excess Retirement-Fire</b>				
	00202286	BARNES, WILLIAM	FIRE RETIREMENT BENEFIT	2,189.91
	00202299	COOPER, ROBERT	FIRE RETIREMENT BENEFIT	2,149.17
	00202325	JOHNSON, CURTIS	FIRE RETIREMENT BENEFIT	1,291.35
	00202355	SCHOENTRUP, WILLIAM	FIRE RETIREMENT BENEFIT	1,148.31
	00202351	RAMSAY, JON	FIRE RETIREMENT BENEFIT	731.79
<b>Org Key: GX9995 - Employee Benefits-General</b>				
P0106539	00202281	ASSOCIATION OF WA CITIES	2020 Retro Rating Program Memb	3,678.40
<b>Org Key: GX9996 - Employee Benefits-Police</b>				
	00202331	LEOFF HEALTH & WELFARE TRUST	POLICE	50,668.83
P0106539	00202281	ASSOCIATION OF WA CITIES	2020 Retro Rating Program Memb	7,248.16
	00202331	LEOFF HEALTH & WELFARE TRUST	POLICE SUPPORT	5,477.75
<b>Org Key: GX9997 - Employee Benefits-Fire</b>				
	00202330	LEOFF HEALTH & WELFARE TRUST	FIRE ACTIVE	50,563.64
P0106539	00202281	ASSOCIATION OF WA CITIES	2020 Retro Rating Program Memb	11,915.79
	00202331	LEOFF HEALTH & WELFARE TRUST	BILLING ADJUSTMENTS	0.03
<b>Org Key: GX9998 - Employee Benefits-Maintenance</b>				
P0106539	00202281	ASSOCIATION OF WA CITIES	2020 Retro Rating Program Memb	7,007.56
P0106539	00202281	ASSOCIATION OF WA CITIES	2020 Drug & Alcohol Consortium	1,520.00
<b>Org Key: IS2100 - IGS Network Administration</b>				
P0106591	00202311	Firstline Communications	Annual Telephone Support and	13,162.38
	00202292	CENTURYLINK	PHONE USAGE JAN 2020	1,359.34
<b>Org Key: MT2100 - Roadway Maintenance</b>				
P0106611	00202333	LTI INC	ROAD SALT (33.67 TONS)	4,418.25
<b>Org Key: MT3100 - Water Distribution</b>				
P0106566	00202317	GRAINGER	PORTABLE PIPE THREADING MACHIN	2,227.02
P0106511	00202317	GRAINGER	PORTABLE CHAIN VISE PIPE STAND	419.24
P0106512	00202317	GRAINGER	MAGNETIC HOOKS	350.46
P0106595	00202317	GRAINGER	TORQUE WRENCH & IMPACT TOOLS	322.54
P0106542	00202323	HOME DEPOT CREDIT SERVICE	DOOR MATS & MISC. TOOLS	112.66
P0106608	00202293	CESSCO INC	SERVICE WACKER	99.00
P0106510	00202317	GRAINGER	MARKING FLAGS (BLUE)	15.06
<b>Org Key: MT3150 - Water Quality Event</b>				
P0106553	00202278	AM TEST INC	WATER QUALITY INV 113850	300.00

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: MT3200 - Water Pumps</i>				
	00202292	CENTURYLINK	PHONE USAGE JAN 2020	59.69
<i>Org Key: MT3400 - Sewer Collection</i>				
P0106203	00202359	SOLID WASTE SYSTEMS INC	IT Pipes Software and PC	44,938.31
P0106594	00202347	OLDCASTLE PRECAST INC	RISERS FOR MANHOLE RINGS	1,141.80
P0106510	00202317	GRAINGER	MARKING FLAGS (GREEN)	15.96
<i>Org Key: MT3500 - Sewer Pumps</i>				
P0106461	00202282	AT&T MOBILITY	2020 TELEMETRY	256.26
P0106518	00202315	GEMPLER'S INC	RUBBER BOOTS	126.45
P0106594	00202347	OLDCASTLE PRECAST INC	36" X 2" MANHOLE RISERS	123.20
<i>Org Key: MT3800 - Storm Drainage</i>				
P0103471	00202287	BEST PARKING LOT CLEANING INC	2019 ON CALL STORMWATER CCTV	19,694.21
<i>Org Key: MT4200 - Building Services</i>				
P0106624	00202301	CUMMINS SALES & SERVICE	2019 PORTABLE GENERATOR SERVIC	983.40
P0106622	00202301	CUMMINS SALES & SERVICE	2019 PORTABLE GENERATOR BATTER	948.19
P0106623	00202301	CUMMINS SALES & SERVICE	2019 CITY HALL GENERATOR SERVI	589.82
P0106619	00202298	CONTRACT HARDWARE	2020 FS91 APP BAY DOOR HANDLE	379.73
P0106544	00202339	MI HARDWARE - BLDG	MISC. HARDWARE FOR THE MONTH O	110.86
P0106617	00202349	PART WORKS INC., THE	2020 CITY HALL SHOWER REPAIR	86.26
P0106622	00202301	CUMMINS SALES & SERVICE	2019 PORTABLE GENERATOR BATTER	-390.72
<i>Org Key: MT4300 - Fleet Services</i>				
P0106364	00202345	NELSON PETROLEUM	2020 UNLEADED & DIESEL DELIVER	4,558.60
P0102661	00202340	MI SCHOOL DISTRICT #400	2019 MISD FUEL CONSUMPTION	1,559.61
<i>Org Key: MT4501 - Water Administration</i>				
P0106620	00202361	STATE AUDITOR'S OFFICE	STATE AUDITOR	3,074.12
	00202292	CENTURYLINK	PHONE USAGE JAN 2020	58.21
P0104205	00202285	AZTECA SYSTEMS LLC	CITYWORKS SERVER AMS ADMIN TRA	20.00
<i>Org Key: MT4502 - Sewer Administration</i>				
P0106620	00202361	STATE AUDITOR'S OFFICE	STATE AUDITOR	3,074.12
P0104205	00202285	AZTECA SYSTEMS LLC	CITYWORKS SERVER AMS ADMIN TRA	20.00
<i>Org Key: MT4503 - Storm Water Administration</i>				
P0106620	00202361	STATE AUDITOR'S OFFICE	STATE AUDITOR	3,074.13
P0104205	00202285	AZTECA SYSTEMS LLC	CITYWORKS SERVER AMS ADMIN TRA	10.00
<i>Org Key: PO1350 - Police Emergency Management</i>				
P0106356	00202353	REMOTE SATELLITE SYSTEMS INT'L	EMAC Sat Phone Service - Invoi	54.00
<i>Org Key: PO1800 - Contract Dispatch Police</i>				
P0106577	00202372	WASHINGTON STATE PATROL	CPL Background - Invoice # I20	124.25
<i>Org Key: PO1900 - Jail/Home Monitoring</i>				
P0106579	00202356	SCORE	December 2019 Inmate Days - In	7,200.00
P0106579	00202356	SCORE	Health Services - Oct 2019 -	135.00
<i>Org Key: PO2100 - Patrol Division</i>				
P0106573	00202302	CURTIS BLUE LINE	Patrol Supplies - Road Flares	508.38

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0106575	00202336	MAC TOWING	Impound - Invoice # 19-11-5328	415.80
P0106576	00202362	SUPERIOR TOWING INC	Impound - invoice # B81836	303.60
P0106580	00202366	Tritech Forensics Inc.	Blood Draw kits for DUI cases	119.00
P0106571	00202329	LANGUAGE LINE SERVICES	Language Line Services - Decem	4.70
<i>Org Key: PO2201 - Dive Team</i>				
	00202334	LUM, KRISTINA	SCUBA TUITION & EQUIP	667.64
<i>Org Key: PO3100 - Investigation Division</i>				
P0106569	00202365	THOMSON REUTERS - WEST	Clear Investigative Services -	421.43
<i>Org Key: PO4300 - Police Training</i>				
P0106578	00202300	CRIMINAL JUSTICE TRAINING COMM	BLEA for Officer Trudeauux -	3,347.00
<i>Org Key: PR1100 - Administration (PR)</i>				
P0105327	00202297	CONSERVATION TECHNIX INC	Parks, Recreation and Open Spa	3,999.38
P0102331	00202378	XEROX CORPORATION	Lease and print/copy charges f	293.93
<i>Org Key: PR4100 - Community Center</i>				
P0106545	00202295	COMCAST	MICEC High Speed Connection	269.41
P0102473	00202377	XEROX CORPORATION	Monthly lease charges for colo	267.30
P0102473	00202377	XEROX CORPORATION	Use fee 11-21-19 to 12-20-19	159.28
P0106618	00202310	FIRE PROTECTION INC	2020 MOVED DEVICES FOR PANEL R	148.50
	00202292	CENTURYLINK	PHONE USAGE JAN 2020	55.79
<i>Org Key: PR6100 - Park Maintenance</i>				
P0106593	00202296	COMPTON LUMBER & HARDWARE INC	10) 6 x 6 x 8' TREATED LUMBER	518.19
<i>Org Key: PR6200 - Athletic Field Maintenance</i>				
	00202292	CENTURYLINK	PHONE USAGE JAN 2020	92.12
<i>Org Key: PR6500 - Luther Burbank Park Maint.</i>				
	00202292	CENTURYLINK	PHONE USAGE JAN 2020	176.04
<i>Org Key: PRAT40 - Ongoing Art Programs</i>				
P0106025	00202272	KOPETZKY, PETER	Restoration for Handsome Bolla	8,173.78
<i>Org Key: ST0020 - ST Long Term Parking</i>				
P0106559	00202346	OGDEN MURPHY WALLACE PLLC	ST Long Term Parking - Invoice	2,730.00
P0106550	00202321	HEARTLAND LLC	December 2019 Long-term Parkin	1,400.00
<i>Org Key: WD320R - Storm Emergency Repairs</i>				
P0106596	00202367	UNITED RENTALS NORTH AMERICA	BOOM RENTAL 135' TELESCOPIC WI	2,180.93
<i>Org Key: WG105R - Community Center Bldg Repairs</i>				
P0106549	00202317	GRAINGER	LED EXIT SIGNS	188.41
<i>Org Key: WG110T - Computer Equip Replacements</i>				
P0106478	00202357	SHI INTERNATIONAL CORP	Meraki Access Points	8,960.67
<i>Org Key: WG130E - Equipment Rental Vehicle Repl</i>				
P94483	00202271	KIA MOTORS FINANCE	6 MONTH EXTENSION JAN - JULY '	221.93
<i>Org Key: WG141E - MICEC Equipment Replacement</i>				
P0106592	00202311	Firstline Communications	Trip, Service, Labor for Confe	275.00

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: WG550R - Fuel Clean Up</i>				
P0099477	00202309	FARALLON CONSULTING LLC	PHASE 3 TECHNICAL SERVICES FOR	89,217.36
<i>Org Key: WP122R - Vegetation Management</i>				
P0103218	00202319	HABITAT RESTORATION SPEC LLC	10% Retainage - MI Open Space	3,386.20
P0103216	00202280	APPLIED ECOLOGY LLC	10% Retainage - Mercerdale Hil	878.08
P0103217	00202280	APPLIED ECOLOGY LLC	Retainage 10% - Upper Luther	465.60
<i>Org Key: WP720R - Recurring Park Projects</i>				
P0106026	00202360	SOUND ROOF SERVICES INC	2019 Parks Roof Repairs	10,458.00
<i>Org Key: WS901F - PS Generator and Pump Repl</i>				
P0104588	00202314	GARY HARPER CONSTRUCTION INC	PUMP STATION 18 REPLACEMENT	120,438.82
<i>Org Key: WW718R - Main 87th and 88th Ave SE</i>				
P0105308	00202288	BLUELINE GROUP	9600 WMW WATER SYSTEM	5,700.00
<i>Org Key: WW914R - 96th 97th Ave and SE 34th Main</i>				
P0105308	00202288	BLUELINE GROUP	9600 WMW WATER S;YSTEM IMPROVE	14,636.94
<i>Org Key: XD310C - Basins 10 &amp; 32b Dissol Metal</i>				
P0100557	00202326	KC FINANCE	Oyster Shell Retrofit Effectiv	118.67
<i>Org Key: XG118T - Maintenance Mgmt System</i>				
P0104205	00202285	AZTECA SYSTEMS LLC	CITYWORKS SERVER AMS ADMIN TRA	50.00
<i>Org Key: XP710R - Luther BB Minor Capital LEVY</i>				
P0104854	00202279	ANCHOR QEA LLC	Luther Burbank Irrigation Inta	10,265.35
<i>Org Key: YF1100 - YFS General Services</i>				
P0106597	00202327	KENT FINANCE, CITY OF	Sharelapp annual billing for t	500.00
P0102331	00202378	XEROX CORPORATION	Lease and print/copy charges f	293.94
P0106598	00202378	XEROX CORPORATION	Xerox cancellation invoice	102.03
<i>Org Key: YF1200 - Thrift Shop</i>				
P0106560	00202294	CHINOOK BOOK	Thrift Shop advertising in Chi	1,168.20
P0106600	00202363	THE STRANGER	Thrift Shop Advertising with T	400.00
<i>Org Key: YF2100 - School/City Partnership</i>				
	00202348	ORTON, ANNA	LMHC LICENSE RENEWAL	108.50
P0106551	00202352	REGIONAL TOXICOLOGY SERVICES	Lab fees for 'Substance	19.60
<i>Org Key: YF2600 - Family Assistance</i>				
P0106396	00202273	SHOREWOOD #14885	Rental assistance for Emergenc	1,000.00
<i>Org Key: YF2850 - Federal SPF Grant</i>				
P0106561	00202342	MONTANA STATE UNIVERSITY	Training and workshops for YFS	4,832.08
Total				623,808.15

**Accounts Payable Report by Check Number**

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00202271	01/27/2020	KIA MOTORS FINANCE 6 MONTH EXTENSION JAN - JULY '	P94483	OH012940	01/01/2020	221.93
00202272	01/27/2020	KOPETZKY, PETER Restoration for Handsome Bolla	P0106025	1857	11/29/2019	8,173.78
00202273	01/29/2020	SHOREWOOD #14885 Rental assistance for Emergenc	P0106396	494-0120	01/28/2020	1,000.00
00202274	01/31/2020	ABBOTT, RICHARD LEOFF1 Medicare Reimb		FEB2020	02/20/2020	165.50
00202275	01/31/2020	ADAMS, RONALD E LEOFF1 Medicare Reimb		FEB2020	02/20/2020	175.60
00202276	01/31/2020	COOPER ZIETZ ENGINEERS INC On-call electrical inspector	P0106586	19032-005	12/31/2019	8,790.60
00202277	01/31/2020	ALPHA AND OMEGA ELECTRIC DUPLICATE PERMIT		OH012962	01/03/2020	181.17
00202278	01/31/2020	AM TEST INC WATER QUALITY INV 113850	P0106553	113850	12/31/2019	300.00
00202279	01/31/2020	ANCHOR QEA LLC Luther Burbank Irrigation Inta	P0104854	65769	12/23/2019	10,265.35
00202280	01/31/2020	APPLIED ECOLOGY LLC Retainage 10% - Upper Luther	P0103216	OH012932	12/15/2019	1,343.68
00202281	01/31/2020	ASSOCIATION OF WA CITIES 2020 Retro Rating Program Memb	P0106539	78667	01/01/2020	31,369.91
00202282	01/31/2020	AT&T MOBILITY 2020 TELEMETRY	P0106461	1132020	01/01/2020	256.26
00202283	01/31/2020	AUGUSTSON, THOR LEOFF1 Retiree Medical Expense		FEB2020	02/20/2020	425.60
00202284	01/31/2020	AWC February 2020		OH012936	01/01/2020	487.00
00202285	01/31/2020	AZTECA SYSTEMS LLC CITYWORKS SERVER AMS ADMIN TRA	P0104205	INV1861	01/21/2020	100.00
00202286	01/31/2020	BARNES, WILLIAM LEOFF1 Medicare Reimb		OH012944	02/01/2020	2,412.31
00202287	01/31/2020	BEST PARKING LOT CLEANING INC 2019 ON CALL STORMWATER CCTV	P0103471	V187023	12/31/2019	19,694.21
00202288	01/31/2020	BLUELINE GROUP 9600 WMW WATER SYSTEM IMPROVEM	P0105308	18154	12/31/2019	20,336.94
00202289	01/31/2020	BLUETARP CREDIT SERVICES INVENTORY PURCHASES	P0106554	12324/25/26/27	12/31/2019	212.17
00202290	01/31/2020	BOOTH, GLENDON D LEOFF1 Retiree Medical Expense		FEB2020	02/20/2020	427.68
00202291	01/31/2020	CALLAGHAN, MICHAEL LEOFF1 Medicare Reimb		FEB2020	02/20/2020	175.90
00202292	01/31/2020	CENTURYLINK PHONE USAGE JAN 2020		OH012945	01/01/2020	1,801.19
00202293	01/31/2020	CESSCO INC SERVICE WACKER	P0106608	12366	01/17/2020	99.00
00202294	01/31/2020	CHINOOK BOOK Thrift Shop advertising in Chi	P0106560	9534	01/21/2020	1,168.20
00202295	01/31/2020	COMCAST MICEC High Speed Connection	P0106545	0057728-0120	01/11/2020	269.41
00202296	01/31/2020	COMPTON LUMBER & HARDWARE INC 10) 6 x 6 x 8' TREATED LUMBER	P0106593	870235	01/10/2020	518.19

**Accounts Payable Report by Check Number**

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00202297	01/31/2020	CONSERVATION TECHNIX INC Parks, Recreation and Open Spa	P0105327	882	12/01/2019	3,999.38
00202298	01/31/2020	CONTRACT HARDWARE 2020 FS91 APP BAY DOOR HANDLE	P0106619	SPI-050798	01/15/2020	379.73
00202299	01/31/2020	COOPER, ROBERT MEDICARE REIMBURSEMENT		OH012947	02/01/2020	2,582.97
00202300	01/31/2020	CRIMINAL JUSTICE TRAINING COMM BLEA for Officer Trudeau -	P0106578	201133898	01/22/2020	3,347.00
00202301	01/31/2020	CUMMINS SALES & SERVICE 2019 CITY HALL GENERATOR SERVI	P0106622	01-51910	09/30/2019	2,130.69
00202302	01/31/2020	CURTIS BLUE LINE Patrol Supplies - Road Flares	P0106573	INV351010	01/09/2020	508.38
00202303	01/31/2020	DANIEL, KAMARIA MITV 1/7/2020 Council Mtg	P0106610	34	01/27/2020	1,190.00
00202304	01/31/2020	DEEDS, EDWARD G LEOFF1 Medicare Reimb		FEB2020	02/20/2020	222.40
00202305	01/31/2020	DEVENY, JAN P LEOFF1 Medicare Reimb		FEB2020	02/20/2020	168.00
00202306	01/31/2020	DOWD, PAUL LEOFF1 Retiree Medical Expense		FEB2020	02/20/2020	375.22
00202307	01/31/2020	ELSOE, RONALD LEOFF1 Medicare Reimb		FEB2020	02/20/2020	183.90
00202308	01/31/2020	ESA Peer review for CAO19-014	P0106584	151540	12/31/2019	4,107.00
00202309	01/31/2020	FARALLON CONSULTING LLC PHASE 3 TECHNICAL SERVICES FOR	P0099477	0034593	12/13/2019	89,217.36
00202310	01/31/2020	FIRE PROTECTION INC 2020 MOVED DEVICES FOR PANEL R	P0106618	54592	01/23/2020	148.50
00202311	01/31/2020	Firstline Communications Annual Telephone Support and	P0106592	PPA398	01/23/2020	13,437.38
00202312	01/31/2020	FORSMAN, LOWELL LEOFF1 Medicare Reimb		FEB2020	02/20/2020	144.60
00202313	01/31/2020	GAINES, ERIC MEDICAL BATTERY FOR DIVE GEAR		OH012957	01/24/2020	8.02
00202314	01/31/2020	GARY HARPER CONSTRUCTION INC PUMP STATION 18 REPLACEMENT	P0104588	OH012942	12/31/2019	120,438.82
00202315	01/31/2020	GEMPLER'S INC INVENTORY PURCHASES	P0106518	INV0004426210	01/14/2020	896.17
00202316	01/31/2020	GOODMAN, J C LEOFF1 Medicare Reimb		FEB2020	02/20/2020	194.20
00202317	01/31/2020	GRAINGER INVENTORY PURCHASES	P0106566	9420933146	02/22/2020	3,734.60
00202318	01/31/2020	H D FOWLER INVENTORY PURCHASES	P0106546	I5371368	01/16/2020	2,633.62
00202319	01/31/2020	HABITAT RESTORATION SPEC LLC 10% Retainage - MI Open Space	P0103218	OH012934	12/31/2019	3,386.20
00202320	01/31/2020	HAGSTROM, JAMES LEOFF1 Medicare Reimb		FEB2020	02/20/2020	101.10
00202321	01/31/2020	HEARTLAND LLC December 2019 Long-term Parkin	P0106550	1210-1010	12/31/2019	1,400.00
00202322	01/31/2020	HILTNER, PETER LEOFF1 Medicare Reimb		FEB2020	02/20/2020	556.00



**Accounts Payable Report by Check Number**

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00202323	01/31/2020	HOME DEPOT CREDIT SERVICE DOOR MATS & MISC. TOOLS	P0106542	6262232	01/22/2020	112.66
00202324	01/31/2020	INTERCOM LANGUAGE SERVICES INC Intercom invoice #19-484	P0106609	19-484	01/24/2020	130.00
00202325	01/31/2020	JOHNSON, CURTIS LEOFF1 Medicare Reimb		OH012949	02/01/2020	1,455.05
00202326	01/31/2020	KC FINANCE Oyster Shell Retrofit Effectiv	P0100557	102916	12/31/2019	118.67
00202327	01/31/2020	KENT FINANCE, CITY OF Share1app annual billing for t	P0106597	RI57379	01/22/2020	500.00
00202328	01/31/2020	KUHN, DAVID LEOFF1 Medicare Reimb		FEB2020	02/20/2020	186.40
00202329	01/31/2020	LANGUAGE LINE SERVICES Language Line Services - Decem	P0106571	4729312	12/31/2019	4.70
00202330	01/31/2020	LEOFF HEALTH & WELFARE TRUST FIRE RETIREES		OH012959	01/25/2020	53,393.69
00202331	01/31/2020	LEOFF HEALTH & WELFARE TRUST POLICE RETIREES		OH012958	01/25/2020	62,121.16
00202332	01/31/2020	LOISEAU, LERI M LEOFF1 Medicare Reimb	P0106567	OH012951	01/26/2020	694.62
00202333	01/31/2020	LTI INC ROAD SALT (33.67 TONS)	P0106611	R0115160	01/28/2020	4,418.25
00202334	01/31/2020	LUM, KRISTINA SCUBA TUITION & EQUIP		OH012950	01/25/2020	667.64
00202335	01/31/2020	LYONS, STEVEN LEOFF1 Medicare Reimb		FEB2020	02/20/2020	199.90
00202336	01/31/2020	MAC TOWING Impound - Invoice # 19-11-5328	P0106575	19-11-5328	12/04/2019	415.80
00202337	01/31/2020	METROPRESORT JANUARY 2020 PRINTING AND MAIL	P0106581	IN619588	01/20/2020	395.45
00202338	01/31/2020	MI EMPLOYEES ASSOC MI EMPLOYEE ASSOCIATION		OH012960	01/31/2020	295.00
00202339	01/31/2020	MI HARDWARE - BLDG MISC. HARDWARE FOR THE MONTH O	P0106544	543/546/552/585/	12/31/2019	110.86
00202340	01/31/2020	MI SCHOOL DISTRICT #400 2019 MISD FUEL CONSUMPTION	P0102661	2019-12.31.19	12/31/2019	1,559.61
00202341	01/31/2020	MICRO COM SYSTEMS LTD Document scanning	P0106589	17446	12/31/2019	3,000.30
00202342	01/31/2020	MONTANA STATE UNIVERSITY Training and workshops for YFS	P0106561	WTI/CHSC737	01/21/2020	4,832.08
00202343	01/31/2020	MORGAN SOUND INC Audio system service calls to	P0106536	MSI102709	11/05/2019	729.30
00202344	01/31/2020	MYERS, JAMES S LEOFF1 Medicare Reimb		FEB2020	02/20/2020	215.60
00202345	01/31/2020	NELSON PETROLEUM 2020 UNLEADED & DIESEL DELIVER	P0106364	965/916/917/915	01/20/2020	4,558.60
00202346	01/31/2020	OGDEN MURPHY WALLACE PLLC Professional Services - Invoic	P0106559	834032	12/31/2019	4,350.00
00202347	01/31/2020	OLDCASTLE PRECAST INC RISERS FOR MANHOLE RINGS	P0106594	010234589	01/08/2020	1,265.00
00202348	01/31/2020	ORTON, ANNA LMHC LICENSE RENEWAL		OH012952	01/23/2020	108.50

**Accounts Payable Report by Check Number**

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00202349	01/31/2020	PART WORKS INC., THE 2020 CITY HALL SHOWER REPAIR	P0106617	INV52021	01/20/2020	86.26
00202350	01/31/2020	POT O' GOLD INC Coffee supplies	P0106583	0244452	01/02/2020	695.08
00202351	01/31/2020	RAMSAY, JON LEOFF1 Medicare Reimb		OH012953	02/01/2020	867.99
00202352	01/31/2020	REGIONAL TOXICOLOGY SERVICES Lab fees for 'Substance	P0106551	TC-20290123119	01/23/2020	19.60
00202353	01/31/2020	REMOTE SATELLITE SYSTEMS INT'L EMAC Sat Phone Service - Invoi	P0106356	00104502	01/07/2020	54.00
00202354	01/31/2020	RUCKER, MANORD J LEOFF1 Medicare Reimb		FEB2020	02/20/2020	171.20
00202355	01/31/2020	SCHOENTRUP, WILLIAM LEOFF1 Medicare Reimb		OH012955	02/01/2020	1,216.71
00202356	01/31/2020	SCORE Health Services - Oct 2019 -	P0106579	4260	12/31/2019	7,335.00
00202357	01/31/2020	SHI INTERNATIONAL CORP Meraki Access Points	P0106478	B11207743	01/23/2020	8,960.67
00202358	01/31/2020	SMITH, RICHARD LEOFF1 Retiree Medical Expense		FEB2020	02/20/2020	522.68
00202359	01/31/2020	SOLID WASTE SYSTEMS INC IT Pipes Software and PC	P0106203	0120589-IN	12/31/2019	44,938.31
00202360	01/31/2020	SOUND ROOF SERVICES INC 2019 Parks Roof Repairs	P0106026	19-612-PBI	12/31/2019	10,458.00
00202361	01/31/2020	STATE AUDITOR'S OFFICE STATE AUDITOR TRAVEL/ACCOUNTAB	P0106620	L134378	12/31/2019	18,444.74
00202362	01/31/2020	SUPERIOR TOWING INC Impound - invoice # B81836	P0106576	B81836	01/21/2020	303.60
00202363	01/31/2020	THE STRANGER Thrift Shop Advertising with T	P0106600	120D62F9	01/16/2020	400.00
00202364	01/31/2020	THOMPSON, JAMES LEOFF1 Medicare Reimb		FEB2020	02/20/2020	269.50
00202365	01/31/2020	THOMSON REUTERS - WEST Clear Investigative Services -	P0106569	841602729	12/31/2019	421.43
00202366	01/31/2020	Tritech Forensics Inc. Blood Draw kits for DUI cases	P0106580	216676	01/06/2020	119.00
00202367	01/31/2020	UNITED RENTALS NORTH AMERICA BOOM RENTAL 135' TELESCOPIC WI	P0106596	177704552-001	01/08/2020	2,180.93
00202368	01/31/2020	UNITED STATES TREASURY UNITED STATES TREASURY		OH012961	01/31/2020	988.12
00202369	01/31/2020	VERIZON WIRELESS Mobil hot spots	P0106582	9844846349	12/23/2019	654.75
00202370	01/31/2020	WABO Electrical Code Books	P0106587	1324	01/22/2020	655.40
00202371	01/31/2020	WALLACE, THOMAS LEOFF1 Medicare Reimb		FEB2020	02/20/2020	170.10
00202372	01/31/2020	WASHINGTON STATE PATROL CPL Background - Invoice # I20	P0106577	I20004197	12/31/2019	124.25
00202373	01/31/2020	WCIA UST Liability Insurance INV# 1	P0106601	14824	01/27/2020	4,327.63
00202374	01/31/2020	WEGNER, KEN LEOFF1 Medicare Reimb		FEB2020	02/20/2020	142.60

**Accounts Payable Report by Check Number**

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00202375	01/31/2020	WHEELER, DENNIS LEOFF1 Medicare Reimb		FEB2020	02/20/2020	181.70
00202376	01/31/2020	Wood. Peer review for N Mercer / Ena	P0106588	S51701766	12/27/2019	4,877.00
00202377	01/31/2020	XEROX CORPORATION Monthly lease charges for colo	P0102473	099148480	12/31/2019	426.58
00202378	01/31/2020	XEROX CORPORATION Lease and print/copy charges f	P0106598	099263930	12/01/2019	2,093.66
					Total	<u>623,808.15</u>



## CITY OF MERCER ISLAND CERTIFICATION OF PAYROLL

PAYROLL PERIOD ENDING

2.7.2020

PAYROLL DATED

2.14.2020

Net Cash	\$	570,420.78
Net Voids/Manuals	\$	17,749.53
<b>Net Total</b>	<b>\$</b>	<b>588,170.31</b>
Federal Tax Deposit - Key Bank	\$	92,407.36
Social Security and Medicare Taxes	\$	53,836.45
Medicare Taxes Only (Fire Fighter Employees)	\$	2,527.03
State Tax (Massachusetts)	\$	30.96
Public Employees Retirement System 2 (PERS 2)	\$	29,897.92
Public Employees Retirement System 3 (PERS 3)	\$	6,809.05
Public Employees Retirement System (PERSJM)	\$	870.75
Public Safety Employees Retirement System (PSERS)	\$	214.08
Law Enforc. & Fire fighters System 2 (LEOFF 2)	\$	26,359.29
Regence & LEOFF Trust - Medical Insurance	\$	12,602.54
Domestic Partner/Overage Dependand - Insurance	\$	1,649.44
Group Health Medical Insurance	\$	1,026.14
Health Care - Flexible Spending Accounts	\$	1,824.34
Dependent Care - Flexible Spending Accounts	\$	446.92
ICMA Deferred Compensation	\$	60,238.11
Fire 457 Nationwide	\$	18,729.64
Roth - ICMA	\$	560.00
Roth - Nationwide	\$	940.00
Tax Levy	\$	826.84
Child Support	\$	599.99
Mercer Island Employee Association	\$	295.00
Cities & Towns/AFSCME Union Dues	\$	-
Police Union Dues	\$	-
Fire Union Dues	\$	2,153.38
Fire Union - Supplemental Dues	\$	160.00
Standard - Supplemental Life Insurance	\$	-
Unum - Long Term Care Insurance	\$	353.55
AFLAC - Supplemental Insurance Plans	\$	514.42
Coffee Fund	\$	152.00
Transportation	\$	136.67
HRA - VEBA	\$	5,289.67
<b>Tax &amp; Benefit Obligations Total</b>	<b>\$</b>	<b>321,451.54</b>

**TOTAL GROSS PAYROLL**

**\$ 909,621.85**

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

Finance Director

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

Mayor

Date



# CITY COUNCIL MINUTES

## REGULAR MEETING

### FEBRUARY 4, 2020

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#### CALL TO ORDER & ROLL CALL

Mayor Benson Wong called the meeting to order at 6:00 pm in the Council Chambers of City Hall, 9611 SE 36<sup>th</sup> Street, Mercer Island, Washington.

Mayor Benson Wong, Deputy Mayor Wendy Weiker (6:07 pm), and Councilmembers Lisa Anderl, Jake Jacobson, Salim Nice, Craig Reynolds, and David Rosenbaum were present.

#### AGENDA APPROVAL

It was moved by Nice; seconded by Jacobson to:

**Approve the agenda as presented.**

Passed 6-0

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

ABSENT: 1 (Weiker)

#### STUDY SESSION

##### AB 5660: 2019 Community Needs Assessment

Youth and Family Services Director Cindy Goodwin introduced Allegra Calder, Principle at Berk and Kristin Maitt, Senior Planner, to present the 2019 Mercer Island Community Needs Assessment. The presentation provided City Council insight into the Youth and Family Services (“YFS”) Department’s use of Community Needs Assessments and the data-driven prioritization and evaluation processes used in the development and planning of services and programs.

A summary of need identified included:

- School Aged Mental Health Services/Youth Well-being (staffing and programmatic resources)
  - An additional middle school counselor was a priority.
- High Intensity/Multiple Systems Mental Health Support & Case Management
- Senior Services/Geriatric Community Outreach & Organizer
- Income Eligible/Emergency & Family Assistance Supports

Director Goodwin further explained that data and information from the Needs Assessment would be used to inform future policy decisions related to YFS program configurations and service priorities

#### CITY MANAGER REPORT

Interim City Manager Bon reported on the following:

- 2019 Officer of the Year, Supervisor of the Year, and Support Personnel of the Year
- New MIPD Officers
- Shoulder Improvement Project Construction on West Mercer Way
- Fire Station 91 Remediation Project
- King Property Update
- MercerFest Event
- Parks, Recreation, and Open Space (PROS) Plan Kickoff
- Summer Camp Registration
- Emergency Response & Disaster Preparedness Training
- August Recess/Break in Meetings

## APPEARANCES

Jane Reynolds, Mercer Island, asked that Council modify its Priority #2 such that it reads “fiscal and environmental sustainability” and requested that Council create a goal to create a Climate Action Plan for the City of Mercer Island.

Jim Eaves, Mercer Island, suggested that the number one thing that the City can do for a suburban community to have clean air is to create a vibrant retail core.

## CONSENT CALENDAR

### **Payables: \$1,801,091.75 (02/17/2020) and \$316,699.09 (01/24/2020)**

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

### **Payroll: \$841,594.43 (01/31/2020),**

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

### **Minutes: January 21, 2020 Regular Meeting**

**Recommendation:** Approve the January 21, 2020 Regular Meeting minutes as written.

It was moved by Anderl; seconded by Reynolds to:

**Approve the Consent Calendar as presented.**

Passed 7-0

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

## REGULAR BUSINESS

### **AB 5661: Review and Approve the 2020-2021 City Council Priorities and Confirm Additional Work Items**

At Mayor Wong’s suggestion the City Council discussed and considered the 2020-2021 City Council Priorities separate from the Additional Work Items.

Interim City Manager Jessi Bon summarized the 2020-2021 City Council Priorities outlined at the January Planning Session and explained that they represented “key themes” and were intended to guide planning and decision-making through the year and into the next biennium. She further noted that the City Council emphasized that both communications and environmental sustainability should be a foundational component of all City actions, although it was not formalized as a separate priority at the time of the Planning Session.

Council discussed the priorities at length and how best to address environmental sustainability.

It was moved by Jacobson; seconded by Anderl to:

**Adopt the 2020-2021 City Council Priorities as amended.**

It was moved by Reynolds; seconded by Weiker to:

**Amend Priority 2 to insert the words "and environmental" between "fiscal" and "responsibility"**

Failed: 6-1

AGAINST: Anderl, Nice, Jacobson, Reynolds, Rosenbaum, Weiker, and Wong)

FOR: 1 (Reynolds)

It was moved by Rosenbaum; seconded by Reynolds to:

**Amend Priority 1 to add at the end “with a continued consideration on environmental sustainability.”**

Passed 6-0

FOR: 6 (Anderl, Nice, Reynolds, Rosenbaum, Weiker, and Wong)  
ABSTAIN 1 (Jacobson)

Passed 7-0

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

Interim City Manager Bon reported that the City Council also spent time during its Planning Session working through a decision card process, resulting in the prioritization of several new work items. Manager Bon explained that in some cases, implementation of a new work item would require additional resources and an accompanying budget appropriation. In response to Council questions regarding available resources, she reported that she was currently working with City staff to assess and evaluate each of the new work items noting that work items would be brought back for additional scoping and an implementation discussion at future City Council meetings.

In response to Council questions, Bon explained that the City does not have a staff person working specifically on the development of a Climate Action Plan. Sustainability work is being done, however, that would inform a future Climate Action Plan.

Bon confirmed there is a Sustainability update planned for the April 7 City Council meeting. This will be a good time to discuss the details of the sustainability work plan for 2020 and whether or not to continue the Sustainability Committee.

It was moved by Anderl; seconded by Jacobson to:

**Confirm the 2020-2021 Additional Work Items**

Passed: 7-0

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

#### **AB 5657: City Council Rules of Procedure Amendment**

City Clerk Deborah Estrada reviewed the City Council's proposed amendments to the City Council Rules of Procedure made at the January 24 Planning Session. She also noted that five additional recommendations were recommended by either staff or City Councilmembers since the agenda packet was released.

City Clerk Estrada and Interim City Manager Bon responded to Council questions regarding the revised Boards and Commission appointment process outlined in Section 8.12 of the Rules and Procedure.

City Council addressed including or excluding the Pledge of Allegiance in Section 3.3 Order of Regular Council Meeting Agenda.

It was moved by Nice; seconded by Jacobson to:

**Approve Resolution No. 1578 amending the City Council Rules of Procedure as set forth in Exhibit A and as further amended to include:**

**Revise 4.4, Agenda Preparation to post agenda materials on Wednesdays,**

**Revise 5.2, Appearances to clarify the suggested start time,**

**Revise 5.10, Social Media to clarify NextDoor guidelines and Appendix E, and**

**Approve general housekeeping.**

It was moved by Rosenbaum; seconded by Reynolds to:

**Amend the motion to remove the amendment to Section 8.12 Appointment Process**

Passed 5-2

FOR: 5 (Jacobson, Reynolds, Rosenbaum, Weiker, and Wong)

AGAINST: 2 (Anderl and Nice)

It was moved by Reynolds; seconded by Wong to:

**Amend the motion to remove Section 3.3B Pledge of Allegiance**

Failed 6-1

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

FOR: 1 (Reynolds)

Passed 6-1

FOR: 6 (Anderl, Jacobson, Nice, Rosenbaum, Weiker, and Wong)  
AGAINST: 1 (Reynolds)

**AB 5659: City Council Regular Meeting Time Code Amendment (1st Reading; Ord. No. 20C-03)**

City Clerk Deborah Estrada explained that City Council discussed its regular meeting time at the January 24 Planning Session and requested that the start time be changed from 7:00 pm to 6:30 pm to allow public appearances to occur earlier in the meeting and meetings to adjourn earlier as well.

It was moved by Jacobson; seconded by Rosenbaum to:  
**Suspend City Council Rules of Procedure 6.3, requiring a second reading for an ordinance.**  
Passed 7-0  
FOR: 7 (Anderl, Jacobson, Reynolds, Rosenbaum, Nice, Weiker, and Wong)

It was moved by Jacobson; seconded by Anderl to:  
**Adopt Ordinance No. 20C-03 amending section 2.06.010 of the Mercer Island City Code to change the time of Regular Meetings of the City Council.**  
Passed 7-0  
FOR: 7 (Anderl, Jacobson, Reynolds, Rosenbaum, Nice, Weiker, and Wong)

**AB 5656: Boards & Commissions Code Amendments (1st Reading, Ordinance No. 20C-02)**

City Clerk Estrada recommended that based on the Council's prior discussion regarding the City Council Rules of Procedure and the Council's desire to further amend Section 8.12 regarding the boards and commission appointment process, Council postpone adoption of Ordinance No. 20C-02.

It was moved by Anderl; seconded by Reynolds to:  
**Table Ordinance No. 20C-02 amending membership appointment process in Chapters 3.34 Design Commission, 3.46 Planning Commission, 3.52 Utility Board, 3.53 Parks & Recreation Commission, and 3.55 Mercer Island Arts Council for consideration at the February 18, 2020 Regular Meeting.**  
Passed 7-0  
FOR: 7 (Anderl, Jacobson, Reynolds, Rosenbaum, Nice, Weiker, and Wong)

**AB 5655: Authorize the use of Revenue from the HB1406 Tax Credit and Appropriate Funding for the ARCH Administrative Budget.**

Alison Van Gorp, Deputy Director of Community Planning and Development, summarized HB 1406, noting that the City of Mercer Island enacted the sales tax in November 2019 and that the Department of Commerce had capped Mercer Island's tax credit at \$37,373 per year. Deputy Director Van Gorp outlined the following options for allocating the HB 1406 revenue and funding the ARCH administrative budget as follows:

HB 1406 Options:

1. Rental assistance for households earning <60% of city median income
2. Acquire or construct affordable housing locally
3. Pool funds with other jurisdictions to create affordable housing

ARCH Administrative Budget Options:

- A. Savings achieved by using HB 1406 revenue for the ARCH HTF
- B. 2018 General Fund surplus
- C. Identify other funding sources in the general fund

Deputy Director Van Gorp explained that staff recommended pursuing HB 1406 Option 1 and ARCH Administrative Budget Option A explaining that the key benefit is that it would fund the ARCH HTF and administrative budget without placing further demands on general fund revenue. Council discussed the available options and took action accordingly.

It was moved by Reynolds; seconded by Rosenbaum to:  
**Reallocate \$16,232 in Housing Trust Fund contributions to cover the increase in the ARCH Administrative Budget, and replace that contribution with \$16,232 of HB1406 revenue, with the balance of the HB 1406 revenue allocated for the YFS Emergency Assistance Program.**



Passed: 4-3  
FOR: 4 (Reynolds, Rosenbaum, Weiker, and Wong)  
AGAINST: Anderl, Jacobson, and Nice

## **OTHER BUSINESS**

### **City Council Liaison Appointments**

Mayor Wong reported that he and Deputy Mayor Weiker reviewed the 2020 City Council Liaison Assignments and made the following appointments:

#### **City Boards and Commissions:**

- Arts Council: Nice
- Disability Board: Jacobson and Rosenbaum
- Open Space Conservancy Trust: Anderl
- Parks & Recreation Commission: Jacobson
- Utility Board: Anderl

#### **Committees:**

- Sustainability Committee: Nice, Reynolds

#### **Local Assignments:**

- MISD Superintendent's Advisory Council: Rosenbaum
- MISD Superintendent Equity Advisory Council: Wong
- Mercer Island PTA Advocacy Committee: Rosenbaum

#### **Regional Assignments:**

- Eastside Transportation Partnership: Jacobson and Reynolds
- King County-Cities Climate Collaboration (K4C): Weiker
- Renton Airport Advisory Committee: Nice
- SCA Public Issues Committee: Wong, Rosenbaum (alternate)
- WRIA 8 Salmon Recovery Council: Anderl
- Safe Energy Leadership Alliance (SELA): Reynolds

### **Councilmember Absences**

Councilmember Anderl and Reynolds reported that they would be unable to attend the March 3 Regular Meeting.

### **Planning Schedule**

Interim City Manager Bon noted that there would be two Council absences on March 3 and asked whether there was a desire to schedule a special meeting for March 10.

City Council directed staff to cancel the March 3 Regular Meeting and schedule a Special Meeting on March 10 in its place.

### **Councilmember Reports**

Deputy Mayor Weiker reported that YFS Director Goodwin gave an excellent report at the Mercer Island Rotary.

Mayor Benson Wong

- YFS Breakfast is scheduled for February 12, 2020
- SCA Networking Dinner is scheduled for February 19
- YTN fundraiser on February 29

## **EXECUTIVE SESSION**

At 9:30 pm, Mayor Wong convened an Executive Session for approximately two hours and 30 minutes to

- 1) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price. RCW 42.30.110(1)(b).
- 2) To discuss pending or potential litigation with legal counsel pursuant to RCW 42.30.110(1)(i).
- 3) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee pursuant to RCW 42.30.110(1)(g).

No action was taken.

At 10:50 pm, Mayor Wong adjourned the Executive Session; no action was taken.

## **ADJOURNMENT**

There being no additional business to come before City Council, the Regular Meeting adjourned at 10:51 pm.

Attest:

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

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



# BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 5662  
February 18, 2020  
Consent Calendar

## AGENDA BILL INFORMATION

<b>TITLE:</b>	AB 5662: ROW Fleet Appropriation	<input type="checkbox"/> Discussion Only
<b>RECOMMENDED ACTION:</b>	Authorize appropriation from the Equipment Rental Fund to purchase the FL-0422 replacement vehicle to include hydraulic drive sander and pre-wet system.	<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>	Brian Hartvigson, ROW & Stormwater Manager
<b>COUNCIL LIAISON:</b>	n/a
<b>EXHIBITS:</b>	1. 2019-20 Snow route map 2. Spec Sheet for Hydraulic V-Box Spreader with Pre-Wet System
<b>CITY COUNCIL PRIORITY:</b>	n/a

<b>AMOUNT OF EXPENDITURE</b>	\$ 107,517
<b>AMOUNT BUDGETED</b>	\$ 74,600
<b>APPROPRIATION REQUIRED</b>	\$ 32,917

## SUMMARY

The Equipment Rental Fund accounts for the cost of maintaining, operating and replacing all City owned vehicles and heavy equipment. Equipment replacements are funded through internal user charges that are developed for each vehicle or piece of equipment. Following the completion of a fleet performance audit in April 2016, vehicles are on a 10-year replacement cycle.

Fleet vehicle 422 ("FL-0422") is a multi-use vehicle primarily used by the City Right-Of-Way and Stormwater Team and is scheduled for replacement. An appropriation of \$32,917 from the Equipment Rental Fund is needed to replace FL-0422 with a hydraulic driven drop-in sander. The hydraulically driven sander also includes a "pre-wet" tank system to improve the effectiveness of deicing materials applied to the roadway.

## BACKGROUND

The Right-of-Way Team ("ROW"), responsible for essential ongoing maintenance programs within the public Right-of-Ways, is funded by the General Fund and Stormwater Utility. Routine maintenance activities include:

- Pavement Markings
- Pothole Repairs and Roadway Shoulder Work
- Street Sweeping

- Streetlight, Sidewalk, and Street Sign Maintenance
- Vegetation Work and Planter Bed Beautification
- Special Event Support (Farmer’s Market, Rotary Run, Seafair, Art Uncorked, etc.).

In total, over 84 miles of roadway and over 300 acres of undeveloped rights-of-way (unopened ROW) are maintained by the ROW Team. Additionally, the ROW Team is responsible for maintaining the stormwater utility. Guided by the requirements set forth in the Western Washington Phase II National Pollutant Discharge Elimination System (NPDES) permit, the ROW team maintains:

- 117 miles of stormwater pipes
- 4,640 catch basins
- Surface water inspection and testing of flow control facilities
- 20 miles of roadside ditches
- 13 miles of watercourses

FL-0422 is a multi-use truck used to support ROW and Stormwater Utility operations. FL-0422 is used to haul soil, rock, asphalt and vegetation. During the winter months, the vehicle is outfitted with a removable drop-in sanding unit and snowplow to assist with snow and ice removal (see Exhibit 1).

During the February 2019 extended snowstorm event, City crews plowed/sanded over 3,000 miles of City roads. FL-0422 was a primary response vehicle for this event. Unfortunately, the drop-in electric sanding unit for this truck was overmatched during this response. The sander for FL-0422 experienced frequent mechanical failures, limiting its use as a sander. Conversely, during this same snowstorm, City Staff operated two similar vehicles with hydraulic sanders, which demonstrated excellent reliability throughout the event.

**APPROPRIATION NEED**

FL-0422 is scheduled for replacement in 2020 and was originally budgeted with a less expensive and less reliable electric sander. A hydraulic driven drop-in sander is available for this vehicle classification, which also includes a “pre-wet” tank system to improve the effectiveness of deicing materials applied to the roadway. This hydraulic system will improve operations and reliability during snow and ice responses.

An appropriation of \$32,917 from the Equipment Rental Fund is needed to replace FL-0422 with the hydraulic sanding system, which will be included in a budget amending ordinance as part of the first quarter 2020 Financial Status Report tentatively scheduled for the May 19 City Council Regular Meeting. The Equipment Rental Fund has adequate fund balance to cover this additional expense and the future replacement of this new vehicle will be covered through the internal user charges.

It is anticipated that the truck and sanding unit will take 6-8 months to build, thus making it available for the 2020-2021 winter season.

**RECOMMENDATION**

Appropriate \$32,917 from the Equipment Rental Fund to purchase the FL-0422 replacement vehicle including drop sander with hydraulic drive and pre-wetting tank system and authorize the City Manager to approve replacement fleet acquisition.

# MERCER ISLAND SNOW RESPONSE PRIORITIES (2020)

**Snow Response Priorities**

- Priority #1- Primary Arterial
- Priority #2- Primary Residential
- Priority #3- Secondary Residential

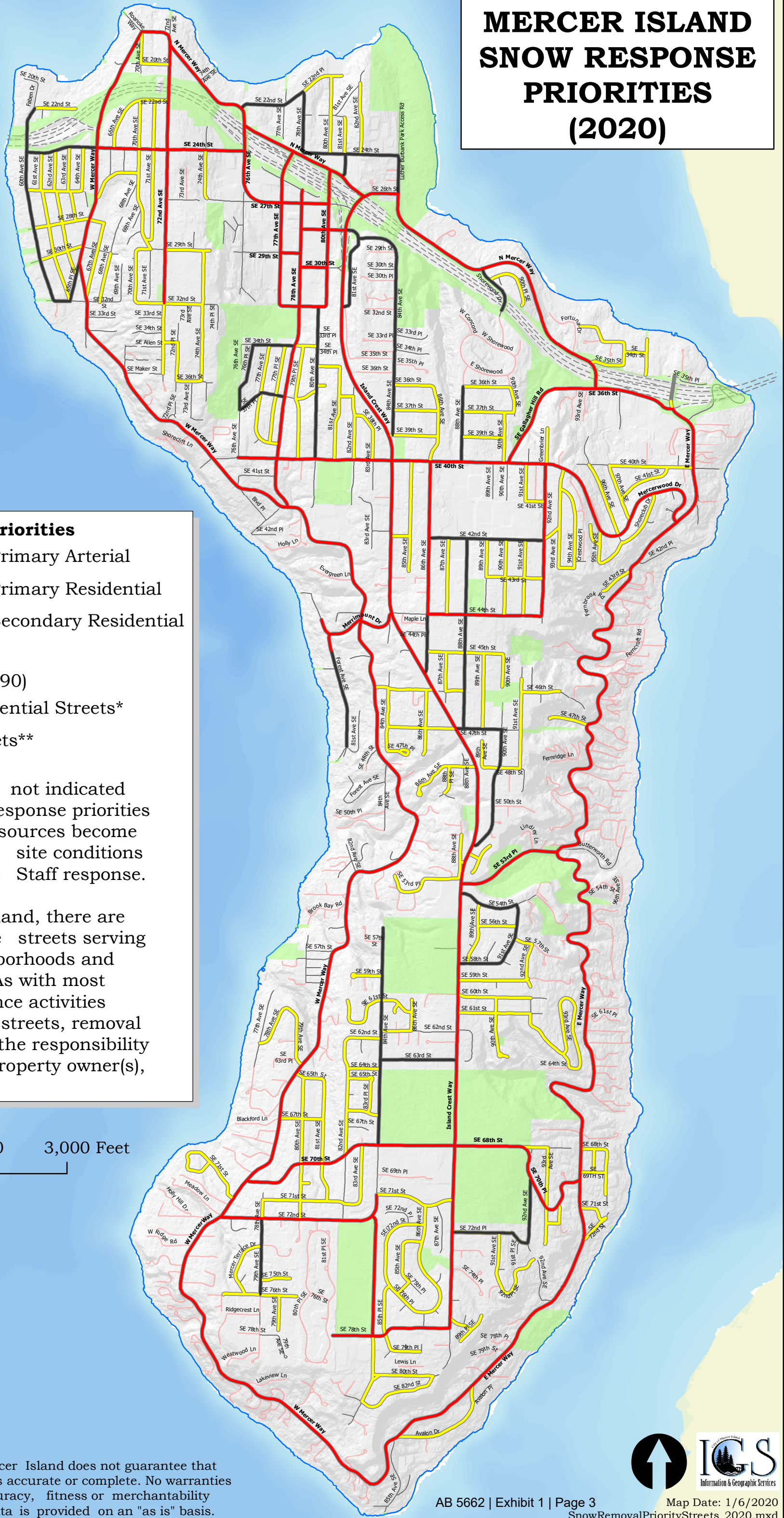
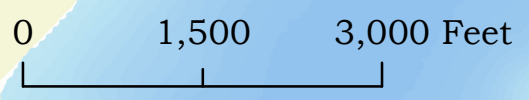
**Other Streets:**

- - - - Interstate (I-90)
- Public Residential Streets\*
- Private Streets\*\*

Note:

\* Public streets not indicated on the map as response priorities are plowed as resources become available and or site conditions allow for feasible Staff response.

\*\* Across the Island, there are numerous private streets serving individual neighborhoods and developments. As with most other maintenance activities related to these streets, removal of snow and ice is the responsibility of the private property owner(s), not City crews.



Disclaimer: The City of Mercer Island does not guarantee that the information on this map is accurate or complete. No warranties of any sort including accuracy, fitness or merchantability accompany this map. This data is provided on an "as is" basis.



*Tailgate Mounted Pre-wet System*



*Behind the Cab Pre-wet System*



*V-Box with Pre-wet System*



*In-Bed Tank Pre-wet System*



*Fender Mounted Pre-wet System*



# Pickup V-Box

## 10.5 Engine with Wireless Remote Control or Hydraulic Drive



Mild Steel



Stainless Steel

### Standard Features:

- 8' Hopper Length
- 50½" Width; 32" Height
- 1.8cu yd Capacity
- 12ga. Hopper Shell; 12ga. Formed Longsills Slotted for Drive and Idler Shaft Removal
- 1¼" Drive & Idler Shafts
- Heavy Duty 4-Bolt Flange Bearing
- Sloped Sides
- 20:1 Gear Box
- 6-Tooth Cast Iron Sprockets
- Bolt-On Spinner with Seal Saver Kit
- Wireless Cab Control, Variable (10.5 HP Briggs & Stratton Engine)
- Hard Wired Control (11 HP Honda Engine)
- 4-Corner Lift System

### Options:

- 11 HP Honda Engine in lieu of 10.5 HP Briggs & Stratton or Hydraulic Drive
- ¼" or ⅜" Top Screens
- Turnbuckle Mounting Kit
- Binder Mounting Kit
- 6" Box Extension
- Inverted V
- Center High Mounted Stop Light
- 16 oz. Neoprene Tarp
- 12" Extended Spinner
- Single Auger Discharge in lieu of Conveyor (Direct Drive Hydraulic)



10.5HP Engine



Wireless Cab Control with 10.5 HP Briggs & Stratton Engine

# Pre-wet Systems

**Pre-wet - Application of a liquid chemical ie. Salt brine, calcium chloride, magnesium chloride, etc. to a granular material.**

## Why Pre-wet?

1. Faster reaction time to start the brine process.
  - In-order for the rock salt to breakdown it must have moisture.
2. More material stays on road surface where spread.
  - Test results from many states show that on average 30% of dry salt is lost off the road surface upon application.
3. Allow you to use less product.
  - Salt that has been pre-wetted had a loss rate of 4% on average.



## Available Pre-wet Systems:

LDS-333 Electric Liquid Dispensing System  
LDS-455 Hydraulic Liquid Dispensing System

Electric Close Loop System  
Hydraulic Open or Closed Loop System

## Components of a Pre-wet System



**Tanks** - Available in many different volumes and shapes. Poly tanks have integrally molded threads, baffles and sash guards for the lid



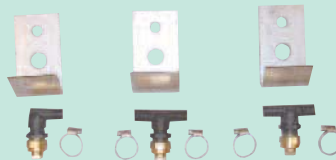
**Pump** - Hydraulic or Electric. Displacement is typically from 3-7 gallons per minute.



**Control and Harness**



**Plumbing Fittings**



**Nozzles**



## Open Loop vs. Closed Loop

Closed Loop has a flow meter installed in the plumbing to measure flow. The flow meter emits electrical pulses that are received by a ground speed controller. The control monitors the amount of pulses relative to granular product dispensed.

Open Loop does not contain a flow meter. It may be driven off of the exhaust oil of the conveyor so that as the conveyor speeds up the pre-wet pump also increases. This keeps your ratio of granular to liquid equal.





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

**AB 5658  
February 18, 2020  
Consent Calendar**

**AGENDA BILL INFORMATION**

<b>TITLE:</b>	AB 5658: Resolution Appointing City Manager	<input type="checkbox"/> Discussion Only
<b>RECOMMENDED ACTION:</b>	Approve Resolution No. 1580 appointing Jessi Bon as City Manager and authorizing the Mayor to execute the City Manager Employment Agreement.	<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>	Mayor Benson Wong / Bio Park, Interim City Attorney	
<b>COUNCIL LIAISON:</b>	Benson Wong	Salim Nice
<b>EXHIBITS:</b>	<ol style="list-style-type: none"> <li>Resolution appointing Jessi Bon as City Manager and Exhibit A (City Manager Employment Agreement with Jessi Bon)</li> <li>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>CITY COUNCIL PRIORITY:</b>		

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

**SUMMARY**

Jessi Bon (“Ms. Bon”) has been serving as the City’s Interim City Manager since June 7, 2019, when then City Manager Julie Underwood resigned. Since being appointed Interim City Manager, Ms. Bon has demonstrated the professional qualifications sought by the City Council for a “permanent” City Manager. During a time of transition at the City, she has provided outstanding leadership as shown by her careful decision-making and willingness to take difficult actions for the City’s best interest. Furthermore, Ms. Bon has more than twenty years of experience in municipal government, fifteen of which were served at various senior management/executive levels.

Prior to joining the City as the Parks & Recreation Director in August 2018, Ms. Bon served as the City of Sammamish’s Deputy City Manager since May 2016, and as its Parks & Recreation Director from December 2006 through April 2016. Ms. Bon, who lives on Mercer Island with her family, earned her bachelor’s degree from Western Washington University and her master’s degree in Public Administration from Seattle University.

After reviewing several current city manager contracts from other comparable King County cities, the attached City Manager Employment Agreement was prepared at the direction of the City Council. Ms. Bon has reviewed the agreement and agreed to all terms and conditions of employment to serve as Mercer Island City Manager.

## **RECOMMENDATION**

Approve Resolution No. 1580 appointing Jessi Bon as City Manager and authorizing the Mayor to execute the City Manager Employment Agreement thereto attached.

**CITY OF MERCER ISLAND, WASHINGTON  
RESOLUTION NO. 1580**

**A RESOLUTION APPOINTING JESSICA L. BON AS CITY MANAGER  
AND AUTHORIZING THE MAYOR TO EXECUTE AN EMPLOYMENT  
AGREEMENT WITH HER FOR CITY MANAGER SERVICES**

**WHEREAS**, the City of Mercer Island has needed to hire a City Manager since June of 2019; and

**WHEREAS**, Jessica L. Bon (“Jessi Bon”) has been serving as Interim City Manager since June 2019, and has demonstrated the professional qualifications sought by the City Council for a “permanent” City Manager; and

**WHEREAS**, Jessi Bon has more than twenty years of experience in municipal government, fifteen of which were served at various senior management/executive levels; and

**WHEREAS**, prior to joining the City as the Parks & Recreation Director in August 2018, Jessi Bon served as the City of Sammamish’s Deputy City Manager since May 2016, and as its Parks & Recreation Director from December 2006 through April 2016; and

**WHEREAS**, Jessi Bon, who lives on Mercer Island with her family, earned her bachelor’s degree from Western Washington University and her master’s degree in Public Administration from Seattle University; and

**WHEREAS**, during a time of transition at the City, Jessi Bon has provided outstanding leadership as shown by her careful decision-making and willingness to take difficult actions for the City’s best interest; and

**WHEREAS**, an employment agreement has been prepared that includes all terms and conditions of employment agreed upon between the City Council and Jessi Bon.

**NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF MERCER ISLAND, WASHINGTON, AS FOLLOWS:**

Section 1. After due consideration, the City Council appoints Jessi Bon as City Manager for the City of Mercer Island.

Section 2. The Mayor is authorized to execute the employment agreement with Jessi Bon titled “City Manager Employment Agreement,” in substantially the form attached hereto as Exhibit A.

Section 3. Jessi Bon’s appointment as City Manager shall be effective on the effective date of the aforementioned employment agreement.

**PASSED BY THE CITY COUNCIL OF THE CITY OF MERCER ISLAND,  
WASHINGTON, AT ITS REGULAR MEETING ON FEBRUARY 18, 2020.**

CITY OF MERCER ISLAND

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Benson Wong, Mayor

ATTEST:

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Deborah A. Estrada, City Clerk

## EXHIBIT A



# CITY MANAGER EMPLOYMENT AGREEMENT

CITY OF MERCER ISLAND, WASHINGTON  
9611 SE 36th Street • Mercer Island, WA 98040-3732

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## 2020 Agreement

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THIS CITY MANAGER EMPLOYMENT AGREEMENT (“Agreement”) is dated effective the \_\_\_\_ day of February 2020, and is between the CITY OF MERCER ISLAND, a Washington municipal corporation (the “City”) and Jessica L. Bon (“Jessi Bon” or the “City Manager”).

### RECITALS

Whereas, Jessi Bon is currently employed by the City, and has been serving as its interim city manager since, on or about, June 7, 2019; and

Whereas, the Mercer Island City Council (“City Council”) wishes to appoint Jessi Bon as the City’s city manager; and

Whereas, Jessi Bon wishes to accept the City Council’s appointment, and serve as the City’s city manager; now, therefore, the parties agree as follows:

### 1. DUTIES AND AUTHORITY

- 1.1 The City hereby agrees to continue Jessi Bon’s employment with the City, and to appoint her as its city manager in order to perform, without interference, not only the functions and duties specified in chapter 35A.13 RCW, but also such other legally permissible and proper duties and functions as the City Council may collectively assign from time to time (“Services”).
- 1.2 The City Manager’s employment status shall be as an employee of City and not as an independent contractor. The City Manager shall be an at-will employee who serves at the pleasure of the City Council for an indefinite term pursuant to RCW 35A.13.130, as now enacted and hereafter amended. The City Manager is subject to the provisions of the Mercer Island Employee Handbook, incorporated by reference herein and as hereafter amended, except for any provisions of the Handbook that are inconsistent with this Agreement or State laws regulating the office of City Manager under chapter 35A.13 RCW.
- 1.3 The City Manager shall perform all duties with reasonable care, diligence, skill and expertise.

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- 1.4 The City Manager is expected to devote her full time and attention to her duties as city manager starting on the effective date of this Agreement. Any outside activities that might materially interfere with her duties shall require prior approval by the City Council.

## 2. COMPENSATION AND BENEFITS

- 2.1 Salary. In consideration of the City Manager performing the Services, the City Manager shall be paid during the remainder of 2020 a base annual salary of \$203,000. Starting in 2021 and subsequent calendar years of this Agreement, such base salary shall be increased by the annual cost of living increases awarded to non-represented employees. In addition, in 2022, and every fourth year thereafter, a market analysis will be performed, and the City Council will determine whether to increase the City Manager's annual base salary.
- 2.2 Vehicle Allowance and Equipment. The City Manager will be paid a vehicle allowance of \$400 per month in lieu of mileage reimbursement for the use of her personal vehicle for business purposes. The City Manager will be provided a cellular phone or a monthly stipend and a laptop computer and other necessary equipment to perform her duties as city manager.
- 2.3 Vacation and Sick Leave Allowance. The City Manager shall be awarded vacation at the rate of 200 hours per year. In addition, the City Manager shall be paid for all recognized City holidays plus one floating holiday. The City Manager shall be allowed to carry-over or cash out unused hours of accrued vacation according to the City leave policy for full-time Department Directors. Sick leave shall be accrued according to City policy. During vacation or other extended absences, the City Manager will designate an acting city manager.
- 2.4 Life Insurance. City shall pay the amount of premium due for term life insurance in the amount of 125% of annual base salary, including all increases in the base salary during the life of this Agreement. The City Manager shall name the beneficiary of the life insurance policy.
- 2.5 Other Employee Benefits. Except as otherwise provided in this Agreement, the City Manager is entitled to receive all other benefits accorded to full-time Department Directors employed by the City, including but not limited to: health care (medical, dental, vision coverage), long-term disability coverage, PERS contribution, Retirement Health Savings Accounts contributions and the option to participate in the City's deferred compensation program ("457") including annual deferred compensation/cash awards.
- 2.6 Professional Development and Memberships. Subject to the amount expressly budgeted for such activities in the approved City budget, the City agrees to pay for professional dues and subscriptions of the City Manager for participation in national,

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regional, state and local associations and organizations necessary and desirable for the City Manager's continued professional participation, growth and advancement. Subject to the amount expressly budgeted for such activities in the approved City budget, the City agrees to pay for reasonable fees, travel and subsistence expenses of the City Manager for professional and official travel, and for attendance at occasional courses, meetings and conferences to further the professional development of the City Manager.

- 2.7 Residency. Consistent with RCW 35A.13.050, the City Manager need not be a resident at the time of her appointment, but shall reside in the City of Mercer Island within six (6) months of her appointment, unless such residency is further waived by the City Council.

### 3. PERFORMANCE REVIEW & EVALUATION

Annual Performance Review. Starting in June of 2021 and annually thereafter, the City Council will review the City Manager's performance since the latter of the effective date of this Agreement or the last performance review. Approximately two months prior to the annual review in June, the Mayor and the City Manager will discuss the performance review process and determine jointly how such process will be conducted and whether the process will be led by the Mayor or by a qualified facilitator acceptable to the City Council and the City Manager. The Mayor or facilitator will present the findings to the City Council in an Executive Session; following which, the City Council may choose to meet to discuss the City Manager's performance and achievements in an Executive Session or open meeting at the discretion of the City Council. At the conclusion of each performance review and evaluation, the Mayor or facilitator will provide the City Manager with a written summary of the results of the review and evaluation.

### 4. TERM

This Agreement shall commence on the effective date of this Agreement and shall remain in effect for an indefinite term pursuant to RCW 35A.13.130-140, as now enacted and hereafter amended.

### 5. TERMINATION, RESIGNATION AND SEVERANCE

- 5.1 Termination. This Agreement may be terminated by the City by a majority vote of the City Council, in accordance with RCW 35A.13.130 – 140 as now enacted and hereafter amended.
- 5.2 Resignation. The City Manager may terminate this Agreement upon a minimum of thirty (30) days' written notice to the City Council prior to the effective date of her resignation.
- 5.3 Severance. In the event this Agreement is terminated by the City for any reason other than just cause, the City agrees to pay the City Manager (1) a lump sum cash payment

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equal to nine months of salary as of the date of separation, provided that the lump sum cash payment shall be reduced to six months of salary if the City Manager has held that position for two years or more on the date of separation; and (2) monthly COBRA payments to continue the City Manager's City family medical coverage as of the date of separation for up to three months after the date of separation, provided that no such payments shall be made after the City Manager secures similar coverage through another employer. The City Manager's receipt of any severance is conditioned upon the City Manager executing a release of claims agreement that is deemed satisfactory by the City Council. For purposes of this Agreement, the term "just cause" shall include acts, errors or omissions that discredit the City, as determined by the majority of the City Council; intentional violation of any lawful duty; any unauthorized disclosure of any confidential information of the City; any act of dishonesty, fraud, embezzlement, or theft; conviction of any felony or misdemeanor involving moral turpitude or a material breach by the City Manager of this Agreement. In the event the City terminates this Agreement for just cause, no severance will be paid.

- 5.4 Unused Vacation Time. In the event the City Manager's employment is terminated either voluntarily or involuntarily, the City Manager shall be compensated for unused vacation time up to a total of 240 hours in the aggregate. For purposes of this section, if termination is within a pay period, leave shall be credited for each day worked pro rata in the partial pay period in calculating the ending vacation leave balance.

## 6. INDEMNIFICATION

The City shall defend, hold harmless and indemnify the City Manager, notwithstanding the fact that the City Manager may have concluded service or employment with the City, against any obligation to pay money or perform or not perform action, including without limitation, any and all losses, damages, judgments, interests, settlements, penalties, fines, court costs and other reasonable costs and expenses of legal proceedings including reasonable attorney's fees, and any other liabilities arising from, related to, or connected with any tort, professional liability claim or demand or any other threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative, arbitral or investigative, whether groundless or otherwise, arising out of an alleged act or omission occurring in the good faith performance of the City Manager's duties on behalf of the City and within the scope of the City Manager's employment with the City, unless the act or omission is alleged to involve any dishonest, fraudulent, criminal or malicious act or willful or wanton misconduct or unless the act or omission is alleged to be outside the scope of her employment, in which case defense shall be provided under a reservation of rights pending final legal determination of the legal action including any appeals brought by either party.

Legal representation shall be provided by the Office of the City Attorney unless, in the sole opinion of the City Attorney, a conflict of interest or ethical bar exists with respect to said representation or if the City Attorney determines in consultation with the City Council that outside counsel should be retained on behalf of the City Manager. In the event that outside counsel is retained, the City shall indemnify the City Manager from the reasonable fees and



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costs of such legal defense services. Legal representation shall extend until a final determination of the legal action including any appeals brought by either party.

The City Manager shall permit all claims against the City Manager to be dealt with by the City Attorney's Office for uncovered claims, or for covered claims, by the City's risk pool, the Washington Cities Insurance Authority ("WCIA"), or any insurer with which the City insures itself. The City Attorney's Office, the WCIA or the insurer shall be entitled to take absolute control of the defense of all proceedings against the City Manager (including arbitrations) and, in the sole discretion of the City Attorney, the WCIA or the City's insurer, to defend or compromise in the City Manager's name without further consultation with the City Manager as to any proceedings relating to any such claim and to enforce for the City's own benefit any order made for costs or otherwise, or any claim for indemnity against any other person or persons. The City Manager recognizes that the City Manager shall have no veto authority over any settlement unless the City Manager is a personally-named party to the suit and the City Manager is using exclusively personal funds to achieve settlement.

The City Manager shall cooperate with the defense of any claims, lawsuits or other legal proceedings beyond the City Manager's service to the City as long as litigation is pending; shall attend reasonably necessary interviews, depositions, hearings and trials; and shall assist in securing witnesses and evidence. For any litigation to which the City Manager is a witness or advisor to the City, the City agrees to pay all reasonable litigation expenses of the City Manager throughout the pendency of such litigation including reasonable travel expenses and shall compensate for the City Manager's time at an hourly rate determined by the City Manager's ending annual salary.

### 7. NOTICE

Any written notices required to be given under this Agreement shall be delivered to the following parties at the following addresses:

To the City: Mayor  
City of Mercer Island  
9611 SE 36<sup>th</sup> Street  
Mercer Island, WA 98040

To the City Manager: Jessi Bon  
P.O. Box 23  
Mercer Island, WA 98040

Any notices may be either delivered personally or mailed to the addressee of the notice.

### 8. GENERAL PROVISIONS

8.1 Entire Agreement; Modifications. This Agreement constitutes the entire agreement between the parties and both parties acknowledge there are no other agreements,

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oral or otherwise. The parties agree that this Agreement cannot be amended or modified without the written consent of both parties.

8.2 Waiver. Waiver by the City or the City Manager of any provision of this Agreement does not constitute a waiver of any other provision.

8.3 Severability. If any provision or portion of this Agreement is held to be unenforceable, the City will have the right to declare the Agreement void and enter into negotiations with City Manager for execution of a new agreement.

8.4 Jurisdiction, Venue, and Attorney’s Fees. This Agreement will be governed and construed in accordance with the laws of the State of Washington. In the event any suit or other proceeding is instituted to enforce any terms of this Agreement, the parties specifically understand and agree that venue will be exclusively in King County, Washington. Each party shall pay all of its own attorney’s fees, costs and expenses in connection with any legal action commenced regarding this Agreement.

8.5 Mediation Prior to Litigation. The parties agree to participate in mediation, conducted by a mutually agreeable third party, prior to filing a lawsuit on any claims arising under this Agreement.

8.6 Equal Opportunity to Draft. The parties have participated in, and had an equal opportunity to participate in, the drafting of this Agreement. No ambiguity will be construed against any party upon a claim that such party drafted the ambiguous language.

8.7 Interim City Manager Agreement Terminated. With the appointment of Jessi Bon as city manager, the Interim City Manager Agreement between the parties dated June 5, 2019 (“ICM Agreement”) is hereby terminated without Jessi Bon electing to exercise any of her post-termination rights set forth in Section IV(C) of the ICM Agreement.

**CITY:**

**CITY MANAGER:**

By: \_\_\_\_\_  
Benson Wong, Mayor

By: \_\_\_\_\_  
Jessica L. Bon

Approved as to Form:

By: \_\_\_\_\_  
Bio Park, Interim City Attorney



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

**AB 5663  
February 18, 2020  
Regular Business**

**AGENDA BILL INFORMATION**

<b>TITLE:</b>	AB 5663: Community Facility Code Amendment: Planning Commission Recommendation, Ordinance 20-04; 1 <sup>st</sup> Reading & Adoption	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed:
<b>RECOMMENDED ACTION:</b>	Adopt Ordinance 20-04	<input checked="" type="checkbox"/> Motion <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

<b>DEPARTMENT:</b>	Community Planning and Development
<b>STAFF:</b>	Evan Maxim, Director
<b>COUNCIL LIAISON:</b>	n/a
<b>EXHIBITS:</b>	1. Planning Commission: Problem Statement 2. Ordinance 20-04 with Attachment A and B
<b>CITY COUNCIL PRIORITY:</b>	n/a

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

**SUMMARY**

In November of 2018, the City Council approved the 2018 Comprehensive Plan amendments, which included policy language related to the establishment of a Community Facility zoning designation and related development regulations. In 2019, staff began working with the Planning Commission on draft regulations. This work was “paused” in June of 2019.

After adoption of the 2018 Comprehensive Plan amendments, an appeal was filed to the Growth Management Hearings Board (“GMHB”) identifying 35 appeal issues. The City prevailed on 33 out of the 35 issues. One of the issues the City did not prevail on is related to the Community Facility zone amendment process. The GMHB established a compliance date in January 2020. Compliance with the GMHB decision requires that the City to either: A) adopt development regulations related to the Community Facility zone; or B) repeal the 2018 Comprehensive Plan amendments related to the Community Facility zoning designation.

On August 20, 2019, the City Council and Planning Commission held a joint study session ([AB 5594](#)) to discuss the proposed Community Facility regulations and zoning designation. Following the joint study session, the City Council asked the Planning Commission to:

1. Review the “problem statement” and determine if an alternative approach is warranted;
2. Explore alternative decision-making processes; and
3. Report back to the City Council for further direction.

The Planning Commission completed this work on January 29, 2020.

## **PLANNING COMMISSION RECOMMENDATION**

The Planning Commission developed a problem statement related to the technical challenges associated with the current approach to regulating community organizations through the residential zoning designation. The Planning Commission then evaluated four different alternative approaches to formulate a recommended approach (Exhibit 1). In summary, the four alternative approaches evaluated include:

Alternative 1: No change to the current regulations;

Alternative 2: A change to the criteria for approval of a Conditional Use Permit (“CUP”);

Alternative 3: A change to the CUP approval criteria and development of a tool (Master Plan); and

Alternative 4: Continuing the work that was “paused” in June of 2019.

Following discussion, the Planning Commission developed a three-part recommendation to the City Council:

- **Part A – Discontinue Community Facility zone process:** Discontinue the work on the Community Facility zone. As a reminder, this planning process was “paused” in June of 2019.
- **Part B – Review/update CUP process and pursue code amendments:** Direct the Planning Commission to prepare a code amendment related to the following, as soon as possible:
  - Revise the CUP approval criteria for clarity and to address community concerns.
  - Review the “cap” on Gross Floor Area (GFA) for institutional uses.
  - Review the height limit for institutional uses.
- **Part C – Resume Community Facility zone process at a future date:** Consider re-initiating the code amendment associated with the Community Facility zone at a future date to be determined by the City Council.

The Planning Commission recommended the above three-part approach because in their opinion it represents a relatively narrow set of code amendments that would benefit the City widely. Specifically, the Commission opined that an update to the CUP criteria (as described in Part B) will modernize and clarify the criteria, which will benefit all CUP reviews. Similarly, a targeted amendment now to the GFA “cap” and the height limits, will address the potentially unintended consequences of the 2017 Residential Development Standards amendment, in particular the establishment of a GFA “cap” for non-residential uses in the residential zoning designations. The last component of the recommendation (Part C - to re-initiate the review at a later date), was intended to support a holistic review of the code related to community facilities at a time when there is community support to do so.

## **RECOMMENDATION**

The Planning Commission recommends that the City Council abandon the original Community Facility rezone and development regulations as described previously (Part A). The staff concurs with the Planning Commission recommendation on Part A and further recommends that the City Council suspend the City Council Rule of Procedure 6.3 and approve Ordinance No. 20-04 (Exhibit 2). This ordinance will repeal those portions of the

2018 Comprehensive Plan amendments related to the Community Facilities zone and development regulations and will achieve compliance with the Growth Management Hearings Board (GMHB) decision.

If the City Council desires to review Part B and/or Part C of the Planning Commission recommendations, the staff suggestion is to defer these discussions to a future City Council meeting.

## **NEXT STEPS**

### **French American School and Stroum Jewish Community Center Code Amendment**

In December 2019, the French American School (“FAS”) and Stroum Jewish Community Center (“SJCC”) notified the City that they were considering applying for a code amendment to be submitted by February 18, 2020. The City received a preliminary draft of this code amendment on February 7, 2020. The complete application for the code amendment was received on February 11, 2020, a day prior to the deadline for completing this packet material.

Based on a preliminary review of the code amendment, the FAS and SJCC application proposes a change to the development standards for the single-family residential zoning designations, specific to gross floor area limits, height limits, and lot coverage regulations. Additional staff time is needed to review the application prior to initiating further discussion with the City Council.

City Council review of the code amendment application will be scheduled for a future meeting and is tentatively planned for March 10, 2020. If the City Council desires to review and discuss Part B and/or Part C of the Planning Commission recommendation, a follow-up discussion may be planned for these items on the same night.

## **RECOMMENDATION**

1. Suspend the City Council Rule of Procedure 6.3, requiring a second reading for an ordinance.
2. Adopt Ordinance No. 20-04, to repeal portions of the 2018 Comprehensive Plan amendments related to the Community Facility zone.

## Problem statement:

The existing circumstance is that community facilities provide significant benefit and create significant consternation due to the following problem statement components:

- A. The regulations or the conditions, that are intended to mitigate impacts of community facilities are insufficient or unknown in some cases.
  - 1. The impacts to the neighbors of community organizations are insufficiently regulated, specifically with regard to the intensity of building and site use, noise, light, traffic, and other similar impacts;
  - 2. Current rules do not support flexibility to promote good design that addresses neighborhood impacts;
  - 3. No provision encouraging community facilities to coordinate expansion, the use of resources, and upgrades with adjacent community facilities;
- B. The public process does not support sufficient community input in the decision-making.
  - 1. The community does not have sufficient influence in the decision-making process;
  - 2. The community input is too late in the process to influence design;
- C. There is a lack of a predictable outcome for organizations and neighbors.
  - 1. The current CUP process results in conditions of approval that cannot be known in advance;
  - 2. The current process results in the “re-review” of previously discussed designs resulting in community fatigue, a change in previous commitments, etc;
  - 3. The City lacks a regulatory mechanism to limit the growth and evolution of community facilities subject to sufficiently strict and enforceable mitigation measures;
  - 4. Ongoing expansions of organizations, without long term planning or a vision, can be disruptive to the neighborhood;
  - 5. Any residentially zoned properties may be the subject of a Conditional Use Permit (CUP) application for community facilities;
- D. Regulations are not sufficiently enforceable.
  - 1. Conditional Use Permit historical records are incomplete;
  - 2. Code compliance is based on complaints

## Alternative Approach Summary

Amend:	Alternative 1: No Change	Alternative 2: Limited CUP <sup>1</sup> Change	Alternative 3: Expanded CUP and MP <sup>2</sup>	Alternative 4: Current Approach <sup>3</sup>
<b>Criteria for Approval</b>	<ul style="list-style-type: none"> <li>Retain current criteria</li> </ul>	<ul style="list-style-type: none"> <li>Amend current CUP criteria</li> </ul>	<ul style="list-style-type: none"> <li>Amend current CUP criteria</li> <li>Develop MP criteria</li> </ul>	<ul style="list-style-type: none"> <li>Retain current CUP criteria</li> <li>Develop MP criteria</li> </ul>
<b>Development / Design Standards</b>	<ul style="list-style-type: none"> <li>Retain current standards</li> </ul>	<ul style="list-style-type: none"> <li>Retain current standards</li> </ul>	<ul style="list-style-type: none"> <li>Retain current standards</li> <li>Allow limited modification of current standards as part of MP or CUP process</li> </ul>	<ul style="list-style-type: none"> <li>Develop new standards specific to the zone</li> <li>Allow modification of new standards as part of MP process</li> </ul>
<b>Process</b>	<ul style="list-style-type: none"> <li>Retain current process</li> </ul>	<ul style="list-style-type: none"> <li>Retain current process</li> </ul>	<ul style="list-style-type: none"> <li>Retain current CUP process</li> <li>Develop MP process</li> </ul>	<ul style="list-style-type: none"> <li>Retain current CUP process</li> <li>Develop MP process</li> </ul>

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<sup>1</sup> Conditional Use Permit (CUP)

<sup>2</sup> Master Plan (MP)

<sup>3</sup> Based on June 2019 PC discussion

## Problem Statement / Alternative Mapping

The existing circumstance is that community facilities provide significant benefit and create significant consternation due to the following problem statement components:

<b>Problem Statement</b>	<b>Alternative 1</b>	<b>Alternative 2: Limited CUP</b>		<b>Alternative 3: Expanded CUP / MP</b>		<b>Alternative 4: Current Approach</b>	
		<b>Advantages</b>	<b>Limitations</b>	<b>Advantages</b>	<b>Limitations</b>	<b>Advantages</b>	<b>Limitations</b>
A. <u>The regulations or the conditions, that are intended to mitigate impacts of community facilities are insufficient or unknown in some cases.</u>	Alternative 1 is the “No change” alternative and represents the current circumstance against which other alternatives are evaluated.	<ul style="list-style-type: none"> <li>Additional criteria can be developed to address expected impacts</li> </ul>	<ul style="list-style-type: none"> <li>Adoption of specific development standards may be a better tool to address this item</li> </ul>	<ul style="list-style-type: none"> <li>Additional criteria can be developed to address expected impacts</li> </ul>	<ul style="list-style-type: none"> <li>Adoption of specific development standards may be a better tool to address this item</li> </ul>	<ul style="list-style-type: none"> <li>Adopt new standards specific to community facilities</li> <li>Additional decision criteria can be developed to address expected impacts</li> </ul>	<ul style="list-style-type: none"> <li>Community perception that new standards are too permissive</li> </ul>
1. The impacts to the neighbors of community organizations are insufficiently regulated, specifically with regard to the intensity of building and site use, noise, light, traffic, and other similar impacts;		<ul style="list-style-type: none"> <li>Approval criteria related to these impacts will ensure consideration</li> </ul>	<ul style="list-style-type: none"> <li>This alternative does not establish a specific development standard for these impacts</li> </ul>	<ul style="list-style-type: none"> <li>Additional criteria can be developed to address expected impacts</li> </ul>	<ul style="list-style-type: none"> <li>This alternative does not establish a specific development standard for these impacts</li> </ul>	<ul style="list-style-type: none"> <li>Additional criteria can be developed to address expected impacts</li> <li>Additional development standards specific to these impacts</li> </ul>	<ul style="list-style-type: none"> <li>Community perception that new standards are too permissive</li> </ul>
2. Current rules do not support flexibility to promote good design that			<ul style="list-style-type: none"> <li>Flexibility is not a component of this alternative</li> </ul>	<ul style="list-style-type: none"> <li>This alternative allows flexibility to standards to</li> </ul>		<ul style="list-style-type: none"> <li>This alternative allows flexibility to standards to</li> </ul>	<ul style="list-style-type: none"> <li>Flexibility may “diminish” adoption of new standards</li> </ul>



<b>Problem Statement</b>	<b>Alternative 1</b>	<b>Alternative 2: Limited CUP</b>		<b>Alternative 3: Expanded CUP / MP</b>		<b>Alternative 4: Current Approach</b>	
addresses neighborhood impacts;	Alternative 1 is the “No change” alternative and represents the current circumstance against which other alternatives are evaluated.			promote good design		promote good design	intended to mitigate impacts
3. No provision encouraging community facilities to coordinate expansion, the use of resources, and upgrades with adjacent community facilities;			<ul style="list-style-type: none"> <li>Coordination, shared resources / design is not addressed by this alternative</li> </ul>	<ul style="list-style-type: none"> <li>Master Plan criteria could be established to require coordination, use of shared resources in order to obtain desirable flexibility</li> </ul>		<ul style="list-style-type: none"> <li>Master Plan criteria could be established to require coordination, use of shared resources in order to obtain desirable flexibility</li> </ul>	
B. <u>The public process does not support sufficient community input in the decision-making.</u>		<ul style="list-style-type: none"> <li>Additional criteria relevant to community concerns would increase attention to community input</li> </ul>	<ul style="list-style-type: none"> <li>Community influence will be weakest where not related to the criteria for approval or standards</li> </ul>	<ul style="list-style-type: none"> <li>Additional criteria relevant to community concerns would increase attention to community input</li> <li>The MP process would include additional opportunity for community input</li> </ul>	<ul style="list-style-type: none"> <li>Community influence will be weakest where not related to the criteria for approval or standards</li> </ul>	<ul style="list-style-type: none"> <li>Additional criteria relevant to community concerns would increase attention to community input</li> <li>The MP process would include additional opportunity for community input</li> <li>Additional standards may further support</li> </ul>	

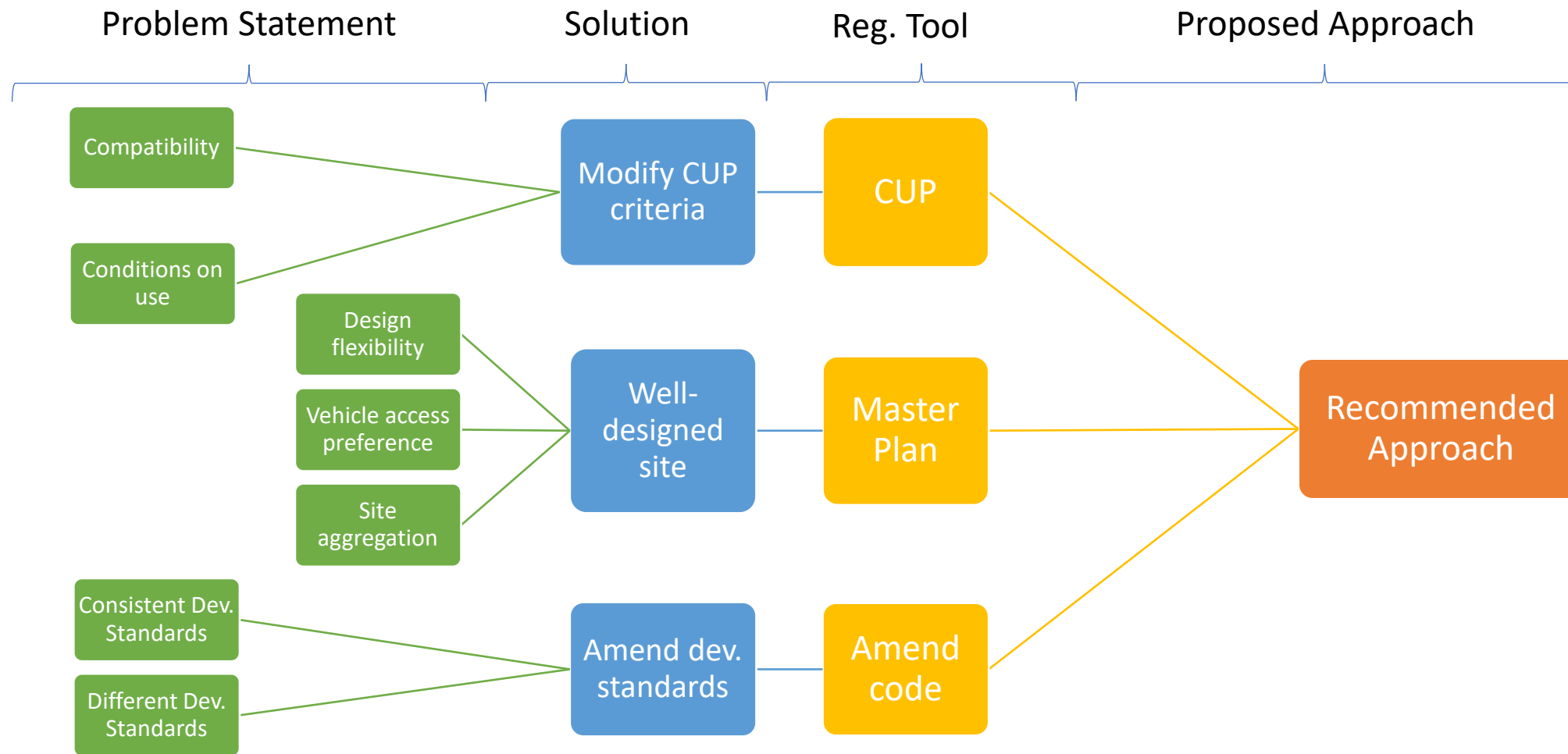
<b>Problem Statement</b>	<b>Alternative 1</b>	<b>Alternative 2: Limited CUP</b>		<b>Alternative 3: Expanded CUP / MP</b>		<b>Alternative 4: Current Approach</b>	
1. The community does not have sufficient influence in the decision-making process;	Alternative 1 is the “No change” alternative and represents the current circumstance against which other alternatives are evaluated.					community input	
			<ul style="list-style-type: none"> <li>No change to community influence in decision-making process under this alternative</li> </ul>	<ul style="list-style-type: none"> <li>The MP process would provide additional community influence</li> </ul>		<ul style="list-style-type: none"> <li>The MP process would provide additional community influence</li> </ul>	<ul style="list-style-type: none"> <li>Community perception that new standards reduce influence in establishing conditions of approval</li> </ul>
2. The community input is too late in the process to influence design;			<ul style="list-style-type: none"> <li>The timing of community input is not addressed by this alternative</li> </ul>	<ul style="list-style-type: none"> <li>The MP process<sup>4</sup> would require community input earlier in the process</li> </ul>		<ul style="list-style-type: none"> <li>The MP process<sup>5</sup> would require community input earlier in the process</li> </ul>	
			<ul style="list-style-type: none"> <li>No change to the predictability of the outcome of a CUP review</li> </ul>	<ul style="list-style-type: none"> <li>MP approval would establish long term anticipated development of the site</li> </ul>	<ul style="list-style-type: none"> <li>Reduced predictability related to flexible standards</li> </ul>	<ul style="list-style-type: none"> <li>MP approval would establish long term anticipated development of the site</li> </ul>	<ul style="list-style-type: none"> <li>Reduced predictability related to flexible standards</li> <li>New standards may support development too much</li> </ul>
C. <u>There is a lack of a predictable outcome for organizations and neighbors.</u>			<ul style="list-style-type: none"> <li>No change to the current approach</li> </ul>		<ul style="list-style-type: none"> <li>No change to the current approach</li> </ul>		<ul style="list-style-type: none"> <li>Reduced reliance on “conditions of approval” based on the</li> </ul>
1. The current CUP process results in conditions of approval that cannot be known in advance;							

<sup>4</sup> Based on June 2019 PC discussion

<sup>5</sup> Based on June 2019 PC discussion

<b>Problem Statement</b>	<b>Alternative 1</b>	<b>Alternative 2: Limited CUP</b>		<b>Alternative 3: Expanded CUP / MP</b>		<b>Alternative 4: Current Approach</b>	
							adoption of new standards.
2. The current process results in the “re-review” of previously discussed designs resulting in community fatigue, a change in previous commitments, etc;	Alternative 1 is the “No change” alternative and represents the current circumstance against which other alternatives are evaluated.		<ul style="list-style-type: none"> <li>No change to the “re-review” effect</li> </ul>	<ul style="list-style-type: none"> <li>MP approval reduces the likelihood of multiple “re-reviews”</li> </ul>		<ul style="list-style-type: none"> <li>MP approval reduces the likelihood of multiple “re-reviews”</li> </ul>	
3. The City lacks a regulatory mechanism to limit the growth and evolution of community facilities subject to sufficiently strict and enforceable mitigation measures;		<ul style="list-style-type: none"> <li>Additional criteria may result in additional conditions of approval</li> </ul>	<ul style="list-style-type: none"> <li>No overall limit on growth and evolution through the acquisition of adjacent properties</li> </ul>	<ul style="list-style-type: none"> <li>MP approval process could result in mitigation for each phase of community facility development</li> <li>Additional criteria may result in additional conditions of approval</li> </ul>	<ul style="list-style-type: none"> <li>No overall limit on growth and evolution through the acquisition of adjacent properties</li> </ul>	<ul style="list-style-type: none"> <li>MP approval process could result in mitigation for each phase of community facility development</li> <li>Additional criteria may result in additional conditions of approval</li> </ul>	<ul style="list-style-type: none"> <li>Growth consistent with new standards should be expected, and is undesirable to the community</li> </ul>
4. Ongoing expansions of organizations, without long term planning or a vision, can be disruptive to the neighborhood;			<ul style="list-style-type: none"> <li>No change to requirement for long term planning / vision</li> </ul>	<ul style="list-style-type: none"> <li>MP approval process will provide a long-term vision for community facility</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing growth consistent with the MP is undesirable to neighbors</li> </ul>	<ul style="list-style-type: none"> <li>MP approval process will provide a long-term vision for community facility</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing growth consistent with the MP is undesirable to neighbors</li> </ul>
5. Any residentially zoned properties may be the subject of a Conditional Use Permit (CUP)			<ul style="list-style-type: none"> <li>No change to the ability for properties to apply for a CUP</li> </ul>		<ul style="list-style-type: none"> <li>No change to the ability for properties to apply for a CUP</li> </ul>	<ul style="list-style-type: none"> <li>New standards associated with a new zoning designation will</li> </ul>	<ul style="list-style-type: none"> <li>Concern that rezone may spread to additional</li> </ul>

<b>Problem Statement</b>	<b>Alternative 1</b>	<b>Alternative 2: Limited CUP</b>		<b>Alternative 3: Expanded CUP / MP</b>		<b>Alternative 4: Current Approach</b>	
application for community facilities;						limit expansion into residential neighborhoods	community facilities and negatively impact residential character
D. <u>Regulations are not sufficiently enforceable.</u>	Alternative 1 is the “No change” alternative and represents the current circumstance against which other alternatives are evaluated.		<ul style="list-style-type: none"> <li>No change to enforcement mechanism</li> </ul>	<ul style="list-style-type: none"> <li>Additional opportunity for enforcement as subsequent phases of development are received</li> </ul>		<ul style="list-style-type: none"> <li>New standards are associated with the zone, limiting the reliance on site specific conditions of approval</li> </ul>	
1. Conditional Use Permit historical records are incomplete;			<ul style="list-style-type: none"> <li>No change to historic records</li> </ul>		<ul style="list-style-type: none"> <li>No change to historic records</li> </ul>	<ul style="list-style-type: none"> <li>Less reliance on historical records to determine compliance</li> </ul>	<ul style="list-style-type: none"> <li>No change to historic records</li> </ul>
2. Code compliance is based on complaints				<ul style="list-style-type: none"> <li>Code compliance would be reviewed at each phase of MP development</li> </ul>		<ul style="list-style-type: none"> <li>Code compliance would be reviewed at each phase of MP development</li> </ul>	



**CITY OF MERCER ISLAND  
ORDINANCE NO. 20-04**

**AN ORDINANCE OF THE CITY OF MERCER ISLAND AMENDING THE LAND USE ELEMENT OF THE MERCER ISLAND COMPREHENSIVE PLAN TO REPEAL 2018 COMPREHENSIVE PLAN AMENDMENTS RELATED TO THE COMMUNITY FACILITY ZONE, PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, the Mercer Island City Code (MICC) establishes development regulations that are intended to result in the implementation of the Mercer Island Comprehensive Plan pursuant to the Revised Code of Washington (RCW) 36.70A.040; and

**WHEREAS**, the Mercer Island City Council adopted Ordinance No. 18-13 on November 20, 2018 amending the Mercer Island Comprehensive Plan land use map and establishing goals and policies related to the establishment of a Community Facility zoning designation and related development regulations in the Land Use Element; and

**WHEREAS**, on August 5, 2019, the Growth Management Hearings Board, as result of appeals of Ordinance No. 18-13, issued a Final Decision and Order (Case No. 19-3-0003c) directing the City to correct certain inconsistencies between the Comprehensive Plan and the City's development regulations related to the Community Facility zone created by the Ordinance No. 18-13; and

**WHEREAS**, on January 29, 2020, following review and deliberation, the Mercer Island Planning Commission recommended that the City Council forgo implementation of a Community Facility zoning designation and adoption of related development regulations; and

**WHEREAS**, the City Council intends to comply with the Growth Management Hearings Board's Final Decision and Order (Case No. 19-3-0003c) to ensure that the City's development regulations implement, and are consistent with, the Comprehensive Plan by repealing those Comprehensive Plan amendments in Ordinance No. 18-13 that created the inconsistencies cited in Final Decision and Order (Case No. 19-3-0003c); and

**WHEREAS**, RCW 36.70A.130(2) authorizes the City Council to adopt Comprehensive Plan revisions and amendments "out of cycle" to resolve an appeal of a comprehensive plan filed with the Growth Management Hearings Board as herein described;

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

Section 1:        **Repeal of Amendments Related to Community Facility in Attachment A of Ordinance No. 18-13.** Amendments related to Community Facility in Attachment A of Ordinance No. 18-13 are repealed as set forth in Attachment A to this ordinance.

Section 2:        **Repeal of Amendments Related to Community Facility in Amendment 1 in Attachment B of Ordinance No. 18-13.** Amendments related to Community Facility in Amendment 1 of Attachment B of Ordinance No. 18-13 are repealed as set forth in Attachment B to this ordinance.

Section 3: **Repeal of Amendment 8 in Attachment B of Ordinance No. 18-13.** The amendments adopted in Amendment 8 of Attachment B of Ordinance No. 18-13 are repealed.

Section 4: **Publish Comprehensive Plan as Amended.** The City Council authorizes the Community Planning and Development Director and the City Clerk to correct scrivener's errors in Attachments A and B, effectuate the amendments in Sections 1, 2 and 3 of this ordinance into the Mercer Island Comprehensive Plan, and publish the amended document.

Section 5: **Severability.** If any section, sentence, clause or phrase of this ordinance or any municipal code section amended hereby should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity of any other section, sentence, clause or phrase of this ordinance or the amended code section.

Section 6: **Publication and Effective Date.** A summary of this Ordinance consisting of its title shall be published in the official newspaper of the City. This Ordinance shall take effect and be in full force five days after the date of publication.

PASSED by the City Council of the City of Mercer Island, Washington at its regular meeting on February 18, 2020 and signed in authentication of its passage.

CITY OF MERCER ISLAND

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

Approved as to Form:

ATTEST:

\_\_\_\_\_  
Bio Park, Interim City Attorney

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

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









# Attachment A

**Figure 1- Land Use Map**

## Mercer Island Land Use Plan

The Land Use Plan is intended to be a generalized depiction of land uses. The map is not a description of zoning boundaries nor should it be interpreted on a site specific basis.

### Legend

-  Park
-  Linear Park (I-90)
-  Open Space
-  Public Facility
-  Commercial Office & Neighborhood Business
-  Town Center
-  Multi-Family
-  Single Family

The Mercer Island City limits delineates the communities' Urban Growth Area. The City limits are contiguous with the Mercer Island Lake Washington Shoreline.

0 0.25 0.5 1 Miles



Map Date: 2/10/2020  
Color+SymbolLandUseMap2020.mxd



# Attachment B

## 2018 Comprehensive Plan Amendment 1 – Land Use Designations

Amend the Land Use Designation table in Section VII to read as follows:

Land Use Designation	Implementing Zoning Designations	Description
Park	PI R-8.4 R-9.6 R-12 R-15	The park land use designation represents land within the City that is intended for public use consistent with the adopted Parks and Recreation Plan.
Linear Park (I-90)	PI	The linear park (I-90) land use designation primarily contains the Interstate 90 right-of-way. The land use designation is also improved with parks and recreational facilities (e.g. Aubrey Davis park, I-90 Outdoor Sculpture Gallery, etc) adjacent to and on the lid above the Interstate 90 freeway.
Open Space	PI R-8.4 R-9.6 R-12 R-15	The open space use designation represents land within the City that should remain as predominantly unimproved open space consistent with the adopted Parks and Recreation Plan.
Commercial Office	CO B	The commercial office land use designation represents commercial areas within Mercer Island, located outside of the Town Center, where the land use will be predominantly commercial office. Complementary land uses (e.g. healthcare uses, schools, places of worship, etc.) are also generally supported within this land use designation.
Neighborhood Business	PBZ	The neighborhood business land use designation represents commercial areas within Mercer Island, located outside of the Town Center, where the land uses will be predominantly a mix of small scale, neighborhood oriented business, office, service, public and residential uses.
Single Family Residential (R)	R-8.4 R-9.6 R-12 R-15	The single family residential land use designation (R) represents areas within Mercer Island where development will be predominantly single family residential neighborhoods. Complementary land uses (e.g. private recreation areas, schools, home businesses, public parks, etc) are generally supported within this land use designation.
Multifamily Residential (MF)	MF-2 MF-2L MF-3	The multifamily residential land use (MF) represents areas within Mercer Island where the land use will be predominantly multifamily residential development. Complementary land uses (e.g. private recreation areas, schools, home businesses, public parks, etc) are generally supported within this land use designation.

Town Center (TC)	TC	The Town Center land use designation represents the area where land uses consistent with the small town character and the heart of Mercer Island will be located. This land use designation supports a mix of uses including outdoor pedestrian spaces, residential, retail, commercial, mixed-use and office-oriented businesses.
Public Facility	C-O PI R-8.4 R-9.6 R-15 TC	The public facility land use designation represents land within the City that is intended for public uses, including but not limited to schools, community centers, City Hall, and municipal services.
Community Facilities	CF	<del>The community facilities use designation represents land within the City that is intended for community use including but not limited to private schools and other educational uses, religious facilities, and non-profit community centers and recreation facilities.</del>



# Community Facility Code Amendment Discussion

**City Council**

February 18, 2020

# Tonight

- Planning Commission Recommendation
- Next Steps: March 10
- Recommended Motion



# Planning Commission Recommendation

- Developed Problem Statement (Exhibit 1, pg. 4)
- Four alternative approaches were evaluated (Exhibit 1, pgs. 5-11)
- PC Recommendation:
  - Part A: Discontinue Community Facility zone process
  - Part B: Review / update the CUP process and pursue code amendments
  - Part C: Resume Community Facility zone process at a future date



# Next Steps:

- Tonight - Complete Part A of the Planning Commission's recommendation:
  - Adopt Ordinance No. 20-04, repealing portions of the 2018 Comprehensive Plan amendments related to the Community Facility zone
- March 10 - Provide direction to staff regarding:
  - Part B of the Planning Commission's recommendation
  - The FAS and SJCC code amendment



# Recommended Motion

- Suspend the City Council Rule of Procedure 6.3, requiring a second reading for an ordinance.
- Adopt Ordinance No. 20-04, to repeal portions of the 2018 Comprehensive Plan amendments related to the Community Facility zone.





## BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 5665  
February 18, 2020  
Regular Business

### AGENDA BILL INFORMATION

<b>TITLE:</b>	AB 5665: City Council Rules of Procedure Amendments	<input type="checkbox"/> Discussion Only
<b>RECOMMENDED ACTION:</b>	Approve Resolution No. 1579 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 Manager
<b>STAFF:</b>	Deborah Estrada, City Clerk
<b>COUNCIL LIAISON:</b>	n/a
<b>EXHIBITS:</b>	1. Resolution No. 1579 and Exhibit A (City Council Rules of Procedure)
<b>CITY COUNCIL PRIORITY:</b>	n/a

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

### SUMMARY

In 2004 ([AB 3855](#)), the City Council adopted Rules of Procedures (“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 4, 2020 ([AB 5657](#)).

At the February 4, 2020 City Council meeting, the Council directed the staff to further review and modify the Board and Commission appointment process in the Rules of Procedure. Specific requests were to ensure applicants received a minimum of four votes and to provide more clarity as to the steps in the voting process. Staff reviewed the appointment process used by other cities, particularly those governed under the Council-City Manager form of government and have proposed revisions to Section 8.12.

Additional modifications to the Rules of Procedure include:

- Section 3.3(J & K) were modified addressing where in the agenda order board and/or commission appointments are made.
- A new Section 8.13(B) addressing timeliness of appointments when a vacancy occurs mid-term.
- A new Section 8.13(C) to allow for the appointment of concurrent terms when appointing someone to a vacant position with less than six-months remaining of the expired term.
- A new section 8.14 requiring completion of the Open Public Meeting Acts training.



Staff recently recruited for a number of open board and commission positions. The date for the City Council appointment process will be confirmed once the modified Rules of Procedure are approved.

## **RECOMMENDATION**

Approve Resolution No. 1579 amending the City Council Rules of Procedure as set forth in Exhibit A.

**CITY OF MERCER ISLAND  
RESOLUTION NO. 1579**

**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 4, 2020; and

WHEREAS, the City Council reviewed proposed amendments to its rules of procedure at the City Council Regular Meeting on February 4, 2020; 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 FEBRUARY 2020.

CITY OF MERCER ISLAND

---

BENSON WONG, MAYOR

ATTEST:

---

DEBORAH A. ESTRADA, CITY CLERK

# 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](#)

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## **SECTION 1. GOVERNANCE AND AUTHORITY**

### **1.1 Council-Manager Form of Government**

The City of Mercer Island is a Council-Manager form 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 form 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 Council meetings, proceedings and business. These Rules shall be in effect upon adoption by the 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. COUNCIL ORGANIZATION**

- 2.1 Swearing-In.** Councilmembers shall be sworn in by the City Clerk.
- 2.2 Election of Mayor and Deputy Mayor.** The 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 Council meeting 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 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 Council.
  - F.** Elections will continue until a Mayor and Deputy Mayor are elected by a majority vote of the Council.
  - G.** The City Clerk shall declare the nominee receiving the majority vote as the new Mayor. The new Mayor shall declare the nominee 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 Council. The Mayor may participate in all deliberations of the 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.
  - 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 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 Council Chambers;
    - 2. Observe and enforce these Rules;
    - 3. Call the meeting to order;
    - 4. Keep the meeting to its order of business;

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 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 Council); and
8. Impose Councilmember sanctions for violation of these Rules consistent with Section 11 of these Rules.

**2.4 Filling a Council Vacancy.** If a vacancy occurs in the office of Councilmember, the 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 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. COUNCIL MEETINGS**

### **3.1 General Meeting Guidelines.**

- A. Open Public Meeting Act.** All Council meetings shall comply with the requirements of the Open Meetings Act (chapter [42.30 RCW](#)). All regular meetings and special meetings of the Council shall be open to the public.
- B. Meeting Cancellation.** Any Council meeting may be canceled by a majority vote or consensus of the Council. The Mayor or City Manager may cancel a Council meeting for lack of agenda items, adverse weather conditions, or due to an emergency.
- C. Quorum.** Four members of the 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 Council meetings and keep an account of all proceedings of the 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 Council meetings as part of the 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 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 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. Council Chambers Code of Conduct.** The City Hall Council Chambers Code of Conduct is attached as Appendix B to these Rules, which outlines acceptable behavior while in the Council Chambers.
- G. Remote Participation.** From time to time, a Councilmember will not be able to attend a Council meeting in person but may desire to participate in the meeting remotely by speakerphone. Attendance 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 Council meeting via speakerphone, the Councilmember should notify the Mayor and City Manager at least one day prior to the meeting. A Councilmember's attendance via speakerphone will be noted in the minutes.

### 3.2 Types of Meetings.

- A. **Regular Meetings.** The Council's regular meetings will be held the first and third Tuesdays of each month in the City Hall Council Chambers (9611 SE 36<sup>th</sup> Street, Mercer Island). Regular meetings will begin at 6:30 p.m. If any Tuesday on which a meeting is scheduled falls on a legal holiday, the meeting shall be held at 6:30 p.m. on the first business day following the holiday, or on another day designated by a majority vote of the Council.
- B. **Special Meetings.** A special meeting is any Council meeting other than a regular 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 Council meeting may be scheduled by the Mayor, City Manager or at the request of a majority of the Council and pursuant to [RCW 42.30.080](#).
- C. **Emergency Meetings.** An emergency meeting is a special 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 Council meeting that is closed except to the 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 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 Council of the disclosure.

- E. **Planning Sessions.** Each year the Council shall hold an annual planning session (2- or 3-day retreat) during the first quarter of the year. During this planning session, the Council will agree upon City Council Goals for the next two years. The Council may hold additional planning sessions during the year.

### 3.3 Order of Regular 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 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 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 Council meeting.
- F. **Special Business.** Special Business items may include the presentation of a proclamation, the key to the City, citizen 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 staff designee shall determine approval of proclamation requests. Proclamations shall be publicly read at a Council meeting and presented to a representative of the event during the 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 shall determine approval of Key to the City requests. Keys shall be given by the Mayor or designee to the recipient at a Council meeting or at an event sponsored by or affiliated with the recipient.

- 3. **Citizen of the Year.** The Citizen 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 Council Planning Session. Councilmembers or candidates for councilmember, are not eligible for nomination. The honoree(s) will be

recognized at a Council Meeting and a framed photo of the honoree is hung in the Council Chambers lobby to commemorate this distinction.

- F. **City Manager Report.** In an effort to keep the Council and 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 Council regarding any matter, except items before the Council requiring a public hearing, any quasi-judicial matters, or campaign-related matters. Each person wishing to address the Council should sign-up on the available form. When his or her name is called, the speaker will step up to the podium, give their name 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 to comment on individual agenda items at times during any regularly scheduled Council meeting other than the regularly scheduled Appearances period.

All remarks will be addressed to the 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 Council, may be requested by the Mayor to leave the meeting. The 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 Council agenda pursuant to [RCW 42.17A.555](#).

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

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

A Councilmember may remove an item from the consent calendar 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 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 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 should recuse themselves from the quasi-judicial hearing discussion and decision.

- J. **Regular Business.** Regular Business items are all other regular Council business, including without limitations resolutions, ordinances, staff presentations, [Board and/or Commission appointments](#), and regional board and committee reports requiring Council action.
- K. **Other Business.** The 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 ~~and make any necessary Board and/or Commission appointments.~~ 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 Council report.

- L. **Adjournment.** With no further business to come before the 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 Council meeting. The City Clerk will prepare an agenda packet for each 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 Council.
- 4.2** An item may be placed on a Council meeting agenda by any of the following methods:
- A.** Majority vote of the 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 Council to determine if the item should be brought back for discussion and/or action. If Council agrees to add the item to a future agenda, staff will prepare an agenda bill based on the 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 Council and staff) by 5:00 p.m. on the Wednesday before the meeting. If the deadline cannot be met, the 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 Council regular and special meetings.

## **SECTION 5. COUNCIL PROTOCOLS**

- 5.1 Roberts Rules/Council Rules.** All 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 Council meeting.
- 5.2 Appearances (Public Comment).** Council agrees to adhere to the following protocols during Appearances:
- A.** Council shall listen attentively to the citizen comments.
  - B.** Council shall avoid discourteous behavior such as lengthy or inappropriate sidebar discussions or nonverbal, disparaging actions when citizens are speaking.
  - C.** 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 clarifying questions.
  - D.** To the extent possible, the Mayor will conduct Appearances on or about 7 p.m.
- 5.3 Discussion Protocols.** Council agrees to adhere to the following protocols for 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 Council Decisions.** Councilmembers recognize that they are part of a legislative or corporal body. As such, when the Council has voted to approve or pass an agenda item, the members agree not to contact staff to encourage actions inconsistent with such Council action or take other action adversely impacting staff resources. Councilmembers may bring any approved action up for reconsideration following Council review and approval of such agenda item. The 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 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 Council can attend any City board, commission, ad hoc, or standing committee meeting; however, if a quorum of the 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 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 Council, if known, on such issue. Personal opinions and comments which differ from the Council majority may be expressed if the Councilmember clarifies that these statements do not represent the 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 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 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 Council meetings.
- 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 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 Council meeting. No ordinance, resolution or contract shall be prepared for presentation to the Council, unless requested by a majority of the Council or by the City Manager.

**6.2 Signing.** The Mayor and City Clerk sign all ordinances and/or resolutions approved by the 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 Council meeting. A majority of the 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 Council meeting as either regular business or as a part of the consent calendar.

Any amendments that a majority of the Council has directed the City Manager to prepare will be included as proposed amendments in the Council packet for the 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 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 Council determines require an effective date precluding a second reading;

so long as 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.11.12.

## **SECTION 7. 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 Council's policies and priorities consistent with 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 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 Council with timely information, Councilmembers should submit questions on agenda items to the City Manager or Director in advance of the 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 adopted 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 Council-Staff Communication 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 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 Council. It is at the discretion of the 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 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 Council transmits referrals for information or action through the City Manager and the Council liaison to the advisory boards and commissions. These advisory boards and commissions transmit findings, reports, etc., to the Council through the City Manager and 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 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 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 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 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 Councilmember completes a written ballot, casting a vote based on 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.
  - 2. The City Clerk will collect the ballots and tally the votes and read aloud the 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.
  - 4. If no applicants receive a minimum of four votes, a second round of voting will take place utilizing the following process:
    - a. Applicants that did not receive any votes 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 the applicants that are tied will be drawn out of a hat by the City Clerk.

- 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.
- ~~A. Available positions are advertised.~~
- ~~B. Once the application deadline has passed, staff liaisons review the applications and requests for reappointments, and make a recommendation to the Mayor and Deputy Mayor.~~
- ~~C. All applications and staff liaison recommendations are forwarded to the Mayor, Deputy Mayor and all Councilmembers.~~
- ~~D. Based upon the applications, Councilmembers communicate any recommendations for appointment to the Mayor and Deputy Mayor.~~
- ~~E. The Mayor and Deputy Mayor review the applications, staff liaison recommendations, and Councilmember recommendations, and forward appointment recommendations to the City Clerk.~~
- ~~F. The City Clerk prepares an agenda bill on behalf of the Mayor and Deputy Mayor stating the Mayor and Deputy Mayor's recommendations for appointment and includes it in the next agenda packet.~~
- ~~G. The agenda bill is sent to all applicants informing them of the Mayor and Deputy Mayor's recommendations; subject to appointment by the City Council.~~
- ~~H. At the next City Council meeting, the Mayor and Deputy Mayor's recommendations are appointed (or modified) by a motion and vote of the entire City Council.~~
- ~~I. Letters are sent to all applicants informing them of 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 Council will be notified of vacancies so they may encourage residents to apply.
- B. In the event a vacancy occurs mid-term, the Council shall appoint a person to fill the unexpired term within 60 days.
- C. If the mid-term vacancy occurs for a position with six months or less remaining in the term, the 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 Council Liaison Roles & Duties.** The Mayor (in consultation with the Deputy Mayor) may appoint a Council liaison for certain boards or commissions. The Council liaison shall report objectively on the activities of both the Council and the advisory group. The specific duties of a 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 Council Liaison is a voting member).
  - C.** Represent the majority 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 Council and the board or commission.
  - E.** Be prepared to give Council regular and timely reports at regular Council meetings. Take the lead on discussion items before the Council which pertain to the assigned board or commission.
  - F.** With the Mayor and Deputy Mayor, provide input regarding potential candidates for appointment to the board or commission.



## **SECTION 9. COMMITTEES**

- 9.1** City Council committees, which are created by the 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. 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 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 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 Council.
- 10.2** These rules may be amended, or new rules adopted, by a majority vote of the 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.** Public censure if a majority of Council supports public censure. During a regular Council meeting, the Mayor shall 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;
  - C. Liaison Termination.** The Mayor, in consultation with the Deputy Mayor, may terminate standing committee, ad hoc committee, board, commission, or other liaison assignments; and/or
  - D. Other.** Any other appropriate action decided by a majority of the 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 Council should attempt to ask questions of staff prior to such motion and second.
- (6) When the 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 Council consensus.
- (7) If the maker of a motion wishes to withdraw their motion, the Mayor shall ask the Council if there is any objection to the maker withdrawing their motion. If none, the motion is withdrawn. If there is objection, the 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 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 HALL COUNCIL CHAMBERS CODE OF CONDUCT**

The Mercer Island City Council welcomes the public to 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 Council meetings. Audience members will be expected to treat all attendees with respect and civility.

**Appearances Ground Rules:**

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

- Please (1) speak audibly into the podium microphone, (2) state your name for the record, and (3) limit your comments to three minutes.
- Traditionally, the Council does not respond to comments made at the meeting, but will follow up, or have staff follow up, with the speaker if needed.
- Comments should be addressed to the entire Council, not to individual Councilmembers, staff members, or the audience.
- Audience members should refrain from applause or disapproval of individuals' comments.
- Any person who makes personal, impertinent, or slanderous remarks, or who becomes boisterous, threatening, or personally abusive while addressing the Council, may be requested to leave the meeting.
- The 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 Council agenda. RCW 42.17A.555.

**General Rules:**

- Please silence cell phones, computers, tablets, and cameras while in the Council Chambers.
- 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 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 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 Council interviews, deliberations, and votes to appoint someone to fill the vacant position.

The 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.

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

At the close of 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 Council.

The Mayor may poll the 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 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 Council meeting.

Under RCW 42.12.070(4), if the 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 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 Council's policies and priorities consistent with Council goals. The following are general guidelines to help facilitate effective communications between the City Council and City staff.

- **Channel communications through the appropriate City staff.**  
While any staff member is available to answer Council questions and requests for information, the City Manager is the primary information liaison between the Council and City staff as outlined in RCW 35A.13. Questions of City staff should be directed to the City Manager, Assistant to the City Manager, or 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 s/he is aware of Council's requests and needs.
- **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 Council so that each member may be equally informed.
- **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.

### **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 (<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.

### **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) 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.

### **Complaints/Concerns Directed to 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 Council. The Assistant to the City Manager oversees the process and ensures a uniform standard. 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 to provide a response. All correspondence is copied to all members of Council, regardless of whom it was addressed to.

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

The role of the Council is as the legislative body. The 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 Council policy and actions taken by the Council and to keep the 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, and the interpretation and implementation of Council policy.

- **In order to provide the Council with timely information, Councilmembers should submit questions on agenda items to the City Manager or Director in advance of the 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 Council meeting. Having a practice of “no surprises” between the Council and City staff and vice versa fosters a productive working relationship.

- **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” Council. The City Manager takes direction from the full 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 Council for discussion and direction.

- **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 Council as policy makers for the City and understands that the Council must consider a variety of opinions and community values in their decision-making in addition to staff recommendations.
- **The City Manager and staff are supporters and advocates for adopted Council policy.**  
Regardless of whether it was staff's preferred recommendation or not, staff will strongly support the adopted Council policy and direction, even if this may cause concern by the Council minority on controversial issues.
- **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.
- **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, and the City Clerk) have professional codes of ethics, which preclude politically partisan activities or activities that give the appearance of political partisanship.
- **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.

*(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 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)*

# City Council Rules of Procedure Amendments

AB 5665 | February 18, 2020



# Rules of Procedure Amendments

- City Council provided direction to amend the Rules of Procedure at the Planning Session on January 24, 2020.
- The first round of revisions were presented to the City Council on February 4, 2020. All amendments were approved, except for the updates to the board and commission appointment process.
  - City Council asked staff to include the specific details of the voting procedures and bring back a revision.
- Since the packet was released, City Council members suggested several additional changes, which are detailed on the following slides.



# Rules of Procedure Amendments

## **Scrivener's (minor) errors:**

1. Changed "Boards and Commissions" to lower case for consistency
2. Changed "Council" to "City Council" throughout document
3. Removed reference to "Assistant to the City Manager" from Appendix D



# Rules of Procedure Amendments

## Recommended Amendments (1):

**8.12(E)(1)** - Each Councilmember completes a written ballot, casting a vote ~~based on~~ 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.





# Rules of Procedure Amendments

## Recommended Amendments (2):

**8.12(E)(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 in 8.12(E)(5).



# Rules of Procedure Amendments

## Recommended Amendments (3):

8.12(E)(4) – ~~If no applicants~~ 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 ~~did not receive any votes~~ in the first round will be dropped from the ballot and Councilmembers will re-vote on the remaining applicants.



# Rules of Procedure Amendments

## Recommended Amendments (4):

**8.12(E)(5)(b)** – If after three successive votes a tie still exists, the names of all of the applicants that are tied will be ~~drawn out of~~ put into a hat ~~by~~ 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.



# Rules of Procedure Amendments

## Recommended Amendments (5):

**11.1(B)** - Public Censure. ~~Public censure if~~ If a majority of ~~Council~~ the City Council supports public censure. ~~during a regular Council meeting~~, 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;



# City Council Action

## **Recommended Motion:**

Approve Resolution No. 1579 amending the City Council Rules of Procedure as amended.





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

**AB 5666  
February 18, 2020  
Regular Business**

**AGENDA BILL INFORMATION**

<b>TITLE:</b>	AB 5666: Boards & Commissions Code Amendments (2 <sup>nd</sup> Reading, Ordinance No. 20C-02)	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed:
<b>RECOMMENDED ACTION:</b>	Adopt Ordinance No. 20C-02 amending membership appointment process in Chapters 3.34 Design Commission, 3.46 Planning Commission, 3.52 Utility Board, 3.53 Parks & Recreation Commission, and 3.55 Mercer Island Arts Council.	<input type="checkbox"/> Motion <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

<b>DEPARTMENT:</b>	City Manager
<b>STAFF:</b>	Deborah Estrada, City Clerk
<b>COUNCIL LIAISON:</b>	n/a
<b>EXHIBITS:</b>	1. Ordinance No. 20C-02
<b>CITY COUNCIL PRIORITY:</b>	n/a

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

**SUMMARY**

At its January 24, 2020 Planning Session meeting, the City Council reviewed the Board and Commission appointment process and requested a process change to allow the selections to be made by a vote of the full City Council. City Council subsequently reviewed proposed changes to its Rules of Procedure Section 8.12 Appointment Process at its February 4, 2020 Regular Meeting ([AB 5657](#)) and directed staff to make additional changes. As a result, the attached ordinance was tabled and rescheduled for the next regular meeting.

If adopted, Ordinance No. 20C-02 amends the membership appointment process for the Design Commission, the Planning Commission, the Utility Board, the Parks and Recreation Commission, and the Mercer Island Arts Council.

Ordinance No. 20C-02 does not apply to the Open Space Conservancy Trust (“Trust”) because prior to any proposed amendment to the Trust’s Articles (See Ord. No. 96-002), the Council is required to request recommendations and comments from the Trustees regarding the proposed amendment and hold a public hearing for the purpose of considering the community and Trustees’ recommendations and comments. Article III of the Trust currently states, “Each of the Trustees shall be appointed by the Mayor and approved by

*a majority of the City Council.*” If the City Council desires to amend the appointment process for the Trust, staff will pursue that as a next step. Current appointments to the Trust will be filled using the existing process.

## **RECOMMENDATION**

Adopt Ordinance No. 20C-02 amending membership appointment process in Chapters 3.34 Design Commission, 3.46 Planning Commission, 3.52 Utility Board, 3.53 Parks & Recreation Commission, and 3.55 Mercer Island Arts Council.

**CITY OF MERCER ISLAND  
ORDINANCE NO. 20C-02**

**AN ORDINANCE OF THE CITY OF MERCER ISLAND, WASHINGTON, AMENDING MEMBERSHIP APPOINTMENT PROCESS IN CHAPTER 3.34 MICC - DESIGN COMMISSION, CHAPTER 3.46 MICC - PLANNING COMMISSION, CHAPTER 3.52 MICC - UTILITY BOARD, CHAPTER 3.53 MICC - PARKS AND RECREATION COMMISSION, AND CHAPTER 3.55 MICC - MERCER ISLAND ARTS COUNCIL; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, at its January 24 Planning Session, the City Council and staff discussed changes to the appointment process to certain City Boards and Commissions; and

WHEREAS, the City Council desires to change the appointment process for certain City Boards and Commissions in a manner that it is inclusive of all councilmembers;

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

**Section 1:**    **Title 3 MICC, Personnel, Amended.** MICC 3.34.030(C), MICC 3.46.030(C), MICC 3.52.030(C), MICC 3.53.030(C), and MICC 3.55.030(C) in Title 3 MICC are hereby amended as follows:

**Chapter 3.34**            **DESIGN COMMISSION**  
Section 3.34.030        Membership.

~~C. *Appointment.* Members shall be recommended by the mayor and deputy mayor subject to appointment by the city council. Members shall serve without compensation. Appointments to the Design Commission will be made by a vote of the City Council during a regularly scheduled meeting.~~ Members shall serve without compensation.

**Chapter 3.46**            **PLANNING COMMISSION**  
Section 3.46.030        Membership.

~~C. *Appointment.* Members shall be recommended by the mayor and deputy mayor subject to appointment by the city council. Members shall serve without compensation. Appointments to the Planning Commission will be made by a vote of the City Council during a regularly scheduled meeting.~~ Members shall serve without compensation.

**Chapter 3.52**            **UTILITY BOARD**  
Section 3.52.030        Membership.

~~C. *Appointment.* Members shall be recommended by the mayor and deputy mayor subject to appointment by the city council. Members shall serve without compensation. Appointments to the Utility Board will be made by a vote of the City Council during a regularly scheduled meeting.~~ Members shall serve without compensation.



**Chapter 3.53                    PARKS AND RECREATION COMMISSION**  
Section 3.53.030            Membership.

~~C. *Appointment.* Members shall be recommended by the mayor and deputy mayor subject to appointment by the city council. Members shall serve without compensation. Appointments to the Parks and Recreation Commission will be made by a vote of the City Council during a regularly scheduled meeting. Members shall serve without compensation.~~

**Chapter 3.55                    MERCER ISLAND ARTS COUNCIL**  
Section 3.55.030            Membership.

~~C. *Appointment.* Members shall be recommended by the mayor and deputy mayor subject to appointment by the city council. Members shall serve without compensation. Appointments to the Mercer Island Arts Council will be made by a vote of the City Council during a regularly scheduled meeting. Members shall serve without compensation.~~

**Section 2:**     **Title 3 MICC, Personnel, Further Amended.** MICC 3.34.030(E), MICC 3.46.030(E), MICC 3.52.030(E), MICC 3.53.030(E), and MICC 3.55.030(E) in Title 3 MICC are hereby repealed.

**Section 3:**     **Severability.** If any section, sentence, clause or phrase of this Ordinance or any municipal code section amended hereby should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity of any other section, sentence, clause or phrase of this Ordinance or the amended code section.

**Section 4:**     **Publication and Effective Date.** A summary of this Ordinance consisting of its title shall be published in the official newspaper of the City. This Ordinance shall take effect and be in full force five days after the date of publication.

PASSED by the City Council of the City of Mercer Island, Washington at its regular meeting on the 18th day of February 2020 and signed in authentication of its passage.

CITY OF MERCER ISLAND

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

Approved as to Form:

ATTEST:

\_\_\_\_\_  
Bio Park, Interim City Attorney

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

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

# **Boards & Commissions Code Amendments**

AB 5666 | February 18, 2020

# Boards & Commissions Code Amendments

## Planning Session Council Consensus

- Process change to allow board & commission selections to be made by a vote of the full Council
- Codifies appointment process identified in City Council Rules of Procedure



# Boards & Commissions Code Amendments

## Recommended Motions:

Adopt Ordinance No. 20C-02 amending membership appointment process in Chapters 3.34 Design Commission, 3.46 Planning Commission, 3.52 Utility Board, 3.53 Parks & Recreation Commission, and 3.55 Mercer Island Arts Council.





# BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 5667  
February 18, 2020  
Regular Business

## AGENDA BILL INFORMATION

<b>TITLE:</b>	AB 5667: City Council Letter of Support - East Channel Required Navigation Performance arrivals and departures for Renton Airport	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed:
<b>RECOMMENDED ACTION:</b>	Authorize the Mayor to sign a letter recommending FAA take the necessary steps to propose upgrading the priority for Required Navigation Performance procedures for Renton Airport as "Priority 1."	<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

<b>DEPARTMENT:</b>	City Council
<b>STAFF:</b>	Salim Nice, Councilmember / Deb Estrada, City Clerk
<b>COUNCIL LIAISON:</b>	Salim Nice
<b>EXHIBITS:</b>	1. Draft February 18, 2020 Letter – Renton Municipal Airport 2. Renton Airport Advisory Committee July 2019 Report
<b>CITY COUNCIL PRIORITY:</b>	1. Prepare for the impacts of growth and change with a continued consideration on environmental sustainability.

**AMOUNT OF EXPENDITURE**      \$ n/a

**AMOUNT BUDGETED**            \$ n/a

**APPROPRIATION REQUIRED**    \$ n/a

## SUMMARY

The City of Renton owns and operates the Renton Municipal Airport. In Councilmember Nice's advisory capacity, he has long since advocated for safer and less impactful flight operations out of Renton Airport. In pursuit of this endeavor, he is working with Retired Captain Thomas Imrich, a retired Boeing Experimental Test Pilot and retired FAA administration official, as well as an island resident.

## RECOMMENDATION

Authorize the Mayor to sign a letter recommending FAA take the necessary steps to propose upgrading the priority for Required Navigation Performance procedures for Renton Airport as "Priority 1."



**MAYOR BENSON WONG**  
**CITY OF MERCER ISLAND, WASHINGTON**  
9611 SE 36th Street • Mercer Island, WA 98040-3732  
(206) 275-7995 • [www.mercergov.org](http://www.mercergov.org)

February 18, 2020

Renton Airport Manager - Harry Barrett Jr.  
Renton Municipal Airport  
616 West Perimeter Road, Unit A  
Renton, WA 98057

Subject: FAA development priority for "East Channel" RNP arrivals and departures for Renton Airport

Dear Sir,

In accordance with discussions within the Renton Airport RAAC, this inquiry is regarding the apparent delay in implementation of community beneficial Required Navigation Performance ("RNP") instrument procedures which overfly Lake Washington's "East Channel" to and from Renton Airport.

Restoration of the formerly used RNP procedures over the East Channel pathway or implementing new equivalent RNP procedures, has the potential to provide both safety benefits to operators as well as significant noise relief to surrounding communities. Thus, we are concerned about the delay in implementing these long-promised RNP procedures. The delay has the adverse effect of furthering use of the present undesirable instrument procedures, which unnecessarily frequently overfly our community. Accordingly, we would like to know your plan and schedule to help accelerate implementation the new RNP procedures using a much better path over the East Channel.

It is our understanding from RAAC discussions, that this delay has in part been due to FAA relegating the development of Renton's RNP procedures as Priority 3, rather than considering them as Priority 1. **We recommend that you immediately take the necessary steps to propose upgrading the priority for these RNP procedures for Renton as "Priority 1"**. Considering that RNP departures out of Renton were accepted and used previously (e.g., the "Renton North" departure over the "East Channel"), it is unclear why the intended replacement RNP procedures still have not yet been implemented. However, since the departure of the previous Renton Airport Manager (Mr. Ryan Zulauf), and his excellent efforts to re-establish these RNP procedures, there seems to be little or no action on the part of either Renton Airport or FAA to move forward.

Accordingly, the Mercer Island City Council would now like an update in writing from Renton Airport, as to the status of development and implementation of Renton's RNP arrival and departure instrument procedures. We would like to also know your plan to increase the priority FAA has assigned, with the procedures using an intended pathway optimally designated over the East Channel of Lake Washington.

We would appreciate your reply prior to our next Mercer Island Council meeting which is currently scheduled for March 10, 2020.

Sincerely,

Benson Wong  
Mayor

Copy: RAAC Secretary  
Renton City Council  
Mercer Island City Council  
Designated MI Representative to the RAAC - MI Council Member Salim Nice

# Mercer Island's Public "Interest" - Renton Airport

## Renton Airport Advisory Committee (RAAC)



Renton Airport History

Wiley Post's red Lockheed Orion/Explorer Hybrid, NR12283, at Renton, Washington.

**Salim Nice**  
Deputy Mayor,  
Mercer Island, WA 98040

July 20, 2019  
Mercer Island, WA



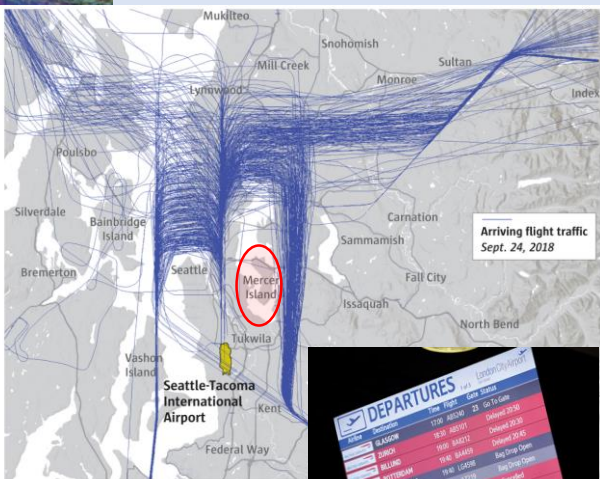
Includes Seattle's Air Traffic

**BREAKING POINT** (pg 40)

- 49% of June European flights were delayed on arrival
- ATC strikes disrupt French airspace and overflight
- With SES 2+ still stalled, airlines want short-term action
- Rapid expansion by LCCs is contributing to the pressure

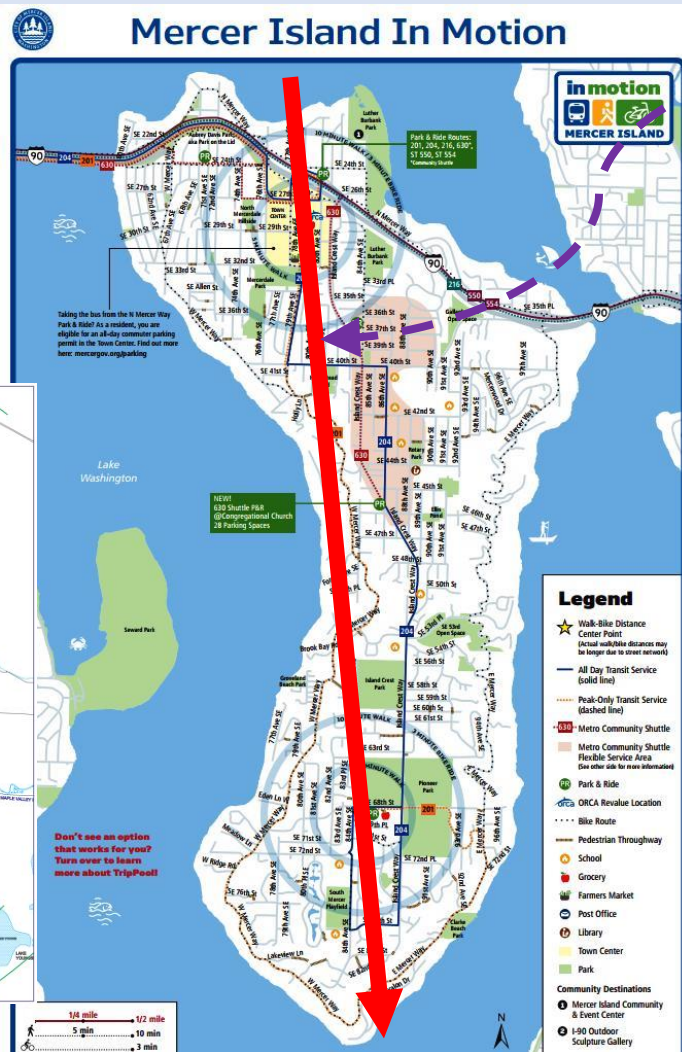
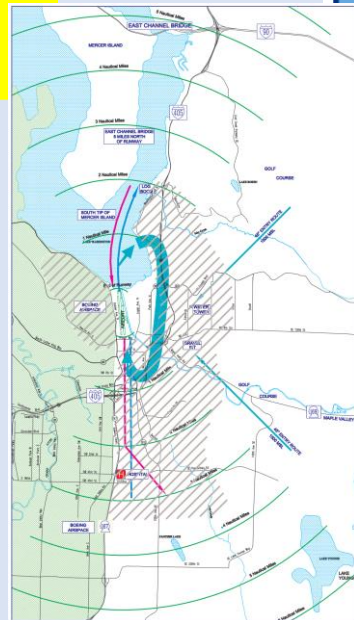
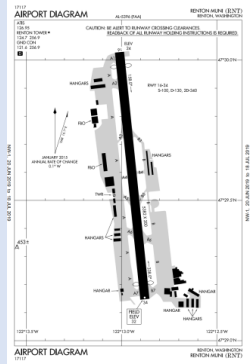
### 24 hours of arrivals at Sea-Tac International Airport

The tracks for all flights arriving at Sea-Tac on Sept. 24, 2018, illustrate how the key phase of the Greener Skies plan for westside arrivals has not been implemented. Most planes are not turning over Elliott Bay and downtown Seattle as touted, which would reduce overflights north of the city. Instead, westside planes fly as much as 15 miles farther north, turning at various points to head south to the airport.



Arriving flight traffic Sept. 24, 2018

Destination	Time	Gate	Remarks
BLANCO	17:45	2001	Go to Gate
CAROL	18:00	2001	Deliver 2008
ILLIAD	18:15	2001	Deliver 2008
BOTTING	18:30	2001	Bag Drop Done
LORDS	18:45	2001	Cancelled
ALAN	19:00	2001	Cancelled
WASH	19:15	2001	Cancelled
BIKAST	19:30	2001	Cancelled
HILL OF WAX	19:45	2001	Cancelled



FAA's Current Renton Instrument Approach

A much QUICHER and safer "RNP based" Instrument Approach

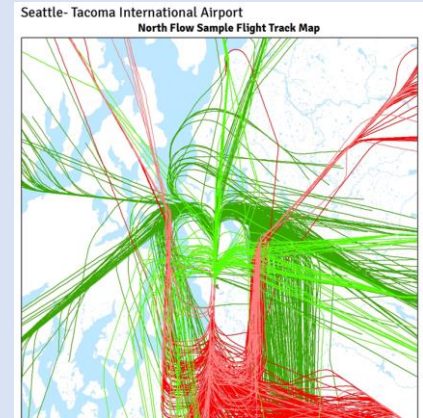


PX073 Weno-Chuuk Sept 28, 2018



# ***Mercer Island “Interest” – Renton Airport*** *...reference Renton Airport and regional aircraft activity and airspace use* ***(Mercer Island Issues and Considerations)***

- **Community Aircraft Noise overflying Mercer Island or near Mercer Island**
- **Safety of overflying aircraft arriving to or departing from Renton airport**
- **Assuring Airport and Aircraft Environmental Compatibility reference MI interests, including both air and water, for Lake Washington and the Cedar River**
- **Renton and regional airport traffic patterns affecting MI community noise or safety**
- **Renton and Boeing Field Airports serving as an Emergency Preparedness asset for MI**
- Other Nearby airports serving as an Emergency Preparedness asset for regional disaster response
- General Regional Economic well being (Boeing; regional employment) - Economic Development
- Nearby relevant transportation access (via GA operations) for MI Citizens or businesses
- Recreational Opportunities for MI Citizens and the region (e.g., GA/recreational flying)
- Opportunities and impacts for MI and adjacent community regarding seaplane operations
- Renton Airport role as a “reliever” airport for SEATAC and Boeing Field and Paine Field congestion



# Mercer Island's Interest in Renton Airport Renton Airport Revised Master plan

## // PARTICIPANTS AND PROJECT SPONSOR

The Airport Master Plan is being conducted under the direction of the City of Renton, with ninety percent (90%) financial assistance from the FAA.

The Renton Airport Advisory Committee (RAAC) will serve as the study committee for the project. The RAAC is comprised of Renton residents, airport tenants and stakeholders and a representative from the City of Mercer Island. The RAAC will provide the foundation for stakeholder outreach and help to guide development of the plan. Participation in the plan development process will be facilitated through several public meetings and on-site visits, as well as targeted coordination with numerous individuals, groups, and entities representing diverse interests and expertise. These meetings will be scheduled during the course of the study, offering opportunities to interested individuals to become involved in the study process.

*The public is invited to attend all public meetings and encouraged to contribute thoughts and ideas in the creation of this important plan that will help direct long-term development at Renton Municipal Airport.*

For specific information concerning the details and progress of this Airport Master Plan, please visit the Renton Municipal Airport link on the City of Renton's website at <http://rentonwa.gov/living>

Or please contact:  
Ryan Hayes, Project Manager at [ryan.hayes@meadhunt.com](mailto:ryan.hayes@meadhunt.com)

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## Master Plan

Renton Municipal Airport/  
Clayton Scott Field

WILL ROGERS/WILEY POST MEMORIAL SEAPLANE BASE

### Introduction

Renton Municipal Airport (RNT), owned and operated by the City of Renton, serves general aviation needs of Renton and the communities on the eastside of Lake Washington. The Airport also accommodates Boeing, the worlds largest aerospace company.

The Airport is a self-supporting business entity within the City of Renton and does not rely on general tax revenues for its operation and capital costs. According to the 2012 Washington Aviation Economic Impact Study, the total estimated regional impact from Renton Municipal Airport businesses is over \$6.2 Billion.

**// Airport Sustainability Plan and the Airport Master Plan**  
An Airport Sustainability Management Plan (SMP), completed in 2012 provides the overall policy structure for the ownership and operation of the Airport over the long term. The Airport SMP is based on community and local values and has measurable metrics. An Airport Master Plan is a 20-year physical development plan for an airport.

**// Airport Master Plan – What is it and Why Now?**  
The Airport Master Plan was last completed in 1997, and was partially updated in 2009. Because airport staff have been very successful in implementing improvement projects, the majority of the Capital Improvement Projects envisioned in the 2009 update to the Airport Master Plan have been completed. Without a current Airport Master Plan, the Airport will be unable to continue to receive landing for capital projects from the Federal Aviation Administration (FAA). A major goal of the Airport Master Plan is to align the future improvements with the Airport's Sustainability Management Plan and to reassess the goals, objectives and initiatives that outlined the Airport's approach to becoming more financially viable and operationally efficient while at the same time conserving natural resources and being socially responsible.

**// PURPOSE OF THE STUDY**  
The emphasis of this Airport Master Plan is on the physical development of airport property to meet aviation demand; including environmental issues related to the Airport's emissions (noise and compatible land use planning, natural features, and man-made infrastructure); analysis of potential airside development alternatives; and on- and off-airport development activity that allows the Airport to maximize its potential to be a self-sufficient business unit.

The purpose of the Airport Master Plan is to provide a long-term physical development plan for the Airport that will:

- Be based on the goals outlined in the 2012 Sustainability Management Plan;
- Identify space for potentially needed facilities;
- Provide an on-airport land use plan that considers the highest and best use of limited airport parcels;
- Be compatible with the environment, land uses adjacent to the Airport, other modes of transportation, and other airports in the region; and
- Be developed within federal, state, and local regulatory guidelines and legal parameters.

**// THE PROCESS AND SCHEDULE**  
The master planning process is scheduled for completion in early 2019.

Following a comprehensive analysis of facility needs and alternatives, a recommended airport development plan will be prepared that will take both existing and projected conditions into consideration, as well as input from residents, the Renton Airport Advisory Committee (RAAC), Airport Staff, and the Federal Aviation Administration.

The Renton Municipal Airport Master Plan will be based on twenty-year projections, and could potentially result in recommendations for operational and aircraft procedures, airport facilities development, and guidelines for financial implementation.

The planning process for Renton Municipal Airport will involve various major tasks, including:

- Inventory and analysis of existing conditions at the Airport;
- Determination of aviation activity forecasts;
- Analysis of development alternatives to enhance safety and meet current FAA design standards;
- Preparation of a plan for airport improvement, environmental protection, and compatible development of the Airport with its environs;
- Preparation of costs and schedules necessary to formulate a long-range Capital Improvement Plan;
- Development of a financial program for project accomplishment.

...estimated regional impact from Renton Municipal Airport businesses is over \$6.2 Billion.

Renton Municipal Airport/  
Clayton Scott Field

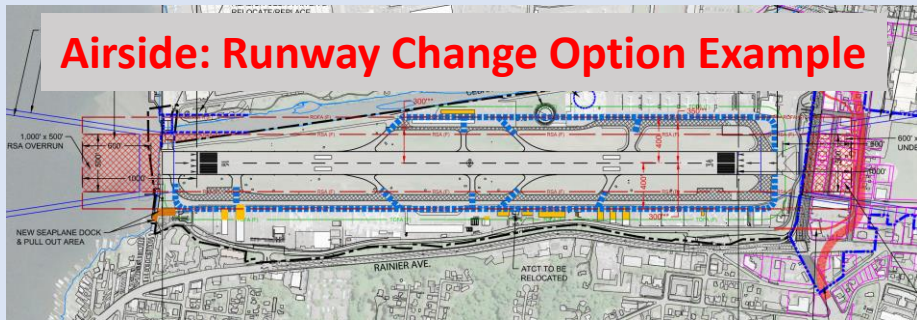
WILL ROGERS/WILEY POST MEMORIAL SEAPLANE BASE

Potentially up to \$100M to \$120M  
New Federal \*AIP Investment in Renton Airport  
\* AIP – FAA Federal "Airport Improvement Program"

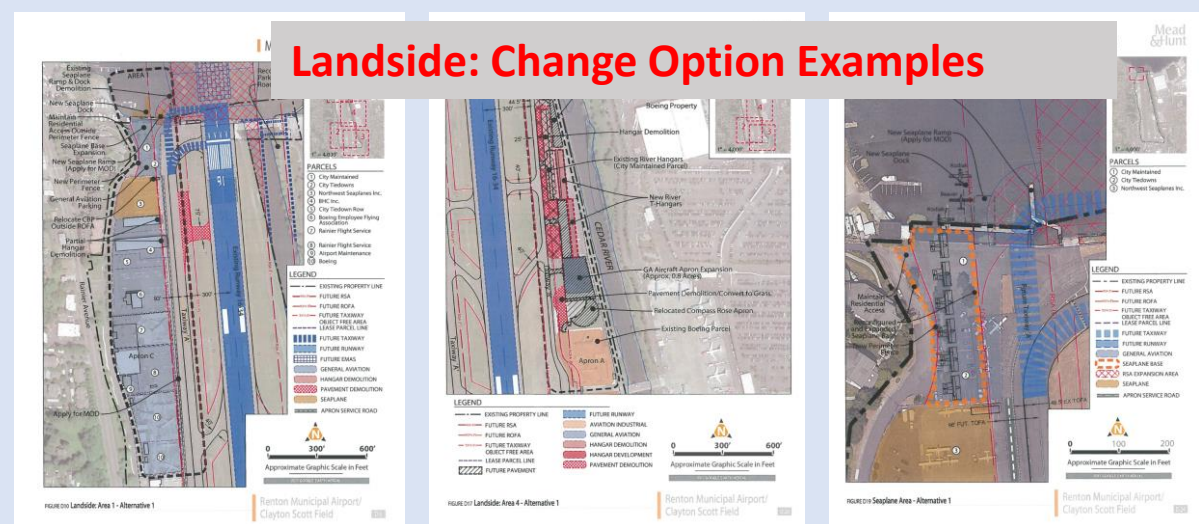
# What's happening at Renton Airport... involving Mercer Island interests?

- Renton Airport Master Plan Revision – Prelude to Airport Improvement Plan (AIP) investment - \$100M Plus?
- “Ups the FAA “Airport Classification” from Category B to D – allegedly for more safety... for more ops & bigger jets  
**Proposed Airside changes:** Runway Revision options – adds safety areas – including into Lake Washington  
**Proposed Landside Changes:** Airport Surface Revision options – to Industrial Areas, Taxiways, Parking, Hangars  
 (some proposed options potentially allow for more space for more GA operations, including for larger BizJets)
- Potential for more and larger GA aircraft operations at Renton Airport\* *\*e.g., Netjets to a PC12 Turboprop, already routinely operate 24/7 to RNT*
- Boeing operation essentially stays the same, with previously disclosed plans (Note: by 2013, 40% of the world’s jetliner fleet had been safely built at Renton without needing these proposed new Renton Airport changes – Boeing apparently did not request these changes, or any of the proposed GA ops or area related changes.
- Renton is increasingly being used as a GA reliever airport for the entire region, especially for 24/7 GA and BizJet ops

*Note: The Renton airport has previously safely accommodated building well over 15,000 transport and tanker jets, and other military aircraft, without the need for any of these proposed new Airport Master Plan changes. The changes are apparently being spurred by changes to recent FAA “Recommended” airport design criteria, the desire for Renton Airport to be eligible for Federal AIP money (\$100M plus), the desire to satisfy GA increasing operations demand, the desire to host more GA and larger GA BizJet operations, and arguably the potential to have Renton Airport serve as an increasing regional reliever airport for Boeing Field, SEATAC, and Paine Field, now that commercial passenger operations have been introduced.*

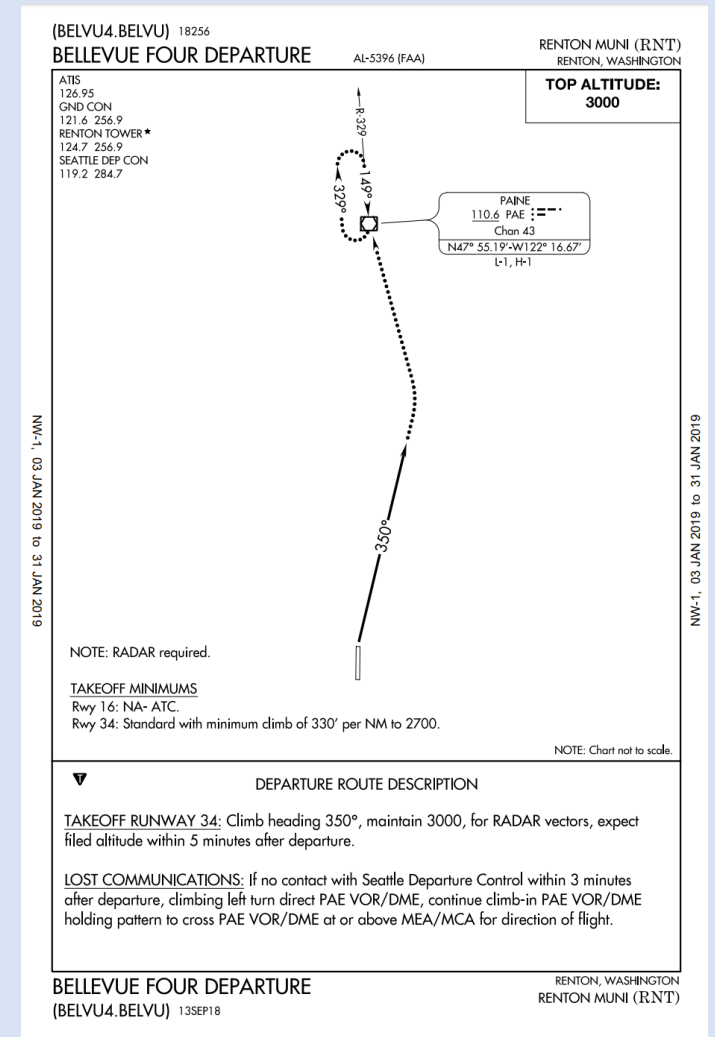
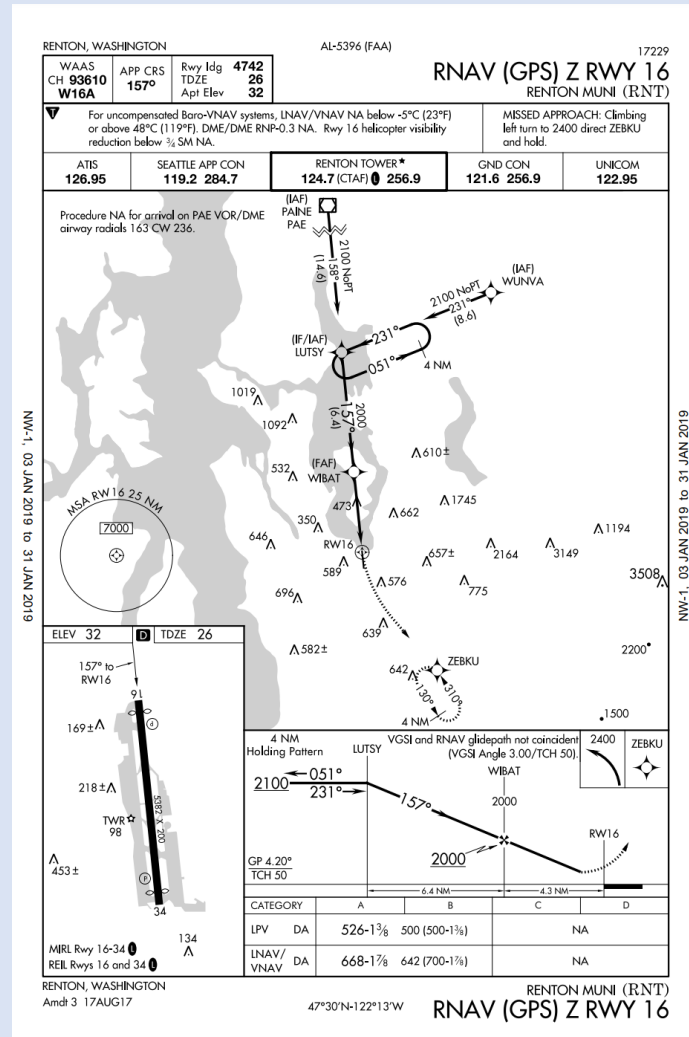
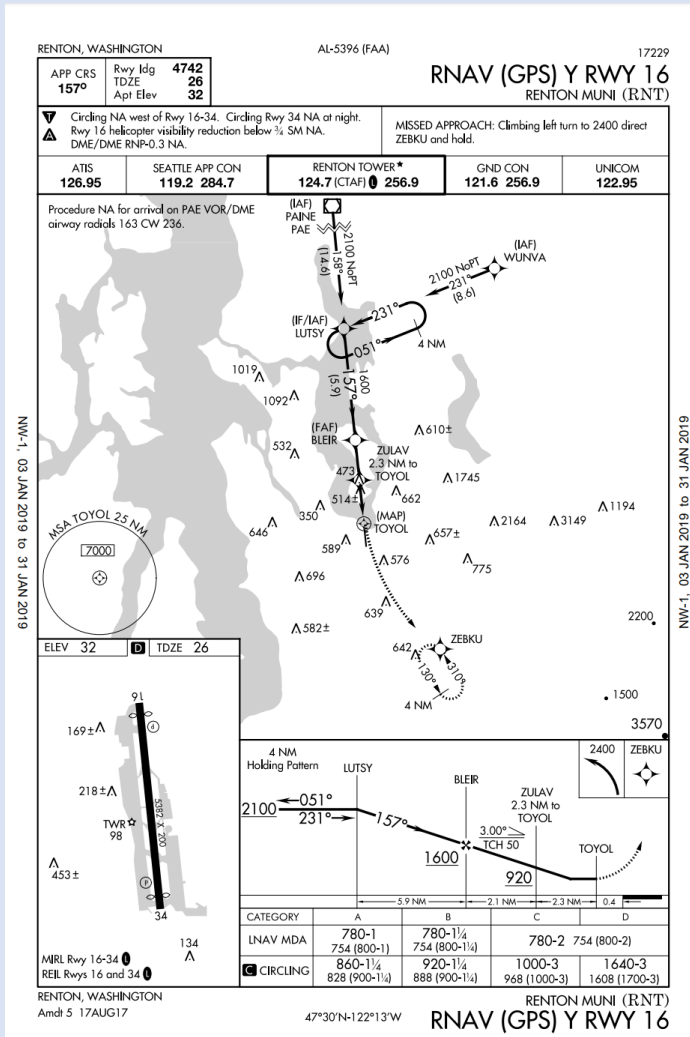


*Note: Renton airport officials hope that over the next several years, the daily use of their municipal airport, now called the Clayton Scott Field, will go from the 232 planes today to 320 by 2024. Officials predict the number of multi-engine and corporate jets based at Renton will increase by 45, with about 20 corporate jet flights per day. About two corporate jet flights currently leave the airport each day.*



# Current Renton Airport Instrument Procedures

Arrivals and Departures Directly (unnecessarily) over mid-Mercer Island



Bryn Mawr goes to the Navy and City of Renton

# Renton Airport History

early 1940s and WWII to the jet era and 1980s



**XPB-1** - The Model 344 design offered by Boeing was chosen, and a contract for 57 aircraft was awarded on 29 June 1940. The designation given to the type was PBB for Patrol Bomber, Boeing, the first aircraft of the PB category built by Boeing for the Navy. To build the large PBB, Boeing started construction of a new lakeside factory in Renton, Washington, that was owned by the US Navy. However, the prototype was constructed mostly in Seattle, and was moved to Renton only for completion.

KRNT's land was transferred from its private owners to the state of Washington and to the Federal government in 1941 as US entered WWII. The XPB-1 Sea Ranger for the Navy was cancelled. One was constructed when the order was cancelled to build **B-29s** for the US Army Air Force.

The C-97 was the Army Air Forces (AAF) cargo/transport version of the B-29. Between 1943 and 1950, 74 Stratofreighters were ordered; the first flight occurred on 15 November 1944. A tanker version (KC-97) was introduced in 1950 using the "flying boom" refueling system, and all subsequent USAF contracts for C-97s were for tankers. In all, 890 aircraft were ordered, 74 C-97s and 816 KC-97s.



City of Renton - Boeing KC-135A 55-3118 "first flight" 31 August 1956: Alvin Melvin ("Tex") Johnston; Richards Llewellyn ("Dix") Loesch, Jr..

There were 888 **C-97s** built between 1947 and 1958. Of those, 219 were adapted as KC-97E and F tankers and 592 were KC-97G models.

The plant re-opened in 1948 to build the **C-97** became the basis for the Boeing 377. Boeing built 883 C/KC-97s and 56 377s at Renton.



A total of 820 **KC-135s** and 1,010 **707s** were built at Renton, including 154 Boeing **720s**.

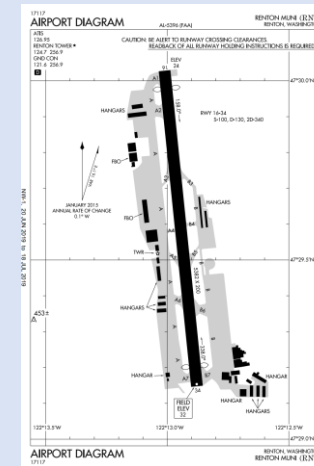
Between 1963-1984, all 1,832 **B727s** were built at Renton.

The first 4 **747s** built were refurbished at Renton."

# Renton Airport History

## Renton Production Numbers (as of Feb 2013):

- 1 x XPPB-1 Sea Ranger
- 1,119 x B-29A Superfortress
- 24 x TB-50H Superfortress
- 888 x C/KC-97 Stratofreighters
- 1 x 367-80 (Dash 80 prototype)
- 820 x C/KC-135
- 1,010 x 707/720**
- 1,832 x 727**
- 1,050 x 757**
- 24 x Jetfoil commercial hydrofoil ships
- 6 x PHM USS Pegasus Class Missile-ships
- 1,114 x 737-200 (1967- 1988)**
- 1,113 x 737-300 (1984-1999)**
- 486 x 737-400 (1988 – 2000)**
- 389 x 737-500 (1990-1999)**
- 69 x 737-600 (1998 – 2006)**
- 1,089 x 737-700 (1997 – 2013)**
- 111 x 737-700 BBJ**
- 15 x 737-700C**
- 14 x 737-700 AEW&C**
- 2,809 x 737-800 (1998 – 2013)**
- 21 x P-8A/I**
- 18 x 737-800 BBJ**
- 52 x 737-900 (2001-2005)**
- 155 737-900ER (2007-2013)**
- 6 x 737-900 BBJ**



All 1,050 **B757s** were built in Renton

All but 271 (Plant 2) **B737s** were built in Renton. **10,314** as of Oct. 2018; **4700** orders for Max (Sept 18)

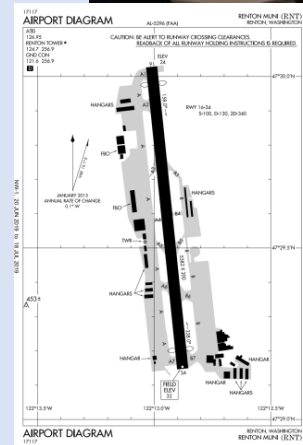
By July 2013 - 40% of the world's jetliner fleet has been manufactured at Renton.  
Renton had produced an astonishing total of over 15,000 aircraft making it one of the most prolific aircraft factories, and the most prolific jetliner factory in history.

# ***Mercer Island City Council's engagement with Renton Airport...*** ***(MI City Council's Representative to the RAAC is a designated "Voting Member")***

## **Mercer Island City Council Representative to the Renton Airport Advisory Committee (RAAC)**

### **MI Representative Roles and responsibilities:**

- **Routinely Attend RAAC Meetings**
- **Review Renton Airport Master Plan Revisions**
- **Vote on various RAAC Proposals and Alternatives**
- **Review and Comment on Renton Airport Operations, Flight Trajectories, and other matters of concern to MI (e.g., safety)**
- **Make recommendations to the RAAC for airport matters of interest to the Mercer Island Council and community**



# Mercer Island City Council's engagement with Renton Airport... (MI City Council's Representative to the RAAC is a designated "Voting Member")

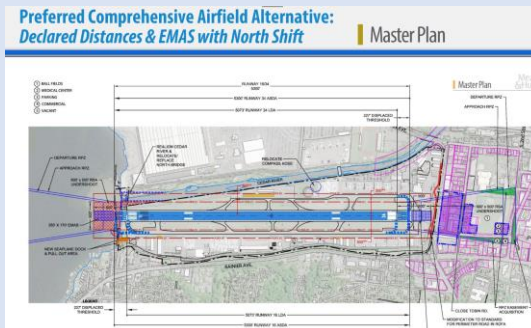
## MI City Council Representative to the RAAC - Participation, reviews, votes, and recommendations since 2018:

- Routinely Attended RAAC Meetings\*** Attended RAAC Meetings\* - Feb 20, 2018; May 8, 2018; August 28, 2018; January 8, 2019; June 4, 2019; June 25, 2019 (\*Note: due to the standing schedule conflict with MI City Council Meetings held on Tuesday evenings, the same time as RAAC Meetings are normally held, a stand-in representative for the MI Council Member is used to attend the RAAC, with all votes and recommendations pre-coordinated with the MI Council member RAAC representative)
- Comments on Renton Airport Master Plan Proposed Revisions:** Is the FAA Airport reclassification of Renton Airport from Category B to Category D actually needed or appropriate? It is arguably not justified. Support alternative Master Plan proposals which continue optimum support for "Industrial Use" (i.e., Boeing Production) so as to minimize the number of GA flight operations and noise exposure from overflying Mercer Island; Do not implement proposals which further increase GA flight operations, or increase the size or noise of more GA jet/turboprop operations; do not make changes to the airport that potentially facilitate introducing commercial service to Renton (as was the case at Paine Field, in spite of decades of regional opposition to Paine Field being a candidate for initiating commercial passenger service); maximize protection of the environment in any runway or landside proposals implemented – e.g., do not adversely affect or build into Lake Washington or the Duwamish river.
- Comments on Renton Airport Operations and Flight Trajectories:** Maximize use of flight trajectories over the East Channel (water route) for operations into and out of Renton airport, and minimize use of any trajectories over the middle of the Island (e.g. over Island Crest Way). This includes for instrument flight operations (i.e., implementing RNP departure and arrival procedures over the East Channel for Renton – as were successfully used for decades, and were inappropriately phased out by FAA a decade ago); Phase out use of trajectories which fly low over south end schools and residences (e.g., shift emphasis away from the present RNAV 16 Approach and Bellevue 2 Departure which overfly MI, to better and safer procedures which overfly the East Channel). Support Master Plan alternatives proposals which continue optimum support for "Industrial Use" at Renton, rather than expansion of Non-Boeing production related operations – noting the importance of the Boeing operations to the region, country, and internationally, for both jobs and financial consequence).
- Votes on various RAAC Proposals and Alternatives** — Assert that based on 7 decades of safe Renton Airport operations, with Boeing having constructed over 40% of the global jet transport fleet, and 1000s of military aircraft at Renton, there seems to be no valid reason for FAA to now be re-classifying Renton Airport, requiring expensive modifications totaling over \$100M tax dollars. The consequence of these proposed changes otherwise might be to potentially increase future Renton Airport jet operations, preparing to increase the numbers of non-Boeing large jet aircraft using Renton airport. Such changes potentially could have an adverse effect on both noise and safety on Mercer island. Accordingly, any RAAC votes by MI have been broadly along the lines of recommending no changes to be made at all, or selection of any alternatives which reflect minimal airport change, while minimizing environmental adverse consequences.

### Airside: Consultant, Airport, RAAC, or City's Recommendations

- South Shift... or North Shift into the Lake
- Add Safety Areas (EMAS)

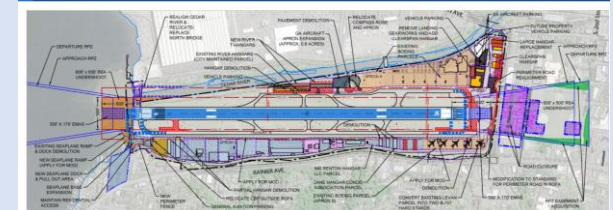
**Renton City Council: Preferred Airside Alternative 5**  
The Renton City Council has determined that Airside Alternative 5 (declared distances and EMAS with north shift) is the preferred airside alternative to the Master Plan.



### Landside: Consultant's Proposed Alternatives



### Conceptual Development Plan (CDP)





# FAA's Reclassification of Renton Airport "B" to "D"

## Example - Revised Criteria\* used by FAA

\*Recommended Criteria for AIP Fund Qualification



U.S. Department of Transportation  
Federal Aviation Administration

## Advisory Circular

Consolidated AC includes Change 1

Subject: Airport Design      Date: 9/28/2012      AC No: AC 150/5300-13A  
Initiated by: AAS-100      Change:

### 1. What is the purpose of this advisory circular (AC)?

This AC contains the Federal Aviation Administration's (FAA) standards and recommendations for airport design.

### 2. Does this AC cancel any prior ACs?

AC 150/5300-13, Airport Design, dated September 29, 1989, is canceled.

### 3. To whom does this AC apply?

The FAA recommends the standards and recommendations in this AC for use in the design of civil airports. In general, use of this AC is not mandatory. The standards and recommendations contained in this AC may be used by certificated airports to satisfy specific requirements of Title 14 Code of Federal Regulations (CFR) Part 139, Certification of Airports, subparts C (Airport Certification Manual) and D (Operations). Use of this AC is mandatory for all projects funded with federal grant monies through the Airport Improvement Program (AIP) and/or with revenue from the Passenger Facility Charges (PFC) Program. See Grant Assurance No. 34, Policies, Standards, and Specifications, and PFC Assurance No. 9, Standards and Specifications.

### 4. Are there any related documents?

Related documents to this AC are indicated in paragraph 108.

### 5. What are the principal changes in this AC?

This AC was substantially revised to fully incorporate all previous Changes to AC 150/5300-13, as well as new standards and technical requirements. This document was reformatted to simplify and clarify the FAA's airport design standards and improve readability. Users should review the entire document to familiarize themselves with the new format. Additional principal changes include:

- a. A new Runway Design Code (RDC) designation

AC 150/5300-13A

9/28/2012

- b. An expanded discussion on Declared Distances
- c. A new Runway Reference Code (RRC) designation
- d. An update to the Runway Protection Zone (RPZ) standards
- e. New Taxiway Design Group (TDG) categories for fillet design
- f. Guidance for intersecting and non-intersecting runway geometry
- g. Expanded discussion on Runway Incursion Prevention geometry for new construction
- h. Consolidation of numerous design tables into one interactive Runway Design Requirements Matrix (Table 3-8)
- i. Consolidation of several Appendices in to the runway and taxiway design chapters
- j. A new Aircraft Characteristics Database and a refresh to all listed Appendices

Hyperlinks (allowing the reader to access documents located on the internet and to maneuver within this document) are provided throughout this document and are identified with underlined text. When navigating within this document, return to the previously viewed page by pressing the "ALT" and "←" keys simultaneously.

Figures in this document are representations and are not to scale.

### 6. How are metrics represented?

Throughout this AC, customary English units will be used followed with "soft" (rounded) conversion to metric units. The English units govern.

### 7. How can I get this and other FAA publications?

You can view a list of all ACs at [http://www.faa.gov/regulations\\_policies/advisory\\_circulars/](http://www.faa.gov/regulations_policies/advisory_circulars/). You can view the Federal Aviation Regulations at [http://www.faa.gov/regulations\\_policies/faa\\_regulations/](http://www.faa.gov/regulations_policies/faa_regulations/).

Michael J. O'Donnell  
Director of Airport Safety and Standards

B

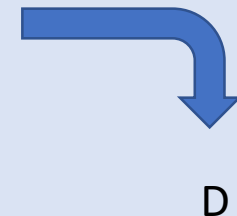
AC 150/5300-13A  
Appendix 7

Table A7-6. Runway design standards matrix, A/B - IV

ITEM	DIS <sup>1</sup>	VISIBILITY MINIMUMS			
		Visual	Not Lower than 1 mile	Not Lower than 3/4 mile	Lower than 3/4 mile
<b>RUNWAY DESIGN</b>					
Runway Length	A	Refer to paragraphs 302 and 304			
Runway Width	B	150 ft	150 ft	150 ft	150 ft
Shoulder Width		25 ft	25 ft	25 ft	25 ft
Blas Pad Width		200 ft	200 ft	200 ft	200 ft
Blas Pad Length		200 ft	200 ft	200 ft	200 ft
Crosswind Component		20 knots	20 knots	20 knots	20 knots
<b>RUNWAY PROTECTION</b>					
Runway Safety Area (RSA)					
Length beyond departure end <sup>1</sup>	R	1,000 ft	1,000 ft	1,000 ft	1,000 ft
Length prior to threshold <sup>11</sup>	P	600 ft	600 ft	600 ft	600 ft
Width	C	500 ft	500 ft	500 ft	500 ft
Runway Object Free Area (ROFA)					
Length beyond runway end	R	1,000 ft	1,000 ft	1,000 ft	1,000 ft
Length prior to threshold <sup>11</sup>	P	600 ft	600 ft	600 ft	600 ft
Width	Q	800 ft	800 ft	800 ft	800 ft
Runway Obstacle Free Zone (ROFZ)					
Length		Refer to paragraph 308			
Width		Refer to paragraph 308			
Precision Obstacle Free Zone (POFZ)					
Length		N/A	N/A	N/A	200 ft
Width		N/A	N/A	N/A	800 ft
Approach Runway Protection Zone (RPZ)					
Length	L	1,000 ft	1,000 ft	1,700 ft	2,500 ft
Inner Width	U	500 ft	500 ft	1,000 ft	1,600 ft
Outer Width	V	700 ft	700 ft	1,510 ft	1,750 ft
Acres		13.770	13.770	48.978	78.914
Departure Runway Protection Zone (RPZ)					
Length	L	1,000 ft	1,000 ft	1,000 ft	1,000 ft
Inner Width	U	500 ft	500 ft	500 ft	500 ft
Outer Width	V	700 ft	700 ft	700 ft	700 ft
Acres		13.770	13.770	13.770	13.770
<b>RUNWAY SEPARATION</b>					
Runway centerline to Parallel runway centerline	H	Refer to paragraph 316			
Holding Position <sup>1</sup>	D	250 ft	250 ft	250 ft	250 ft
Parallel taxiway/taxiway centerline <sup>2</sup>	D	400 ft	400 ft	400 ft	400 ft
Aircraft parking area	G	500 ft	500 ft	500 ft	500 ft
Helicopter touchdown pad		Refer to AC 150/5300-2			

Note:  
1. Values in the table are rounded to the nearest foot. 1 foot = 0.305 meters.

274



D

9/28/2012  
AC 150/5300-13A  
Appendix 7

Table A7-9. Runway design standards matrix, C/D1 - III

ITEM	DIS <sup>1</sup>	VISIBILITY MINIMUMS			
		Visual	Not Lower than 1 mile	Not Lower than 3/4 mile	Lower than 3/4 mile
<b>RUNWAY DESIGN</b>					
Runway Length	A	Refer to paragraphs 302 and 304			
Runway Width <sup>11</sup>	B	150 ft	150 ft	150 ft	150 ft
Shoulder Width <sup>11</sup>		25 ft	25 ft	25 ft	25 ft
Blas Pad Width <sup>11</sup>		200 ft	200 ft	200 ft	200 ft
Blas Pad Length		200 ft	200 ft	200 ft	200 ft
Crosswind Component		16 knots	16 knots	16 knots	16 knots
<b>RUNWAY PROTECTION</b>					
Runway Safety Area (RSA)					
Length beyond departure end <sup>1</sup>	R	1,000 ft	1,000 ft	1,000 ft	1,000 ft
Length prior to threshold <sup>11</sup>	P	600 ft	600 ft	600 ft	600 ft
Width	C	500 ft	500 ft	500 ft	500 ft
Runway Object Free Area (ROFA)					
Length beyond runway end	R	1,000 ft	1,000 ft	1,000 ft	1,000 ft
Length prior to threshold <sup>11</sup>	P	600 ft	600 ft	600 ft	600 ft
Width	Q	800 ft	800 ft	800 ft	800 ft
Runway Obstacle Free Zone (ROFZ)					
Length		Refer to paragraph 308			
Width		Refer to paragraph 308			
Precision Obstacle Free Zone (POFZ)					
Length		N/A	N/A	N/A	200 ft
Width		N/A	N/A	N/A	800 ft
Approach Runway Protection Zone (RPZ)					
Length	L	1,700 ft	1,700 ft	1,700 ft	2,500 ft
Inner Width	U	500 ft	500 ft	1,000 ft	1,600 ft
Outer Width	V	1,010 ft	1,010 ft	1,520 ft	1,750 ft
Acres		29.465	29.465	48.978	78.914
Departure Runway Protection Zone (RPZ)					
Length	L	1,700 ft	1,700 ft	1,700 ft	1,700 ft
Inner Width	U	500 ft	500 ft	500 ft	500 ft
Outer Width	V	1,010 ft	1,010 ft	1,010 ft	1,010 ft
Acres		29.465	29.465	29.465	29.465
<b>RUNWAY SEPARATION</b>					
Runway centerline to Parallel runway centerline	H	Refer to paragraph 316			
Holding Position <sup>1</sup>	D	250 ft	250 ft	250 ft	250 ft
Parallel taxiway/taxiway centerline <sup>2</sup>	D	400 ft	400 ft	400 ft	400 ft
Aircraft parking area	G	500 ft	500 ft	500 ft	500 ft
Helicopter touchdown pad		Refer to AC 150/5300-2			

Note:  
1. Values in the table are rounded to the nearest foot. 1 foot = 0.305 meters.

FAA Advisory Circulars are policy guidance material and are not regulatory – variances are possible



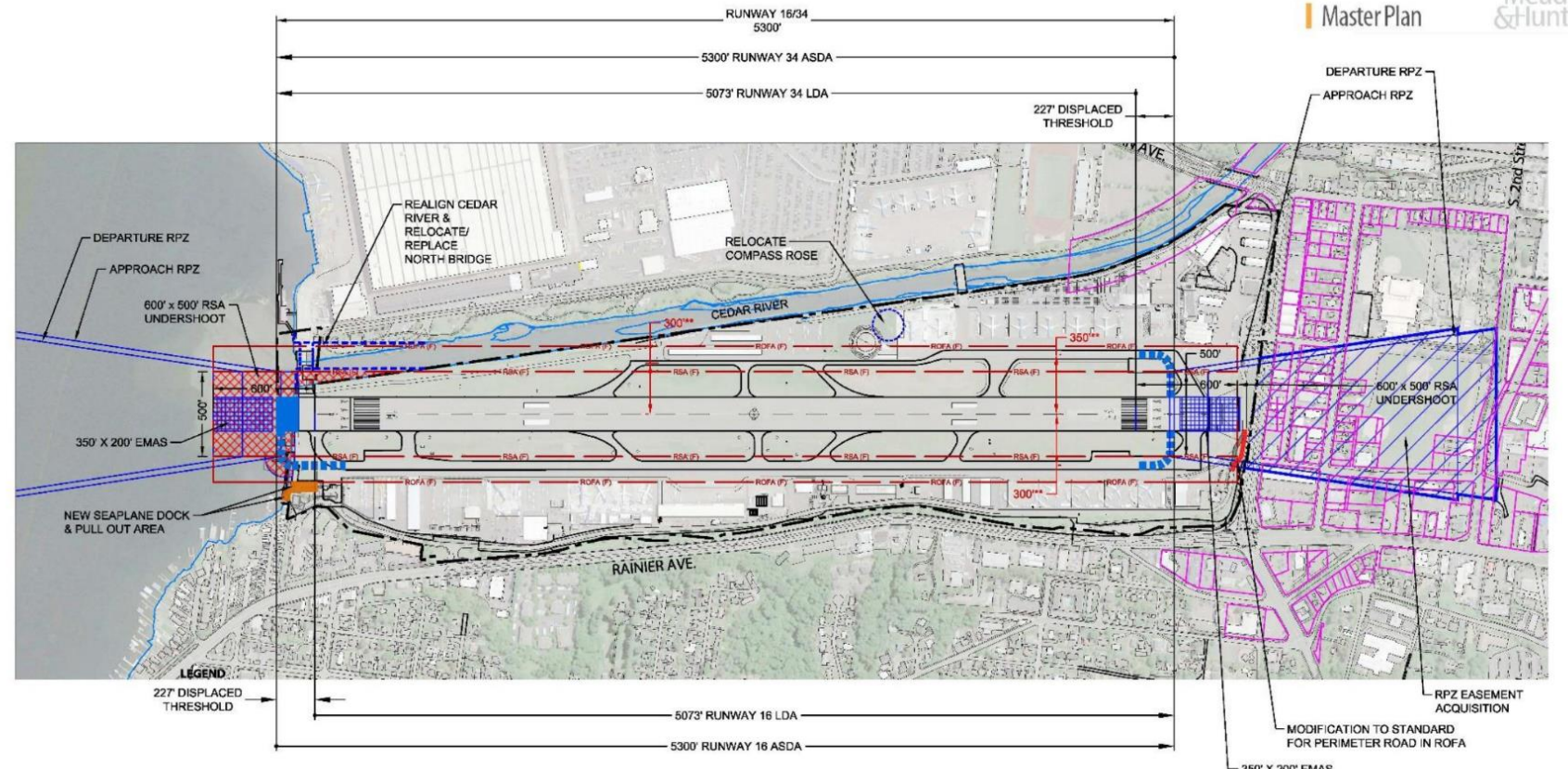
# Renton City Council's Selected Preference: Alternative 5

Contrary to the RAAC's Recommendation

The Renton City Council apparently independently selected Alternative 5 to move forward for the Master Plan.

## ALTERNATIVE 5

**"A Runway shift NORTH into Lake Washington with EMAS using Declared Distances"**



**Notes:**  
 \*\* RW/TW separation to be addressed with operational mitigation.

**Disclaimer:**  
 This illustration is for study purposes only, based on national FAA standards, and is not necessarily intended for implementation. For further information please see Chapter D of the Airport Master Plan and the FAQ document on the Airport's website.

LEGEND	
	EXISTING PROPERTY LINE
	ROAD CLOSURE
	FUTURE ROADWAY ALIGNMENT
	FUTURE RUNWAY SAFETY AREA (RSA)
	FUTURE RUNWAY OBJECT FREE AREA (ROFA)
	FUTURE TAXIWAY OBJECT FREE AREA (TOFA)
	FUTURE TAXIWAY
	FUTURE RUNWAY SAFETY AREA EXPANSION
	FUTURE PAVEMENT
	FUTURE SEAPLANE DOCK
	PROPOSED BUILDING/FACILITY DEMOLITION
	FUTURE RPZ EASEMENT
	FUTURE ENGINEERED MATERIAL ARRESTING SYSTEM (EMAS)

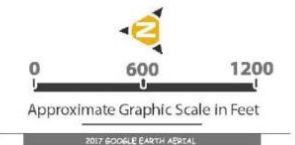
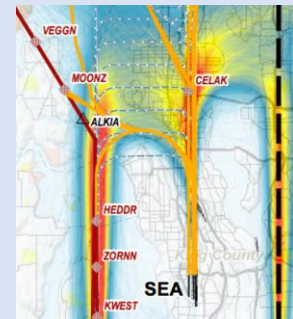
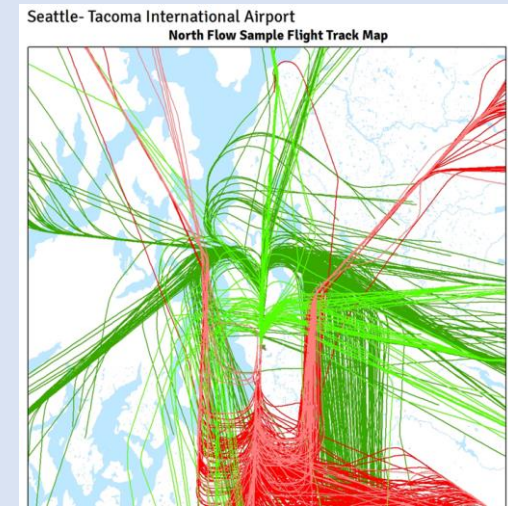


FIGURE D9 Alternative 5 - Declared Distances and EMAS w/ North Shift

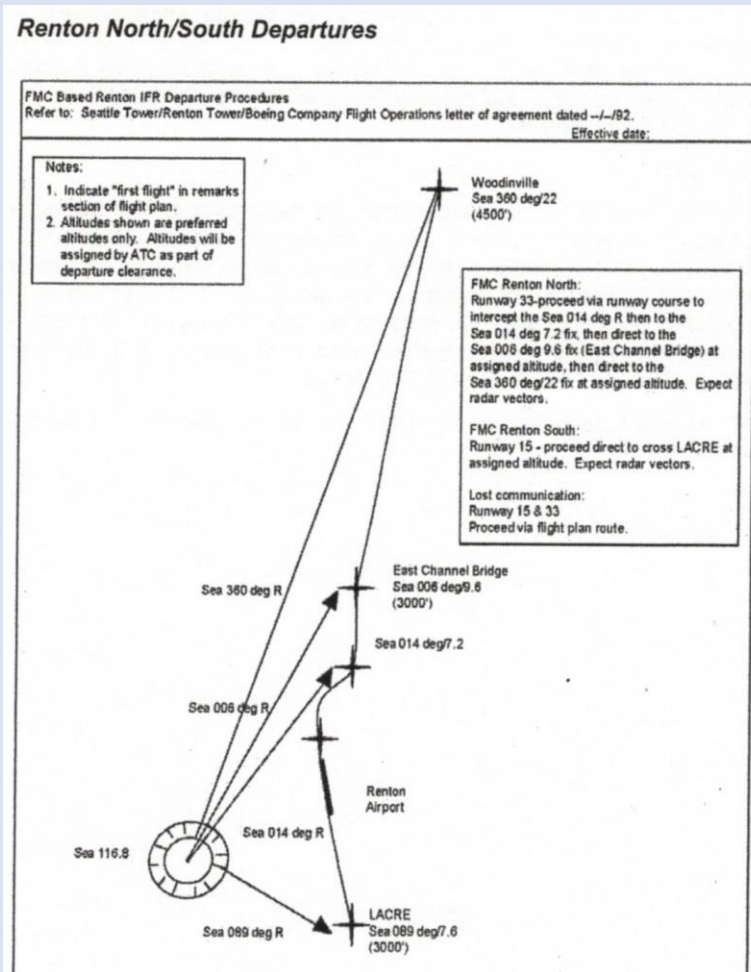
# Why does it matter to MI?

- More MI Overflight Noise and nuisance
- Less Safety – Increased “P | aircraft accident” on MI or in its adjacent waters
- Pressure on KRNT to substantially Grow regionally as a jet reliever
- Pressure to change SEATAC traffic flows - to increasingly adversely affect MI overhead airspace - to accommodate more SEATAC traffic, as airline pressure mounts on KPAE & KBLI



# Example: Previously FAA Accepted Renton Airport “RNP” Based Departure

North Departure Path – Flown directly over the East Channel of Lake Washington



- RNP Procedure provided a safer aircraft path and less noise exposure to Mercer Island
- These RNP Procedures were accepted by FAA and safely and successfully used for decades
- Optimum path over the East Channel was also successfully demonstrated for prospective use for RNP based arrivals

# Renton Airport Visual Procedures



## GENERAL VFR DEPARTURE PROCEDURES

### SOUTH FLOW : RUNWAY 16

**FACTORIA DEPARTURE:** Fly runway centerline until reaching 1,000' then make standard left downwind west of I-405. When abeam the **Control Tower**, make 45° right turn to exit traffic pattern. Cross over I-405 and then fly direct toward **Factoria** to exit Delta airspace.

**KENT DEPARTURE:** Fly runway centerline until reaching 1,000' then fly direct toward the east side of **Valley Medical Center**. Continue straight ahead toward a point 1 mile east of SR-167 to exit Delta airspace without entering Boeing's Delta airspace.

**LAKE YOUNGS DEPARTURE:** Fly runway centerline until reaching 1,000' then turn left and fly direct toward the southwest side of **Lake Youngs** to exit Delta airspace.

**BURIEN/SEACAT CROSSING:** Request with Renton Ground on initial contact. If approved by Seattle Tower, you'll receive a transponder code. Make standard right downwind departure. Do not turn west until you establish two-way radio contact with Seattle Tower on frequency 119.9. Renton Tower will instruct you when to change frequencies after any potential traffic conflicts are resolved. Do not turn west until you establish two-way radio contact with Seattle Tower on frequency 119.9. Remember, you must receive a specific clearance from Seattle to enter their Bravo airspace.

**MUSEUM/KRBI DEPARTURE:** Request with Renton Ground on initial contact. Fly centerline and do not turn west until you establish two-way radio contact with Tower on frequency 118.3. Renton Tower will tell you when to change frequencies after any potential traffic conflicts are resolved.

### NORTH FLOW : RUNWAY 34

**EAST CHANNEL DEPARTURE:** Fly runway centerline until 1 mile past departure end of runway then fly outboard over the middle of the East Channel. Fly direct toward the **East Channel Bridge** to exit Delta airspace.

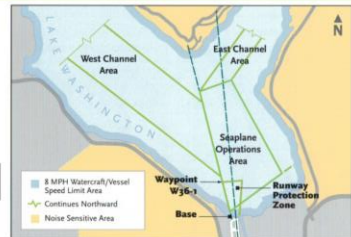
**LAKE YOUNGS DEPARTURE:** Fly runway centerline until reaching 1,000' then make a standard right downwind west of I-405. When abeam the **Control Tower**, make 45° left turn to exit traffic pattern. Cross over I-405 and then fly direct toward northeast side of **Lake Youngs** to exit Delta airspace.

**BURIEN/SEACAT CROSSING:** Request with Renton Ground on initial contact. If approved by Seattle Tower, you'll receive a transponder code. Make standard right downwind departure. Do not turn west until you establish two-way radio contact with Seattle Tower on frequency 119.9. Renton Tower will instruct you when to change frequencies after any potential traffic conflicts are resolved.

**MUSEUM/KRBI DEPARTURE:** Request with Renton Ground on initial contact. Fly runway centerline and do not turn west until you establish two-way radio contact with Boeing

## WILL ROGERS-WILEY POST SEAPLANE BASE

All takeoffs, landings, and idle taxiing should be carried out within the area identified as the Seaplane Operations Area with regard for wind, weather, and boat traffic. The Seaplane Operations Area is east of an imaginary line extending from the seaplane dock on a heading of 320 degrees. **NO STEP TAXIING.** Operations are at your own risk. Use caution for localized shoaling and shallow water as you approach the seaplane base and around the seaplane docks and launch ramp.



**WASHINGTON ONE DEPARTURE:** On initial contact with Renton Tower, advise your specific location on the lake (e.g. east or west of the extended runway centerline and whether you are east or west of line of sight behind buildings). Request the "Washington One Departure" and tell the controller whether you will use the east or west channel. State the appropriate ATIS code. You must establish two-way radio contact prior to entering Delta airspace (i.e. prior to becoming airborne). Departure from the lake is at pilot's own risk-report airborne. Fly mid-channel to avoid noise sensitive areas. West Channel departures remain at or below 800'

MSL while in the west channel, over the water, and until you're outside of Boeing airspace. **WASHINGTON ONE ARRIVAL:** On initial contact with Renton Tower, advise your location. Request the "Washington One Arrival" and tell the controller whether you will use the east or west channel. State the appropriate ATIS code. You must establish two-way radio contact prior to entering Delta airspace (i.e. prior to becoming airborne). Remain at or below 800' MSL while in the west channel, over the water, and in Boeing airspace. Landing on the lake is at the pilot's own risk-report on the lake.

Latitude : N47° 29.99'

Longitude : W122° 13.16'

Virtual Buoy : Wavpoint W36-1

Waterway 12-30 : 5000' x 200'

Waterway 12 : Right Traffic

## GENERAL VFR ARRIVAL PROCEDURES

### SOUTH FLOW : RUNWAY 16

**EAST CHANNEL ARRIVAL:** Make initial request approximately 8-12 miles (depending on airspeed) from KRNT. Enter Delta airspace via the **East Channel Bridge** and fly inbound over the middle of the East Channel. Unless otherwise instructed by Renton Tower, make straight-in. Report 2 mile final.

**LAKE YOUNGS ARRIVAL:** Make initial request approximately 8-12 miles (depending on airspeed) from KRNT. Enter Delta airspace via the northeast side of **Lake Youngs**. Fly direct to **Maplewood Golf Course**. Unless otherwise instructed by Renton Tower, make 45° to left downwind. Report over **Maplewood Golf Course**.

### NORTH FLOW : RUNWAY 34

**FACTORIA ARRIVAL:** Make initial request approximately 8-12 miles (depending on airspeed) from KRNT. Enter Delta airspace via **Factoria**. Fly direct to the **Water Tower**. Unless otherwise instructed by Renton Tower, make 45° to right downwind. Report over the **Water Tower**.

**KENT ARRIVAL:** Make initial request approximately 8-12 miles (depending on airspeed) from KRNT. Enter Delta airspace 1 mile east of SR-167. Fly direct to the east side of **Valley Medical Center**. Unless otherwise instructed by Renton Tower, make straight-in. Report abeam **Valley Medical Center**.

**LAKE YOUNGS ARRIVAL:** Make initial request approximately 8-12 miles (depending on airspeed) from KRNT. Enter Delta airspace via the southwest side of **Lake Youngs**. Fly direct to **Maplewood Golf Course**. Unless otherwise instructed by Renton Tower, make a 1 mile right base. Report over **Maplewood Golf Course**.

## VFR-VOLUNTARY NOISE ABATEMENT

Noise abatement procedures at Renton Airport are voluntary measures by pilots to "fly friendly" and be good neighbors to the citizens who live under aircraft flight paths. Pilots should only deviate from these procedures when necessary to comply with any Air Traffic Control requests or in the interest of safety. Pilots of large or turbine-powered aircraft must comply with the provisions of FAR 91.129(e), rather than these procedures. All altitudes are MSL.

**FOR AIRCRAFT WITH A CONSTANT SPEED PROPELLER**  
After takeoff, pilots should reduce propeller RPM when at safe altitude at or below 700'. The propeller RPM may be increased when clear of noise sensitive areas or 2,000'. On approach for landing, pilots should not increase the propeller to full RPM until the power has been reduced to final approach power.

**FOR TAKE-OFFS WHICH REMAIN IN THE TRAFFIC PATTERN**  
Pilots should climb at the Best Rate of Climb (Vy) or the Best Angle of Climb (Vx), or a combination thereof, to at least 700' before turning crosswind. At 1000', throttle down to pattern power and fly a close in downwind west of I-405. Depending on traffic, pilots should avoid descending below 800' over Kenydale or the Renton East Hill. Either turn base leg before these areas or maintain altitude as necessary to fly over them at 800' or above.

**FOR DEPARTURES LEAVING THE TRAFFIC PATTERN**  
Pilots should climb at the Best Rate of Climb (Vy) or Best Angle of Climb (Vx), or a combination thereof, until reaching 1,000' and thereafter at cruise climb speed to departure altitude.

## NOISE ABATEMENT PROCEDURES

Maintain highest FAA advised altitude over noise-sensitive residential areas identified in yellow on the map. (Reference VFR procedures for noise-sensitive areas in FAA A/C 91-36D)

Honor voluntary curfew of nighttime engine maintenance run-ups.

See special procedures for seaplanes and helicopters.

## PILOT PROCEDURES

Pattern at or above 500' MSL and do not turn base

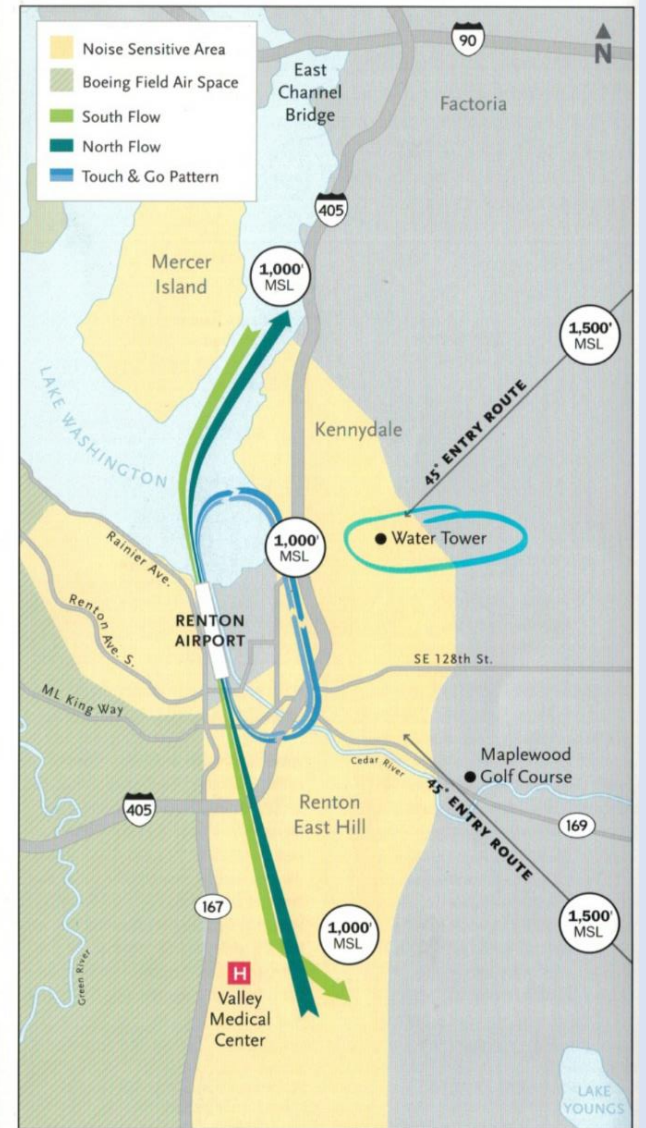
out until .5 mile from the airport and 500' MSL

DEPARTURES: Fly as instructed by the Tower.

Runway 34 : 5042' x 200'

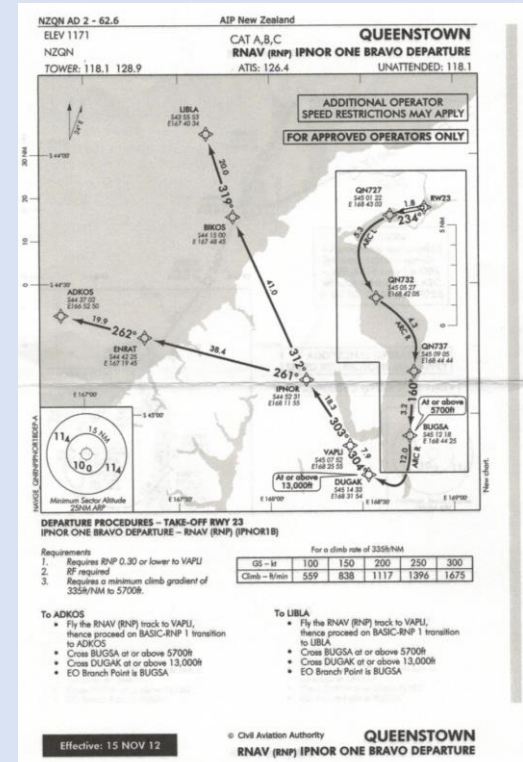
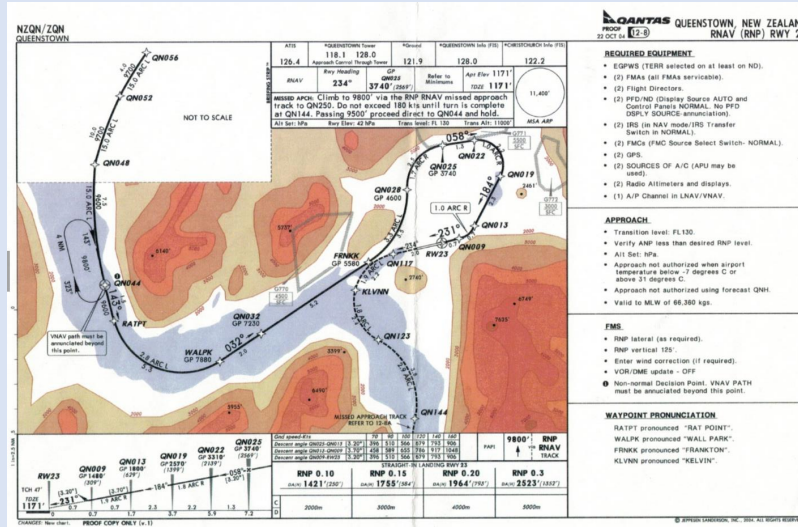
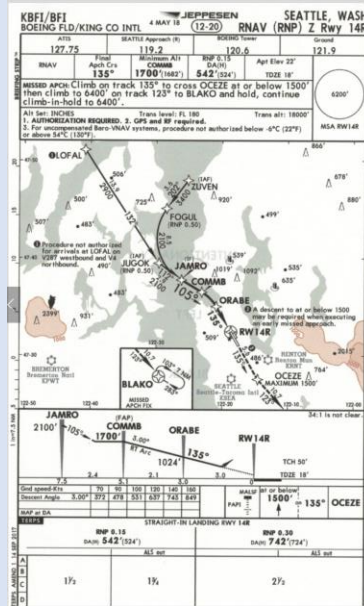
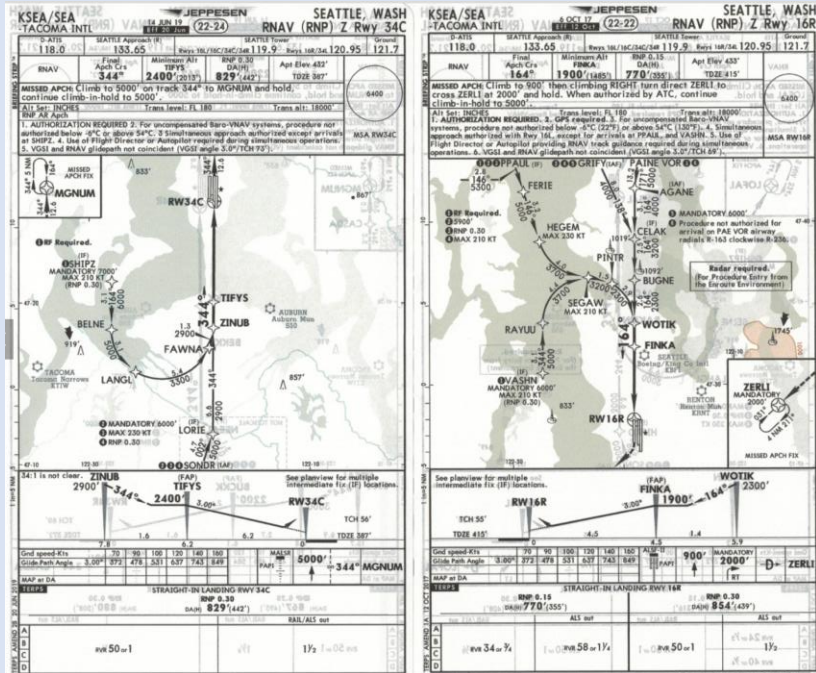
340' displaced threshold

Glide path is 3.75° - PAPI

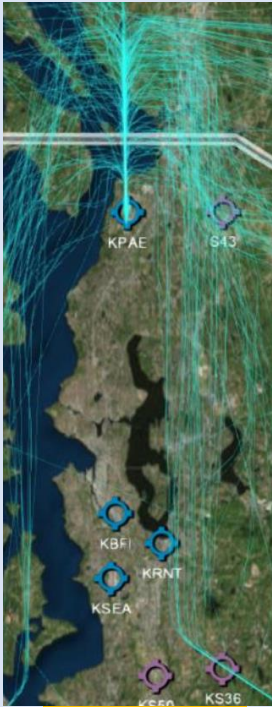


# RNP\* Instrument Procedure Examples

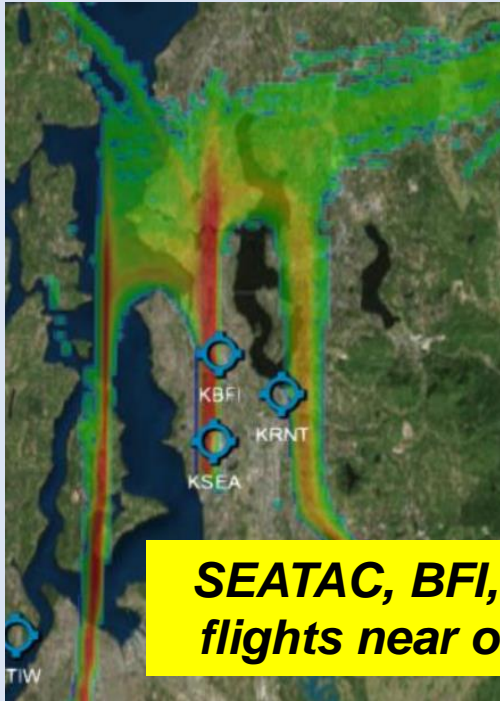
\*RNP – Required Navigation Performance



# What Should Mercer Island Advocate? Potential Noise and Safety Mitigation ...with better Renton RNP Procedures Over the EAST CHANNEL

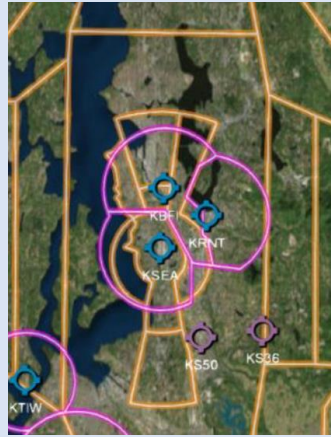


PAE Arrivals

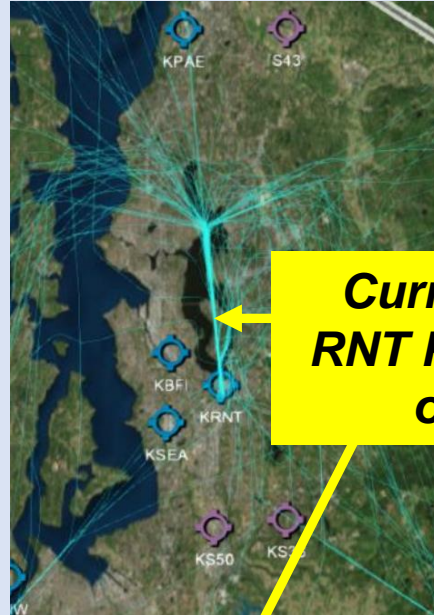


**SEATAC, BFI, and PAE flights near or over MI**

SEA Arrivals

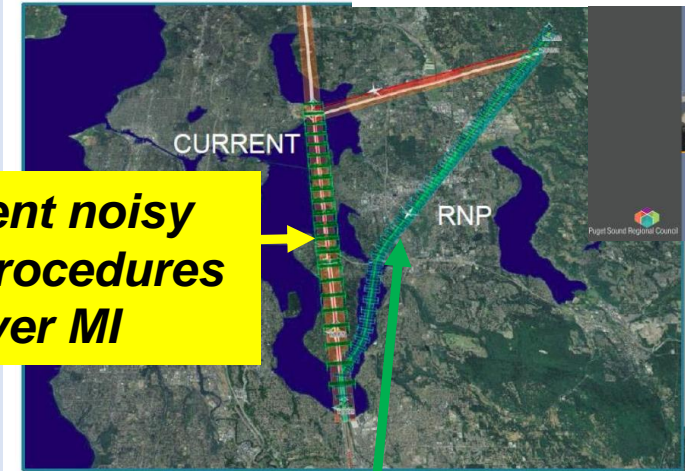


RNT Arrivals

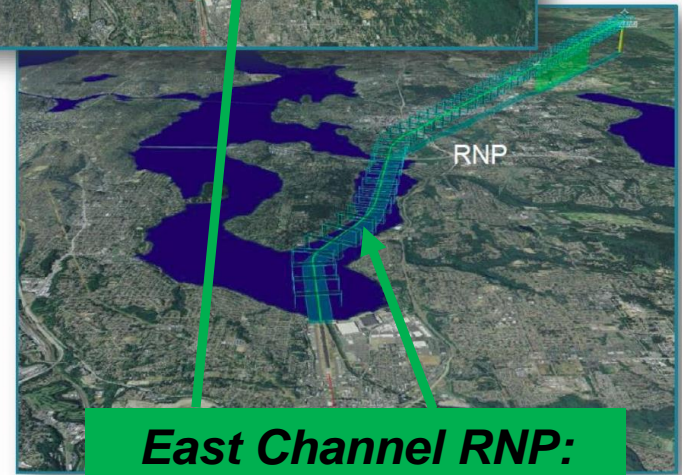


**Current noisy RNT Procedures over MI**

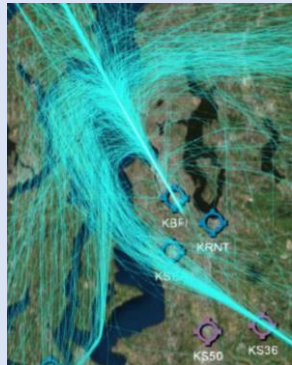
Figure 3.5 RNP-AR Approach, Runway 16



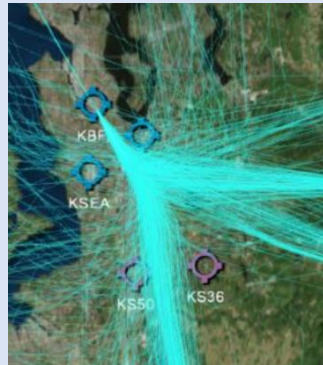
NextGen Airspace Optimization Study



**East Channel RNP: Less Noise and More Safety for MI**



BFI Arrivals



BFI Departures



**Existing Southflow Arrival Procedure**

Table 2.1 Aircraft Activity Levels for 2013 by Airport

TAF Operations (2013)	Yearly Aircraft Operations (Landings + Takeoffs)									
	KBFI	KRNT	KPAE	KTIW	KPWT	KPLU	SSO	S36	S43	
Air Carrier	9,107	438	3,905	1	0	0	0	0	0	
Air Taxi	33,531	973	1,480	676	625	3,438	6,100	0	51	
General Aviation Local	46,903	53,854	50,020	14,708	32,438	34,695	60,882	16,250	91,122	
General Aviation Itinerant	90,980	38,133	48,347	21,615	21,025	63,712	99,874	180,000	50,430	
Military Local	275	334	291	492	0	0	0	0	0	
Military Itinerant	554	103	618	695	900	0	100	0	74	
<b>TOTAL</b>	<b>181,350</b>	<b>93,835</b>	<b>104,661</b>	<b>38,187</b>	<b>55,588</b>	<b>101,845</b>	<b>166,956</b>	<b>146,250</b>	<b>141,677</b>	
Operations by Category	KBFI	KRNT	KPAE	KTIW	KPWT	KPLU	SSO	S36	S43	
Air Carrier/Boeing	9,200	485	2,700	0	0	0	0	0	0	
Business Jet	23,000	3,452	4,400	602	0	0	0	0	0	
Twin Propeller	8,000	3,938	12,000	1,253	0	0	0	0	0	
Single Propeller	138,371	84,103	83,641	52,833	0	0	0	0	0	
Helicopter	2,500	1,447	1,350	0	0	0	0	0	0	
Military Fixed Wing	870	440	620	900	0	0	0	0	0	
<b>TOTAL</b>	<b>181,940</b>	<b>93,895</b>	<b>104,661</b>	<b>55,588</b>						

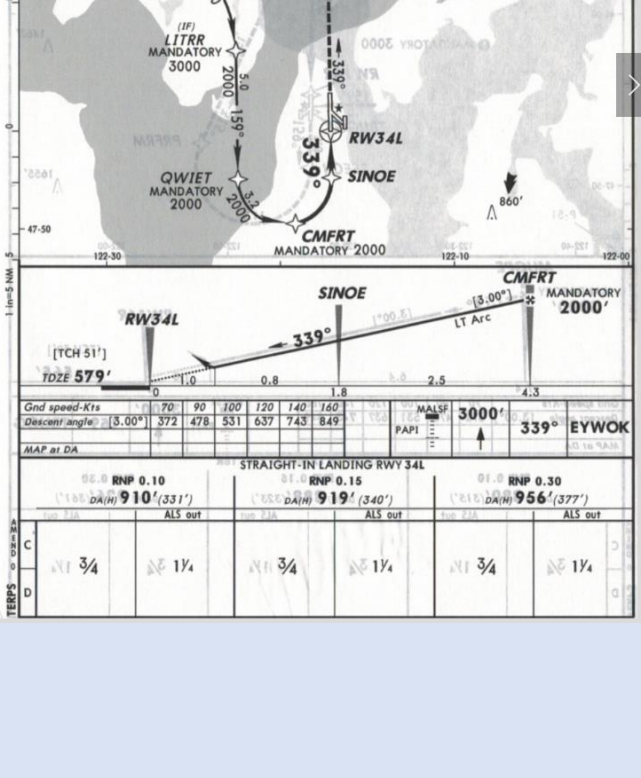
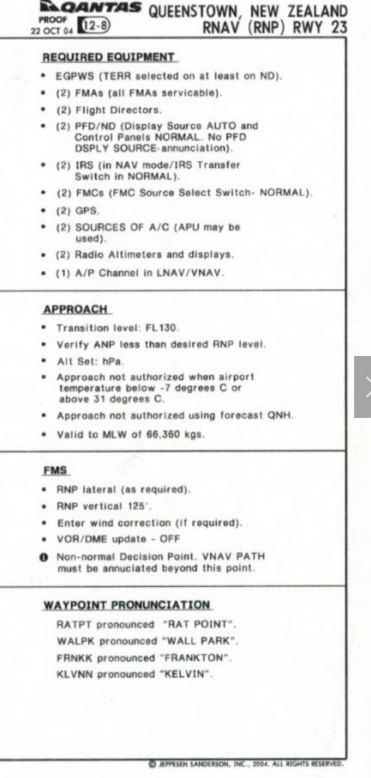
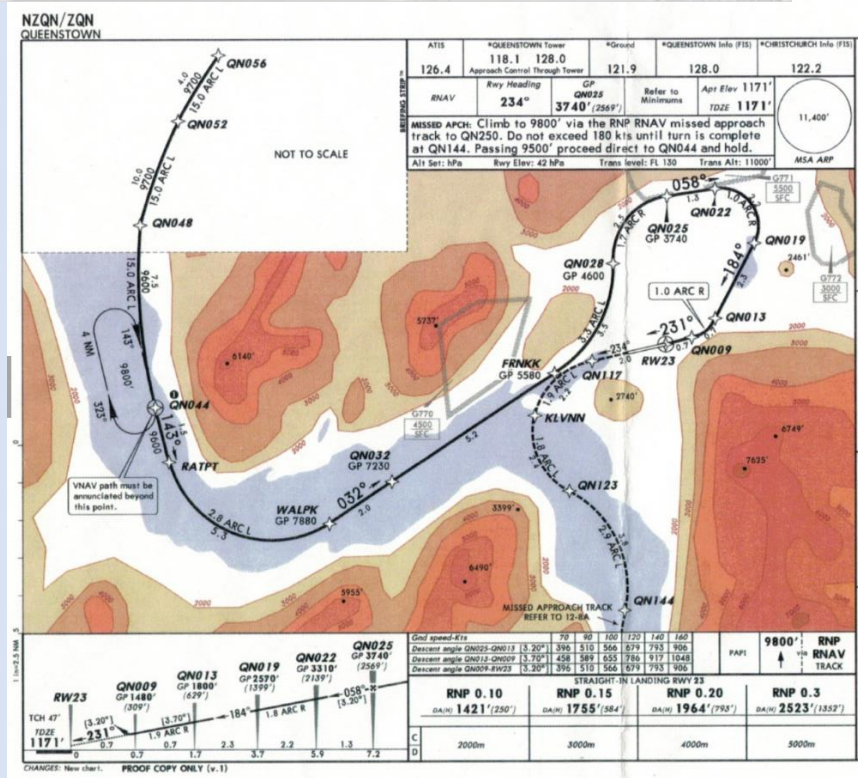
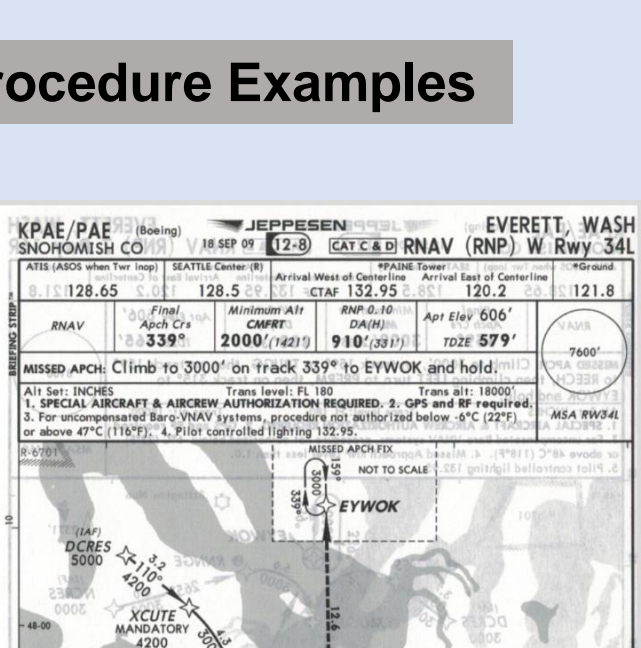
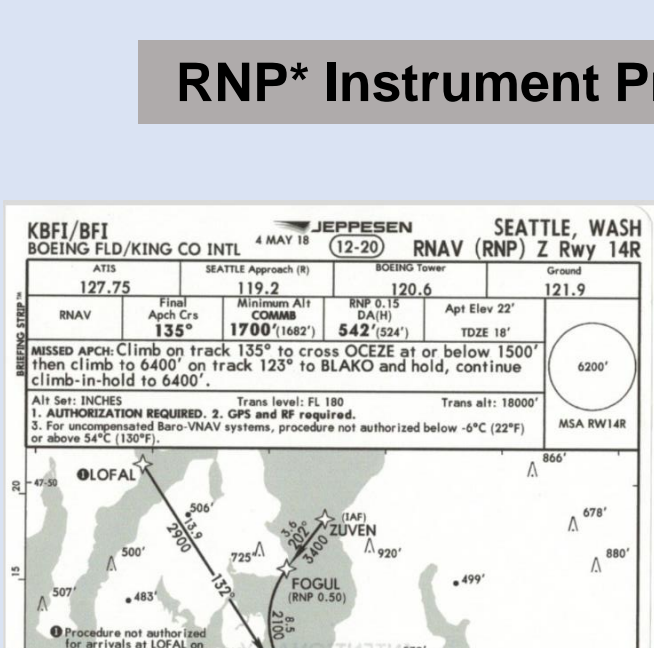
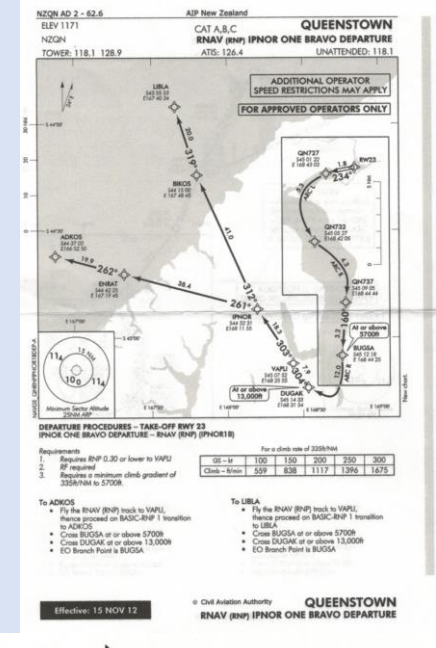
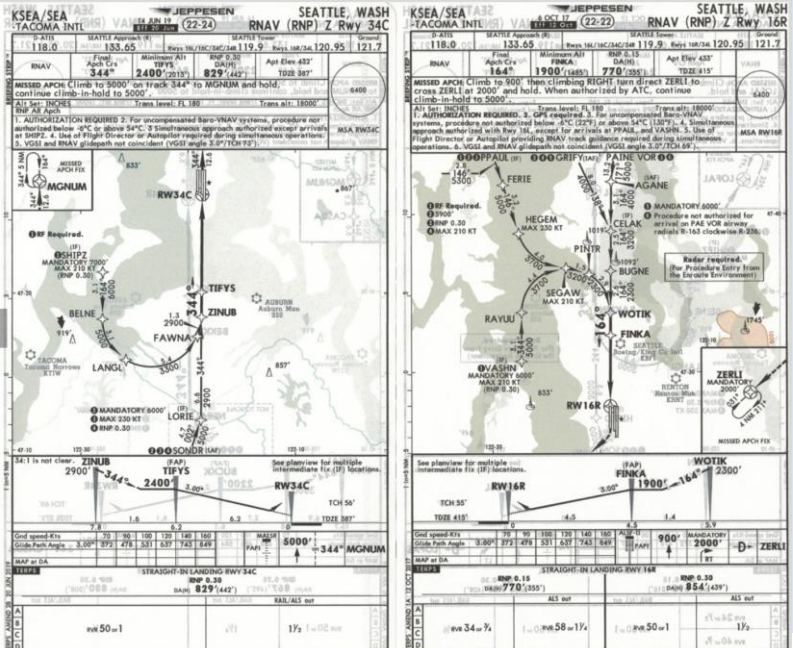
Source: Terminal Area Forecast, Federal Aviation Administration, January 2015  
 Airport-reported operation information, Study Area Airports, January 2015  
 \*Airports do not report their operations beyond the TAF  
 \*\*Airport Operations by Category are estimated at airports where there is no definitive source



**Mercer Island's Interest in  
Regional Aviation and Airspace Use**

**Backup Slides**

# RNP\* Instrument Procedure Examples





# 2020 PLANNING SCHEDULE

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

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

FEBRUARY 18		DUE TO:	2/7 D/P	2/10 FN	2/10 CA	2/11 Clerk
ABSENCES:						
ITEM TYPE   TIME   TOPIC				STAFF		
<b>STUDY SESSION (5:30-6:30 pm)</b>						
60	AB 5664: Classification and Compensation Discussion				Ali Spietz	
<b>CONSENT CALENDAR</b>						
--	AB 5662 ROW Fleet Appropriation				Brian Hartvigson	
--	AB 5658: Resolution No. 1580 Appointing City Manager				Bio Park	
<b>REGULAR BUSINESS</b>						
60	AB 5663: Community Facility Code Amendment: Planning Commission Recommendation, Ord. No. 20-04; 1st Reading & Adoption				Evan Maxim	
15	AB 5667: City Council Letter of Support – East Channel RNP Arrivals & Departures				Salim Nice/Deb Estrada	
15	AB 5665: City Council Rules of Procedure Amendments (Res. No. 1579)				Deb Estrada	
15	AB 5666: Boards & Commissions Code Amendments (2 <sup>nd</sup> Reading; Ord. No. 20C-02)				Deb Estrada	
<b>EXECUTIVE SESSION</b>						
30	To discuss pending or potential litigation with legal counsel pursuant to RCW 42.30.110(1)(i).					

MARCH 3 - CANCELED	
Legal Notice:	
<b>MEETING CANCELED – MOVED TO MARCH 10</b>	

MARCH 10 – SPECIAL MEETING		DUE TO:	2/28 D/P	3/2 FN	3/2 CA	3/3 Clerk
ABSENCES:						
ITEM TYPE   TIME   TOPIC				STAFF		
<b>STUDY SESSION (5:30-6:30 pm)</b>						
60	Pavement 101 Discussion				Jason Kintner	
<b>SPECIAL BUSINESS (6:30 pm)</b>						
<b>CONSENT CALENDAR</b>						
	AB xxxx: Claims Reporting for Electronic Fund Transfers				LaJuan Tuttle	
<b>REGULAR BUSINESS</b>						
30	AB xxxx: ARCH Housing Trust Fund Project Approval				Alison Van Gorp	
30	AB xxxx: Sign Regulations – Confirm Scope of Work				Evan Maxim	
60	AB xxxx: Shoreline Master Plan – Ecology Approval (1 <sup>st</sup> Reading) (Tentative)				Evan Maxim	
10	AB xxxx: Boards & Commissions Vacancy Appointments (Tentative)				Deb Estrada	

<b>EXECUTIVE SESSION</b>
--------------------------

<b>MARCH 17</b>	DUE TO:	3/6 D/P	3/2 FN	3/2 CA	3/3 Clerk
Legal Notice: ABSENCES:					
ITEM TYPE   TIME   TOPIC			STAFF		
<b>STUDY SESSION (5:00-6:30 pm)</b>					
90	PROS Plan Kick-Off Meeting – Joint Study Session with Parks and Recreation Commission			Ryan Daly	
<b>SPECIAL BUSINESS (6:30 pm)</b>					
<b>CONSENT CALENDAR</b>					
--	AB xxxx: Open Space Conservancy Trust Board Annual Report			Alaine Sommargren	
--	AB xxxx: King County Waterworks Grant Acceptance			Alaine Sommargren	
<b>REGULAR BUSINESS</b>					
30	AB xxxx: FS 91 Site Characterization Appropriation			Jason Kintner/Steve Heitman	
30	AB xxxx: Honeywell/PW Maintenance Facility Soil Remediation Appropriation			Jason Kintner	
30	AB xxxx: 4 <sup>th</sup> Quarter 2019 Financial Status Report & Budget Adjustments			LaJuan Tuttle	
30	AB xxxx: Review Draft 2021-22 Budget Calendar			Jessi Bon	
90	AB xxxx: 2021-2026 CIP Budget Policies & Planning			LaJuan Tuttle & Matt Mornick	
<b>EXECUTIVE SESSION</b>					

<b>APRIL 7</b>	DUE TO:	3/27 D/P	3/30 FN	3/30 CA	3/31 Clerk
ABSENCES: Bon					
ITEM TYPE   TIME   TOPIC			STAFF		
<b>STUDY SESSION (5:30-6:30 pm)</b>					
	AB xxxx: Community Planning & Development – Organizational Assessment briefing (tentative)			Alison Van Gorp	
<b>SPECIAL BUSINESS (6:30 pm)</b>					
15	SCA Presentation by Deanna Dawson				
<b>CONSENT CALENDAR</b>					
<b>REGULAR BUSINESS</b>					
	AB xxxx: International Building Code update (1 <sup>st</sup> Reading & Adoption) (tentative)			Don Cole	
	AB xxxx: Shoreline Master Plan – Ecology Approval (2 <sup>nd</sup> Reading & Adoption) (tentative)			Evan Maxim	
60	AB xxxx: Residential Development Standards 3-year review – Scope of Work (tentative)			Evan Maxim	
	AB xxxx: Q1 Sustainability Update			Ross Freeman	
<b>EXECUTIVE SESSION</b>					

<b>APRIL 21</b>		<b>DUE</b>	<b>4/10</b>	<b>4/13</b>	<b>4/13</b>	<b>4/14</b>
<b>ABSENCES:</b>		<b>TO:</b>	<b>D/P</b>	<b>FN</b>	<b>CA</b>	<b>Clerk</b>
<b>ITEM TYPE   TIME   TOPIC</b>					<b>STAFF</b>	
<b>STUDY SESSION (5:30-6:30 pm)</b>						
	Mobile Integrated Health (MIH) Overview				Heitman/Mandella	
<b>SPECIAL BUSINESS (6:30 pm)</b>						
10	King County Update by Councilmember Claudia Balducci					
10	Earth Day 50 <sup>th</sup> Anniversary Proclamation No. XXX				Ross Freeman	
<b>CONSENT CALENDAR</b>						
<b>REGULAR BUSINESS</b>						
<b>EXECUTIVE SESSION</b>						



**MAYOR BENSON WONG**  
**CITY OF MERCER ISLAND, WASHINGTON**  
9611 SE 36th Street • Mercer Island, WA 98040-3732  
(206) 275-7995 • [www.mercergov.org](http://www.mercergov.org)

February 18, 2020

Marleen Mandt  
Renton Airport Advisory Committee (RAAC)  
616 Perimeter Road, Unit A  
Renton, WA 98057

Dear Ms. Mandt:

Please be advised that Councilmember Salim Nice was appointed to serve as the Mercer Island City Council delegate to the Renton Airport Advisory Committee (RAAC) at the City Council's February 4, 2020 Regular Meeting.

It is the Mercer Island City Council's understanding that its regular meeting schedule conflicts with the RAAC meeting schedule thereby limiting Councilmember Nice's attendance. Please accept this letter on behalf of the Mercer Island City Council acknowledging that Captain Thomas Imrich will serve as the City of Mercer Island's designated proxy in Councilmember Nice's absence.

Sincerely,

A handwritten signature in blue ink, appearing to read "B. Wong".

Benson Wong  
Mayor

C: Mercer Island City Council  
City Clerk