



CITY OF MERCER ISLAND

CITY COUNCIL MEETING AGENDA

Tuesday
February 6, 2018
5:00 PM

Mayor Debbie Bertlin
Deputy Mayor Salim Nice
Councilmembers Tom Acker,
Bruce Bassett, Wendy Weiker,
David Wisenteiner, and Benson Wong

Contact: 206.275.7793, council@mercergov.org
www.mercergov.org/council

All meetings are held in the City Hall Council Chambers at
9611 SE 36th Street, Mercer Island, WA unless otherwise noticed

“Appearances” is the time set aside for members of the public to speak to the City Council about any issues of concern. If you wish to speak, please consider the following points:
(1) speak audibly into the podium microphone, (2) state your name and address for the record, and (3) limit your comments to three minutes.
Please note: the Council does not usually respond to comments during the meeting.

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

REGULAR MEETING

CALL TO ORDER & ROLL CALL, 5:00 PM

AGENDA APPROVAL

EXECUTIVE SESSION

Executive Session 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 pursuant to RCW 42.30.110(1)(b) and to consider the maximum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price pursuant to RCW 42.30.110(1)(c) for 60 minutes

STUDY SESSION, 6:00 PM

- (1) AB 5389 Mercer Island Center for the Arts (MICA) Update

SPECIAL BUSINESS, 7:00 PM

- (2) AB5388 African American History Month Proclamation

CITY MANAGER REPORT

APPEARANCES

CONSENT CALENDAR

- (3) Payables: \$927,814.54 (01/18/2018), \$587,027.72 (01/25/2018), & \$863,681.61 (02/01/2018)
Minutes: January 23, 2018 Regular Meeting Minutes
AB 5382 ARCH 2018 Administrative Budget and Work Program
AB 5383 ARCH 2017 Housing Trust Fund Recommendations
AB 5387 City Council Rules of Procedure Amendments

REGULAR BUSINESS

- (4) AB 5381 General Sewer Plan Update
(5) AB 5385 Critical Areas Code Update - Scope of Work, Approach and Public Engagement Plan

OTHER BUSINESS

Councilmember Absences
Planning Schedule
Board Appointments
Councilmember Reports

ADJOURNMENT



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

**AB 5389
February 6, 2018
Study Session**

**MERCER ISLAND CENTER FOR THE ARTS
(MICA) UPDATE**

Proposed Council Action:

Receive presentation. No action necessary.

DEPARTMENT OF

City Manager (Julie Underwood)

COUNCIL LIAISON

n/a

EXHIBITS

1. 2014 Letter of Understanding between YTN, City and MICA regarding a proposed performing arts facility
2. October 10, 2017 letter to MICA to consider a "pause" on their zoning text amendment application process
3. October 11, 2017 letter from MICA agreeing to "pause" their zoning text amendment application process
4. January 26, 2018 agreement letter describing how the City and MICA will address the "pause"
5. City's Community Outreach for Comp Plan Goals and Policies Regarding Arts & Culture - Tentative Timeline
6. MICA's community engagement process

2017-2018 CITY COUNCIL GOAL

n/a

APPROVED BY CITY MANAGER

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

SUMMARY

Background

Going as far back as January 2011, the City learned that Youth Theatre Northwest (YTN) would need to leave their Mercer Island School District North Mercer campus location within four years due to planned redevelopment of the site. As a result of this news, the City worked with YTN to explore other potential sites.

In 2012, potential site acquisition efforts were explored including the East Seattle School site and the property at the corner of SE 24th St. and 76th Ave. SE in the Town Center (Leon Cohen and City properties); however, these sites proved unviable at the time. In January 2013, the former Recycling Center/Bicentennial Park at Mercerdale Park was first discussed as a possible site for YTN.

At the Council's June 2013 Mini-Planning Session, a study committee comprised of Councilmembers and City and YTN staff formed to identify alternative locations and determine evaluation criteria of potential sites. They examined two sites: the former Recycling Center/Bicentennial Park and Mercer Island Community and

Event Center. They recommended the Recycling Center/Bicentennial Park site be further studied as a future performing arts facility (see [AB 4868](#), August 12, 2013).

In the process of looking for a new venue for YTN, a much larger community need for a space dedicated to arts and culture was identified. The vision to provide one location with dedicated space for YTN, as well as for many other Island-based arts organizations, for arts-related activities, events and education was first formulated at a public meeting in November 2013. MICA's name and mission were developed as a result of that meeting. What had been the "Mercer Island Performing Arts Center" became the Mercer Island Center for the Arts. MICA was incorporated as a 501(c)3 nonprofit organization on December 5, 2013.

In June 2014, a collective Letter of Understanding signed by the City, YTN and the newly formed Mercer Island Center for the Arts ([MICA](#)) outlined steps to move the project forward, as well as noted the substitution of MICA for YTN as the party that will undertake the design, construction, financing and management of the proposed performing arts facility (see Exhibit 1).

In May 2015, a group of residents formed the "Concerned Citizens for Mercer Island Parks" ([CCMIP](#)) and registered as a [political committee](#) with the State. They are dedicated to protecting parkland from development and strongly opposes the MICA proposal at Mercerdale Park.

In November 2015 and January 2016, City Council and MICA reviewed a draft ground lease and use agreement for the preferred site (see [AB 5133](#), November 16, 2015 and [AB 5149](#), January 19, 2016). In February 2016, the City and MICA entered into a Memorandum of Understanding (MOU), which established the expectation and process for the State Environmental Policy Act (SEPA) review for the proposed long-term ground lease and use agreement (see [AB 5158](#), February 22, 2016).

In February 2016, the Council discussed a proposal for an advisory vote regarding the MICA project on the Recycling Center/Bicentennial Park site. The City did not move forward with this proposal (see [AB 5154](#), February 1, 2016).

In late 2016, MICA applied for SEPA review, and in September 2017, the City issued a SEPA Determination of Non-Significance with Mitigation as part of a phased SEPA review process. Subsequently, MICA's application for a zoning code text amendment, which would have allowed a performing arts facility to be located in Mercerdale Park and for parking to be located off-site, was scheduled for a public hearing at the Planning Commission in October 2017.

Due to the divisiveness of locating the MICA project at the Recycling Center/Bicentennial Park site, in early October 2017, the City requested that the MICA Board consider a "pause" on their zoning code text amendment application process (see Exhibit 2). The MICA Board agreed to the pause and to work jointly with the City to develop a plan for moving forward (see Exhibit 3).

Update on the MICA Project "Pause"

Tonight's discussion focuses on the recent letter signed jointly by the City Manager and the MICA Executive Director on January 26, 2018 to re-engage the community regarding goals and policies pertaining to arts and culture, including ideas for site and design for an arts center; and exploring alternative sites (see Exhibit 4).

In November 2017, the Council adopted the City's 2018 Comprehensive Plan amendment docket (see [AB 5359](#)), which included the item of developing goals and policies supporting cultural arts. Development Services Group staff will be working with Parks & Recreation Department staff and the Arts Council to gather public input on this broad policy discussion. The outcome of this effort will lead to proposed new Comprehensive Plan policies regarding arts and culture in the community to be considered by the Planning Commission and possibly adopted by the City Council by the end of 2018. The effort will also help inform

the update of the City's Parks, Recreation and Open Space (PROS) Plan, which is scheduled to be updated in 2019. Exhibit 5 outlines a tentative timeline for this public engagement process.

In addition, MICA will be managing its own community engagement process, which will run concurrently with the City's process (see Exhibit 6). It is the City's intent to coordinate these two separate yet related efforts.

RECOMMENDATION

City Manager

Receive presentation.



MERCER ISLAND CENTER FOR THE ARTS

June 10, 2014

Noel Treat
City Manager
City of Mercer Island
9611 SE 36th Street
Mercer Island, WA 98040

Re: Mercer Island Center for the Arts

Dear Noel:

In November of 2013, the City of Mercer Island (City) and Youth Theater Northwest (YTN) reached an understanding regarding the proposed Mercer Island Performing Arts Center. YTN sent a letter dated November 7, 2013 to former City Manager, Rich Conrad to memorialize that understanding (the November Agreement). There have been many positive changes since the November Agreement was entered into which we would like to memorialize with the City.

(A) The proposed facility is now referred to as the Mercer Island Center for the Arts (the MICA Facility). Its mission has been expanded to extend beyond the performing arts and will include the visual arts and cultural programming.

(B) YTN will no longer be the legal entity developing the MICA Facility, although it is expected to be a resident company and a significant user. Instead, the Mercer Island Center for the Arts (MICA), incorporated as a Washington nonprofit corporation in December 2013, will develop the expanded facility. MICA has an independent Board of Directors and has applied for Section 501(c)(3) tax-exempt status with the Internal Revenue Service. MICA is now recruiting an Executive Director.

(C) MICA has contracted with experienced design professionals to work with it, YTN and other local performing and visual arts groups to develop preliminary designs for cost estimation, scheduling and fundraising purposes. MICA expects to share the latest designs with the City Council at its June 14, 2014 planning

MERCERISLANDARTS.ORG

P.O. Box 1702 • ~~AB 5389~~ Mercer Island, WA 98040

Exhibit 1

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session. As of this time, MICA expects a facility of 30,000 – 35,000 square feet that will include three performance spaces (currently expected to be a 350 person theatre, a 100 person recital hall and a 100-120 person black box theatre), classrooms, practice rooms, display areas and other spaces that will be available for arts organizations and artists.

(D) MICA will conduct an extensive fundraising effort that will likely take 2-3 years, followed by a construction period of up to 2 years. The 2-year period referred to in the November Agreement will need to be adjusted accordingly.

(E) While MICA understands that the City has not made and, by acknowledging this letter is not presently making, any commitment to provide funding for the MICA Facility, MICA may want to at some point in the future engage in a discussion on whether partial public funding would be appropriate.

(F) In order to control costs and work within the land area available, minimal parking will be available on the MICA Facility site. Based on preliminary discussions with nearby property owners, MICA believes that sufficient off-site parking will be available during evening and weekend times. During other times, MICA anticipates working with the City to provide necessary on-street parking or parking at the Mercer Island Youth and Family Services Thrift Shop.

(G) Before the MICA Facility can be constructed, MICA and the City would need to enter into a Development Agreement or similar agreement and/or the area in question will need to be rezoned to address parking and other development issues.

As a consequence of the above developments, MICA requests the City's concurrence with the following:

1. The City remains strongly in support of the development of a Center for the Arts to be located at the site of Bicentennial Park and the former recycling center.
2. The City accepts the substitution of MICA for YTN as the party that will undertake the design, construction, financing and management of the MICA Facility. MICA intends that YTN will be a resident company at the MICA Facility and an important partner in its development. MICA shall keep the City regularly advised as to the progress of its efforts with reports to the City at least once every six months.

3. As set out in the November Agreement, the City confirms that it will not during the next two years otherwise obligate itself with respect to the property in question, nor permit other uses for the property during that period other than existing temporary uses (such as storage for Farmer's Market) and similar uses that will not limit or impact MICA's future use of the site.
4. If during the next two years, MICA's fundraising efforts are progressing at a rate that will likely enable MICA to proceed with the project and MICA can demonstrate that to the reasonable satisfaction of the City, then MICA and the City intend to enter into a long-term agreement that will ensure the property will be available for development and operation of the MICA Facility.
5. MICA is basing its financials on the assumption that MICA would have use of the MICA Facility site for at least 50 years.
6. Without obligating itself to any specific terms or intending to deviate from all applicable procedural and due process requirements, the City recognizes that, either through the P Zone process or a Development Agreement, certain changes in existing land use requirements may be necessary for the MICA Facility to be developed.
7. To better inform the public and assist MICA in its fundraising efforts, MICA may post a sign on the property that includes a rendering of the proposed MICA Facility and other information typical for signs of this nature. The size, appearance and actual location of the sign are subject to written approval of the City that will not be unreasonably withheld or delayed.
8. To enable MICA to evaluate the site, the City will permit MICA and its representatives to go onto the site from time to time for the purpose of inspection, planning, special events and site testing as may be necessary or desirable. MICA will request consent from the City prior to entering the property, which consent shall not be unreasonably withheld or delayed. Upon request by the City, any reports produced by MICA or its consultants shall be shared with the City.

YTN is signing below for the purpose of (a) acknowledging that it will no longer be working directly with the City on this project and that, instead, all future discussions, negotiations and agreements will be directly between the City and MICA, and (b) enthusiastically endorsing MICA's efforts to develop this community-wide benefit.


We very much look forward to working with the City on this project that we are convinced will be a huge success for Islanders. If you agree that this letter accurately

Mr. Noel Treat
June 10, 2014
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summarizes the status of the MICA Facility planning and the City's commitment to MICA, please sign below and return a copy to me.

Sincerely,

MERCER ISLAND CENTER FOR THE ARTS

By: 

John Gordon Hill, President

ACKNOWLEDGED AND AGREED:

CITY OF MERCER ISLAND

By: 

Noel Treat, City Manager

YOUTH THEATRE NORTHWEST

By: 

Manuel R. Cawaling, Executive Director



CITY MANAGER'S OFFICE
CITY OF MERCER ISLAND, WASHINGTON
9611 SE 36th Street | Mercer Island, WA 98040-3732
(206) 275-7600 | www.mercergov.org

October 10, 2017

Ms. Sharon Perez
Capital Campaign Director
Mercer Island Center for the Arts
P.O. Box 1702
Mercer Island, WA 98040

RE: ZTR16-002 MICA Zoning Text Amendment

Dear Ms. *Sharon* Perez:

Over the nine months that I've been Mercer Island's City Manager, I have come across many residents who are supportive of MICA's mission and the numerous quality of life benefits MICA would offer the Mercer Island community. In addition, the City Council is supportive and would like to see MICA and its partners thrive in the City.

I believe the timing is such that we have an exciting opportunity to work closely with MICA to explore alternative sites for the project. In this regard, I am requesting that the MICA Board consider a postponement of the scheduled Planning Commission public hearing on the MICA Zoning Text Amendment referenced above.

This "pause" would allow us to consider other locations and to discuss options for a partnership that has the potential of serving a wide range of residents and needs. If MICA concludes that these discussions will not be fruitful, we would then proceed with the postponed public hearing.

Due to the timing of the public hearing date, I must request an immediate response to this request. Please let me know no later than Wednesday, October 11, by 10:00 am.

I look forward to working with you and the MICA Board to develop a plan to earn the broad-base support of the community, to address several City needs, and to ultimately see the project to fruition.

Sincerely,

A handwritten signature in blue ink that reads "Julie Underwood".

Julie Thuy Underwood
City Manager

cc: Mercer Island City Council
Mercer Island Planning Commission



October 11, 2017

Ms. Julie Thuy Underwood
City Manager
City of Mercer Island
9611 SE 36th St.
Mercer Island, WA 98040

Re: ZTR16-002 MICA Zoning Text Amendment

Dear Ms. Underwood: *Julie:*

I am pleased to notify you that the MICA Board met last night and agreed with the proposals outlined in your letter of October 10, 2017. Please accept this letter as confirmation that we believe postponing the Planning Commission public hearing scheduled for October 18 and creating a "pause" to allow the City to explore alternative sites with MICA is a positive approach to advancing the project.

We are prepared to immediately initiate conversations with you and City Staff to develop a plan, as you referenced in your letter, to truly meet our shared community benefit interests.

The MICA Board and staff look forward to this opportunity to jointly work with you and the City Council on this important and exciting project.

Sincerely,

Sharon Perez
Capital Campaign Director
Mercer Island Center for the Arts



CITY MANAGER'S OFFICE
CITY OF MERCER ISLAND, WASHINGTON

9611 SE 36th Street | Mercer Island, WA 98040-3732

(206) 275-7600 | www.mercergov.org

January 26, 2018

Mercer Island City Council
9611 SE 36th Street
Mercer Island, WA 98040

Board of the Mercer Island Center for the Arts
P.O. Box 1702
Mercer Island, WA 98040

RE: Update on the MICA "Pause"

Dear City Council and MICA Board:

Since the Memorandum of Understanding between the City and the Mercer Island Center for the Arts (MICA) was executed in February 2016, in response to significant citizen interest in keeping Youth Theater Northwest on Mercer Island, MICA has been working toward their mission of constructing a center for the performing and visual arts at the City's former Recycling Center. In September 2017, the City issued a SEPA Determination of Non-Significance with Mitigation. Subsequently, the zoning text amendment application, which would have allowed a performing arts facility to be located in Mercerdale Park and for parking to be located off-site, was scheduled for a public hearing at the Planning Commission in October 2017.

In early October 2017, I requested that the MICA Board "pause" their zoning text amendment application process. The MICA Board's response was favorable, and they had agreed to put their application on hold. Since then, the City and MICA have worked jointly to develop a plan for moving forward.

Reflecting on the past four years of the project, we are disappointed that the location of the performing arts center has created divisiveness within our community. The City and MICA's shared purpose has always been to bring our community together through the arts.

The City and MICA commit to mutually pursuing what is best for the arts for our whole community, including schools and students, artists and arts organizations, all residents from toddlers to seniors, and our local businesses and open spaces. Going forward, we agree to the following:

1. The City will engage the public to discuss the community's values around arts and culture as part of the City's long-term vision.
2. MICA will engage the public to discuss what is wanted for the future of arts and culture on Mercer Island, including the need for a new facility.

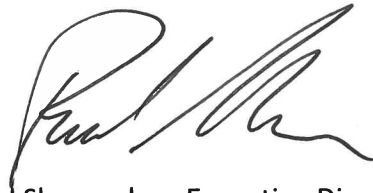
3. MICA will invite and explore any and all ideas for site and design of an arts center for Mercer Island.
4. MICA will continue to put the project at the Mercerdale site on hold (there is no expiration on MICA's zoning text amendment application and the SEPA Determination).
5. The City will continue to work with MICA to identify an alternative site.
6. The City and MICA will continue to partner together to nurture, promote and support high-quality cultural arts activities for the entire community.

We both recognize the special quality of life our community enjoys and believe that it is further enriched through a diverse offering of cultural arts.

Sincerely,



Julie Thuy Underwood, City Manager
City of Mercer Island



Paul Shoemaker, Executive Director
Mercer Island Center for the Arts



Community Outreach for Comprehensive Plan Goals and Policies Regarding Arts & Culture Tentative Timeline

January 30, 2018

January 10	Arts Council <ul style="list-style-type: none">• DSG Staff Discusses Comp Plan Amendment Process with Arts Council
February 6	City Council <ul style="list-style-type: none">• MICA Update Study Session
February 14	Arts Council <ul style="list-style-type: none">• Review Draft Comp Plan Policies
March 14	Arts Council <ul style="list-style-type: none">• Host Community Meeting Seeking Public Input on Draft Policies• Staff Presents Draft Policies
April	Arts Council <ul style="list-style-type: none">• Assist Staff in Developing Final Proposed Goals and Policies
May & June	Planning Commission <ul style="list-style-type: none">• Review Proposed Goals and Policies
July	DSG Staff <ul style="list-style-type: none">• SEPA Determination on Comp Plan Amendments (including Goals and Policies on Arts & Culture)
August	Planning Commission <ul style="list-style-type: none">• Public Hearing on Comp Plan Amendments• Comp Plan Amendments Recommendation to City Council
September	City Council <ul style="list-style-type: none">• Review Planning Commission Recommendation for Comp Plan Amendments

**Comp Plan Amendments must be adopted by City Council by December 31, 2018.*



Mercer Island City Council Study Session February 6, 2018

In the first half of 2017, the Mercer Island Center for the Arts (MICA) Board of Directors created a task force to evaluate potential paths forward and the opportunity to look at new options. The task force was made up of MICA Board members Prady Misra and Genevieve Morton; staff Sharon Perez, Jami Cairnes, and Keith Imper; citizen volunteer Elliot Newman; and professional consultant, Paul Shoemaker.

Over the next 6 months, the task force carefully examined a wide range of options, studied other arts centers in the region, talked to several dozen stakeholders on the island, and did a thorough review of previous documents and research. The task force came to a consensus on a path forward which was recommended to and unanimously approved by the Board last September.

One of the key recommendations was building new leadership and transforming the board. The MICA Board of Directors, made up of 17 Islanders, has been working hard for the last few years, and was instrumental in getting MICA to where it is today. They received the task force recommendations with exceptional foresight and candor, including the opportunity to step off the board or go forward under the new direction and new rules of engagement. Nearly two thirds of them decided to transition off the board.

In early-October, City Manager Julie Underwood requested that MICA take a pause on its post-SEPA process to create an opportunity to explore together alternate sites for the art center and the MICA Board agreed.

Over the 4th quarter of 2017, pursuant to the task force recommendations approved unanimously by the board, a number of other steps were taken to get MICA ready for a fast start and a new and refreshed direction at the beginning of 2018. These included, but were not limited to, the following:

1. **Next generation Board leadership and members.** The new MICA Board of Directors is comprised of six continuing members from the previous board: Adam Goldblatt, John Gordon Hill, Virl Hill, Bruce Lorig, Prady Misra and Genevieve Morton; and five new members from the community: Elliot Newman, Michelle Peyree, James Rudolf, Xixi Shakes and Iantha Sidell. The new board has elected Genevieve Morton and Prady Misra as the new co-chairs of the board. John Gordon Hill will continue as a board member and has expressed his full support

for the new direction and leadership. In addition, Paul Shoemaker has joined the staff as Executive Director.

2. **Stronger working relationship with the City Manager and Council.** MICA is fully committed to a mutually-beneficial relationship with the City based on the two previous MOU's and the updated January 26, 2018 letter from Julie Underwood and Paul Shoemaker to the City Council and MICA Board, reaffirming the relationship and strong desire to work together to explore all options for a site.
3. **Robust community engagement process in the 2nd quarter of 2018.** MICA believes there is a clear need and high demand for a new space for Arts on the island, including for Youth Theatre Northwest. We also realize that we need to get more voices in the conversation and listen more broadly to what the community wants for arts in the future on MI. This process will be similar to those followed by other arts centers during their inception and will include gathering input from a broad range of Islanders in a wide range of settings. The City and Arts Council will be pursuing a similar process in roughly the same time frame, aimed at gathering citizen input on Arts values and policies for the community broadly. While the two efforts are complimentary, they serve different purposes to meet the same broad goal of enriching the community through the cultural arts.
4. **MICA will be open to all options for sites and locations on the island.** Based on the request from the City, MICA has put on hold, but not withdrawn, the existing application process on the standing MOU. So we can expend all our energies in finding a site in collaboration with the City in a reasonable amount of time. The strong preference for the foreseeable future is to work together to find a new site that is supported by the community and can support a sustainable art center. We are hopeful and are deeply committed to working with the City to get to a reasonable process and timeline for finding a good location.

It is our strong belief that a number of factors make the timing very good for a renewed effort and alternative directions. The arts have many benefits: they are fundamental to our humanity; improve academic performance; are essential to the health and vitality of neighborhoods; good for local business; bring the community together to connect with neighbors of all ages, cultures, and experiences; and create a more civil and cooperative community.

It's time for Mercer Islanders to have all the benefits and enhanced quality of life that an arts center will bring. A new leadership group is ready to listen to the community and create a shared vision together.

We look forward to a full, open discussion on the 6th.



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

**AB 5388
February 6, 2018
Special Business**

**AFRICAN AMERICAN HISTORY MONTH
PROCLAMATION**

Proposed Council Action:

Proclaim February 2018 as African American History Month in the City of Mercer Island.

DEPARTMENT OF	City Manager (Julie Underwood)
COUNCIL LIAISON	n/a
EXHIBITS	1. African American History Month Proclamation 2. ASLAH's 2018 theme, "African Americans in Times of War"
2017-2018 CITY COUNCIL GOAL	n/a
APPROVED BY CITY MANAGER	

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

SUMMARY

In February each year, the nations celebrates African American History Month and the many achievements and contributions made by African Americans to our economic, cultural, spiritual, and political development.

This proclamation serves as a reminder of the need for meaningful dialogue and shared commitment to collective action that uplifts and empowers, as well as of the strength, ingenuity, and perseverance required in years to come.

It includes the 2018 theme from the Association for the Study of African American Life and History (ASLAH) of "African Americans in Times of War," which commemorates the centennial of the end of the First World War in 1918, and explores the complex meanings and implications of this international struggle and its aftermath. Times of War inevitably provide the framework for many stories related to African American soldiers and sailors, veterans, and civilians. This is a theme filled with paradoxes of valor and defeat, of civil rights opportunities and setbacks, of struggles abroad and at home, of artistic creativity and repression, and of catastrophic loss of life and the righteous hope for peace.

Accepting the proclamation is Reverend Wayne Perryman. Born and raised in the Seattle area, he is the author of several books, film and a multitude of published articles. He has lectured from the West Coast to the East Coast, he has been a national featured speaker for many organizations and a guest on several radio and television shows during the past 40 years. During his life and career he has worked tirelessly feeding, clothing, and providing legal assistance for the impoverished, providing inner-city gang awareness, training, and negotiations, and sponsoring motivational assemblies for high schools. Rev. Perryman produced the documentary "Because of the Color of Their Skin," which highlights some of the events that shaped the lives of African Americans during the past 395 years. He continues his work in the area of racial

and cultural reconciliation as the President of Humanity Diversity LLC, an organization dedicated to healing the racial and cultural divide in America and serves on the Mercer Island School District Superintendent's Diversity Advisory Committee. He is the proud father of five children and a former Mercer Island resident.

RECOMMENDATION

City Manager

Mayor presents the proclamation and proclaims February 2018 as African American History Month in the City of Mercer Island.



City of Mercer Island, Washington

Proclamation

WHEREAS, during African American History Month, we celebrate the many achievements and contributions made by African Americans to our economic, cultural, spiritual, and political development; and

WHEREAS, in 1915, Dr. Carter G. Woodson, noted Black scholar and son of former slaves, founded the Association for the Study of African American Life and History (ASALH) and initiated Negro History Week in 1926; and

WHEREAS, in 1976, Black History Month was formally adopted to honor and affirm the importance of Black History throughout our American experience, and is full of individuals who took a stance against prejudice, advanced the cause of civil rights, strengthened families, communities, and our nation; and

WHEREAS, African Americans have played a significant role in the history of our nation, and Washington State's economic, cultural, spiritual and political development while working tirelessly to promote their culture and history; and

WHEREAS, ASALH's 2018 theme, "African Americans in Times of War," commemorates the centennial of the end of the First World War in 1918, and explores the complex meanings and implications of this international struggle and its aftermath; and

WHEREAS, as a result of their determination, hard work, and perseverance, African Americans have made valuable and lasting contributions to our community and our state, achieving exceptional success in all aspects of society including business, education, politics, science, and the arts.

NOW, THEREFORE, I, Debbie Bertlin, Mayor of the City of Mercer Island, do hereby proclaim February 2018 as

AFRICAN AMERICAN HISTORY MONTH

in the City of Mercer Island and urge all citizens to recognize the continued need to battle racism and to build a society that is more just, peaceful, and prosperous for all.

APPROVED, this 6th day of February 2018

Mayor Debbie Bertlin

ASALH ANNOUNCES 2018 BLACK HISTORY THEME, AFRICAN AMERICANS IN TIMES OF WAR

The 2018 theme, “African Americans in Times of War,” commemorates the centennial of the end of the First World War in 1918, and explores the complex meanings and implications of this international struggle and its aftermath. The First World War was initially termed by many as “The Great War,” “The War to End All Wars,” and the war “to make the world safe for democracy.”

Those very concepts provide a broad, useful framework for focusing on the roles of African Americans in every American war, from the Revolutionary War Era to that of the present “War against Terrorism.” Times of War inevitably provide the framework for many stories related to African American soldiers and sailors, veterans, and civilians. This is a theme filled with paradoxes of valor and defeat, of civil rights opportunities and setbacks, of struggles abroad and at home, of artistic creativity and repression, and of catastrophic loss of life and the righteous hope for peace.



AFRICAN AMERICANS
IN TIMES OF WAR

Black
History
Bulletin
VOL. 80, No. 2



The theme suggests that contemporary conditions, past and present, give us cause for critical pause in our studies and deliberations to consider the specific and unique issues faced by African Americans in times of war. These issues include opportunities for advancement and repression of opportunities during wartime; the struggle to integrate the military and experiences during segregation/apartheid and successful integration; veterans experiences once they returned home; the creation of African American Veteran of Foreign War posts; cultures and aesthetics of dissent; global/international discourse, including impact and influence of the Pan African Congresses; the impact of migration and urban development; educational opportunities; health care development; the roles of civil rights and Black liberation organizations, including the Black Power movement and the Black Panther Party; the roles of African American businesses, women, religious institutions, and the Black press; in the struggle abroad and at home; the topographies and spaces of Black military struggle, resistance and rebellion; and how Black soldiers and/veterans are documented and memorialized within public and private spaces. These diverse stories reveal war's impact not only on men and women in uniform but on the larger African American community

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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	190799 -190915	1/18/2018	\$ 927,814.54
			\$ 927,814.54

Accounts Payable Report by Check Number

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00190799	01/18/2018	A HIGHER PLANE Sand and recoat gym & dance ro	P0097733	OH009229	12/22/2017	3,140.50
00190800	01/18/2018	AA ASPHALTING INC 2017 UTILITY PAVING AND CONCRE	P0095459	90270IN/89444WIN	12/22/2017	32,287.00
00190801	01/18/2018	ACTIVE NETWORK INC, THE Class Support and Maintenance	P0097320	4100158477	11/16/2017	4,894.52
00190802	01/18/2018	AGREEMENT DYNAMICS INC Success Signals Workshop (Hoom	P0097681	5090	12/12/2017	150.00
00190803	01/18/2018	AM TEST INC INV 102573 WATER QUALITY SAMPL	P0097737	102573	12/22/2017	240.00
00190804	01/18/2018	ASIAN WOMEN PROFS & EXES Rental contract 25159 complete	P0097778	25159	01/09/2018	50.00
00190805	01/18/2018	ASTRAL COMMUNICATIONS INC 9 Modems Antennas for Fire	P0097553	171824	12/27/2017	11,427.90
00190806	01/18/2018	AUTONATION INC INV 118795	P0097697	118795/470409	12/04/2017	5,065.49
00190807	01/18/2018	AWC AWC City Action Days Conferenc	P0097830	58246	01/10/2018	200.00
00190808	01/18/2018	BELLEVUE, CITY OF 2018 Scope 5 Software Dues	P0097809	32654	12/26/2017	2,909.09
00190809	01/18/2018	BELLEVUE, CITY OF 2017 Specialized Recreation Se	P93475	2272017	12/15/2017	1,468.50
00190810	01/18/2018	BEST PARKING LOT CLEANING INC 2017-18 SANITARY SEWER CCTV	P94698	C163165	11/14/2017	968.00
00190811	01/18/2018	BRAILEY CONSULTING Dec 2017 Public Engagement	P0097684	OH009230	12/31/2017	3,500.00
00190812	01/18/2018	BROWN AND CALDWELL CONSULTANTS INV 150965 2017 SCADA MASTER P	P0095668	150965	12/15/2017	7,340.49
00190813	01/18/2018	CADMAN INC 1 1/4" X 5/8" CLEAR ROCK (14.5	P0097668	5483211	12/26/2017	507.47
00190814	01/18/2018	CAROLLO ENGINEERS INC GENERAL SEWER PLAN UPDATE	P86399	0163410	12/21/2017	2,245.78
00190815	01/18/2018	CEDAR GROVE COMPOSTING INC Organic Waste Service December	P0097774	0000370582	12/31/2017	53.40
00190816	01/18/2018	CENTURYLINK PHONE USE JAN 2018		OH009261	12/23/2017	2,881.89
00190817	01/18/2018	CENTURYLINK BUSINESS SERVICES PHONE USE JAN 2018		OH009263	01/03/2018	3,602.32
00190818	01/18/2018	CHS ENGINEERING INC PS 18 EQUIPMENT REPAIRS	P0095489	801703	11/24/2017	4,669.39
00190819	01/18/2018	CINTAS CORPORATION #460 2017 Rug cleaning services for	P93815	460266620/460271	12/04/2017	123.00
00190820	01/18/2018	CLEANERS PLUS 1 Uniform Cleaning for December	P0097698	76446	12/31/2017	69.15
00190821	01/18/2018	COMCAST Internet Charges/Fire	P0097672	OH009232	12/17/2017	192.75
00190822	01/18/2018	CONFIDENTIAL DATA DISPOSAL City Shredding Bill for Decemb	P0097688	97088	12/31/2017	200.00
00190823	01/18/2018	CONGREGATIONAL CHURCH OF MI 2017 Park and Ride lot lease Q	P93954	OH009234	10/01/2017	1,008.00
00190824	01/18/2018	CONSOLIDATED PRESS Looking Ahead - Sr. Adult Prog	P0097740	20433	12/29/2017	2,475.41

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Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00190825	01/18/2018	CRYSTAL AND SIERRA SPRINGS INV 14555831-100717 2017 ANNUA	P0097711	5277493010118	01/01/2018	296.87
00190826	01/18/2018	CRYSTAL SPRINGS coffee for starbucks machine	P0097728	13123243122217	12/22/2017	160.29
00190827	01/18/2018	DATAQUEST LLC EMAC Sat Phone Service - Decem	P0097714	4322	12/31/2017	86.00
00190828	01/18/2018	DATEC INC. Panasonic Toughbook and Access	P0097308	33513	12/29/2017	5,277.19
00190829	01/18/2018	DEPT OF NATURAL RESOURCES Annual Lease for Luther Burban	P0097813	4900010012167820	01/02/2018	4,313.16
00190830	01/18/2018	EASTSIDE EXTERMINATORS PEST EXTERMINATION SERVICE	P0097808	374595	01/05/2018	230.01
00190831	01/18/2018	EMERALD SERVICES INC INVOICE #75519343	P0097702	75451195	12/21/2017	404.00
00190832	01/18/2018	FEI - SEATTLE WW #1539 REPLACEMENT BATTERY FOR HANDHE	P0097439	0580165	12/21/2017	420.73
00190833	01/18/2018	FIRE PROTECTION INC FIRE ALARM MONITORING	P0097828	42258	01/02/2018	169.50
00190834	01/18/2018	G&K SERVICES 2017 PW COVERALL/LAUNDRY SERVI	P93484	2408/4276/6145/8	11/03/2017	969.80
00190835	01/18/2018	GC SYSTEMS INC. INV 4738 PRV MAINT	P0097768	4737/4738	12/13/2017	6,217.20
00190836	01/18/2018	GOODSON, DAVID M Professional Services - Invoic	P0097819	20171005	01/10/2018	500.00
00190837	01/18/2018	GRAINGER INVENTORY PURCHASES	P0097707	9657708914	01/03/2018	330.24
00190838	01/18/2018	HARRIGAN LEYH FARMER & Professional Services - Invoic	P0097820	16	01/05/2018	135.00
00190839	01/18/2018	HOME DEPOT CREDIT SERVICE CEMENT MIXER RENTAL	P0097720	0052583094307	01/05/2018	1,017.15
00190840	01/18/2018	HONEYWELL, MATTHEW V REPLACE WARRANT 190371	P0097880	1004	11/28/2017	2,250.00
00190841	01/18/2018	HOOMAN, ELLIE REPLACE WARRANT 189028		OH009268	01/17/2018	217.39
00190842	01/18/2018	HUGHES FIRE EQUIPMENT INC 8613 Windshield	P0097666	520638	12/21/2017	1,489.40
00190843	01/18/2018	JACOBSEN, PENNY rental contract 25146 complete	P0097781	25146	01/09/2018	50.00
00190844	01/18/2018	JEFFRIES, TRACY L COURT ADMINISTRATION SERVICES	P0097823	OH009246	12/31/2017	1,000.00
00190845	01/18/2018	KAISER PERMANENTE New Hire Medical Testing/Cook	P0097754	66574484	12/31/2017	531.00
00190846	01/18/2018	KAMINS CONSTRUCTION RETAINAGE	P0096755	74664/74663/4281	12/20/2017	27,786.10
00190847	01/18/2018	KC PET LICENSES KC PET LICENSE FEES COLLECTED	P93440	OH009237	12/31/2017	30.00
00190848	01/18/2018	KC RECORDER 10 SEWER LIENS	P0097807	OH009243	01/09/2018	330.00
00190849	01/18/2018	KIDS COMPANY Childcare payment for EA clien	P0097875	OH009247	10/01/2017	185.00
00190850	01/18/2018	KING COUNTY FINANCE 4TH QUARTER ALT TRANSIT FUNDIN	P0097859	30021868	01/01/2018	421,986.44

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00190851	01/18/2018	KING COUNTY FINANCE I-NET MONTHLY SERVICES FROM	P94044	11006472	12/29/2017	1,122.00
00190852	01/18/2018	KING COUNTY FINANCE December jail maintenance and	P0097690	3001964	12/14/2017	260.21
00190853	01/18/2018	KOROSEAL INTERIOR PRODUCTS LLC KITCHEN WALL & MAINT ROOM WALL	P0097748	B289598	12/31/2017	1,022.97
00190854	01/18/2018	KROESENS UNIFORM COMPANY Uniforms/Mandella	P0097756	48101/48100	12/29/2017	1,642.51
00190855	01/18/2018	LAKESIDE INDUSTRIES CLASS B ASPHALT (2 TONS)	P0097669	35595/34372	12/09/2017	332.20
00190856	01/18/2018	LEARNING RESOURCES NETWORK Annual Membership P&R	P0097743	1972	12/01/2017	395.00
00190857	01/18/2018	LEGEND DATA SYSTEMS INC Name Tags	P0097671	120586	12/26/2017	34.10
00190858	01/18/2018	LOCAL 21M 9-month Seasonal Fees	P0097736	OH009248	12/31/2017	250.00
00190859	01/18/2018	LONG BUILDING TECHNOLOGIES INC FS92 HVAC FAILURE CONTROLS	P0097831	SRVCE0087685	12/29/2017	830.50
00190860	01/18/2018	M & M BALLOON CO Helium tank rental & helium fo	P93826	32984	01/01/2018	18.15
00190861	01/18/2018	MANESH, PANTEA ELIAHI Rental contract 25041 complete	P0097777	25041	01/09/2018	400.00
00190862	01/18/2018	MARTEN LAW Professional services - Honeyw	P0097881	44086155/273/512	10/04/2017	5,328.45
00190863	01/18/2018	MARTINEZ, SAUL CLASS B CDL		OH009267	01/05/2018	44.00
00190864	01/18/2018	MERCER ISLAND GUILD OF MI Directory Ad	P0097738	11162	10/31/2017	330.00
00190865	01/18/2018	MI HARDWARE - BLDG MISC. HARDWARE FOR THE MONTH O	P0097721	OH009252	12/31/2017	134.06
00190866	01/18/2018	MI HARDWARE - MAINT MISC. HARDWARE FOR THE MONTH O	P0097722	OH009253	12/31/2017	45.31
00190867	01/18/2018	MI HARDWARE - P&R MICEC misc supplies	P0097815	OH009255	12/31/2017	243.69
00190868	01/18/2018	MI HARDWARE - POLICE MP Supplies - December 2017 -	P0097709	OH009238	12/31/2017	22.23
00190869	01/18/2018	MI HARDWARE - ROW MISC. HARDWARE FOR THE MONTH O	P0097730	OH009254	12/31/2017	88.63
00190870	01/18/2018	MI HARDWARE - UTILITY MISC. HARDWARE FOR THE MONTH O	P0097810	OH009251	12/31/2017	244.86
00190871	01/18/2018	MI HARDWARE - YFS Various supplies for	P0097704	OH009256	12/31/2017	38.90
00190872	01/18/2018	MI UTILITY BILLS PAYMENT OF UTILITY BILLS FOR W	P0097825	OH009249	12/31/2017	6,585.08
00190873	01/18/2018	MICHAEL SKAGGS ASSOCIATES JANITORIAL SERVICE CITY BLDGS	P0097787	17868	12/31/2017	9,881.01
00190874	01/18/2018	MITY-LITE INC 30 black folding chairs and 1	P0097732	00061170	12/27/2017	3,488.17
00190875	01/18/2018	MIVAL 2017 MIVAL Holiday Gallery Sho	P0097874	OH009257	12/31/2017	1,080.38
00190876	01/18/2018	MOBERLY AND ROBERTS Professional Services - Invoic	P0097817	721	12/31/2017	6,150.00

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Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00190877	01/18/2018	MORGAN SOUND INC Interface Back TV with Podium	P0097788	MSI0093596	12/20/2017	8,251.74
00190878	01/18/2018	NAPA AUTO PARTS 2017 FLEET REPAIR PARTS AND	P93483	OH009258	12/31/2017	107.40
00190879	01/18/2018	NELSON TRUCKING CO INC ROW VEHICLE REPLACEMENT FOR FL	P92302	OH009259	09/06/2017	123,572.74
00190880	01/18/2018	NEXTREQUEST CO PRR Tracking Software	P0097772	1114	12/29/2017	7,375.00
00190881	01/18/2018	NORTON CORROSION LIMITED LLC INV 253438 JET HEAD RESCUE	P0097769	253438	12/14/2017	5,280.60
00190882	01/18/2018	ORTON, ANNA LICENSE RENEWAL		OH009265	01/09/2018	106.00
00190883	01/18/2018	OVERLAKE OIL 2017 UNLEADED AND DIESEL FUEL	P93482	0186442IN	12/22/2017	2,360.16
00190884	01/18/2018	OWEN EQUIPMENT CO INV 86790 8" CATCH BASIN TUBE	P0097783	86790	12/27/2017	279.36
00190885	01/18/2018	PACIFIC AIR CONTROL INC FS92 HVAC FAILURE HARDWARE	P0097832	8629	12/27/2017	754.60
00190886	01/18/2018	PACIFIC NW CONSTRUXION INC RETAINAGE FOR INV 1708068, 170	P0096654	RETAINAGE010818	01/08/2018	4,480.00
00190887	01/18/2018	PACIFIC TOPSOIL INC. Potting Soil for plants	P0097814	8T1078651	01/09/2018	90.75
00190888	01/18/2018	POLLARD WATER DIGITAL LOCATOR (GA-92XT)	P0097812	0097753	01/03/2018	1,057.07
00190889	01/18/2018	PUGET SOUND ENERGY Utility Assistance for Emerenc	P0097804	OH009244	01/10/2018	656.54
00190890	01/18/2018	PUGET SOUND ENERGY ENERGY USE JAN 2018		OH009260	12/29/2017	14,997.19
00190891	01/18/2018	RAINIER BUILDING SERVICES MERCER ROOM WAXING	P0097827	1833	01/08/2018	540.00
00190892	01/18/2018	RELX INC DBA LEXISNEXIS Library subscriptions - Invoic	P0097818	3091248286	12/31/2017	317.90
00190893	01/18/2018	REPUBLIC SERVICES #172 ACCT 172-883826 2017 ANNUAL SW	P94317	0172007308702	11/30/2017	16,969.57
00190894	01/18/2018	RICOH USA INC Cost Per Copy/Fire	P0097755	5051754056	12/21/2017	138.63
00190895	01/18/2018	SCA 2018 Membership Dues	P0097694	2744	12/27/2017	15,401.00
00190896	01/18/2018	SEA WESTERN INC Bunker Gear for Cook	P0097758	203046	12/23/2017	3,046.12
00190897	01/18/2018	SEATTLE AUTOMOTIVE DIST INC Wipers for 8610	P0097765	S12675214	11/03/2017	35.38
00190898	01/18/2018	SEATTLE, CITY OF Dec 2017 Water Purchases	P0097753	OH009242	12/27/2017	89,783.08
00190899	01/18/2018	SEIFERT, MIKE WORKBENCH/MIPD ARMORY PROJECT		OH009266	01/12/2018	493.47
00190900	01/18/2018	SEQUOYAH ELECTRIC LLC 2017 ON-CALL ELECTRICAL SERVIC	P0097767	7016502B	12/18/2017	1,785.64
00190901	01/18/2018	SHI INTERNATIONAL CORP 4 Yr Microsoft Complete Servic	P0097205	B07545594	12/22/2017	1,067.25
00190902	01/18/2018	SOUND SAFETY PRODUCTS SAFETY BOOTS & MISC. WORK CLOT	P0097679	309575	12/28/2017	450.36

Accounts Payable Report by Check Number

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00190903	01/18/2018	STAPLES ADVANTAGE INVENTORY PURCHASES	P0097662	3362411891	12/14/2017	59.66
00190904	01/18/2018	STEPANOV, MARIA insufficient registration for	P0097876	17517	01/11/2018	85.00
00190905	01/18/2018	STOWE DEVELOPMENT & STRATEGIES Dec 2017 TC Vision Implementat	P0097693	006MI	12/31/2017	4,050.00
00190906	01/18/2018	SUNNYBEAM SCHOOL rental contract 19397 complete	P0097674	19397	12/29/2017	400.00
00190907	01/18/2018	SUPER SITTERS LLC Students for Safe Kids 101 cla	P0097866	OH009245	01/06/2018	548.50
00190908	01/18/2018	SYSTEMS DESIGN WEST LLC Transport Billing Fees	P0097667	MIFD1217	12/15/2017	935.76
00190909	01/18/2018	T M G SERVICES INC INV 41636 Chlorine Injection P	P0097297	004163IN	12/07/2017	5,010.50
00190910	01/18/2018	TACOMA SCREW PRODUCTS INC SHACKLES FOR VEC. #0437	P0097663	16226073	12/26/2017	63.13
00190911	01/18/2018	UTILITIES UNDERGROUND LOCATION INV 7110163 2017 UTILITY EXCAV	P0094977	7120163	12/31/2017	187.05
00190912	01/18/2018	VERIZON WIRELESS Verizon Wireless Bill - Decemb	P93481	9798616659	12/23/2017	4,572.15
00190913	01/18/2018	VERIZON WIRELESS MDC Charges/Fire	P93565	9798616664	12/23/2017	1,880.31
00190914	01/18/2018	WASHINGTON STATE PATROL CPL Background Checks - Decemb	P0097708	I148000576	12/31/2017	60.00
00190915	01/18/2018	WASHINGTON2 ADVOCATES LLC December 2017 I-90 Loss of Mob	P0097773	6023	12/31/2017	2,500.00
					Total	<u>927,814.54</u>

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
Org Key: 001000 - General Fund-Admin Key				
P0097777	00190861	MANESH, PANTEA ELIAHI	Rental contract 25041 complete	400.00
P0097674	00190906	SUNNYBEAM SCHOOL	rental contract 19397 complete	400.00
P0097876	00190904	STEPANOV, MARIA	insufficient registration for	85.00
P0097778	00190804	ASIAN WOMEN PROFS & EXES	Rental contract 25159 complete	50.00
P0097781	00190843	JACOBSEN, PENNY	rental contract 25146 complete	50.00
P93440	00190847	KC PET LICENSES	KC PET LICENSE FEES COLLECTED	30.00
Org Key: 402000 - Water Fund-Admin Key				
P0097683	00190837	GRAINGER	INVENTORY PURCHASES	167.20
P0097707	00190837	GRAINGER	INVENTORY PURCHASES	163.04
P0097662	00190903	STAPLES ADVANTAGE	INVENTORY PURCHASES	59.66
Org Key: CA1100 - Administration (CA)				
P0097881	00190862	MARTEN LAW	Professional services - Honeyw	1,908.66
P0097881	00190862	MARTEN LAW	Professional services - Invoice	1,869.12
P0097881	00190862	MARTEN LAW	Professional services - Invoice	1,550.67
P0097818	00190892	RELX INC DBA LEXISNEXIS	Library subscriptions - Invoice	317.90
Org Key: CA1200 - Prosecution & Criminal Mngmnt				
P0097817	00190876	MOBERLY AND ROBERTS	Professional Services - Invoice	6,150.00
	00190840	HONEYWELL, MATTHEW V	REPLACE WARRANT 190371	1,200.00
P0097821	00190840	HONEYWELL, MATTHEW V	Professional services - Invoice	750.00
P0097819	00190836	GOODSON, DAVID M	Professional Services - Invoice	500.00
P0097880	00190840	HONEYWELL, MATTHEW V	Professional services - Invoice	300.00
Org Key: CM1100 - Administration (CM)				
P0097684	00190811	BRAILEY CONSULTING	Dec 2017 Public Engagement	3,500.00
Org Key: CM11SP - Special Projects-City Mgr				
P0097773	00190915	WASHINGTON2 ADVOCATES LLC	December 2017 I-90 Loss of Mob	2,500.00
P0097820	00190838	HARRIGAN LEYH FARMER &	Professional Services - Invoice	135.00
Org Key: CM1200 - City Clerk				
P0097681	00190802	AGREEMENT DYNAMICS INC	Success Signals Workshop (Hoom	150.00
Org Key: CM1300 - Sustainability				
P0097809	00190808	BELLEVUE, CITY OF	2018 Scope 5 Software Dues	2,909.09
P0097774	00190815	CEDAR GROVE COMPOSTING INC	Organic Waste Service December	26.70
P0097774	00190815	CEDAR GROVE COMPOSTING INC	Organic Waste Service December	26.70
Org Key: CO6100 - City Council				
P0097278	00190901	SHI INTERNATIONAL CORP	4 Yr Microsoft Complete Servic	376.45
P0097830	00190807	AWC	AWC City Action Days Conferenc	200.00
Org Key: CT1100 - Municipal Court				
P0097823	00190844	JEFFRIES, TRACY L	COURT ADMINISTRATION SERVICES	1,000.00
Org Key: DS1100 - Administration (DS)				
P0097680	00190902	SOUND SAFETY PRODUCTS	SAFETY BOOTS & MISC. WORK CLOT	341.90
Org Key: FN4502 - Utility Billing (Sewer)				
P0097439	00190832	FEI - SEATTLE WW #1539	REPLACEMENT BATTERY FOR	420.73
P0097807	00190848	KC RECORDER	10 SEWER LIENS	330.00

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: FR1100 - Administration (FR)</i>				
P0097756	00190854	KROESENS UNIFORM COMPANY	Uniforms/Mandella	1,642.51
P0097667	00190908	SYSTEMS DESIGN WEST LLC	Transport Billing Fees	935.76
P0097754	00190845	KAISER PERMANENTE	New Hire Medical Testing/Cook	531.00
	00190816	CENTURYLINK	PHONE USE DEC 2017	306.91
	00190816	CENTURYLINK	PHONE USE JAN 2018	169.93
P0097755	00190894	RICOH USA INC	Cost Per Copy/Fire	138.63
P0097673	00190821	COMCAST	Internet Charges/Fire	106.35
P0097672	00190821	COMCAST	Internet Charges/Fire	86.40
<i>Org Key: FR2100 - Fire Operations</i>				
P0097758	00190896	SEA WESTERN INC	Compressor Service/Routine	1,545.50
P0097666	00190842	HUGHES FIRE EQUIPMENT INC	8613 Windshield	1,489.40
P0096879	00190896	SEA WESTERN INC	MSA Galaxy Parts	937.97
P0097757	00190913	VERIZON WIRELESS	MDC Charges/Fire	926.65
P0097670	00190896	SEA WESTERN INC	Bunker Gear for Cook	562.65
P0097765	00190897	SEATTLE AUTOMOTIVE DIST INC	Wipers for 8610	35.38
P0097671	00190857	LEGEND DATA SYSTEMS INC	Name Tags	34.10
<i>Org Key: GGM001 - General Government-Misc</i>				
P0097772	00190880	NEXTREQUEST CO	PRR Tracking Software	7,375.00
P0097693	00190905	STOWE DEVELOPMENT & STRATEGIES	Dec 2017 TC Vision Implementat	4,050.00
<i>Org Key: GGM004 - Gen Govt-Office Support</i>				
P0097688	00190822	CONFIDENTIAL DATA DISPOSAL	City Shredding Bill for Decemb	200.00
<i>Org Key: IGVO08 - Suburban Cities Association</i>				
P0097694	00190895	SCA	2018 Membership Dues	15,401.00
<i>Org Key: IS2100 - IGS Network Administration</i>				
P94044	00190851	KING COUNTY FINANCE	I-NET MONTHLY SERVICES FROM	1,122.00
	00190816	CENTURYLINK	PHONE USE DEC 2017	861.20
	00190816	CENTURYLINK	PHONE USE JAN 2018	495.99
P0097735	00190913	VERIZON WIRELESS	IGS WIFI, LOANER, MDC1, SPARE	200.05
<i>Org Key: MT2100 - Roadway Maintenance</i>				
	00190890	PUGET SOUND ENERGY	ENERGY USE JAN 2018	3,567.41
P0097669	00190855	LAKESIDE INDUSTRIES	CLASS B ASPHALT (2 TONS)	162.80
P0097736	00190858	LOCAL 21M	9-month Seasonal Fees	125.00
<i>Org Key: MT2300 - Planter Bed Maintenance</i>				
P0097826	00190872	MI UTILITY BILLS	PAYMENT OF UTILITY BILLS FOR W	200.18
<i>Org Key: MT2500 - ROW Administration</i>				
P94317	00190893	REPUBLIC SERVICES #172	2017 ROW DISPOSAL/RECYCLING 45	3,797.49
P94317	00190893	REPUBLIC SERVICES #172	2017 ROW DISPOSAL/RECYCLING 45	3,364.14
P94277	00190893	REPUBLIC SERVICES #172	ACCT 172-883826 2017 ANNUAL SW	192.20
<i>Org Key: MT3000 - Water Service Upsizes and New</i>				
P0095459	00190800	AA ASPHALTING INC	2017 UTILITY PAVING AND CONCRE	19,123.00
<i>Org Key: MT3100 - Water Distribution</i>				
P0095459	00190800	AA ASPHALTING INC	2017 UTILITY PAVING AND CONCRE	13,164.00
P0097768	00190835	GC SYSTEMS INC.	INV 4738 PRV MAINT	5,474.70

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: MT3150 - Water Quality Event</i>				
P0097768	00190835	GC SYSTEMS INC.	INV 4737 PRV MAINT	742.50
P0097737	00190803	AM TEST INC	INV 102573 WATER QUALITY SAMPL	240.00
P0097810	00190870	MI HARDWARE - UTILITY	MISC. HARDWARE FOR THE MONTH O	107.89
<i>Org Key: MT3200 - Water Pumps</i>				
	00190816	CENTURYLINK	PHONE USE JAN 2018	238.76
<i>Org Key: MT3300 - Water Associated Costs</i>				
P94317	00190893	REPUBLIC SERVICES #172	2017 WATER DISPOSAL/RECYCLING	421.94
P94317	00190893	REPUBLIC SERVICES #172	2017 WATER DISPOSAL/RECYCLING	394.67
P0097572	00190902	SOUND SAFETY PRODUCTS	MISC. WORK CLOTHES	2.01
<i>Org Key: MT3400 - Sewer Collection</i>				
P94698	00190810	BEST PARKING LOT CLEANING INC	2017-18 SANITARY SEWER CCTV	968.00
<i>Org Key: MT3500 - Sewer Pumps</i>				
	00190817	CENTURYLINK BUSINESS SERVICES	PHONE USE JAN 2018	3,602.32
	00190816	CENTURYLINK	PHONE USE DEC 2017	505.01
P0094831	00190900	SEQUOYAH ELECTRIC LLC	2017 ON-CALL ELECTRICAL SERVIC	417.89
P0097810	00190870	MI HARDWARE - UTILITY	MISC. HARDWARE FOR THE MONTH O	136.97
P94553	00190912	VERIZON WIRELESS	INV 9798534125 PS 18 & 24 WIRE	78.04
P0097826	00190872	MI UTILITY BILLS	PAYMENT OF UTILITY BILLS FOR W	33.36
<i>Org Key: MT3600 - Sewer Associated Costs</i>				
P94317	00190893	REPUBLIC SERVICES #172	2017 SEWER DISPOSAL/RECYCLING	421.94
P94317	00190893	REPUBLIC SERVICES #172	2017 SEWER DISPOSAL/RECYCLING	394.68
<i>Org Key: MT3800 - Storm Drainage</i>				
P0096654	00190886	PACIFIC NW CONSTRUXION INC	RETAINAGE FOR INV 1708068, 170	4,480.00
P0097598	00190839	HOME DEPOT CREDIT SERVICE	CEMENT MIXER RENTAL	297.60
P0097669	00190855	LAKESIDE INDUSTRIES	ASPHALT & TACK	169.40
P0097679	00190902	SOUND SAFETY PRODUCTS	MISC. WORK CLOTHES	106.45
P0097730	00190869	MI HARDWARE - ROW	MISC. HARDWARE FOR THE MONTH O	88.63
<i>Org Key: MT3805 - Slide Repair 8410 WMW</i>				
P0097687	00190893	REPUBLIC SERVICES #172	INV 7307712 7700 EMW	257.00
<i>Org Key: MT4150 - Support Services - Clearing</i>				
P93481	00190912	VERIZON WIRELESS	INV 9798616659 2017 PUBLIC WOR	3,283.20
P93484	00190834	G&K SERVICES	2017 PW COVERALL/LAUNDRY SERVI	969.80
P0094977	00190911	UTILITIES UNDERGROUND LOCATION	INV 7110163 2017 UTILITY EXCAV	187.05
P94425	00190825	CRYSTAL AND SIERRA SPRINGS	INV 14555831-100717 2017 ANNUA	63.00
P0097665	00190913	VERIZON WIRELESS	P&R Monthly Cell Phone Bill	59.13
<i>Org Key: MT4200 - Building Services</i>				
P0097787	00190873	MICHAEL SKAGGS ASSOCIATES	JANITORIAL SERVICE CITY BLDGS	4,205.66
P0097831	00190859	LONG BUILDING TECHNOLOGIES INC	FS92 HVAC FAILURE CONTROLS	830.50
P0097832	00190885	PACIFIC AIR CONTROL INC	FS92 HVAC FAILURE HARDWARE	754.60
P0097826	00190872	MI UTILITY BILLS	PAYMENT OF UTILITY BILLS FOR W	334.70
P0097808	00190830	EASTSIDE EXTERMINATORS	PEST EXTERMINATION SERVICE	230.01
P0097721	00190865	MI HARDWARE - BLDG	MISC. HARDWARE FOR THE MONTH O	134.06
P0097828	00190833	FIRE PROTECTION INC	FIRE ALARM MONITORING	84.75

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0097701	00190839	HOME DEPOT CREDIT SERVICE	PAINT	38.48
<i>Org Key: MT4210 - Building Landscaping</i>				
P94317	00190893	REPUBLIC SERVICES #172	2017 FACILITIES DISPOSAL/RECYC	421.93
P94317	00190893	REPUBLIC SERVICES #172	2017 FACILITIES DISPOSAL/RECYC	394.68
<i>Org Key: MT4300 - Fleet Services</i>				
P0097697	00190806	AUTONATION INC	INV 470409	3,015.39
P93482	00190883	OVERLAKE OIL	2017 UNLEADED AND DIESEL FUEL	2,360.16
P0097697	00190806	AUTONATION INC	INV 118795	2,050.10
P0097783	00190884	OWEN EQUIPMENT CO	INV 86790 8" CATCH BASIN TUBE	279.36
P0097631	00190831	EMERALD SERVICES INC	INVOICE #75519343	270.00
P0097702	00190831	EMERALD SERVICES INC	INV 75451195	134.00
P93483	00190878	NAPA AUTO PARTS	2017 FLEET REPAIR PARTS AND	107.40
P0097663	00190910	TACOMA SCREW PRODUCTS INC	SHACKLES FOR VEC. #0437	63.13
<i>Org Key: MT4501 - Water Administration</i>				
P0097753	00190898	SEATTLE, CITY OF	Dec 2017 Water Purchases	89,783.08
<i>Org Key: MT4502 - Sewer Administration</i>				
P0097859	00190850	KING COUNTY FINANCE	MONTHLY SEWER JAN-DEC 2018	402,490.44
<i>Org Key: MTBE01 - Maint of Medians & Planters</i>				
P0097736	00190858	LOCAL 21M	9-month Seasonal Fees	125.00
P0097664	00190839	HOME DEPOT CREDIT SERVICE	SCREWDRIVER & SOCKET SETS	112.37
<i>Org Key: PO1100 - Administration (PO)</i>				
P0097710	00190912	VERIZON WIRELESS	Verizon Wireless Bill - Decemb	1,210.91
<i>Org Key: PO1350 - Police Emergency Management</i>				
P0097770	00190877	MORGAN SOUND INC	Interface Back TV with Podium	828.30
P0097699	00190827	DATAQUEST LLC	EMAC Sat Phone Service - Decem	43.00
<i>Org Key: PO1800 - Contract Dispatch Police</i>				
P0097708	00190914	WASHINGTON STATE PATROL	CPL Background Checks - Decemb	60.00
<i>Org Key: PO1900 - Jail/Home Monitoring</i>				
P0097690	00190852	KING COUNTY FINANCE	December jail maintenance and	260.21
<i>Org Key: PO2100 - Patrol Division</i>				
P0097698	00190820	CLEANERS PLUS 1	Uniform Cleaning for December	69.15
<i>Org Key: PO2200 - Marine Patrol</i>				
P0097709	00190868	MI HARDWARE - POLICE	MP Supplies - December 2017 -	22.23
<i>Org Key: PO4100 - Firearms Training</i>				
	00190899	SEIFERT, MIKE	WORKBENCH/MIPD ARMORY PROJECT	493.47
<i>Org Key: PR0000 - Parks & Recreation-Revenue</i>				
P0097874	00190875	MIVAL	2017 MIVAL Holiday Gallery Sho	1,080.38
<i>Org Key: PR1100 - Administration (PR)</i>				
P0097320	00190801	ACTIVE NETWORK INC, THE	Class Support and Maintenance	4,894.52
P93475	00190809	BELLEVUE, CITY OF	2017 Specialized Recreation Se	1,468.50
	00190816	CENTURYLINK	PHONE USE JAN 2018	51.80

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0097711	00190825	CRYSTAL AND SIERRA SPRINGS	Monthly water service for LB B	43.54
<i>Org Key: PR2100 - Recreation Programs</i>				
P0097866	00190907	SUPER SITTERS LLC	Students for Safe Kids 101 cla	548.50
<i>Org Key: PR3500 - Senior Services</i>				
P0097752	00190824	CONSOLIDATED PRESS	Looking Ahead - Sr. Adult Prog	1,470.13
P0097665	00190913	VERIZON WIRELESS	P&R Monthly Cell Phone Bill	74.55
P93826	00190860	M & M BALLOON CO	Helium tank rental & helium fo	18.15
<i>Org Key: PR4100 - Community Center</i>				
	00190890	PUGET SOUND ENERGY	ENERGY USE JAN 2018	4,266.27
P0097750	00190873	MICHAEL SKAGGS ASSOCIATES	JANITORIAL SERVICE DEC 2017	1,586.61
P0097740	00190824	CONSOLIDATED PRESS	rental brochure packets	1,005.28
P0097827	00190891	RAINIER BUILDING SERVICES	MERCER ROOM WAXING	540.00
P0097743	00190856	LEARNING RESOURCES NETWORK	Annual Membership P&R	395.00
P0097738	00190864	MERCER ISLAND GUILD OF	MI Directory Ad	330.00
P0097815	00190867	MI HARDWARE - P&R	MICEC misc supplies	243.69
P0097728	00190826	CRYSTAL SPRINGS	coffee for starbucks machine	160.29
P0097828	00190833	FIRE PROTECTION INC	FIRE ALARM MONITORING	84.75
P0097665	00190913	VERIZON WIRELESS	P&R Monthly Cell Phone Bill	32.91
<i>Org Key: PR6100 - Park Maintenance</i>				
P94317	00190893	REPUBLIC SERVICES #172	PARKS DISPOSAL	3,375.53
P94317	00190893	REPUBLIC SERVICES #172	PARKS DISPOSAL	3,345.40
P0097825	00190872	MI UTILITY BILLS	PAYMENT OF UTILITY BILLS FOR W	1,165.71
P0097720	00190839	HOME DEPOT CREDIT SERVICE	CORDLESS SAWS & DRILLS	568.70
P94425	00190825	CRYSTAL AND SIERRA SPRINGS	INV 14555831-100717 2017 ANNUA	146.80
P0097665	00190913	VERIZON WIRELESS	P&R Monthly Cell Phone Bill	130.06
P0097722	00190866	MI HARDWARE - MAINT	MISC. HARDWARE FOR THE MONTH O	45.31
<i>Org Key: PR6200 - Athletic Field Maintenance</i>				
P0097825	00190872	MI UTILITY BILLS	PAYMENT OF UTILITY BILLS FOR W	1,895.49
P0097665	00190913	VERIZON WIRELESS	P&R Monthly Cell Phone Bill	126.18
	00190816	CENTURYLINK	PHONE USE JAN 2018	86.34
	00190863	MARTINEZ, SAUL	CLASS B CDL	44.00
<i>Org Key: PR6500 - Luther Burbank Park Maint.</i>				
P0097813	00190829	DEPT OF NATURAL RESOURCES	Annual Lease for Luther Burban	4,313.16
	00190890	PUGET SOUND ENERGY	ENERGY USE DEC 2017	3,252.21
P0097787	00190873	MICHAEL SKAGGS ASSOCIATES	JANITORIAL SERVICE CITY BLDGS	2,148.09
P0097825	00190872	MI UTILITY BILLS	PAYMENT OF UTILITY BILLS FOR W	2,048.53
P0097665	00190913	VERIZON WIRELESS	P&R Monthly Cell Phone Bill	141.41
P93815	00190819	CINTAS CORPORATION #460	2017 Rug cleaning services for	123.00
<i>Org Key: PR6600 - Park Maint-School Related</i>				
P0097665	00190913	VERIZON WIRELESS	P&R Monthly Cell Phone Bill	27.05
<i>Org Key: PR6700 - I90 Park Maintenance</i>				
P0097825	00190872	MI UTILITY BILLS	PAYMENT OF UTILITY BILLS FOR W	907.11
P0097665	00190913	VERIZON WIRELESS	P&R Monthly Cell Phone Bill	82.29
<i>Org Key: PR6800 - Trails Maintenance</i>				

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0097665	00190913	VERIZON WIRELESS	P&R Monthly Cell Phone Bill	20.01
<i>Org Key: PY4617 - Flex Spending Admin 2017</i>				
	00190841	HOOMAN, ELLIE	REPLACE WARRANT 189028	217.39
<i>Org Key: VCP105 - Transit Funding Placeholder</i>				
P0096550	00190850	KING COUNTY FINANCE	4TH QUARTER ALT TRANSIT FUNDIN	19,496.00
P93954	00190823	CONGREGATIONAL CHURCH OF MI	2017 Park and Ride lot lease Q	504.00
P93954	00190823	CONGREGATIONAL CHURCH OF MI	2017 Park and Ride lot lease Q	504.00
<i>Org Key: WG105R - Community Center Bldg Repairs</i>				
P0097733	00190799	A HIGHER PLANE	Sand and recoat gym & dance ro	3,140.50
P0097748	00190853	KOROSEAL INTERIOR PRODUCTS LLC	KITCHEN WALL & MAINT ROOM	1,022.97
<i>Org Key: WG110T - Computer Equip Replacements</i>				
P0097553	00190805	ASTRAL COMMUNICATIONS INC	9 Modems Antennas for Fire	11,427.90
P0097205	00190901	SHI INTERNATIONAL CORP	Replace Fire Medical Tablets	690.80
<i>Org Key: WG130E - Equipment Rental Vehicle Repl</i>				
P92302	00190879	NELSON TRUCKING CO INC	ROW VEHICLE REPLACEMENT FOR FL	123,572.74
<i>Org Key: WG141E - MICEC Equipment Replacement</i>				
P0097732	00190874	MITY-LITE INC	4 3x6 ft rectangular tables an	1,818.88
P0097651	00190874	MITY-LITE INC	30 black folding chairs and 1	1,669.29
<i>Org Key: WPI22R - Vegetation Management</i>				
P0097814	00190887	PACIFIC TOPSOIL INC.	Potting Soil for plants	90.75
P0097665	00190913	VERIZON WIRELESS	P&R Monthly Cell Phone Bill	20.01
<i>Org Key: WP720R - Recurring Park Projects</i>				
P0097668	00190813	CADMAN INC	1 1/4" X 5/8" CLEAR ROCK (14.5	507.47
P0097686	00190893	REPUBLIC SERVICES #172	CONSTRUCTION CONTAINER 78TH AN	187.97
<i>Org Key: WR140C - Pedestrian & Bicycle Facility</i>				
P0097676	00190890	PUGET SOUND ENERGY	EMW CROSSWALK	3,911.30
<i>Org Key: WR517R - SE 40th (E of ICW) (W Leg)</i>				
P0097812	00190888	POLLARD WATER	DIGITAL LOCATOR (GA-92XT)	211.41
<i>Org Key: WR517S - SE 40th (E of ICW) (E Leg)</i>				
P0097812	00190888	POLLARD WATER	DIGITAL LOCATOR (GA-92XT)	211.43
<i>Org Key: WS101U - Backyard Sewer System Impvt</i>				
P0096755	00190846	KAMINS CONSTRUCTION	81 AVE SE BACKYARD SIDE SEWER	26,523.10
P0096755	00190846	KAMINS CONSTRUCTION	RETAINAGE	1,263.00
<i>Org Key: WS103P - Sewer 20 yr CIP Plan</i>				
P86399	00190814	CAROLLO ENGINEERS INC	GENERAL SEWER PLAN UPDATE	2,245.78
<i>Org Key: WS713T - SCADA System Upgrade</i>				
P0097788	00190877	MORGAN SOUND INC	SCADA DISPLAYS	7,423.44
P0095668	00190812	BROWN AND CALDWELL CONSULTANTS	INV 150965 2017 SCADA MASTER P	7,340.49
P0097767	00190900	SEQUOYAH ELECTRIC LLC	INV 7016502B POWER TO METER WA	1,367.75
<i>Org Key: WS901G - Sewer System Generator Repl</i>				
P0095489	00190818	CHS ENGINEERING INC	PS 18 EQUIPMENT REPAIRS	4,669.39

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: WS902D - PS 14 Lake Line Cleaning</i>				
P0097769	00190881	NORTON CORROSION LIMITED LLC	INV 253438 JET HEAD RESCUE	5,280.60
<i>Org Key: WW521C - Water Components Replacement</i>				
P0097297	00190909	T M G SERVICES INC	INV 41636 Chlorine Injection P	5,010.50
<i>Org Key: WW523R - EMW 5400-6000 Block Watermain</i>				
P0097812	00190888	POLLARD WATER	DIGITAL LOCATOR (GA-92XT)	211.41
<i>Org Key: WW535C - Air Vacs Phase III</i>				
P0097812	00190888	POLLARD WATER	DIGITAL LOCATOR (GA-92XT)	211.41
<i>Org Key: XG118T - Maintenance Mgmt System</i>				
P0097308	00190828	DATEC INC.	Panasonic Toughbook and Access	5,277.19
<i>Org Key: XR310R - EMW Shoulders - Ph 8-11</i>				
P0097812	00190888	POLLARD WATER	DIGITAL LOCATOR (GA-92XT)	211.41
<i>Org Key: YF1100 - YFS General Services</i>				
	00190882	ORTON, ANNA	LICENSE RENEWAL	106.00
P0097711	00190825	CRYSTAL AND SIERRA SPRINGS	Monthly water service for LB B	43.53
P0097714	00190827	DATAQUEST LLC	Background checks for voluntee	43.00
P93565	00190913	VERIZON WIRELESS	Mobile broadband services for	40.01
P0097704	00190871	MI HARDWARE - YFS	Various supplies for	38.90
<i>Org Key: YF1200 - Thrift Shop</i>				
P0097787	00190873	MICHAEL SKAGGS ASSOCIATES	JANITORIAL SERVICE CITY BLDGS	1,940.65
	00190816	CENTURYLINK	PHONE USE JAN 2018	165.95
<i>Org Key: YF2600 - Family Assistance</i>				
P0097804	00190889	PUGET SOUND ENERGY	Utility Assistance for Emergen	300.00
P93578	00190889	PUGET SOUND ENERGY	Utility Assistance for Emerenc	207.67
P0097875	00190849	KIDS COMPANY	Childcare payment for EA clien	185.00
P93578	00190889	PUGET SOUND ENERGY	Utility Assistance for Emerenc	148.87
Total				927,814.54

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.

Charles L. Corder

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	190916 -191075	1/25/2018	\$ 587,027.72
			\$ 587,027.72

Accounts Payable Report by Check Number

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00190916	01/18/2018	WASPC WASPC - IACP costs - Invoice #	P0097691	NIV028072	12/05/2017	761.74
00190917	01/18/2018	WAVE ELECTRICAL LLC CHANGE OUT COUNCIL CHAMBERS LO	P0097867	17165	11/22/2017	5,845.40
00190918	01/18/2018	WESCOM Radar repair - Unit TA04834 -	P0097689	22862	12/19/2017	385.00
00190919	01/18/2018	WHISTLE WORKWEAR MISC. WORK CLOTHES	P0097775	3098	12/22/2017	234.56
00190920	01/18/2018	WIMACTEL INC POLICE LOBBY PAY PHONE	P0097879	000171386	01/01/2018	60.50
00190921	01/18/2018	XEROX CORPORATION 2017 - Lease Charges for LB Ad	P93831	091831805	01/01/2018	770.68
00190922	01/18/2018	XEROX CORPORATION PRINTER SUPPLIES	P0097715	091831799	01/01/2018	1,442.95
00190923	01/18/2018	ZINGSHEIM, SELMA unhappy with camp. 50% refund	P0097780	17543	01/09/2018	159.00
00190924	01/24/2018	US POSTMASTER 2018 CAMP BROCHURE MAILING		OH009269	01/23/2018	207.96
00190925	01/25/2018	ABBOTT, RICHARD LEOFF1 Medicare Reimb		FEB2018B	01/25/2018	104.90
00190926	01/25/2018	ABSOLUTE RETURN SOLUTIONS rental contract # 25020 comple	P0097930	25020	01/18/2018	50.00
00190927	01/25/2018	ACCESS BLACK BOX DELIVERY & PICK UP,	P0097932	2413388	12/31/2017	395.29
00190928	01/25/2018	ADAMS, RONALD E LEOFF1 Medicare Reimb		FEB2018B	01/25/2018	109.00
00190929	01/25/2018	AIRGAS USA LLC Oxygen/Fire	P0097953	9950527797	12/31/2017	141.45
00190930	01/25/2018	ANDREEVA, SOPHIA IVANOVNA Refund Application Fee	P0097915	OH009290	12/31/2017	48.00
00190931	01/25/2018	ARMSTRONG, ANDREW Rental contract # 25228 comple	P0097929	25228	01/18/2018	50.00
00190932	01/25/2018	ASPECT SOFTWARE INC Monthly Telestaff Charges	P0097964	ASI035902	01/05/2018	165.00
00190933	01/25/2018	AUGUSTSON, THOR LEOFF1 Medicare Reimb		FEB2018B	01/25/2018	110.00
00190934	01/25/2018	AWC AWC City Action Days Registrat	P0097904	58314	01/17/2018	140.00
00190935	01/25/2018	AWC AWC Mayor's Exchange Registrat	P0097910	20372	01/17/2018	50.00
00190936	01/25/2018	AWC 2018 Membership Dues	P0097905	56810	01/01/2018	17,278.00
00190937	01/25/2018	BARNES, WILLIAM LEOFF1 Medicare Reimb		FEB2018A	01/25/2018	1,768.01
00190938	01/25/2018	BEEHIVE WORKSHOP 2018 Camp Guide Design	P0097917	20180112	01/12/2018	500.00
00190939	01/25/2018	BELLEVUE, CITY OF Quarterly MBP.COM Surcharge	P0094778	32731	12/29/2017	9,726.75
00190940	01/25/2018	BOOTH, GLENDON D LEOFF1 Medicare Reimb		FEB2018B	01/25/2018	104.90
00190941	01/25/2018	BROWN, FRED OVERPAYMENT REFUND		OH009276	01/10/2018	990.36

Accounts Payable Report by Check Number

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00190942	01/25/2018	BROWN, PATTY OVERPAYMENT REFUND		OH009275	01/10/2018	511.71
00190943	01/25/2018	CALLAGHAN, MICHAEL LEOFF1 Medicare Reimb		FEB2018B	01/25/2018	170.80
00190944	01/25/2018	CATAPANO, GINA Rental contract # 25239 comple	P0097921	25239	01/18/2018	400.00
00190945	01/25/2018	CHAPTER 13 TRUSTEE PAYROLL EARLY WARRANTS		OH009313	01/05/2018	2,662.00
00190946	01/25/2018	CHEMAQUA 2017 COOLING TOWER CHEMICALS	P0097882	2966664	12/16/2017	809.33
00190947	01/25/2018	COMCAST Internet Charges/Fire	P0097860	OH009295	01/12/2018	185.29
00190948	01/25/2018	COMCAST DEC 2017 ANNUAL PW WI-FI S	P93757	OH009287	12/07/2017	86.40
00190949	01/25/2018	COMMUNITY & HUMAN SERVS KC Rental contract # 25186 comple	P0097920	25186	01/18/2018	50.00
00190950	01/25/2018	COMPLETE OFFICE OFFICE SUPPLIES DEC 2017		OH009285	12/31/2017	11,252.63
00190951	01/25/2018	COOPER, ROBERT LEOFF1 Excess Benefit		FEB2018A	01/25/2018	1,566.16
00190952	01/25/2018	CRAIG, SAMUEL & TARA OVERPAYMENT REFUND		OH009270	01/10/2018	393.47
00190953	01/25/2018	CRAMER, JOYCE cannot attend tai chi class	P0097924	17280	01/18/2018	120.00
00190954	01/25/2018	CRYER, ANTHONY Officiating services for men's	P0097944	1142018	01/17/2018	104.00
00190955	01/25/2018	CULLIGAN Water Service/Fire	P0097955	201801672721	12/31/2017	164.63
00190956	01/25/2018	DEEDS, EDWARD G LEOFF1 Medicare Reimb		FEB2018B	01/25/2018	111.00
00190957	01/25/2018	DEPT OF ENTERPRISES SERVICES BUSINESS CARD PRINTING JAN18		73170906	01/04/2018	112.75
00190958	01/25/2018	DEPT OF LICENSING Notary License Renewal	P0097892	OH009297	01/12/2018	30.00
00190959	01/25/2018	DES, THOMAS OVERPAYMENT REFUND		OH009277	01/10/2018	280.93
00190960	01/25/2018	DEVENY, JAN P LEOFF1 Medicare Reimb		FEB2018B	01/25/2018	111.00
00190961	01/25/2018	DMCJA DMCJA dues	P0097901	OH009300	01/16/2018	500.00
00190962	01/25/2018	DMCMA DMCMA manage assoc dues	P0097900	OH009296	01/16/2018	150.00
00190963	01/25/2018	DOWD, PAUL LEOFF1 Medicare Reimb		FEB2018B	01/25/2018	111.00
00190964	01/25/2018	DROLL LANDSCAPE ARCH, ROBERT W Island Crest Park South Field	P93596	1504410	11/25/2017	4,485.00
00190965	01/25/2018	DUNBAR ARMORED JAN18 Armored Car Service	P0097977	4121046	01/01/2018	2,077.12
00190966	01/25/2018	ELSOE, RONALD LEOFF1 Medicare Reimb		FEB2018B	01/25/2018	140.50
00190967	01/25/2018	EPSCA MONTHLY RADIO ACCESS FEES 44 R	P0097864	9184	01/08/2018	1,382.30

Accounts Payable Report by Check Number

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00190968	01/25/2018	ESA Peer review for MICA	P0097890	132952R/133306	12/21/2017	8,652.50
00190969	01/25/2018	FIORINI SKI SCHOOL Rental contract # 25242 comple	P0097922	25242	01/18/2018	50.00
00190970	01/25/2018	FIRST RESPONSE EMERGENCY EQUPT Bunker Gear	P0097952	5270	12/21/2017	748.00
00190971	01/25/2018	FLEMING'S HOLIDAY LIGHTING LLC 2015-2017 Holiday Lighting Dis	P88436	6549	12/05/2017	26,696.23
00190972	01/25/2018	FORSMAN, LOWELL LEOFF1 Medicare Reimb		FEB2018B	01/25/2018	104.90
00190973	01/25/2018	FRANKLIN, DEREK SUPPLIES		OH009283	01/17/2018	30.57
00190974	01/25/2018	G&K SERVICES 2017 PW COVERALL/LAUNDRY SERVI	P93484	OH009288	12/31/2017	1,212.05
00190975	01/25/2018	GET Washington PAYROLL EARLY WARRANTS		OH009314	01/05/2018	600.00
00190976	01/25/2018	GIBELLE, MONIQUE insufficient registration for	P0097925	17534	01/18/2018	120.00
00190977	01/25/2018	GOODMAN, J C LEOFF1 Medicare Reimb		FEB2018B	01/25/2018	110.00
00190978	01/25/2018	GRAINGER INVENTORY PURCHASES	P0097766	9660668204	01/05/2018	892.85
00190979	01/25/2018	H D FOWLER INVENTORY PURCHASES	P0097851	I4702990/C434017	12/04/2017	1,589.64
00190980	01/25/2018	HAGSTROM, JAMES LEOFF1 Medicare Reimb		FEB2018B	01/25/2018	124.60
00190981	01/25/2018	HARTVIG, KAREN insufficient registration for	P0097928	17534	01/18/2018	120.00
00190982	01/25/2018	HARWOOD, ERIC OVERPAYMENT REFUND		OH009278	01/10/2018	476.74
00190983	01/25/2018	HOME DEPOT CREDIT SERVICE INVENTORY PURCHASES	P0097907	0179561083625	01/17/2018	42.70
00190984	01/25/2018	IIMC IIMC Annual Membership Fee (Ho	P0097893	OH009299	12/18/2017	100.00
00190985	01/25/2018	INTERCOM LANGUAGE SERVICES INC Interpreter services 18-004	P0098002	18004	01/22/2018	422.50
00190986	01/25/2018	INTERIOR FOLIAGE CO, THE CITY HALL INTERIOR LANDSCAPING	P0097940	38788	01/01/2018	272.58
00190987	01/25/2018	ISA MEMBERSHIP ISA Membership for John	P0097884	OH009298	01/12/2018	185.00
00190988	01/25/2018	JOHNSON, CURTIS LEOFF1 Medicare Reimb		FEB2018A	01/25/2018	980.58
00190989	01/25/2018	KALTENBACH, SUSAN insufficient registration for	P0097926	17534	01/18/2018	120.00
00190990	01/25/2018	KCMCA KCMCA 2018 Dues (Spietz)	P0097976	OH009303	01/22/2018	60.00
00190991	01/25/2018	KEYBANK NATIONAL ASSOC 2017 Bank Account Analysis	P0097908	17120000178	01/11/2018	21,930.23
00190992	01/25/2018	KIA MOTORS FINANCE DSG 2016 KIA SOUL LEASE	P94483	OH009302	01/16/2018	211.36
00190993	01/25/2018	KIA MOTORS FINANCE DSG 2016 KIA SOUL LEASE	P88915	OH009301	01/14/2018	263.96

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00190994	01/25/2018	KROESENS UNIFORM COMPANY Uniforms/Cook	P0097963	48189	01/05/2018	1,327.66
00190995	01/25/2018	KRUPP, BRENT was already registered for ken	P0097895	17285	01/14/2018	103.00
00190996	01/25/2018	KUHN, DAVID LEOFF1 Medicare Reimb		FEB2018B	01/25/2018	110.00
00190997	01/25/2018	LAWRENCE, THE ESTATE OF SALLIE OVERPAYMENT REFUND		OH009279	01/11/2018	259.64
00190998	01/25/2018	LEOPOLD, FREDERIC LEOFF1 Medicare Reimb		FEB2018B	01/25/2018	146.90
00190999	01/25/2018	LIFE ASSIST INC Aid Supplies for Station/Rigs	P0097962	835547	01/10/2018	2,362.34
00191000	01/25/2018	LOISEAU, LERI M LEOFF1 Medicare Reimb		FEB2018B	01/25/2018	107.00
00191001	01/25/2018	LYONS, STEVEN LEOFF1 Medicare Reimb		FEB2018B	01/25/2018	135.60
00191002	01/25/2018	MAIR, STEPHEN EDUCATION REIMBURSEMENT		OH009284	01/23/2018	3,840.00
00191003	01/25/2018	MALLORY SAFETY SUPPLY INVENTORY PURCHASES	P0097822	4380603	01/08/2018	172.00
00191004	01/25/2018	MARCH MACDONALD INC HYDRANT METER REFUND 1945 82ND		OH009280	01/11/2018	2,900.00
00191005	01/25/2018	MASTERMARK Name Tags & Plates (Berlin &	P0097894	2513334	01/10/2018	73.78
00191006	01/25/2018	MERCERVIEW TERRACE APTS INC OVERPAYMENT REFUND		OH009281	01/18/2018	8,637.82
00191007	01/25/2018	METRON-FARNIER LLC INVENTORY PURCHASES	P0097934	25490	01/09/2018	11,045.71
00191008	01/25/2018	METROPRESORT Printing and Mailing of Decemb	P0097902	498341	01/04/2018	7,136.38
00191009	01/25/2018	MI EMPLOYEES ASSOC PAYROLL EARLY WARRANTS		OH009309	01/05/2018	485.00
00191010	01/25/2018	MI SCHOOL DISTRICT #400 Remit Q4 2017 Bus Paddle Infra	P0097914	OH009289	12/31/2017	3,181.75
00191011	01/25/2018	MONARCH LANDSCAPING WA LLC Retainage 5%	P0097188	IN000014386	11/30/2017	20,696.85
00191012	01/25/2018	MYERS, JAMES S LEOFF1 Medicare Reimb		FEB2018B	01/25/2018	104.90
00191013	01/25/2018	NORCOM 911 FIRE DISPATCH 2018	P0097938	0000459	01/17/2018	199,114.50
00191014	01/25/2018	NPM CONSTRUCTION CO FREEMAN AVE ROADWAY RECONSTRUC	P0097022	#1/#2	11/30/2017	113,058.94
00191015	01/25/2018	OFFICE OF THE CODE REVISER Revised Code of WA Supplementa	P0097903	OH009304	01/16/2018	51.70
00191016	01/25/2018	OVERLAKE OIL 2017 UNLEADED AND DIESEL FUEL	P93482	0186513IN	12/29/2017	2,272.56
00191017	01/25/2018	PACIFIC AIR CONTROL INC RELOCATE CITY MANAGERS T-STAT	P0097972	6512	10/12/2017	3,046.82
00191018	01/25/2018	PACIFIC TOPSOIL INC. Nursery Mix Soil for planting	P0097918	8T1078974	01/11/2018	90.75
00191019	01/25/2018	PETERSON, PATRICIA withdrawing from class per CJ	P0097943	OH009305	01/18/2018	27.10

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00191020	01/25/2018	PLATT ELECTRIC INVENTORY PURCHASES	P0097857	P433532	01/11/2018	1,002.43
00191021	01/25/2018	PLEASANT, ANDRE Officiating services for men's	P0097945	11420182	01/17/2018	104.00
00191022	01/25/2018	PND ENGINEERS INC Lincoln Landing Design Enginee	P0095391	18010086	01/18/2018	1,057.50
00191023	01/25/2018	POLICE ASSOCIATION PAYROLL EARLY WARRANTS		OH009310	01/05/2018	2,432.34
00191024	01/25/2018	POLLARD WATER DIGITAL LOCATOR (GA-92XT)	P0097935	0098691	01/12/2018	1,057.07
00191025	01/25/2018	POT O' GOLD INC Water filter	P0097889	0139859/0139860	01/04/2018	516.39
00191026	01/25/2018	PROVOST, ALAN LEOFF1 Excess Benefit		FEB2018A	01/25/2018	1,449.36
00191027	01/25/2018	PUBLIC SAFETY SELECTION PC Psych Eval/Cook	P0097951	3801	01/10/2018	400.00
00191028	01/25/2018	PUGET SOUND PROJECT MGMT Rental contract # 24871 comple	P0097896	24871	01/14/2018	50.00
00191029	01/25/2018	RAMSAY, JON LEOFF1 Medicare Reimb		FEB2018A	01/25/2018	584.61
00191030	01/25/2018	RED WING BUSINESS SAFETY BOOTS	P0097731	20180108021394	01/08/2018	252.44
00191031	01/25/2018	REDMOND, CITY OF 4th Quarter 2017 Apparatus	P0097956	00012186	01/04/2018	9,436.15
00191032	01/25/2018	RENKES, GREGG & MAUREEN OVERPAYMENT REFUND		OH009272	01/10/2018	641.70
00191033	01/25/2018	REPUBLIC SERVICES #172 INV 7330468 CONSTURCTION DUMPS	P0097791	0172007330468	12/31/2017	391.66
00191034	01/25/2018	RICOH USA INC (FIRE) Copier Rental/Fire	P0097965	99945736	01/05/2018	320.87
00191035	01/25/2018	ROMAINE ELECTRIC CORP Parts 8610/7608 (2017)	P0097959	1134244/1137394	11/01/2017	829.76
00191036	01/25/2018	RUCKER, MANORD J LEOFF1 Medicare Reimb		FEB2018B	01/25/2018	134.00
00191037	01/25/2018	SALZETTI, ERIC Instructor fees - course #1725	P0097968	17257	01/22/2018	1,289.40
00191038	01/25/2018	SCHMALHOFER, GEORGE F HEADLIGHT BULB FOR #464		OH009282	01/23/2018	17.05
00191039	01/25/2018	SCHOENTRUP, WILLIAM LEOFF1 Medicare Reimb		FEB2018A	01/25/2018	1,004.89
00191040	01/25/2018	SEATTLE, CITY OF Hearing Examiner for APL17-005	P0097887	MI201703	01/02/2018	3,320.03
00191041	01/25/2018	SISTER CITIES INTERNATIONAL Membership Dues	P0098005	201712180001529	12/18/2017	430.00
00191042	01/25/2018	SMITH, RICHARD LEOFF1 Medicare Reimb		FEB2018B	01/25/2018	200.80
00191043	01/25/2018	SOUND PUBLISHING INC Ntc: 2011461 Ord. No. 17-26 12	P0097891	7812743	12/31/2017	684.44
00191044	01/25/2018	STATE AUDITOR'S OFFICE FYE 2016 Accountability Audit	P0097911	L123349	01/10/2018	2,906.25
00191045	01/25/2018	STERICYCLE INC On-Call Charges/Fire	P0097954	304109548	12/31/2017	10.36

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00191046	01/25/2018	SUNDAZE LLC HOLDINGS OVERPAYMENT REFUND		OH009274	01/10/2018	32.28
00191047	01/25/2018	TANNER, SUE Hearing Examiner Mileage and t	P0097888	MI2017035T	01/02/2018	34.12
00191048	01/25/2018	TEC EQUIPMENT INC Parts 7607 (2017)	P0097958	244371S	12/06/2017	28.92
00191049	01/25/2018	THOMPSON, JAMES LEOFF1 Medicare Reimb		FEB2018B	01/25/2018	123.30
00191050	01/25/2018	TOOLEY, NORMAN LEOFF1 Medicare Reimb		FEB2018B	01/25/2018	107.00
00191051	01/25/2018	TOUCHTON, LAVINIA Rental contract # 25096 comple	P0097923	25096	01/18/2018	50.00
00191052	01/25/2018	TREE SOLUTIONS INC Arborist review for 4044 91st	P0097886	29751	06/13/2017	675.00
00191053	01/25/2018	TREECYCLE Luther Burbank Park Trail Brus	P0096708	5355	11/08/2017	4,812.50
00191054	01/25/2018	TRU MECHANICAL INC ADD PUMP TO LINE SETS FOR SPLI	P0097969	5877	01/15/2018	1,266.26
00191055	01/25/2018	UNITED WAY OF KING CO PAYROLL EARLY WARRANTS		OH009311	01/05/2018	710.00
00191056	01/25/2018	US HEALTHWORKS MED GROUP WA Fit for Duty Physical/Austin	P0097960	0760646WA	12/22/2017	80.00
00191057	01/25/2018	VERIZON WIRELESS Mobil hot spots, new line for	P0097885	9798616660	12/23/2017	1,003.40
00191058	01/25/2018	VERIZON WIRELESS Cell Charges/Fire	P0097961	9799388483	01/16/2018	16.04
00191059	01/25/2018	WA ST REVENUE 4TH QTR LEASEHOLD EXCISE TAX 2	P93476	OH009292	12/31/2017	5,036.08
00191060	01/25/2018	WA ST TREASURER'S OFFICE Remit DEC17 Building Surcharge	P0097912	OH009291	12/31/2017	387.00
00191061	01/25/2018	WA ST TREASURER'S OFFICE Remit DEC17 Newcastle Court	P0097913	OH009306	12/31/2017	2,988.01
00191062	01/25/2018	WA ST TREASURER'S OFFICE Remit DEC17 Court Transmittal	P0097916	OH009307	12/31/2017	14,368.50
00191063	01/25/2018	WALLACE, THOMAS LEOFF1 Medicare Reimb		FEB2018B	01/25/2018	109.00
00191064	01/25/2018	WAVE ELECTRICAL LLC 9/26-MV room shade power, volt	P0097975	17179	12/29/2017	3,067.90
00191065	01/25/2018	WEGNER, KEN LEOFF1 Medicare Reimb		FEB2018B	01/25/2018	104.90
00191066	01/25/2018	WHEELER, DENNIS LEOFF1 Medicare Reimb		FEB2018B	01/25/2018	104.90
00191067	01/25/2018	WHISTLE WORKWEAR MISC. WORK CLOTHES	P0097852	152522	12/28/2017	172.36
00191068	01/25/2018	WHISTLE WORKWEAR MISC. WORK CLOTHES	P0097848	381982	12/09/2017	220.12
00191069	01/25/2018	WHISTLE WORKWEAR MISC. WORK CLOTHES	P0097854	3082	01/02/2018	140.53
00191070	01/25/2018	WIBLE, CONNIE M Arts Council Artists' receptio	P0097865	OH009308	01/17/2018	150.00
00191071	01/25/2018	WIENS, LIZ SANDERSON & VICTORIA OVERPAYMENT REFUND		OH009273	01/10/2018	181.21

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00191072	01/25/2018	WRIGHT, ALEXANDRA insufficient registration for	P0097927	17517	01/18/2018	85.00
00191073	01/25/2018	WSCCCE AFSCME AFL-CIO PAYROLL EARLY WARRANTS		OH009315	01/19/2018	2,640.67
00191074	01/25/2018	XEROX CORPORATION copier Dec charge	P0097899	091831802	01/01/2018	152.07
00191075	01/25/2018	XEROX CORPORATION Print and copy charges for Mai	P0097906	091831797/808/80	01/01/2018	1,483.99
					Total	<u>587,027.72</u>

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: 001000 - General Fund-Admin Key</i>				
P0097916	00191062	WA ST TREASURER'S OFFICE	Remit DEC17 Court Transmittal	6,115.48
P0097916	00191062	WA ST TREASURER'S OFFICE	Remit DEC17 Court Transmittal	3,540.77
P0097914	00191010	MI SCHOOL DISTRICT #400	Remit Q4 2017 Bus Paddle Infra	3,181.75
P93476	00191059	WA ST REVENUE	4TH QTR LEASEHOLD EXCISE TAX 2	2,670.68
P0097916	00191062	WA ST TREASURER'S OFFICE	Remit DEC17 Court Transmittal	2,243.51
P0097913	00191061	WA ST TREASURER'S OFFICE	Remit DEC17 Newcastle Court	1,003.61
P0097916	00191062	WA ST TREASURER'S OFFICE	Remit DEC17 Court Transmittal	815.77
P0097913	00191061	WA ST TREASURER'S OFFICE	Remit DEC17 Newcastle Court	615.07
P0097913	00191061	WA ST TREASURER'S OFFICE	Remit DEC17 Newcastle Court	423.14
P0097916	00191062	WA ST TREASURER'S OFFICE	Remit DEC17 Court Transmittal	408.66
P0097921	00190944	CATAPANO, GINA	Rental contract # 25239 comple	400.00
P0097916	00191062	WA ST TREASURER'S OFFICE	Remit DEC17 Court Transmittal	393.16
P0097912	00191060	WA ST TREASURER'S OFFICE	Remit DEC17 Building Surcharge	387.00
P0097913	00191061	WA ST TREASURER'S OFFICE	Remit DEC17 Newcastle Court	299.97
P0097913	00191061	WA ST TREASURER'S OFFICE	Remit DEC17 Newcastle Court	299.97
P0097916	00191062	WA ST TREASURER'S OFFICE	Remit DEC17 Court Transmittal	263.93
P0097916	00191062	WA ST TREASURER'S OFFICE	Remit DEC17 Court Transmittal	263.91
P0097913	00191061	WA ST TREASURER'S OFFICE	Remit DEC17 Newcastle Court	185.22
P0097780	00190923	ZINGSHEIM, SELMA	unhappy with camp. 50% refund	159.00
P0097916	00191062	WA ST TREASURER'S OFFICE	Remit DEC17 Court Transmittal	149.92
P0097924	00190953	CRAMER, JOYCE	cannot attend tai chi class	120.00
P0097928	00190981	HARTVIG, KAREN	insufficient registration for	120.00
P0097926	00190989	KALTENBACH, SUSAN	insufficient registration for	120.00
P0097895	00190995	KRUPP, BRENT	was already registered for ken	103.00
P0097925	00190976	GIBELLE, MONIQUE	insufficient registration for	102.00
P0097913	00191061	WA ST TREASURER'S OFFICE	Remit DEC17 Newcastle Court	93.01
P0097927	00191072	WRIGHT, ALEXANDRA	insufficient registration for	85.00
P0097916	00191062	WA ST TREASURER'S OFFICE	Remit DEC17 Court Transmittal	63.77
P0097916	00191062	WA ST TREASURER'S OFFICE	Remit DEC17 Court Transmittal	63.34
P0097930	00190926	ABSOLUTE RETURN SOLUTIONS	rental contract # 25020 comple	50.00
P0097929	00190931	ARMSTRONG, ANDREW	Rental contract # 25228 comple	50.00
P0097920	00190949	COMMUNITY & HUMAN SERVS KC	Rental contract # 25186 comple	50.00
P0097922	00190969	FIORINI SKI SCHOOL	Rental contract # 25242 comple	50.00
P0097896	00191028	PUGET SOUND PROJECT MGMT	Rental contract # 24871 comple	50.00
P0097923	00191051	TOUCHTON, LAVINIA	Rental contract # 25096 comple	50.00
P0097916	00191062	WA ST TREASURER'S OFFICE	Remit DEC17 Court Transmittal	35.06
P0097943	00191019	PETERSON, PATRICIA	withdrawing from class per CJ	27.10
P0097913	00191061	WA ST TREASURER'S OFFICE	Remit DEC17 Newcastle Court	23.90
P0097913	00191061	WA ST TREASURER'S OFFICE	Remit DEC17 Newcastle Court	23.02
P0097925	00190976	GIBELLE, MONIQUE	insufficient registration for	18.00
P0097913	00191061	WA ST TREASURER'S OFFICE	Remit DEC17 Newcastle Court	14.50
P0097916	00191062	WA ST TREASURER'S OFFICE	Remit DEC17 Court Transmittal	11.22
P0097913	00191061	WA ST TREASURER'S OFFICE	Remit DEC17 Newcastle Court	4.05
P0097913	00191061	WA ST TREASURER'S OFFICE	Remit DEC17 Newcastle Court	2.55
<i>Org Key: 402000 - Water Fund-Admin Key</i>				
P0097849	00191007	METRON-FARNIER LLC	INVENTORY PURCHASES	10,314.21
	00191006	MERCERVIEW TERRACE APTS INC	OVERPAYMENT REFUND	8,637.82
	00191004	MARCH MACDONALD INC	HYDRANT METER REFUND 1945 82ND	2,900.00

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PO #	Check #	Vendor:	Transaction Description	Check Amount
	00190941	BROWN, FRED	OVERPAYMENT REFUND	990.36
P0097857	00191020	PLATT ELECTRIC	INVENTORY PURCHASES	1,002.43
P0097934	00191007	METRON-FARNIER LLC	INVENTORY PURCHASES	731.50
P0097847	00190979	H D FOWLER	INVENTORY PURCHASES	714.88
	00191032	RENKES, GREGG & MAUREEN	OVERPAYMENT REFUND	641.70
P0097806	00190978	GRAINGER	INVENTORY PURCHASES	660.04
P0097776	00190979	H D FOWLER	INVENTORY PURCHASES	578.29
	00190942	BROWN, PATTY	OVERPAYMENT REFUND	511.71
	00190982	HARWOOD, ERIC	OVERPAYMENT REFUND	476.74
	00190952	CRAIG, SAMUEL & TARA	OVERPAYMENT REFUND	393.47
	00190959	DES, THOMAS	OVERPAYMENT REFUND	280.93
	00190997	LAWRENCE, THE ESTATE OF SALLIE	OVERPAYMENT REFUND	259.64
	00191071	WIENS, LIZ SANDERSON & VICTORIA	OVERPAYMENT REFUND	181.21
P0097766	00190978	GRAINGER	INVENTORY PURCHASES	179.22
P0097822	00191003	MALLORY SAFETY SUPPLY	INVENTORY PURCHASES	172.00
P0097907	00190983	HOME DEPOT CREDIT SERVICE	INVENTORY PURCHASES	42.70
	00191046	SUNDAZE LLC HOLDINGS	OVERPAYMENT REFUND	32.28
Org Key: 814072 - United Way				
	00191055	UNITED WAY OF KING CO	PAYROLL EARLY WARRANTS	355.00
	00191055	UNITED WAY OF KING CO	PAYROLL EARLY WARRANT	355.00
Org Key: 814074 - Garnishments				
	00190945	CHAPTER 13 TRUSTEE	PAYROLL EARLY WARRANTS	1,331.00
	00190945	CHAPTER 13 TRUSTEE	PAYROLL EARLY WARRANTS	1,331.00
	00190975	GET Washington	PAYROLL EARLY WARRANTS	300.00
	00190975	GET Washington	PAYROLL EARLY WARRANTS	300.00
Org Key: 814075 - Mercer Island Emp Association				
	00191009	MI EMPLOYEES ASSOC	PAYROLL EARLY WARRANTS	163.75
Org Key: 814076 - City & Counties Local 21M				
	00191073	WSCCCE AFSCME AFL-CIO	PAYROLL EARLY WARRANTS	2,640.67
Org Key: 814077 - Police Association				
	00191023	POLICE ASSOCIATION	PAYROLL EARLY WARRANTS	2,294.69
	00191009	MI EMPLOYEES ASSOC	PAYROLL EARLY WARRANTS	321.25
	00191023	POLICE ASSOCIATION	PAYROLL EARLY WARRANTS	137.65
Org Key: CA1100 - Administration (CA)				
	00190922	XEROX CORPORATION	PRINTER SUPPLIES	40.51
Org Key: CM1100 - Administration (CM)				
	00190950	COMPLETE OFFICE	OFFICE SUPPLIES DEC 2017	16.85
Org Key: CM1200 - City Clerk				
P0097893	00190984	IIMC	IIMC Annual Membership Fee (Ho	100.00
P0097891	00191043	SOUND PUBLISHING INC	Ntc: 2011465 Ord No. 17-27 12/	72.85
P0097891	00191043	SOUND PUBLISHING INC	Ntc: 2024794 Ord No. 17C-24 12	57.30
P0097891	00191043	SOUND PUBLISHING INC	Ntc: 2024803 Ord No. 17C-29 12	57.30
P0097891	00191043	SOUND PUBLISHING INC	Ntc: 2024805 Ord. No. 17-23 12	54.70
P0097891	00191043	SOUND PUBLISHING INC	Ntc: 2011470 Ord No. 17-28 12/	52.11
P0097891	00191043	SOUND PUBLISHING INC	Ntc: 2011461 Ord. No. 17-26 12	52.11

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0097891	00191043	SOUND PUBLISHING INC	Ntc: 2024809 CC Mtg Canceled	44.33
P0097976	00190990	KCMCA	KCMCA 2018 Dues (Spietz)	35.00
P0097891	00191043	SOUND PUBLISHING INC	Ad: 2030032 CC Mtg Date Change	31.11
P0097976	00190990	KCMCA	KCMCA 2018 Dues (Hooman)	25.00
<i>Org Key: CO6100 - City Council</i>				
P0098005	00191041	SISTER CITIES INTERNATIONAL	Membership Dues	430.00
P0097904	00190934	AWC	AWC City Action Days Registrat	140.00
P0097894	00191005	MASTERMARK	Name Tags & Plates (Bertlin &	73.78
P0097910	00190935	AWC	AWC Mayor's Exchange Registrat	50.00
	00190957	DEPT OF ENTERPRISES SERVICES	BUSINESS CARD PRINTING JAN18	28.19
<i>Org Key: CR1100 - CORe Admin and Human Resources</i>				
	00190950	COMPLETE OFFICE	OFFICE SUPPLIES DEC 2017	30.82
	00190922	XEROX CORPORATION	PRINTER SUPPLIES	12.96
<i>Org Key: CT1100 - Municipal Court</i>				
P0097901	00190961	DMCJA	DMCJA dues	500.00
P0098002	00190985	INTERCOM LANGUAGE SERVICES INC	Interpreter services 18-004	422.50
P0097900	00190962	DMCMA	DMCMA manage assoc dues	150.00
P0097899	00191074	XEROX CORPORATION	copier Dec charge	152.07
P0097903	00191015	OFFICE OF THE CODE REVISER	Revised Code of WA Supplementa	51.70
	00190950	COMPLETE OFFICE	OFFICE SUPPLIES DEC 2017	13.66
<i>Org Key: DS0000 - Development Services-Revenue</i>				
P0094778	00190939	BELLEVUE, CITY OF	Quarterly MBP.COM Surcharge	9,726.75
<i>Org Key: DS1100 - Administration (DS)</i>				
P0097885	00191057	VERIZON WIRELESS	Mobil hot spots, new line for	596.67
P0097885	00191057	VERIZON WIRELESS	Phone and data charges	406.73
	00190957	DEPT OF ENTERPRISES SERVICES	BUSINESS CARD PRINTING JAN18	56.37
	00190922	XEROX CORPORATION	PRINTER SUPPLIES	43.15
<i>Org Key: DS1300 - Land Use Planning Svc</i>				
P0097890	00190968	ESA	Peer review for MICA	7,442.50
P0097887	00191040	SEATTLE, CITY OF	Hearing Examiner for APL17-005	3,320.03
P0097890	00190968	ESA	Peer review for 1708-086	1,210.00
P0097888	00191047	TANNER, SUE	Hearing Examiner Mileage and t	34.12
<i>Org Key: DS1700 - DSG Arborist</i>				
P0097886	00191052	TREE SOLUTIONS INC	Arborist review for 4044 91st	675.00
P0097884	00190987	ISA MEMBERSHIP	ISA Membership for John	185.00
<i>Org Key: DS4550 - Utility Inspection (Clearing)</i>				
P0097775	00190919	WHISTLE WORKWEAR	MISC. WORK CLOTHES	234.56
<i>Org Key: FN1100 - Administration (FN)</i>				
P0097908	00190991	KEYBANK NATIONAL ASSOC	2017 Bank Account Analysis	21,930.23
P0097911	00191044	STATE AUDITOR'S OFFICE	FYE 2016 Accountability Audit	2,906.25
	00190922	XEROX CORPORATION	PRINTER SUPPLIES	44.37
<i>Org Key: FN4501 - Utility Billing (Water)</i>				
P94122	00191008	METROPRESORT	Printing and Mailing of Decemb	367.57
P94122	00191008	METROPRESORT	Printing and Mailing of Decemb	281.60

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0097892	00190958	DEPT OF LICENSING	Notary License Renewal	30.00
<i>Org Key: FN4502 - Utility Billing (Sewer)</i>				
P94122	00191008	METROPRESORT	Printing and Mailing of Decemb	367.58
P94122	00191008	METROPRESORT	Printing and Mailing of Decemb	281.61
<i>Org Key: FN4503 - Utility Billing (Storm)</i>				
P94122	00191008	METROPRESORT	Printing and Mailing of Decemb	367.58
P94122	00191008	METROPRESORT	Printing and Mailing of Decemb	281.60
<i>Org Key: FNBE01 - Financial Services</i>				
P0097902	00191008	METROPRESORT	Printing and Mailing 2018 Annu	4,986.76
P0097883	00191008	METROPRESORT	Printing and Mailing 4TH Quart	202.08
<i>Org Key: FR1100 - Administration (FR)</i>				
P0097951	00191027	PUBLIC SAFETY SELECTION PC	Psych Eval/Cook	400.00
P0097965	00191034	RICOH USA INC (FIRE)	Copier Rental/Fire	320.87
P0097964	00190932	ASPECT SOFTWARE INC	Monthly Telestaff Charges	165.00
P0097955	00190955	CULLIGAN	Water Service/Fire	164.63
P0097967	00190947	COMCAST	Internet Charges/Fire	62.40
	00190922	XEROX CORPORATION	PRINTER SUPPLIES	53.91
	00190957	DEPT OF ENTERPRISES SERVICES	BUSINESS CARD PRINTING JAN18	28.19
P0097966	00190947	COMCAST	Internet Charges/Fire	11.44
<i>Org Key: FR2100 - Fire Operations</i>				
P0097937	00191013	NORCOM 911	FIRE DISPATCH 2018	41,117.50
P0097956	00191031	REDMOND, CITY OF	4th Quarter 2017 Apparatus	9,436.15
P0097963	00190994	KROESENS UNIFORM COMPANY	Uniforms/Cook	1,327.66
P0097959	00191035	ROMAINE ELECTRIC CORP	Parts 8610/7608 (2017)	829.76
P0097952	00190970	FIRST RESPONSE EMERGENCY EQUPT	Bunker Gear	748.00
P0097864	00190967	EPSCA	MONTHLY RADIO ACCESS FEES 44 R	528.88
P0097958	00191048	TEC EQUIPMENT INC	Parts 7607 (2017)	28.92
P0097961	00191058	VERIZON WIRELESS	Cell Charges/Fire	16.04
<i>Org Key: FR2500 - Fire Emergency Medical Svcs</i>				
P0097962	00190999	LIFE ASSIST INC	Aid Supplies for Station/Rigs	2,362.34
P0097953	00190929	AIRGAS USA LLC	Oxygen/Fire	141.45
P0097954	00191045	STERICYCLE INC	On-Call Charges/Fire	10.36
<i>Org Key: FR4100 - Training</i>				
	00191002	MAIR, STEPHEN	EDUCATION REIMBURSEMENT	3,840.00
<i>Org Key: GGM001 - General Government-Misc</i>				
P0097977	00190965	DUNBAR ARMORED	JAN18 Armored Car Service	595.73
P0097889	00191025	POT O' GOLD INC	Coffee supplies	448.08
P0097860	00190947	COMCAST	CITY HALL HIGH SPEED INTERNET	111.45
P0097889	00191025	POT O' GOLD INC	Water filter	68.31
<i>Org Key: GGM004 - Gen Govt-Office Support</i>				
P0097906	00191075	XEROX CORPORATION	Print and copy charges for CM	804.23
	00190950	COMPLETE OFFICE	OFFICE SUPPLIES DEC 2017	625.67
P0097906	00191075	XEROX CORPORATION	Print and copy charges for Mai	498.88
P0097906	00191075	XEROX CORPORATION	Print and copy charges for DSG	180.88

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00190950	COMPLETE OFFICE	OFFICE SUPPLIES DEC 2017	129.76
	00190922	XEROX CORPORATION	PRINTER SUPPLIES	89.56
	00190950	COMPLETE OFFICE	OFFICE SUPPLIES DEC 2017	26.80
<i>Org Key: GGM005 - Genera Govt-L1 Retiree Costs</i>				
	00191042	SMITH, RICHARD	LEOFF1 Medicare Reimb	200.80
	00191039	SCHOENTRUP, WILLIAM	LEOFF1 Medicare Reimb	180.70
	00190943	CALLAGHAN, MICHAEL	LEOFF1 Medicare Reimb	170.80
	00190937	BARNES, WILLIAM	LEOFF1 Medicare Reimb	163.70
	00190998	LEOPOLD, FREDERIC	LEOFF1 Medicare Reimb	146.90
	00190988	JOHNSON, CURTIS	LEOFF1 Medicare Reimb	143.30
	00190966	ELSOE, RONALD	LEOFF1 Medicare Reimb	140.50
	00191029	RAMSAY, JON	LEOFF1 Medicare Reimb	136.20
	00191001	LYONS, STEVEN	LEOFF1 Medicare Reimb	135.60
	00191036	RUCKER, MANORD J	LEOFF1 Medicare Reimb	134.00
	00190980	HAGSTROM, JAMES	LEOFF1 Medicare Reimb	124.60
	00191049	THOMPSON, JAMES	LEOFF1 Medicare Reimb	123.30
	00190956	DEEDS, EDWARD G	LEOFF1 Medicare Reimb	111.00
	00190960	DEVENY, JAN P	LEOFF1 Medicare Reimb	111.00
	00190963	DOWD, PAUL	LEOFF1 Medicare Reimb	111.00
	00190933	AUGUSTSON, THOR	LEOFF1 Medicare Reimb	110.00
	00190977	GOODMAN, J C	LEOFF1 Medicare Reimb	110.00
	00190996	KUHN, DAVID	LEOFF1 Medicare Reimb	110.00
	00190928	ADAMS, RONALD E	LEOFF1 Medicare Reimb	109.00
	00191063	WALLACE, THOMAS	LEOFF1 Medicare Reimb	109.00
	00191000	LOISEAU, LERI M	LEOFF1 Medicare Reimb	107.00
	00191050	TOOLEY, NORMAN	LEOFF1 Medicare Reimb	107.00
	00190925	ABBOTT, RICHARD	LEOFF1 Medicare Reimb	104.90
	00190940	BOOTH, GLENDON D	LEOFF1 Medicare Reimb	104.90
	00190972	FORSMAN, LOWELL	LEOFF1 Medicare Reimb	104.90
	00191012	MYERS, JAMES S	LEOFF1 Medicare Reimb	104.90
	00191065	WEGNER, KEN	LEOFF1 Medicare Reimb	104.90
	00191066	WHEELER, DENNIS	LEOFF1 Medicare Reimb	104.90
<i>Org Key: GGM606 - Excess Retirement-Fire</i>				
	00190937	BARNES, WILLIAM	LEOFF1 Excess Benefit	1,604.31
	00190951	COOPER, ROBERT	LEOFF1 Excess Benefit	1,566.16
	00191026	PROVOST, ALAN	LEOFF1 Excess Benefit	1,449.36
	00190988	JOHNSON, CURTIS	LEOFF1 Excess Benefit	837.28
	00191039	SCHOENTRUP, WILLIAM	LEOFF1 Excess Benefit	824.19
	00191029	RAMSAY, JON	LEOFF1 Excess Benefit	448.41
<i>Org Key: IGVO01 - AWC Assessment</i>				
P0097905	00190936	AWC	2018 Membership Dues	17,278.00
<i>Org Key: IS2100 - IGS Network Administration</i>				
P0097932	00190927	ACCESS	BLACK BOX DELIVERY & PICK UP,	395.29
P0097879	00190920	WIMACTEL INC	POLICE LOBBY PAY PHONE	60.50
	00190922	XEROX CORPORATION	PRINTER SUPPLIES	12.00
<i>Org Key: MT2500 - ROW Administration</i>				
	00190950	COMPLETE OFFICE	OFFICE SUPPLIES DEC 2017	383.61

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: MT3100 - Water Distribution</i>				
P0097811	00190979	H D FOWLER	1" 90 STREET ELL	109.82
P0097851	00190979	H D FOWLER	CREDIT-RETURNED PJ ADAPTERS	-114.27
<i>Org Key: MT3150 - Water Quality Event</i>				
P0097110	00190950	COMPLETE OFFICE	UTILITY WORKSPACE CONFIGURATIO	4,487.76
<i>Org Key: MT3300 - Water Associated Costs</i>				
	00190950	COMPLETE OFFICE	OFFICE SUPPLIES DEC 2017	244.46
<i>Org Key: MT3400 - Sewer Collection</i>				
P0097110	00190950	COMPLETE OFFICE	UTILITY WORKSPACE CONFIGURATIO	4,487.77
P0097935	00191024	POLLARD WATER	DIGITAL LOCATOR (GA-92XT)	528.54
<i>Org Key: MT3500 - Sewer Pumps</i>				
P0097935	00191024	POLLARD WATER	DIGITAL LOCATOR (GA-92XT)	528.53
P0097833	00190979	H D FOWLER	FLOAT WEIGHTS	46.53
P0097897	00190979	H D FOWLER	FREIGHT CHARGES ON FLOAT WEIGH	27.58
<i>Org Key: MT3600 - Sewer Associated Costs</i>				
P0097731	00191030	RED WING BUSINESS	SAFETY BOOTS	252.44
	00190950	COMPLETE OFFICE	OFFICE SUPPLIES DEC 2017	226.28
P0097848	00191068	WHISTLE WORKWEAR	MISC. WORK CLOTHES	220.12
<i>Org Key: MT3800 - Storm Drainage</i>				
P0097851	00190979	H D FOWLER	INSTALLATION CHAIRS	226.81
<i>Org Key: MT4150 - Support Services - Clearing</i>				
P93484	00190974	G&K SERVICES	2017 PW COVERALL/LAUNDRY SERVI	1,212.05
	00190950	COMPLETE OFFICE	OFFICE SUPPLIES DEC 2017	228.07
	00190922	XEROX CORPORATION	PRINTER SUPPLIES	142.77
P93757	00190948	COMCAST	DEC 2017 ANNUAL PW WI-FI S	86.40
	00190950	COMPLETE OFFICE	OFFICE SUPPLIES DEC 2017	16.36
P0097864	00190967	EPSCA	MONTHLY RADIO ACCESS FEES 1 RA	12.02
<i>Org Key: MT4200 - Building Services</i>				
P0097749	00190917	WAVE ELECTRICAL LLC	CHANGE OUT COUNCIL CHAMBERS	1,556.50
P0097882	00190946	CHEMAQUA	2017 COOLING TOWER CHEMICALS	809.33
P0097824	00190917	WAVE ELECTRICAL LLC	INSTALL OUTLETS AT THE SHOP FO	676.50
P0097971	00191017	PACIFIC AIR CONTROL INC	2017 FS91 HVAC MAINTENANCE	416.35
P0097940	00190986	INTERIOR FOLIAGE CO, THE	CITY HALL INTERIOR LANDSCAPING	272.58
P0097970	00191017	PACIFIC AIR CONTROL INC	2017 FS92 HVAC MAINTENANCE	213.77
P0097829	00190917	WAVE ELECTRICAL LLC	CAUCUS ROOM SCREN WIRING REPAI	195.80
P0097939	00191017	PACIFIC AIR CONTROL INC	RELOCATE CITY MANAGERS T-STAT	171.60
<i>Org Key: MT4300 - Fleet Services</i>				
P93482	00191016	OVERLAKE OIL	2017 UNLEADED AND DIESEL FUEL	2,272.56
P88915	00190993	KIA MOTORS FINANCE	DSG 2016 KIA SOUL LEASE	263.96
P94483	00190992	KIA MOTORS FINANCE	DSG 2016 KIA SOUL LEASE	211.36
	00190950	COMPLETE OFFICE	OFFICE SUPPLIES DEC 2017	97.15
<i>Org Key: MT4450 - Cust Resp - Clearing Acct</i>				
P0097854	00191069	WHISTLE WORKWEAR	MISC. WORK CLOTHES	140.53

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: PO0000 - Police-Revenue</i>				
P0097915	00190930	ANDREEVA, SOPHIA IVANOVNA	Refund Application Fee	48.00
<i>Org Key: PO1100 - Administration (PO)</i>				
P0097691	00190916	WASPC	WASPC - IACP costs - Invoice #	761.74
	00190950	COMPLETE OFFICE	OFFICE SUPPLIES DEC 2017	140.73
	00190922	XEROX CORPORATION	PRINTER SUPPLIES	111.88
<i>Org Key: PO1350 - Police Emergency Management</i>				
P0097864	00190967	EPSCA	MONTHLY RADIO ACCESS FEES 13 R	156.26
<i>Org Key: PO1650 - Regional Radio Operations</i>				
P0097864	00190967	EPSCA	MONTHLY RADIO ACCESS FEES 57 R	685.14
<i>Org Key: PO1700 - Records and Property</i>				
	00190922	XEROX CORPORATION	PRINTER SUPPLIES	12.00
<i>Org Key: PO1800 - Contract Dispatch Police</i>				
P0097938	00191013	NORCOM 911	POLICE DISPATCH 2018	157,997.00
<i>Org Key: PO2100 - Patrol Division</i>				
P0097689	00190918	WESCOM	Radar repair - Unit TA04834 -	385.00
	00191038	SCHMALHOFER, GEORGE F	HEADLIGHT BULB FOR #464	17.05
<i>Org Key: PO2201 - Dive Team</i>				
P0097960	00191056	US HEALTHWORKS MED GROUP WA	Fit for Duty Physical/Austin	80.00
<i>Org Key: PR0000 - Parks & Recreation-Revenue</i>				
P93476	00191059	WA ST REVENUE	4TH QTR LEASEHOLD EXCISE TAX 2	2,365.40
<i>Org Key: PR1100 - Administration (PR)</i>				
P0097917	00190938	BEEHIVE WORKSHOP	2018 Camp Guide Design	500.00
P0097792	00190922	XEROX CORPORATION	Lease and print/copy charges f	230.53
P93829	00190921	XEROX CORPORATION	2017 - Lease Charges for LB Ad	144.30
	00190950	COMPLETE OFFICE	OFFICE SUPPLIES DEC 2017	41.51
P93829	00190921	XEROX CORPORATION	Use charge 11/24/17 to 12/22/1	13.92
<i>Org Key: PR2100 - Recreation Programs</i>				
	00190922	XEROX CORPORATION	PRINTER SUPPLIES	11.99
<i>Org Key: PR2108 - Health and Fitness</i>				
P0097968	00191037	SALZETTI, ERIC	Instructor fees - course #1725	861.70
P0097968	00191037	SALZETTI, ERIC	Instructor fees - course #1726	427.70
P0097944	00190954	CRYER, ANTHONY	Officiating services for men's	104.00
P0097945	00191021	PLEASANT, ANDRE	Officiating services for men's	104.00
<i>Org Key: PR3500 - Senior Services</i>				
	00190924	US POSTMASTER	2018 CAMP BROCHURE MAILING	207.96
<i>Org Key: PR4100 - Community Center</i>				
P0097975	00191064	WAVE ELECTRICAL LLC	9/26-MV room shade power, volt	3,067.90
P0097980	00191017	PACIFIC AIR CONTROL INC	2017 HVAC MAINTENANCE	1,961.30
P0097977	00190965	DUNBAR ARMORED	JAN18 Armored Car Service	595.73
P93831	00190921	XEROX CORPORATION	Use charges 11/24/17 to 12/22/	345.26
P93831	00190921	XEROX CORPORATION	2017 Lease charges for MICEC C	267.20

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00190922	XEROX CORPORATION	PRINTER SUPPLIES	75.33
	00190950	COMPLETE OFFICE	OFFICE SUPPLIES DEC 2017	5.04
<i>Org Key: PR5400 - Gallery Program</i>				
P0097865	00191070	WIBLE, CONNIE M	Arts Council Artists' receptio	150.00
<i>Org Key: PR6100 - Park Maintenance</i>				
P0097852	00191067	WHISTLE WORKWEAR	MISC. WORK CLOTHES	128.79
	00190922	XEROX CORPORATION	PRINTER SUPPLIES	12.54
<i>Org Key: PR6500 - Luther Burbank Park Maint.</i>				
P0097972	00191017	PACIFIC AIR CONTROL INC	2017 HVAC MAINTENANCE	283.80
P0097766	00190978	GRAINGER	SECURITY BIT SET	53.59
P0097852	00191067	WHISTLE WORKWEAR	MISC. WORK CLOTHES	43.57
<i>Org Key: PRBE01 - Town Center Parks Projects</i>				
P88436	00190971	FLEMING'S HOLIDAY LIGHTING LLC	2015-2017 Holiday Lighting Dis	26,696.23
<i>Org Key: WG107R - Luther Burbank Admin Bldg Rep</i>				
P0097969	00191054	TRU MECHANICAL INC	ADD PUMP TO LINE SETS FOR SPLI	1,266.26
<i>Org Key: WP115S - ICP South Synthetic Field</i>				
P93596	00190964	DROLL LANDSCAPE ARCH, ROBERT W	Island Crest Park South Field	4,485.00
<i>Org Key: WP122R - Vegetation Management</i>				
P0095719	00191011	MONARCH LANDSCAPING WA LLC	North Mercedale Hillside OSVW	7,878.20
P0095721	00191011	MONARCH LANDSCAPING WA LLC	Upper Luther Burbank Park	6,358.00
P0095719	00191011	MONARCH LANDSCAPING WA LLC	Retainage 5%	1,041.15
P0095721	00191011	MONARCH LANDSCAPING WA LLC	Retainage 5%	376.00
P0097918	00191018	PACIFIC TOPSOIL INC.	Nursery Mix Soil for planting	90.75
<i>Org Key: WP710C - Street End - Lincoln Landing</i>				
P0095391	00191022	PND ENGINEERS INC	Lincoln Landing Design Enginee	1,057.50
<i>Org Key: WP720R - Recurring Park Projects</i>				
P0097188	00191011	MONARCH LANDSCAPING WA LLC	Homestead field Cleanup	5,043.50
P0097867	00190917	WAVE ELECTRICAL LLC	Repair of Mercedale Park Even	1,031.80
P0097791	00191033	REPUBLIC SERVICES #172	INV 7330468 CONSTURCTION DUMPS	391.66
<i>Org Key: WR103G - Freeman Landing Construction</i>				
P0097022	00191014	NPM CONSTRUCTION CO	FREEMAN AVE ROADWAY	113,058.94
<i>Org Key: WS713T - SCADA System Upgrade</i>				
P0097891	00191043	SOUND PUBLISHING INC	Ntc: 2011422 SCADA-HMI RFP 12/	114.33
P0097891	00191043	SOUND PUBLISHING INC	Ntc: 2011415 Water Sewer 12/06	78.04
P0097891	00191043	SOUND PUBLISHING INC	Ntc: 2009201 Bid Opening 12/06	70.26
<i>Org Key: XG150T - Small Tech/Equipment</i>				
P0097751	00190917	WAVE ELECTRICAL LLC	INSTALL NEW UPDATED CAR CHARGE	2,384.80
<i>Org Key: XP520R - Recreational Trail Connections</i>				
P0096708	00191053	TREECYCLE	Luther Burbank Park Trail Brus	4,812.50
<i>Org Key: YF1100 - YFS General Services</i>				
P0097792	00190922	XEROX CORPORATION	Lease and print/copy charges f	290.70

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
P0097977	00190965	DUNBAR ARMORED	JAN18 Armored Car Service	288.48
P0097715	00190922	XEROX CORPORATION	Lease & overage charges for b/	173.26
	00190950	COMPLETE OFFICE	OFFICE SUPPLIES DEC 2017	50.33
	00190973	FRANKLIN, DEREK	SUPPLIES	30.57
	00190922	XEROX CORPORATION	PRINTER SUPPLIES	12.87
<i>Org Key: YF1200 - Thrift Shop</i>				
P0097977	00190965	DUNBAR ARMORED	JAN18 Armored Car Service	597.18
	00190922	XEROX CORPORATION	PRINTER SUPPLIES	72.62
Total				<u>587,027.72</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.

Charles L. Corder

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	191076 -191182	2/01/2018	\$ 863,681.61
			\$ 863,681.61

Accounts Payable Report by Check Number

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00191076	01/31/2018	CREST APARTMENT LLC Rental assistance for EA clien	P0098021	OH009328	01/25/2018	600.00
00191077	01/31/2018	GRC/WW INV 18-01 CONFINED SPACE WORKS	P0098035	1801	08/14/2017	1,600.00
00191078	01/31/2018	PARRIS, CARRIE & MATHEW OVERPAYMENT REFUND		OH009271	01/10/2018	405.45
00191079	02/01/2018	ADT LLC PERMIT REFUND		1708239	01/29/2018	100.54
00191080	02/01/2018	ANCHOR QEA LLC Luther Burbank South Shoreline	P0096212	55701	01/19/2018	5,127.75
00191081	02/01/2018	BEST PARKING LOT CLEANING INC 2017-18 SANITARY SEWER CCTV	P94698	C0164685	01/05/2018	1,573.00
00191082	02/01/2018	BLACK SHEEP ELECTRIC PERMIT REFUND		1709229	01/29/2018	189.33
00191083	02/01/2018	BLUE FLAME HEATING & AC PERMIT REFUND		1712255	01/29/2018	100.54
00191084	02/01/2018	BLUELINE GROUP EMW 5400 - 6000 BLK WATER SYST	P91940	14384	01/03/2018	5,759.25
00191085	02/01/2018	BRITTON, AMBER J FLEX SPEND REIMB		19DEC18	01/19/2018	143.84
00191086	02/01/2018	CDW GOVERNMENT INC AutoCAD LT Renewal 1 Year	P0097682	LHX8226	01/08/2018	197.66
00191087	02/01/2018	CENTURYLINK PHONE USE JAN 2018		OH009339	01/16/2018	3,262.21
00191088	02/01/2018	CM DESIGN GROUP EMW PH 10 - ROADSIDE SHOULDER	P0096681	17079	12/31/2017	40,657.49
00191089	02/01/2018	COMBINE CUTTING CONTR INC ROW TREE WORK	P0097842	4805	12/18/2017	10,500.00
00191090	02/01/2018	COMCAST 2018 ANNUAL WI-FI SERVICE	P0097949	OH009331	01/07/2018	96.40
00191091	02/01/2018	COMCAST 2018 High Speed Internet Conne	P0097871	OH009330	01/11/2018	163.37
00191092	02/01/2018	CORE & MAIN LP MUELLER HYDRANT REPAIR KIT	P0097986	I336614	01/15/2018	236.46
00191093	02/01/2018	COUNTRY VILLAGE DAY SCHOOL Childcare payment for EA clien	P0098001	OH009329	01/01/2018	409.00
00191094	02/01/2018	CRYSTAL SPRINGS starbucks coffee and hot choco	P0098042	13123243011918	01/19/2018	81.62
00191095	02/01/2018	DALY, RYAN FLEX SPEND REIMB		19DEC18	01/19/2018	500.00
00191096	02/01/2018	DEPT OF ENTERPRISES SERVICES WINDOW ENVELOPE PRINTING		73171511	01/18/2018	180.30
00191097	02/01/2018	FROULA ALARM SYSTEMS INC. PERMIT REFUND		1709201	01/29/2018	100.54
00191098	02/01/2018	GENTINO, CATHERINE L FLEX SPEND REIMB		19DEC18	01/19/2018	294.96
00191099	02/01/2018	GFR HEATING & COOLING PERMIT REFUND		1711056	01/29/2018	100.54
00191100	02/01/2018	GOLDER ASSOCIATES INC 2017 SOIL REMEDIATION &	P0094782	503805/489262	08/10/2017	11,172.79
00191101	02/01/2018	GRAINGER INVENTORY PURCHASES	P0097919	9669682263	01/16/2018	46.27

Accounts Payable Report by Check Number

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00191102	02/01/2018	GRAND & BENEDICTS INC Operating supplies for Thrift	P0097797	0932592IN	01/16/2018	61.72
00191103	02/01/2018	GREENWOOD HEATING & A/C PERMIT REFUND		1712278	01/29/2018	43.70
00191104	02/01/2018	GROSCOST, CURTIS E FLEX SPEND REIMB		19DEC18	01/19/2018	1,900.00
00191105	02/01/2018	H D FOWLER INVENTORY PURCHASES	P0098034	I4726816/I473335	01/12/2018	3,901.45
00191106	02/01/2018	HADLEY APARTMENTS Utility assistance for EA clie	P0098000	OH009332	01/13/2018	81.00
00191107	02/01/2018	HARB, SAM FLEX SPEND REIMB		19DEC18	01/19/2018	167.00
00191108	02/01/2018	HARRIS COMPUTER SYSTEMS TAX NOT INCLUDED ON THE 2018 I	P0098010	MN00103888/2018	10/31/2017	2,595.59
00191109	02/01/2018	HERRERA ENVIRONMENTAL CONSULT NPDES Ph. 2 permit implementat	P94214	41707	01/10/2018	4,810.80
00191110	02/01/2018	HOME DEPOT CREDIT SERVICE 18V CORDLESS TOOLS	P0098022	0259883194045	01/25/2018	295.36
00191111	02/01/2018	IIMC Spietz Conference Registration	P0098032	OH009333	01/26/2018	600.00
00191112	02/01/2018	ISSAQUAH CEDAR & LUMBER CO SPLIT RAIL FENCING	P0098015	123927	01/19/2018	1,335.75
00191113	02/01/2018	KC RECORDER 10 SEWER LIENS, PRICE CHANGED	P0098047	P0098047	01/30/2018	10.00
00191114	02/01/2018	KCDA PURCHASING COOPERATIVE ISLAND CREST PARK BASEBALL NOR	P0095836	300243968	01/08/2018	605,690.53
00191115	02/01/2018	KELLEY IMAGING SYSTEMS INKJET CARTRIDGE, YELLOW, BLAC	P0098029	IN345435	01/18/2018	476.20
00191116	02/01/2018	KRAZAN & ASSOCIATES INC INV 609794 -5832 CONSTRUCTION	P0098054	I6097945832	12/31/2017	1,070.00
00191117	02/01/2018	LUND, MARK FLEX SPEND REIMB		19DEC18	01/19/2018	2,856.33
00191118	02/01/2018	MAIR, STEPHEN FLEX SPEND REIMB		19DEC18	01/19/2018	247.61
00191119	02/01/2018	MI ROTARY CLUB annual dues	P0098073	2426CORR	11/26/2017	195.00
00191120	02/01/2018	MI SCHOOL DISTRICT #400 2017 SCHOOL DISTRICT	P93750	20171203	01/19/2018	1,746.05
00191121	02/01/2018	MORRIS, JOSEPH P FLEX SPEND REIMB		19DEC18	01/19/2018	1,625.41
00191122	02/01/2018	MOUNTAINS TO SOUND 2017-18 Mountains to Sound Gre	P0098008	3146	12/31/2017	6,626.75
00191123	02/01/2018	MUSCO SPORTS LIGHTING LLC ICP Remote Equipment Controlle	P0098011	305212	01/17/2018	425.00
00191124	02/01/2018	NEWMAN SIGNS INC MOUNTAINS TO SOUND GREENWAY &	P0097853	SALES004203/204	12/27/2017	1,470.78
00191125	02/01/2018	NORTH LAKE MARINA- 16569 MARINE FUEL	P0098037	1651/16569	09/08/2017	3,037.73
00191126	02/01/2018	O'MEARA, ROBERT M PERMIT REFUND		1710063	01/30/2018	483.07
00191127	02/01/2018	OHNO, SUMMER withdrawn from pre-ballet per	P0097993	012318	01/23/2018	150.00

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Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00191128	02/01/2018	ORMSBY, ANNA FLEX SPEND REIMB		19DEC18	01/19/2018	174.54
00191129	02/01/2018	OVERLAKE OIL 2018 FUEL DELIVERY	P0097948	0186701/702/703	01/10/2018	4,644.67
00191130	02/01/2018	PACIFIC AIR CONTROL INC 2017 CITY HALL HVAC MAINTENANC	P0098017	9188	12/29/2017	4,849.72
00191131	02/01/2018	PACIFIC PLANTS INC Plants for Homestead	P0097979	82881	01/16/2018	1,034.00
00191132	02/01/2018	PERFECTMIND INC Year two subscription for soft	P0098009	MER20180122	01/22/2018	29,535.00
00191133	02/01/2018	PETERSON, WREN withdrawn from Mulberry Bush c	P0097990	17312	01/23/2018	100.00
00191134	02/01/2018	PHILEN, SUZANNE FLEX SPEND REIMB		19DEC18	01/19/2018	129.98
00191135	02/01/2018	PRAXAIR DISTRIBUTION INC 2017 ANNUAL ACETYLENE	P94560	80692556	12/31/2017	50.99
00191136	02/01/2018	PROFORCE LAW ENFORCEMENT Patrol rifle optics (12)	P0098006	333992	01/17/2018	5,564.99
00191137	02/01/2018	PUGET SOUND CLEAN AIR AGENCY 2018 CLEAN AIR ASSESSMENT	P0097909	180625	01/12/2018	38,037.00
00191138	02/01/2018	PUGET SOUND ENERGY Utility Assistance for Emergen	P0097804	OH009335	01/24/2018	400.35
00191139	02/01/2018	PUGET SOUND ENERGY Utility Assistance for Emergen	P0097804	OH009334	01/24/2018	64.27
00191140	02/01/2018	REGIONAL TOXICOLOGY SERVICES Lab fees for C.Harnish clients	P0097703	TC20290123117	12/31/2017	30.45
00191141	02/01/2018	ROSENSTEIN, SUSIE Bryce Bogar, Luba Stenchever,	P0098043	#134	01/14/2018	900.00
00191142	02/01/2018	RWC GROUP INV 85597S FL-0395 REPAIR PART	P0097947	85597S	01/12/2018	141.72
00191143	02/01/2018	SEATTLE PUBLIC UTILITIES December 2017 Retail Service	P0097998	OH009326	12/31/2017	6,488.00
00191144	02/01/2018	SEATTLE WEDDING SHOW seattle wedding show booth and	P0098046	IVC08392	01/25/2018	1,610.00
00191145	02/01/2018	SERFLING, JIMMI L FLEX SPEND REIMB		19DEC18	01/19/2018	39.80
00191146	02/01/2018	SERVICE PLUMBING & HEATING INC PERMIT REFUND		1801008	01/30/2018	414.27
00191147	02/01/2018	SICO AMERICA INC paying remaining balance for 4	P0097997	1528607	01/10/2018	96.00
00191148	02/01/2018	SPIETZ, ALLISON FLEX SPEND REIMB		OH009340	01/27/2018	67.17
00191149	02/01/2018	STEWART, DON withdrawing from Tai Chi	P0097995	17281	01/23/2018	240.00
00191150	02/01/2018	STRANGER, THE Advertising for Thrift Shop -	P0097805	118D94C7	01/04/2018	800.00
00191151	02/01/2018	T-MOBILE 2018 Service for Boat Launch T	P0097872	OH009336	01/09/2018	20.00
00191152	02/01/2018	TACOMA SCREW PRODUCTS INC 5/16" X 2" GALV. LAG SCREWS (2	P0097950	16228065	01/18/2018	52.64
00191153	02/01/2018	TEC EQUIPMENT INC Misc. Apparatus Parts for 8610	P0098004	241281S	11/06/2017	264.85

Accounts Payable Report by Check Number

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00191154	02/01/2018	TOURNESOL SITEWORKS BENCHES (DOUGLAS FIR & CEDAR)	P0097973	108504	01/15/2018	2,690.62
00191155	02/01/2018	TRAFFIC SAFETY SUPPLY INVENTORY PURCHASES	P0097855	138213	01/15/2018	422.79
00191156	02/01/2018	TRU MECHANICAL INC CLEAN COILS ON GYM AIR HANDLER	P0098018	5861	01/15/2018	564.99
00191157	02/01/2018	UNDERWATER SPORTS INC. Dive Team equipment/repair and	P0097946	20015298	01/18/2018	3,674.00
00191158	02/01/2018	UNITED SITE SERVICES 2018 Portable Toilet Rentals &	P0097782	1146276992	01/18/2018	1,277.06
00191173	02/01/2018	US BANK CORP PAYMENT SYS WF4WASBASSOC*SERVICE FEE		2490641734404803	12/31/2017	26,210.22
00191174	02/01/2018	VERIZON WIRELESS P&R Monthly Cell Phone Charges	P0098044	9800417624	01/23/2018	714.60
00191175	02/01/2018	WACD PLANT MATERIAL CENTER Native plants for Open space p	P0096588	18143FINAL	01/15/2018	899.86
00191176	02/01/2018	WALTER E NELSON CO INVENTORY PURCHASES	P0097936	633930	01/17/2018	1,469.90
00191177	02/01/2018	WASHINGTON AWARDS INC Officer of the Year and Comman	P0098020	OH009327	12/27/2017	1,389.30
00191178	02/01/2018	WASHINGTON ENERGY SRVS CO LLC PERMIT REFUND		1712270	01/29/2018	144.23
00191179	02/01/2018	WILSON BOHANNAN PADLOCK CO INVENTORY PURCHASES	P0097846	0148211IN	01/12/2018	994.75
00191180	02/01/2018	WONG, MARIE withdrawn from cheer per Grant	P0097992	OH009337	01/23/2018	95.00
00191181	02/01/2018	WRPA Annual WRPA membership dues	P0097974	2676	11/07/2017	1,365.00
00191182	02/01/2018	XEROX CORPORATION 2017 ANNUAL COPIER 7845 BASE /	P94314	091831806/807	01/01/2018	516.74
					Total	<u>863,681.61</u>

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: 001000 - General Fund-Admin Key</i>				
P0097993	00191127	OHNO, SUMMER	withdrawn from pre-ballet per	146.00
P0097995	00191149	STEWART, DON	withdrawing from Tai Chi	120.00
P0097995	00191149	STEWART, DON	withdrawing from Tai Chi	120.00
P0097990	00191133	PETERSON, WREN	withdrawn from Mulberry Bush c	100.00
P0097992	00191180	WONG, MARIE	withdrawn from cheer per Grant	91.00
P0097993	00191127	OHNO, SUMMER	withdrawn from pre-ballet per	4.00
P0097992	00191180	WONG, MARIE	withdrawn from cheer per Grant	4.00
<i>Org Key: 402000 - Water Fund-Admin Key</i>				
P0097998	00191143	SEATTLE PUBLIC UTILITIES	December 2017 Retail Service	6,488.00
P0097856	00191105	H D FOWLER	INVENTORY PURCHASES	1,601.56
P0097936	00191176	WALTER E NELSON CO	INVENTORY PURCHASES	1,469.90
P0098033	00191105	H D FOWLER	INVENTORY PURCHASES	1,326.17
P0097846	00191179	WILSON BOHANNAN PADLOCK CO	INVENTORY PURCHASES	994.75
	00191078	PARRIS, CARRIE & MATHEW	OVERPAYMENT REFUND	405.45
P0097855	00191155	TRAFFIC SAFETY SUPPLY	INVENTORY PURCHASES	422.79
P0097919	00191101	GRAINGER	INVENTORY PURCHASES	29.11
<i>Org Key: CA1100 - Administration (CA)</i>				
	00191173	US BANK CORP PAYMENT SYS	WSBA	476.50
	00191173	US BANK CORP PAYMENT SYS	ACT*MRSC	35.00
	00191173	US BANK CORP PAYMENT SYS	ACT*MRSC	35.00
	00191173	US BANK CORP PAYMENT SYS	AMAZON.COM	13.32
	00191173	US BANK CORP PAYMENT SYS	WF4WASBASSOC*SERVICE FEE	11.91
<i>Org Key: CM1100 - Administration (CM)</i>				
	00191173	US BANK CORP PAYMENT SYS	EINSTEIN BROS-ONLINE CAT	123.17
	00191173	US BANK CORP PAYMENT SYS	MIOPOSTO MERCER ISLAND	45.55
	00191173	US BANK CORP PAYMENT SYS	AMAZON SERVICES-KINDLE	5.49
<i>Org Key: CM1200 - City Clerk</i>				
P0098032	00191111	IIMC	Spietz Conference Registration	600.00
	00191173	US BANK CORP PAYMENT SYS	ALASKA AIR 0272158793743	267.39
<i>Org Key: CM1300 - Sustainability</i>				
P0097853	00191124	NEWMAN SIGNS INC	MOUNTAINS TO SOUND GREENWAY &	693.80
<i>Org Key: CM1400 - Communications</i>				
	00191173	US BANK CORP PAYMENT SYS	EB JOLTS AMP VOLTS EL	12.61
<i>Org Key: CO6100 - City Council</i>				
	00191173	US BANK CORP PAYMENT SYS	GRUB HUB	273.75
	00191148	SPIETZ, ALLISON	COUNCIL SUPPLIES	53.66
	00191173	US BANK CORP PAYMENT SYS	QFC #5839	29.67
	00191173	US BANK CORP PAYMENT SYS	SAFEWAY #3540	16.53
	00191173	US BANK CORP PAYMENT SYS	SAFEWAY #3540	10.97
	00191173	US BANK CORP PAYMENT SYS	QFC #5839	5.98
<i>Org Key: CR1100 - CORe Admin and Human Resources</i>				
	00191173	US BANK CORP PAYMENT SYS	PAGLIACCI MERCER ISLAND	235.19
	00191173	US BANK CORP PAYMENT SYS	FRED-MEYER #0458	167.80
	00191173	US BANK CORP PAYMENT SYS	CRAIGSLIST.ORG	135.00

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00191173	US BANK CORP PAYMENT SYS	CRAIGSLIST.ORG	135.00
	00191173	US BANK CORP PAYMENT SYS	CRAIGSLIST.ORG	135.00
	00191173	US BANK CORP PAYMENT SYS	CRAIGSLIST.ORG	135.00
	00191173	US BANK CORP PAYMENT SYS	CRAIGSLIST.ORG	90.00
	00191173	US BANK CORP PAYMENT SYS	CRAIGSLIST.ORG	90.00
	00191173	US BANK CORP PAYMENT SYS	CRAIGSLIST.ORG	90.00
	00191173	US BANK CORP PAYMENT SYS	CRAIGSLIST.ORG	90.00
	00191173	US BANK CORP PAYMENT SYS	CRAIGSLIST.ORG	90.00

Org Key: DS0000 - Development Services-Revenue

	00191126	O'MEARA, ROBERT M	PERMIT REFUND	469.00
	00191146	SERVICE PLUMBING & HEATING INC	PERMIT REFUND	401.36
	00191082	BLACK SHEEP ELECTRIC	PERMIT REFUND	183.01
	00191079	ADT LLC	PERMIT REFUND	96.80
	00191083	BLUE FLAME HEATING & AC	PERMIT REFUND	96.80
	00191097	FROULA ALARM SYSTEMS INC.	PERMIT REFUND	96.80
	00191099	GFR HEATING & COOLING	PERMIT REFUND	96.80
	00191178	WASHINGTON ENERGY SRVS CO LLC	PERMIT REFUND	96.80
	00191103	GREENWOOD HEATING & A/C	PERMIT REFUND	41.60
	00191178	WASHINGTON ENERGY SRVS CO LLC	PERMIT REFUND	41.60
	00191126	O'MEARA, ROBERT M	PERMIT REFUND	14.07
	00191146	SERVICE PLUMBING & HEATING INC	PERMIT REFUND	12.91
	00191082	BLACK SHEEP ELECTRIC	PERMIT REFUND	6.32
	00191079	ADT LLC	PERMIT REFUND	3.74
	00191083	BLUE FLAME HEATING & AC	PERMIT REFUND	3.74
	00191097	FROULA ALARM SYSTEMS INC.	PERMIT REFUND	3.74
	00191099	GFR HEATING & COOLING	PERMIT REFUND	3.74
	00191178	WASHINGTON ENERGY SRVS CO LLC	PERMIT REFUND	3.74
	00191103	GREENWOOD HEATING & A/C	PERMIT REFUND	2.10
	00191178	WASHINGTON ENERGY SRVS CO LLC	PERMIT REFUND	2.09

Org Key: DS1100 - Administration (DS)

	00191173	US BANK CORP PAYMENT SYS	RENAISSANCE PALM SPRIN	371.72
	00191173	US BANK CORP PAYMENT SYS	SQ *MERCER ISLAND R	170.00
	00191173	US BANK CORP PAYMENT SYS	AMAZON.COM AMZN.COM/BILL	87.98
	00191173	US BANK CORP PAYMENT SYS	AMAZON MKTPLACE PMTS	81.00
	00191173	US BANK CORP PAYMENT SYS	RENAISSANCE PALM SPRIN	63.78
	00191173	US BANK CORP PAYMENT SYS	AMAZON.COM WWW.AMAZON.COM	61.35
	00191173	US BANK CORP PAYMENT SYS	MBP.COM MERCHANT FEE	54.10
	00191173	US BANK CORP PAYMENT SYS	AMAZON.COM AMZN.COM/BILL	42.88
	00191173	US BANK CORP PAYMENT SYS	UBER TRIP CCAME	37.71
	00191173	US BANK CORP PAYMENT SYS	AMAZON.COM	27.76
	00191173	US BANK CORP PAYMENT SYS	AMAZON MKTPLACE PMTS WWW.	25.54
	00191173	US BANK CORP PAYMENT SYS	SQ *MERCER ISLAND R	15.00
	00191173	US BANK CORP PAYMENT SYS	RENAISSANCE PLM SPRGS F&B	7.53
	00191173	US BANK CORP PAYMENT SYS	RENAISSANCE PLM SPRGS F&B	6.53
	00191173	US BANK CORP PAYMENT SYS	AMAZON MKTPLACE PMTS	-81.00

Org Key: DS1200 - Bldg Plan Review & Inspection

	00191173	US BANK CORP PAYMENT SYS	AMAZON.COM AMZN.COM/BILL	92.40
	00191173	US BANK CORP PAYMENT SYS	AMAZON MKTPLACE PMTS	16.95

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PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: DS1300 - Land Use Planning Svc</i>				
	00191173	US BANK CORP PAYMENT SYS	AMERICAN PLANNING A	400.00
	00191173	US BANK CORP PAYMENT SYS	AMERICAN PLANNING A	400.00
P0097919	00191101	GRAINGER	CABLE TIES	17.16
<i>Org Key: DS1400 - Development Engineering</i>				
P94214	00191109	HERRERA ENVIRONMENTAL CONSULT	NPDES Ph. 2 permit implementat	4,810.80
	00191173	US BANK CORP PAYMENT SYS	AMAZON MKTPLACE PMTS	57.63
	00191173	US BANK CORP PAYMENT SYS	AMAZON.COM AMZN.COM/BILL	46.20
<i>Org Key: FN1100 - Administration (FN)</i>				
	00191173	US BANK CORP PAYMENT SYS	WFOA ANNUAL DUES	50.00
<i>Org Key: FN4501 - Utility Billing (Water)</i>				
P0098010	00191108	HARRIS COMPUTER SYSTEMS	TAX NOT INCLUDED ON THE 2018 I	865.19
<i>Org Key: FN4502 - Utility Billing (Sewer)</i>				
P0098010	00191108	HARRIS COMPUTER SYSTEMS	TAX NOT INCLUDED ON THE 2018 I	865.20
P0098047	00191113	KC RECORDER	10 SEWER LIENS, PRICE CHANGED	10.00
<i>Org Key: FN4503 - Utility Billing (Storm)</i>				
P0098010	00191108	HARRIS COMPUTER SYSTEMS	TAX NOT INCLUDED ON THE 2018 I	865.20
<i>Org Key: FR1100 - Administration (FR)</i>				
	00191173	US BANK CORP PAYMENT SYS	INT'L CODE COUNCIL INC	501.05
	00191173	US BANK CORP PAYMENT SYS	RITE AID STORE - 5197	408.77
	00191173	US BANK CORP PAYMENT SYS	AMAZON MKTPLACE PMTS WWW.	314.89
	00191087	CENTURYLINK	PHONE USE JAN 2018	308.62
	00191173	US BANK CORP PAYMENT SYS	ODG*LAMPSROS	53.98
	00191173	US BANK CORP PAYMENT SYS	RITE AID STORE - 5197	27.44
	00191173	US BANK CORP PAYMENT SYS	CHICK'S SHOE SERVICE	16.50
	00191173	US BANK CORP PAYMENT SYS	SQ *MERCER ISLAND R	15.00
	00191173	US BANK CORP PAYMENT SYS	SQ *MERCER ISLAND R	15.00
	00191173	US BANK CORP PAYMENT SYS	CORRYS TOXIN FREE DRY	13.09
	00191173	US BANK CORP PAYMENT SYS	CORRYS TOXIN FREE DRY	10.47
<i>Org Key: FR2100 - Fire Operations</i>				
P0098004	00191153	TEC EQUIPMENT INC	Misc. Apparatus Parts for 8610	264.85
<i>Org Key: FR5100 - Community Risk Reduction</i>				
	00191173	US BANK CORP PAYMENT SYS	WASHINGTON AWARDS	29.15
<i>Org Key: GGM001 - General Government-Misc</i>				
	00191173	US BANK CORP PAYMENT SYS	EARL'S RESTAURANT (BEL	370.26
<i>Org Key: GGM004 - Gen Govt-Office Support</i>				
	00191173	US BANK CORP PAYMENT SYS	WATER SERVICE	950.40
P0098029	00191115	KELLEY IMAGING SYSTEMS	INKJET CARTRIDGE, YELLOW, BLAC	476.20
	00191096	DEPT OF ENTERPRISES SERVICES	WINDOW ENVELOPE PRINTING	180.30
<i>Org Key: IGMA01 - Air Pollution Control/Assess</i>				
P0097909	00191137	PUGET SOUND CLEAN AIR AGENCY	2018 CLEAN AIR ASSESSMENT	38,037.00
<i>Org Key: IS2100 - IGS Network Administration</i>				

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00191087	CENTURYLINK	PHONE USE JAN 2018	2,096.26
	00191173	US BANK CORP PAYMENT SYS	DRI*WWW.SHAREIT.INFO	218.90
	00191173	US BANK CORP PAYMENT SYS	RIVIERA MAYA	122.02
	00191173	US BANK CORP PAYMENT SYS	EINSTEIN BROS BAGELS3410	33.08
	00191173	US BANK CORP PAYMENT SYS	QFC #5839	26.82
	00191173	US BANK CORP PAYMENT SYS	AMAZON MKTPLACE PMTS	25.95
	00191173	US BANK CORP PAYMENT SYS	AMAZON WEB SERVICES	19.73
Org Key: MT2100 - Roadway Maintenance				
	00191173	US BANK CORP PAYMENT SYS	WSDA-PESTICIDE LICENSE	66.00
	00191173	US BANK CORP PAYMENT SYS	WSDA-PESTICIDE LICENSE	66.00
	00191173	US BANK CORP PAYMENT SYS	WSDA-PESTICIDE LICENSE	66.00
	00191173	US BANK CORP PAYMENT SYS	AMAZON MKTPLACE PMTS	65.38
P0097950	00191152	TACOMA SCREW PRODUCTS INC	5/16" X 2" GALV. LAG SCREWS (2	52.64
	00191173	US BANK CORP PAYMENT SYS	WSDA-PESTICIDE LICENSE	33.00
	00191173	US BANK CORP PAYMENT SYS	WA AGR*SERVICE FEE	1.98
	00191173	US BANK CORP PAYMENT SYS	WA AGR*SERVICE FEE	1.98
	00191173	US BANK CORP PAYMENT SYS	WA AGR*SERVICE FEE	1.98
	00191173	US BANK CORP PAYMENT SYS	WA AGR*SERVICE FEE	0.99
	00191173	US BANK CORP PAYMENT SYS	WA AGR*SERVICE FEE	-1.98
	00191173	US BANK CORP PAYMENT SYS	WA AGR*SERVICE FEE	-1.98
	00191173	US BANK CORP PAYMENT SYS	WSDA-PESTICIDE LICENSE	-66.00
	00191173	US BANK CORP PAYMENT SYS	WSDA-PESTICIDE LICENSE	-66.00
Org Key: MT2255 - Urban Forest Management (ROW)				
P0097842	00191089	COMBINE CUTTING CONTR INC	ROW TREE WORK	10,500.00
	00191173	US BANK CORP PAYMENT SYS	INTL SOC ARBORICULTURE	194.90
Org Key: MT3120 - Hydrant Maintenance				
P0097986	00191092	CORE & MAIN LP	MUELLER HYDRANT REPAIR KIT	236.46
Org Key: MT3150 - Water Quality Event				
	00191173	US BANK CORP PAYMENT SYS	ABC-NV	98.00
Org Key: MT3200 - Water Pumps				
	00191087	CENTURYLINK	PHONE USE JAN 2018	59.69
Org Key: MT3300 - Water Associated Costs				
P0098035	00191077	GRC/WW	INV 18-01 CONFINED SPACE WORKS	800.00
Org Key: MT3400 - Sewer Collection				
P94698	00191081	BEST PARKING LOT CLEANING INC	2017-18 SANITARY SEWER CCTV	1,573.00
	00191173	US BANK CORP PAYMENT SYS	MALLORY PAINT STORE - 9	64.89
Org Key: MT3500 - Sewer Pumps				
P0098034	00191105	H D FOWLER	SUMP PUMPS & PVC FITTINGS	973.72
	00191087	CENTURYLINK	PHONE USE JAN 2018	336.53
	00191173	US BANK CORP PAYMENT SYS	AMAZON.COM	181.06
Org Key: MT3600 - Sewer Associated Costs				
P0098035	00191077	GRC/WW	INV 18-01 CONFINED SPACE WORKS	800.00
Org Key: MT4150 - Support Services - Clearing				
P94314	00191182	XEROX CORPORATION	2017 ANNUAL COPIER 7845 BASE /	516.74

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00191173	US BANK CORP PAYMENT SYS	QFC #5839	350.00
	00191173	US BANK CORP PAYMENT SYS	TROPHIES2GOCOM	121.30
P0097949	00191090	COMCAST	2018 ANNUAL WI-FI SERVICE	96.40
	00191173	US BANK CORP PAYMENT SYS	DOLLAR TREE	69.30
P0098044	00191174	VERIZON WIRELESS	P&R Monthly Cell Phone Charges	59.22
	00191173	US BANK CORP PAYMENT SYS	QFC #5819	53.59
	00191173	US BANK CORP PAYMENT SYS	MCLENDONS -WOODINVILLE	38.39
	00191173	US BANK CORP PAYMENT SYS	QFC #5819	22.50
	00191173	US BANK CORP PAYMENT SYS	DOLLAR TREE	19.80
	00191173	US BANK CORP PAYMENT SYS	PARTY CITY	16.41
	00191173	US BANK CORP PAYMENT SYS	QFC #5819	11.69
	00191173	US BANK CORP PAYMENT SYS	BEN FRANKLIN CRAFTS	5.74
	00191173	US BANK CORP PAYMENT SYS	BEN FRANKLIN CRAFTS	3.24
<i>Org Key: MT4200 - Building Services</i>				
P0098007	00191130	PACIFIC AIR CONTROL INC	2017 CITY HALL HVAC MAINTENANC	1,587.30
	00191173	US BANK CORP PAYMENT SYS	AMAZON MKTPLACE PMTS WWW.	230.98
	00191173	US BANK CORP PAYMENT SYS	GRCC SPECIAL EVENTS EPAY	42.00
	00191173	US BANK CORP PAYMENT SYS	RITE AID STORE - 5197	3.53
<i>Org Key: MT4300 - Fleet Services</i>				
P0097948	00191129	OVERLAKE OIL	2018 FUEL DELIVERY	4,644.67
P0098037	00191125	NORTH LAKE MARINA-	INV 1651 PATROL 11 SERVICE	2,912.23
P93750	00191120	MI SCHOOL DISTRICT #400	2017 SCHOOL DISTRICT	1,746.05
P0097947	00191142	RWC GROUP	INV 85597S FL-0395 REPAIR PART	141.72
P0098037	00191125	NORTH LAKE MARINA-	16569 MARINE FUEL	125.50
P94560	00191135	PRAXAIR DISTRIBUTION INC	2017 ANNUAL ACETYLENE	50.99
	00191173	US BANK CORP PAYMENT SYS	GOOD2GO-INTERNET	2.75
<i>Org Key: MT4420 - Transportation Planner Eng</i>				
P0097682	00191086	CDW GOVERNMENT INC	AutoCAD LT Renewal 1 Year	39.53
<i>Org Key: MT4501 - Water Administration</i>				
	00191087	CENTURYLINK	PHONE USE JAN 2018	53.98
<i>Org Key: PO1100 - Administration (PO)</i>				
P0098020	00191177	WASHINGTON AWARDS INC	Officer of the Year and Comman	1,389.30
P0098073	00191119	MI ROTARY CLUB	Balance Due on previous PO -	40.00
	00191173	US BANK CORP PAYMENT SYS	EXTRA CAR AIRPORT PARKING	37.90
	00191173	US BANK CORP PAYMENT SYS	SQ *MERCER ISLAND R	15.00
<i>Org Key: PO2100 - Patrol Division</i>				
	00191173	US BANK CORP PAYMENT SYS	ACT*ACTIVE EVENTS REG	925.00
	00191173	US BANK CORP PAYMENT SYS	TRAFFIC VIOLATION BUREAU	50.00
	00191173	US BANK CORP PAYMENT SYS	Staple Gun and Staples for Pat	40.54
	00191173	US BANK CORP PAYMENT SYS	ACT*MRSC	35.00
	00191173	US BANK CORP PAYMENT SYS	USPS PO 5453060253	23.75
<i>Org Key: PO2201 - Dive Team</i>				
P0097946	00191157	UNDERWATER SPORTS INC.	Dive Team equipment/repair and	2,788.50
P0097946	00191157	UNDERWATER SPORTS INC.	Dive Team equipment/repair and	885.50
<i>Org Key: PO3100 - Investigation Division</i>				

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PO #	Check #	Vendor:	Transaction Description	Check Amount
	00191173	US BANK CORP PAYMENT SYS	VPN Service - annual fee	31.95
<i>Org Key: PO4100 - Firearms Training</i>				
P0098006	00191136	PROFORCE LAW ENFORCEMENT	Patrol rifle optics (12)	5,564.99
	00191173	US BANK CORP PAYMENT SYS	Armory construction project	352.82
	00191173	US BANK CORP PAYMENT SYS	Armory construction project	304.74
	00191173	US BANK CORP PAYMENT SYS	Armory construction project	96.38
	00191173	US BANK CORP PAYMENT SYS	Armory construction project	25.72
	00191173	US BANK CORP PAYMENT SYS	Armory construction project	18.94
	00191173	US BANK CORP PAYMENT SYS	Armory construction project *R	-29.68
<i>Org Key: PO4300 - Police Training</i>				
	00191173	US BANK CORP PAYMENT SYS	First Responder Wellness Train	54.84
	00191173	US BANK CORP PAYMENT SYS	WA State Ferry to Training	31.70
	00191173	US BANK CORP PAYMENT SYS	WA State Ferry to Training	15.00
<i>Org Key: PR1100 - Administration (PR)</i>				
P0097981	00191132	PERFECTMIND INC	Year two subscription for soft	27,500.00
P0097973	00191154	TOURNESOL SITEWORKS	BENCHES (DOUGLAS FIR & CEDAR)	2,690.62
P0097974	00191181	WRPA	Annual WRPA membership dues	273.00
P0097979	00191131	PACIFIC PLANTS INC	Plants for Homestead	170.50
	00191173	US BANK CORP PAYMENT SYS	COSTCO WHSE #0110	108.56
	00191173	US BANK CORP PAYMENT SYS	Annual Department Staff Meetin	75.28
	00191173	US BANK CORP PAYMENT SYS	Annual Department Staff Meetin	66.47
	00191173	US BANK CORP PAYMENT SYS	Dept. email marketing	50.60
	00191173	US BANK CORP PAYMENT SYS	2018 calendar - Maint	39.24
	00191173	US BANK CORP PAYMENT SYS	Department survey subs.	35.00
	00191173	US BANK CORP PAYMENT SYS	2018 calendars - office & main	26.92
	00191173	US BANK CORP PAYMENT SYS	Annual Department Staff Meetin	20.99
	00191173	US BANK CORP PAYMENT SYS	2018 calendar - TB	14.99
	00191173	US BANK CORP PAYMENT SYS	flip chart markers - Arts coun	6.05
	00191173	US BANK CORP PAYMENT SYS	Rotary Lunch	5.00
<i>Org Key: PR1500 - Urban Forest Management</i>				
	00191173	US BANK CORP PAYMENT SYS	WSU PESTICIDE EDUCATION	120.00
P0097974	00191181	WRPA	Annual WRPA membership dues	91.00
<i>Org Key: PR2100 - Recreation Programs</i>				
P0097974	00191181	WRPA	Annual WRPA membership dues	455.00
	00191173	US BANK CORP PAYMENT SYS	Pizza for Parent's Night Out.	145.00
	00191173	US BANK CORP PAYMENT SYS	Pizza for Parent's Night Out.	95.19
	00191173	US BANK CORP PAYMENT SYS	Craft supplies for Parent's Ni	61.61
	00191173	US BANK CORP PAYMENT SYS	PAYPAL *ARRAYTHEMES	50.00
	00191173	US BANK CORP PAYMENT SYS	Team retreat activity	50.00
	00191173	US BANK CORP PAYMENT SYS	Team retreat activity	50.00
	00191173	US BANK CORP PAYMENT SYS	Santa costume/ beard for Paren	38.50
	00191173	US BANK CORP PAYMENT SYS	TRADER JOE'S #157 QPS	34.75
	00191173	US BANK CORP PAYMENT SYS	Argosy ship boost	24.60
	00191173	US BANK CORP PAYMENT SYS	Craft supplies for Parent's Ni	20.88
	00191173	US BANK CORP PAYMENT SYS	Supplies for Parent's Night Ou	20.77
	00191173	US BANK CORP PAYMENT SYS	Supplies for Parent's Night Ou	3.29
	00191173	US BANK CORP PAYMENT SYS	AMAZON MKTPLACE PMTS	-111.95

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PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: PR2108 - Health and Fitness</i>				
P0098043	00191141	ROSENSTEIN, SUSIE	Bryce Bogar, Luba Stenchever,	900.00
	00191173	US BANK CORP PAYMENT SYS	AMAZON MKTPLACE PMTS	234.06
	00191173	US BANK CORP PAYMENT SYS	Lights for Holiday Lights even	68.71
	00191173	US BANK CORP PAYMENT SYS	AMAZON MKTPLACE PMTS WWW.	49.98
	00191173	US BANK CORP PAYMENT SYS	SAFEWAY #0485	41.68
	00191173	US BANK CORP PAYMENT SYS	AMAZON.COM WWW.AMAZON.COM	38.97
	00191173	US BANK CORP PAYMENT SYS	C&C SMART FOOD52105517	37.45
	00191173	US BANK CORP PAYMENT SYS	DOLLAR TREE	36.43
	00191173	US BANK CORP PAYMENT SYS	MERCER ISLAND TRUE VALUE	26.70
	00191173	US BANK CORP PAYMENT SYS	Lights for Holiday Lights Even	21.52
	00191173	US BANK CORP PAYMENT SYS	TARGET 00003392	13.83
	00191173	US BANK CORP PAYMENT SYS	Supplies for Holiday Lights ev	11.41
<i>Org Key: PR3500 - Senior Services</i>				
	00191173	US BANK CORP PAYMENT SYS	SAFEWAY #0526	406.02
	00191173	US BANK CORP PAYMENT SYS	Senior Trip to Leavenworth	390.00
	00191173	US BANK CORP PAYMENT SYS	SP * MI FAMILY KITCHEN	314.50
	00191173	US BANK CORP PAYMENT SYS	SP * MI FAMILY KITCHEN	306.00
	00191173	US BANK CORP PAYMENT SYS	BED BATH & BEYOND #374	258.37
	00191173	US BANK CORP PAYMENT SYS	SP * MI FAMILY KITCHEN	221.00
	00191173	US BANK CORP PAYMENT SYS	SP * MI FAMILY KITCHEN	204.00
	00191173	US BANK CORP PAYMENT SYS	TUESDAY MORNING #1163	168.49
	00191173	US BANK CORP PAYMENT SYS	1620/2WA020 SEES CANDY	97.10
	00191173	US BANK CORP PAYMENT SYS	COSTCO WHSE #0747	88.43
	00191173	US BANK CORP PAYMENT SYS	SAFEWAY #0526	75.00
P0098044	00191174	VERIZON WIRELESS	P&R Monthly Cell Phone Charges	74.67
	00191173	US BANK CORP PAYMENT SYS	QFC #5839	44.70
	00191173	US BANK CORP PAYMENT SYS	SP * MI FAMILY KITCHEN	42.50
	00191173	US BANK CORP PAYMENT SYS	QFC #5839	38.27
	00191173	US BANK CORP PAYMENT SYS	HOMEGOODS # 0759	36.95
	00191173	US BANK CORP PAYMENT SYS	WALGREENS #3733	18.65
	00191173	US BANK CORP PAYMENT SYS	SP * MI FAMILY KITCHEN	17.00
	00191173	US BANK CORP PAYMENT SYS	AMAZON.COM AMZN.COM/BILL	16.05
	00191173	US BANK CORP PAYMENT SYS	RITE AID STORE - 5197	11.04
	00191173	US BANK CORP PAYMENT SYS	QFC #5839	9.80
	00191173	US BANK CORP PAYMENT SYS	RITE AID STORE - 5197	8.40
	00191173	US BANK CORP PAYMENT SYS	RITE AID STORE - 5197	6.53
<i>Org Key: PR4100 - Community Center</i>				
P0098017	00191130	PACIFIC AIR CONTROL INC	2017 FAILED FLAME SIGNAL BOILE	3,262.42
P0098046	00191144	SEATTLE WEDDING SHOW	seattle wedding show booth and	1,610.00
	00191173	US BANK CORP PAYMENT SYS	AMAZON MKTPLACE PMTS	700.00
	00191173	US BANK CORP PAYMENT SYS	DISCOUNTMUGS.COM	604.00
P0098018	00191156	TRU MECHANICAL INC	CLEAN COILS ON GYM AIR HANDLER	564.99
	00191173	US BANK CORP PAYMENT SYS	272378043	395.11
P0097974	00191181	WRPA	Annual WRPA membership dues	364.00
	00191173	US BANK CORP PAYMENT SYS	4IMPRINT	355.10
	00191173	US BANK CORP PAYMENT SYS	YELPINC*BIZSERVICES	350.00
	00191173	US BANK CORP PAYMENT SYS	HOBBY LOBBY #481	174.47
	00191173	US BANK CORP PAYMENT SYS	QFC #5839	166.31

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PO #	Check #	Vendor:	Transaction Description	Check Amount
P0097871	00191091	COMCAST	2018 High Speed Internet Conne	163.37
	00191173	US BANK CORP PAYMENT SYS	AMAZON.COM	130.21
	00191173	US BANK CORP PAYMENT SYS	AMAZON MKTPLACE PMTS	111.92
	00191173	US BANK CORP PAYMENT SYS	COSTCO WHSE #0106	105.77
	00191173	US BANK CORP PAYMENT SYS	AMAZON.COM AMZN.COM/BILL	87.34
	00191173	US BANK CORP PAYMENT SYS	AMAZON MKTPLACE PMTS	87.33
P0098042	00191094	CRYSTAL SPRINGS	starbucks coffee and hot choco	81.62
	00191173	US BANK CORP PAYMENT SYS	AMAZON.COM AMZN.COM/BILL	70.39
	00191173	US BANK CORP PAYMENT SYS	WAL-MART #5939	60.98
	00191173	US BANK CORP PAYMENT SYS	AMAZON MKTPLACE PMTS	59.93
	00191173	US BANK CORP PAYMENT SYS	AMAZON MKTPLACE PMTS	59.84
	00191173	US BANK CORP PAYMENT SYS	AMAZON MKTPLACE PMTS WWW.	54.99
	00191173	US BANK CORP PAYMENT SYS	AMAZON MKTPLACE PMTS	51.96
	00191087	CENTURYLINK	PHONE USE JAN 2018	51.80
	00191173	US BANK CORP PAYMENT SYS	COSTCO WHSE #0115	45.98
	00191173	US BANK CORP PAYMENT SYS	AMAZON MKTPLACE PMTS	35.85
	00191173	US BANK CORP PAYMENT SYS	SAFEWAY #0485	34.41
	00191173	US BANK CORP PAYMENT SYS	AMAZON MKTPLACE PMTS	33.27
P0098044	00191174	VERIZON WIRELESS	P&R Monthly Cell Phone Charges	32.98
	00191173	US BANK CORP PAYMENT SYS	OFFICE DEPOT #2289	32.87
	00191173	US BANK CORP PAYMENT SYS	AMAZON MKTPLACE PMTS	25.07
	00191173	US BANK CORP PAYMENT SYS	AMAZON MKTPLACE PMTS WWW.	21.99
	00191173	US BANK CORP PAYMENT SYS	AMAZON MKTPLACE PMTS WWW.	21.99
	00191173	US BANK CORP PAYMENT SYS	AMAZON.COM	19.77
	00191173	US BANK CORP PAYMENT SYS	HOBBY LOBBY #481	17.71
	00191173	US BANK CORP PAYMENT SYS	DAISO SEA 10 LYNNWOOD	16.56
	00191173	US BANK CORP PAYMENT SYS	WAL-MART #5939	8.98
	00191173	US BANK CORP PAYMENT SYS	QFC #5839	6.98
Org Key: PR5400 - Gallery Program				
	00191173	US BANK CORP PAYMENT SYS	INGALLINA'S BOX LUNCH	39.14
Org Key: PR6100 - Park Maintenance				
P0098022	00191110	HOME DEPOT CREDIT SERVICE	18V CORDLESS TOOLS	295.36
P0097974	00191181	WRPA	Annual WRPA membership dues	182.00
P0098044	00191174	VERIZON WIRELESS	P&R Monthly Cell Phone Charges	130.28
	00191173	US BANK CORP PAYMENT SYS	WSU PESTICIDE	75.00
	00191173	US BANK CORP PAYMENT SYS	WSU PESTICIDE	15.00
Org Key: PR6200 - Athletic Field Maintenance				
	00191173	US BANK CORP PAYMENT SYS	SEARS ROEBUCK 1069	395.98
P0098011	00191123	MUSCO SPORTS LIGHTING LLC	ICP Remote Equipment Controlle	212.50
P0098044	00191174	VERIZON WIRELESS	P&R Monthly Cell Phone Charges	126.34
	00191087	CENTURYLINK	PHONE USE JAN 2018	90.95
Org Key: PR6500 - Luther Burbank Park Maint.				
	00191087	CENTURYLINK	PHONE USE JAN 2018	264.38
	00191173	US BANK CORP PAYMENT SYS	OFFICE DEPOT #975	203.96
P0098044	00191174	VERIZON WIRELESS	P&R Monthly Cell Phone Charges	141.60
	00191173	US BANK CORP PAYMENT SYS	WA ST HISTORICAL SOCIETY	10.00
Org Key: PR6600 - Park Maint-School Related				

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P0098011	00191123	MUSCO SPORTS LIGHTING LLC	ICP Remote Equipment Controlle	212.50
P0098044	00191174	VERIZON WIRELESS	P&R Monthly Cell Phone Charges	27.11
<i>Org Key: PR6700 - I90 Park Maintenance</i>				
P0097942	00191158	UNITED SITE SERVICES	2018 Portable Toilet Rentals &	356.35
P0097942	00191158	UNITED SITE SERVICES	2018 Portable Toilet Rentals &	356.35
P0097942	00191158	UNITED SITE SERVICES	2018 Portable Toilet Rentals &	151.20
P0097942	00191158	UNITED SITE SERVICES	2018 Portable Toilet Rentals &	151.20
P0098044	00191174	VERIZON WIRELESS	P&R Monthly Cell Phone Charges	82.38
P0097872	00191151	T-MOBILE	2018 Service for Boat Launch T	20.00
<i>Org Key: PR6800 - Trails Maintenance</i>				
P0098044	00191174	VERIZON WIRELESS	P&R Monthly Cell Phone Charges	20.01
<i>Org Key: PY4616 - Flex Admin 2016</i>				
	00191085	BRITTON, AMBER J	FLEX SPEND REIMB	71.92
	00191145	SERFLING, JIMMI L	FLEX SPEND REIMB	19.90
<i>Org Key: PY4617 - Flex Spending Admin 2017</i>				
	00191117	LUND, MARK	FLEX SPEND REIMB	2,856.33
	00191121	MORRIS, JOSEPH P	FLEX SPEND REIMB	1,625.41
	00191095	DALY, RYAN	FLEX SPEND REIMB	500.00
	00191098	GENTINO, CATHERINE L	FLEX SPEND REIMB	294.96
	00191118	MAIR, STEPHEN	FLEX SPEND REIMB	247.61
	00191128	ORMSBY, ANNA	FLEX SPEND REIMB	174.54
	00191085	BRITTON, AMBER J	FLEX SPEND REIMB	71.92
	00191145	SERFLING, JIMMI L	FLEX SPEND REIMB	19.90
	00191148	SPIETZ, ALLISON	FLEX SPEND REIMB	13.51
<i>Org Key: PY4618 - Flex Spending Admin 2018</i>				
	00191104	GROSCOST, CURTIS E	FLEX SPEND REIMB	1,900.00
	00191107	HARB, SAM	FLEX SPEND REIMB	167.00
	00191134	PHILEN, SUZANNE	FLEX SPEND REIMB	129.98
<i>Org Key: VCP104 - CIP Streets Salaries</i>				
P0097682	00191086	CDW GOVERNMENT INC	AutoCAD LT Renewal 1 Year	39.53
<i>Org Key: VCP402 - CIP Water Salaries</i>				
	00191173	US BANK CORP PAYMENT SYS	PAYPAL *PACIFICNORT	187.50
P0097682	00191086	CDW GOVERNMENT INC	AutoCAD LT Renewal 1 Year	39.53
<i>Org Key: VCP426 - CIP Sewer Salaries</i>				
	00191173	US BANK CORP PAYMENT SYS	PAYPAL *PACIFICNORT	187.50
P0097682	00191086	CDW GOVERNMENT INC	AutoCAD LT Renewal 1 Year	39.54
<i>Org Key: VCP432 - CIP Storm Drainage Salaries</i>				
	00191173	US BANK CORP PAYMENT SYS	INTERNATIONAL EROSION CO	899.00
P0097682	00191086	CDW GOVERNMENT INC	AutoCAD LT Renewal 1 Year	39.53
<i>Org Key: WG141E - MICEC Equipment Replacement</i>				
	00191173	US BANK CORP PAYMENT SYS	AMAZON MKTPLACE PMTS WWW.	1,086.94
P0097997	00191147	SICO AMERICA INC	paying remaining balance for 4	96.00
<i>Org Key: WG513T - Rec & Facility Booking System</i>				

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PO #	Check #	Vendor:	Transaction Description	Check Amount
P0098009	00191132	PERFECTMIND INC	Go Live Assistant - enterprise	2,035.00
	00191173	US BANK CORP PAYMENT SYS	AMAZON.COM WWW.AMAZON.COM	202.36
<i>Org Key: WG550R - Fuel Clean Up</i>				
P0094782	00191100	GOLDER ASSOCIATES INC	2017 SOIL REMEDIATION &	11,172.79
<i>Org Key: WP115S - ICP South Synthetic Field</i>				
P0095836	00191114	KCDA PURCHASING COOPERATIVE	ISLAND CREST PARK BASEBALL NOR	605,690.53
<i>Org Key: WP122P - Open Space - Pioneer/Engstrom</i>				
P0097942	00191158	UNITED SITE SERVICES	2018 Portable Toilet Rentals &	75.60
P0097942	00191158	UNITED SITE SERVICES	2018 Portable Toilet Rentals &	75.60
<i>Org Key: WP122R - Vegetation Management</i>				
P93597	00191122	MOUNTAINS TO SOUND	2017-18 Mountains to Sound Gre	2,914.25
P0096588	00191175	WACD PLANT MATERIAL CENTER	Native plants for Open space p	899.86
P0097782	00191158	UNITED SITE SERVICES	Volunteer Event Portable Restr	110.76
	00191173	US BANK CORP PAYMENT SYS	WSDA-PESTICIDE LICENSE	33.00
P0098044	00191174	VERIZON WIRELESS	P&R Monthly Cell Phone Charges	20.01
	00191173	US BANK CORP PAYMENT SYS	WA AGR*SERVICE FEE	0.99
<i>Org Key: WP720R - Recurring Park Projects</i>				
P0097979	00191131	PACIFIC PLANTS INC	Plants - The Source #22	863.50
<i>Org Key: WR103G - Freeman Landing Construction</i>				
P0098054	00191116	KRAZAN & ASSOCIATES INC	INV 609794 -5832 CONSTRUCTION	1,070.00
<i>Org Key: WR140C - Pedestrian & Bicycle Facility</i>				
P0097853	00191124	NEWMAN SIGNS INC	BIKE ROUTE SIGNS	776.98
<i>Org Key: WW523R - EMW 5400-6000 Block Watermain</i>				
P91940	00191084	BLUELINE GROUP	EMW 5400 - 6000 BLK WATER SYST	5,759.25
<i>Org Key: XP520R - Recreational Trail Connections</i>				
P0098008	00191122	MOUNTAINS TO SOUND	Trail Connection Support	3,712.50
<i>Org Key: XP710R - Luther BB Minor Capital LEVY</i>				
P0096212	00191080	ANCHOR QEA LLC	Luther Burbank South Shoreline	5,127.75
P0098015	00191112	ISSAQUAH CEDAR & LUMBER CO	SPLIT RAIL FENCING	1,335.75
<i>Org Key: XR310R - EMW Shoulders - Ph 8-11</i>				
P0096681	00191088	CM DESIGN GROUP	EMW PH 10 - ROADSIDE SHOULDER	40,657.49
<i>Org Key: YF1100 - YFS General Services</i>				
P0097999	00191119	MI ROTARY CLUB	annual dues	155.00
	00191173	US BANK CORP PAYMENT SYS	PAGLIACCI MERCER ISLAND	132.66
	00191173	US BANK CORP PAYMENT SYS	COSTCO WHSE #0110	108.57
	00191173	US BANK CORP PAYMENT SYS	THE GOTTMAN INSTITUTE	99.00
	00191173	US BANK CORP PAYMENT SYS	FACEBK ESH7LE6G42	60.00
	00191173	US BANK CORP PAYMENT SYS	AMAZON.COM	46.41
	00191173	US BANK CORP PAYMENT SYS	SOUND CIRCULATION	39.00
	00191173	US BANK CORP PAYMENT SYS	SOUND CIRCULATION	39.00
	00191173	US BANK CORP PAYMENT SYS	QFC #5839	21.89
	00191173	US BANK CORP PAYMENT SYS	QFC #5839	20.81
	00191173	US BANK CORP PAYMENT SYS	ISLAND BOOKS	16.49

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00191173	US BANK CORP PAYMENT SYS	AMAZON.COM AMZN.COM/BILL	14.01
	00191173	US BANK CORP PAYMENT SYS	AMAZON.COM AMZN.COM/BILL	14.01
	00191173	US BANK CORP PAYMENT SYS	AMAZON.COM AMZN.COM/BILL	-14.01
<i>Org Key: YF1200 - Thrift Shop</i>				
	00191173	US BANK CORP PAYMENT SYS	AMAZON MKTPLACE PMTS	767.69
P0097805	00191150	STRANGER, THE	Advertising for Thrift Shop -	400.00
P0097805	00191150	STRANGER, THE	Advertising for Thrift Shop -	400.00
	00191173	US BANK CORP PAYMENT SYS	WWW.ROBLY.COM	296.10
	00191173	US BANK CORP PAYMENT SYS	ULINE *SHIP SUPPLIES	187.47
	00191173	US BANK CORP PAYMENT SYS	AMAZON MKTPLACE PMTS WWW.	117.08
	00191173	US BANK CORP PAYMENT SYS	CRAIGSLIST.ORG	90.00
	00191173	US BANK CORP PAYMENT SYS	INDEED	76.98
	00191173	US BANK CORP PAYMENT SYS	AMAZON MKTPLACE PMTS WWW.	68.99
P0097797	00191102	GRAND & BENEDICTS INC	Operating supplies for Thrift	61.72
	00191173	US BANK CORP PAYMENT SYS	MOOD PANDORA	29.51
	00191173	US BANK CORP PAYMENT SYS	MOOD PANDORA	29.51
	00191173	US BANK CORP PAYMENT SYS	INDEED	27.54
	00191173	US BANK CORP PAYMENT SYS	AMAZON MKTPLACE PMTS	26.99
	00191173	US BANK CORP PAYMENT SYS	AMAZON.COM	15.40
	00191173	US BANK CORP PAYMENT SYS	AMERICAN AIR0012158802898	-464.80
	00191173	US BANK CORP PAYMENT SYS	AGJEANS.COM	-990.71
<i>Org Key: YF2100 - School/City Partnership</i>				
P0097703	00191140	REGIONAL TOXICOLOGY SERVICES	Lab fees for C.Harnish clients	30.45
<i>Org Key: YF2300 - VOICE Program</i>				
	00191173	US BANK CORP PAYMENT SYS	CREATIVE BUS LLC	270.00
	00191173	US BANK CORP PAYMENT SYS	RED ROBIN NO 83	160.97
	00191173	US BANK CORP PAYMENT SYS	BELLEVUE DOWNTOWN ASSOCIA	66.00
	00191173	US BANK CORP PAYMENT SYS	ICE RINK AT BELLEVUE	12.00
<i>Org Key: YF2400 - Jobline</i>				
	00191173	US BANK CORP PAYMENT SYS	TARGET 00003392	10.99
<i>Org Key: YF2500 - Family Counseling</i>				
	00191173	US BANK CORP PAYMENT SYS	THE GOTTMAN INSTITUTE	549.00
<i>Org Key: YF2600 - Family Assistance</i>				
P0098021	00191076	CREST APARTMENT LLC	Rental assistance for EA clien	600.00
P0098001	00191093	COUNTRY VILLAGE DAY SCHOOL	Childcare payment for EA clien	409.00
P0097804	00191138	PUGET SOUND ENERGY	Utility Assistance for Emergen	400.35
	00191173	US BANK CORP PAYMENT SYS	PAC SCI CTR ONLINE SAL	350.00
	00191173	US BANK CORP PAYMENT SYS	BOYS AND GIRLS CLUB OF KC	240.63
P0098000	00191106	HADLEY APARTMENTS	Utility assistance for EA clie	81.00
P0097804	00191139	PUGET SOUND ENERGY	Utility Assistance for Emergen	64.27
	00191173	US BANK CORP PAYMENT SYS	BOYS AND GIRLS CLUB OF KC	62.00
	00191173	US BANK CORP PAYMENT SYS	SHELL OIL 57424192508	50.00
	00191173	US BANK CORP PAYMENT SYS	GEORGETOWN DENTAL	40.00
	00191173	US BANK CORP PAYMENT SYS	GEORGETOWN DENTAL	40.00
<i>Org Key: YF2800 - Fed Drug Free Communities Gran</i>				
	00191173	US BANK CORP PAYMENT SYS	Dept. email marketing	75.91

Accounts Payable Report by GL Key

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00191173	US BANK CORP PAYMENT SYS	EIG*HOMESTEAD	21.99
			Total	<u>863,681.61</u>



CITY COUNCIL MINUTES

SPECIAL MEETING

JANUARY 23, 2018

CALL TO ORDER & ROLL CALL

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

Mayor Debbie Bertlin, Deputy Mayor Salim Nice, and Councilmembers Tom Acker, Bruce Bassett, Wendy Weiker (arrived at 7:02pm), David Wisenteiner, and Benson Wong were present.

AGENDA APPROVAL

It was moved by Bassett; seconded by Wisenteiner to:

Approve the agenda as presented.

Passed 6-0

FOR: 6 (Acker, Bassett, Bertlin, Nice, Wisenteiner, Wong)

ABSENT: 1 (Weiker)

STUDY SESSION

AB 5376 King County Metro - Discuss Last/First Mile Solutions & Opportunities

Assistant City Manager Kirsten Taylor introduced King County Transit Market Development Supervisor Carol Cooper, and Innovative Mobility and Transit Manager Jean Paul Velez. Ms. Cooper spoke about some of the shared mobility options that King County Metro is exploring to improve mobility in the region. She reviewed King County Metro's Innovative Mobility Action Agenda. Mr. Velez spoke about some of the mobility challenges the region is facing.

Councilmember Wong asked what the City of Mercer Island can do to get on King County Metro's radar for a potential shared mobility pilot. Mr. Velez noted that the City would need to communicate what level of participation they would like to have in possible pilot projects.

The Council took a recess and resumed at 7:07 pm.

SPECIAL BUSINESS

AB 5378 US Dept of Energy SolSmart Award

Sustainability and Communications Manager Ross Freeman introduced Spark NW Executive Director Jennifer Grove. Executive Director Grove commended the City of Mercer Island for being 1 of 2 cities in the state for achieving the Gold level of the SolSmart Award. She also noted that the City of Mercer Island is one of only 174 communities nationally to have received this distinction.

Councilmember Bassett commended Sustainability and Communications Manager Ross Freeman as well as Planning Manager Evan Maxim and the Mercer Island School District for their work towards achieving the SolSmart Award.

Mayor Bertlin spoke about an edition of the Association of Washington Cities' City Vision Magazine titled "Change Agents – On the Front Lines of Climate Mitigation and Adaptation." She presented Councilmember Bassett with a plaque commemorating his history of work on renewable energy, energy efficiency, and sustainability in general.

Girl Scouts Gold Award Recognition

Mayor Bertlin introduced Girl Scout Kari Anderson, who is the first recipient of the Girl Scouts Gold Award on Mercer Island within the last 10 years. MISD Executive Director Jennifer Wright spoke about the history of Kari's project and welcomed Kari to speak. Girl Scout Gold Award recipient Kari Anderson spoke about her project: "Pretty Pressure – How Media and Other Factors Affect Expectations."

CITY MANAGER REPORT

City Manager Julie Underwood spoke about the following topics:

- Miller Hall Partnership received American Institute of Architect's Award for design of Fire Station 92
- Digital resources available at public library
- Regional Affordable Housing Task Force, Tuesday, January 30, 6:00 - 8:30 pm, New Holly Gathering Hall, 7054 32nd Ave. S, Seattle
- Transportation Improvement Program Input begins on January 22, 2018
- City Financial Challenges Community Meeting – Monday, January 29, 6:30-8:30 pm, Council Chambers
- CAG Meeting, Monday, February 5, 6:00 – 9:00 pm, MICEC
- YFS Breakfast, Wed, February 7, 7:00 - 8:30 am, MICEC
- Volunteer restoration event opportunities
- Reminder to vote in the Special Election on February 13, 2018

APPEARANCES

Lakeridge Elementary School students spoke to the Council about safety and health concerns with restaurants using Styrofoam to go containers. They presented a petition and asked the Council to ban Styrofoam to go containers on Mercer Island.

Meg Lippert, 4052 94th Ave SE, expressed concern with the City scheduling a study session with MICA representatives, and asked the Council to include representatives of the Concerned Citizens for Mercer Island Parks if any of the MICA plans still include siting MICA inside Mercerdale Park. She spoke about increased volunteer preservation of native garden in Mercerdale Park.

Ira Appelman, 9039 E Shorewood Drive, spoke about City Financial Challenges and the assembly of the Community Advisory Group. He asked the Council to suspend the Community Advisory Group until it's clear whether the State Legislature will act to remove the 1% Levy Lid Limit.

Robin Russell, 7549 SE 29th St, spoke about proposal by Concerned Citizens for Mercer Island Parks to have the Open Space Conservancy Trust consider adding additional parks and open spaces under the jurisdiction of the Trust. She noted that the Trust Board voted to include this proposal on its 2018 work plan.

CONSENT CALENDAR

Payables: \$1,075,161.16 (01/11/2018)

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

Payroll: \$815,937.41 (12/08/2017) & \$827,869.53 (12/22/2017)

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

Minutes: January 9, 2018 Special Meeting Minutes & January 16, 2018 Special Meeting Minutes

Recommendation: Adopt the January 9, 2018 Special Meeting Minutes & January 16, 2018 Special Meeting Minutes as written.

It was moved by Nice; seconded by Wisenteiner to:
Approve the Consent Calendar and the recommendations contained therein.
Passed 7-0
FOR: 7 (Acker, Bassett, Bertlin, Nice, Weiker, Wisenteiner, Wong)

REGULAR BUSINESS

AB 5372 1% for Art Project: Town Center Banners Replacement Project

Special Events and Cultural Arts Coordinator Kai Fulginiti presented a brief history regarding the Arts Council's recommendation for updating the artistic banners in the Town Center. She introduced Rene Stratton, Vice-Chair of the Mercer Island Arts Council. Ms. Stratton noted that the Arts Council is recommending to increase the size of the banners and decreasing the number of poles which will hold the banners.

It was moved by Nice; seconded by Wisenteiner to:
Authorize staff and the Arts Council to proceed with the Town Center banner replacement project and appropriate \$26,500 from the 1% for Art in Public Places Fund for the design, production, and installation of banners and banner hardware.
Passed 7-0
FOR: 7 (Acker, Bassett, Bertlin, Nice, Weiker, Wisenteiner, Wong)

AB 5377 Sustainability Program Update

Sustainability and Communications Manager Ross Freeman presented a Sustainability Program update, reviewing progress and achievements in the following areas:

- Carbon Footprint Tracking System
- Community Involvement
- STAR Community Rating System
- Sustainability Task Force Recommendations
- Policy Measures and Regional Partnerships
- Greenhouse Gas Emissions Status
- Interactive Building Performance Software

Mayor Bertlin noted that discussion regarding STAR Community Rating System framework is scheduled during the upcoming Planning Session.

AB 5380 City Manager 2017 Performance Review

Human Resources Director Kryss Segle presented a brief overview of the performance evaluation process for City Manager Julie Underwood's first year with Mercer Island. Members of the Council commended Julie on a job well done during a very difficult year.

It was moved by Wong; seconded by Wisenteiner to:
Approve a lump sum performance award in the amount of 4% of her annual base salary for City Manager Julie Underwood per her employment contract and based upon her 2017 performance evaluation.
Passed 7-0
FOR: 7 (Acker, Bassett, Bertlin, Nice, Weiker, Wisenteiner, Wong)

OTHER BUSINESS

Councilmember Absences

Councilmember Acker will be absent on February 6.

Planning Schedule

City Manager Julie Underwood noted the following changes to the Planning Schedule.

- Executive Session on February 6 from 5:00-6:00 pm.

- Lyft Pilot Proposal on February 20.
- Code Compliance Study Session on March 6 from 6:00-7:00 pm.

Board Appointments

There were no appointments.

Councilmember Reports

Councilmember Wong noted that at the SCA Public Issues Committee meeting on January 10, there was a discussion regarding voting rights act in the State of Washington. He attended Exit Conference from the State Auditor's Office and noted that the City received a clean audit for 2016.

Councilmember Weiker noted that the King County Conservation District is a 5 year planning cycle in the next year, so this is a good time to keep an eye out for partnership opportunities. The Emergency Management Advisory Committee has begun their 2018 plan. She noted that Seattle Mayor Jenny Durkan will be speaking at the SCA Networking event on February 28, 2018.

Councilmember Bassett noted that he attended a SCA networking dinner last week where King County Executive Dow Constantine was a guest speaker. He will attend the AWC City Action days with Mayor Bertlin, Councilmember Weiker, and City Manager Underwood.

Councilmember Wisenteiner attended the OSCT meeting and noted that the OSCT considering adding additional open space to the trust. He also spoke about the recent Utility Board meeting.

Mayor Bertlin attended the ETP meeting. She reminded the Council to complete their ranking sheet regarding City Council liaison assignments. She noted that the Board and Commissions selection process will be added to the work plan for the upcoming Planning Session.

ADJOURNMENT

The meeting was adjourned at 9:46 pm.

Attest:

Debbie Bertlin, Mayor

Ellie Hooman, Deputy City Clerk



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

**AB 5382
February 6, 2018
Consent Calendar**

**A REGIONAL COALITION FOR HOUSING
(ARCH) 2018 ADMINISTRATIVE BUDGET AND
WORK PROGRAM**

Proposed Council Action:

Review and approve 2018 ARCH Administrative Budget and Work Program.

DEPARTMENT OF	Development Services Group (Alison Van Gorp)
COUNCIL LIAISON	n/a
EXHIBITS	1. 2018 ARCH Administrative Budget 2. ARCH Work Program: 2018
2017-2018 CITY COUNCIL GOAL	n/a
APPROVED BY CITY MANAGER	

AMOUNT OF EXPENDITURE	\$	32,185
AMOUNT BUDGETED	\$	32,700
APPROPRIATION REQUIRED	\$	n/a

SUMMARY

What is A Regional Coalition for Housing (ARCH) and why is the City involved?

Under the terms of the Growth Management Act (GMA), Mercer Island and all other cities subject to the GMA are required to have a Housing Element within their Comprehensive Plan and are required to provide housing opportunities for all economic segments. Through the ARCH Housing Trust Fund process, ARCH assists the City in meeting its goals and objectives for affordable housing, including workforce and other housing needs. Through ARCH, the City has also joined together with other eastside cities in a sub-regional effort to create and preserve affordable housing through the greater East King County community.

ARCH was created by an Interlocal Agreement among the cities of Bellevue, Kirkland, Redmond and King County. Since its inception, the ARCH membership has increased, and includes: Mercer Island, Woodinville, Issaquah, Bothell, Newcastle, Sammamish, Kenmore and the "Points Communities" of Medina, Clyde Hill, Yarrow Point, Hunts Point and Beaux Arts Village. ARCH staff serves as additional housing staff to each member city and provides coordination with member city staff in various housing-related projects, plans, and services.

ARCH 2017 Budget and Work Program

Under the terms of the ARCH Interlocal Agreement, each member city must approve the ARCH Administrative Budget and Work Program annually. Like other local government members, Mercer Island contributes annually to ARCH in order to provide administrative support for the organization's housing activities. Each year, ARCH presents its annual Budget and Work Program to each member city for review and approval.

The ARCH Administrative Budget has been approved by the ARCH Executive Board and is being forwarded to each member city for approval and fund allocation. The proposed total ARCH Administrative Budget for 2018 (Exhibit 1) is \$699,324, of which \$32,185 is Mercer Island's share. This is 2.5% more than what Mercer Island contributed to ARCH in 2017. In 2018, \$32,700 is budgeted for this expense.

In addition to providing administrative support to ARCH, the City budgeted \$64,000 in 2017 and \$96,000 in 2018 for projects recommended through the ARCH Housing Trust Fund process. When projects are proposed that would utilize Mercer Island Trust Fund dollars, these projects come before the City Council for review and approval. AB 5383 relates to approval of 2017 Housing Trust Fund projects.

Work Program

The first section of the ARCH Work Program for 2018 (Exhibit 2) explains how ARCH assists projects in an effort to help cities channel Housing Trust Fund dollars into effective affordable housing projects. This year ARCH is pursuing 5 special initiatives:

- 1) Working to secure a long-term funding strategy for the ARCH Housing Trust Fund.
- 2) Assist cities in securing funding for affordable housing along transit corridors.
- 3) Assist cities in evaluating underdeveloped private property or surplus public properties for suitability for affordable housing.
- 4) Supporting efforts to create an East King County winter shelter for homeless adults and families.
- 5) Monitor and pursue efforts to preserve existing federal assisted affordable housing in East King County.

The next section of the Work Program focuses on housing policy planning, including efforts with individual member cities and coordinated efforts that benefit multiple members of ARCH, including regional planning activities. There are four goals identified in the 2018 Work Program specific to Mercer Island (Exhibit 1, page 5):

- Assist City with a Housing Strategy Plan.
- As needed, assist City staff with components of residential development standards review that are associated with housing stock diversity.
- As needed, assist City staff with administering affordable housing provisions associated with the land use incentive and tax exemption programs for Town Center.
- Provide project support for Town Center development projects that include affordable housing.

The final two sections of the 2018 Work Program discuss implementation and monitoring of the housing programs and ARCH's other activities, including education, outreach, and administration.

RECOMMENDATION

Administrative Services Manager and ARCH Staff

MOVE TO: Approve the ARCH 2018 Administrative Budget and Work Program and authorize expenditure of \$32,185 for Mercer Island's contribution to the 2018 ARCH Administrative Budget.

2018 ARCH Administrative Budget

12/15/2017 Final

I. ANNUAL OPERATING EXPENSES

Item	2017 Budget	2018 Budget	Change Budget	Percent Change
Staffing *				
Sub-total	\$ 617,676	\$ 629,035	\$ 11,359	2%
Rent	\$ 23,250	\$ 23,700	\$ 450	2%
Utilities	Incl^	Incl^	Incl^	Incl^
Telephone	\$ 4,375	\$ 4,375	\$ -	0%
Operating				
Travel/Training	\$ 2,000	\$ 2,000	\$ -	0%
Auto Mileage	\$ 3,150	\$ 3,245	\$ 95	3%
Copier Costs	\$ 1,750	\$ 1,750	\$ -	0%
Office Supplies	\$ 2,750	\$ 2,800	\$ 50	2%
Office Equipment Service	\$ 1,900	\$ 2,000	\$ 100	5%
Fax/Postage	\$ 825	\$ 825	\$ -	0%
Periodical/Membership	\$ 3,800	\$ 3,914	\$ 114	3%
Misc. (e.g. events,etc.)	\$ 1,680	\$ 1,680	\$ -	0%
Insurance	\$ 10,000	\$ 9,900	\$ (100)	-1%
Equipment Replacement	\$ 2,000	\$ 2,000	\$ -	
Organization Admin**	\$ 650	\$ 12,100	\$ 11,450	
Sub-total	\$ 30,505	\$ 42,214	\$ 11,709	38%
TOTAL	\$ 675,806	\$ 699,324	\$ 23,518	3.48%

* Actual salary increases based on Bellevue's approved Cost of Living Adjustment

** In 2018 includes \$11,450 IT service fee to Bellevue

III. ARCH ADMINISTRATIVE BUDGET: RESOURCE DISTRIBUTION

A. Cash Contributions	2017	2018 Change	Percent Change
			2.50%
Bellevue	\$ 7,209	\$ 0	\$(7,208)
Bothell	\$ 55,410	\$ 56,795	\$ 1,385
Issaquah	\$ 42,601	\$ 43,666	\$ 1,065
King County	\$ 45,673	\$ 46,815	\$ 1,142
Kirkland	\$ 108,366	\$ 111,075	\$ 2,709
Mercer Island	\$ 31,400	\$ 32,185	\$ 785
Newcastle	\$ 14,108	\$ 14,460	\$ 353
Redmond	\$ 74,039	\$ 75,890	\$ 1,851
Woodinville	\$ 14,572	\$ 14,936	\$ 364
Beaux Arts Village	\$ 1,649	\$ 1,690	\$ 41
Clyde Hill	\$ 3,951	\$ 4,050	\$ 99
Hunts Point	\$ 1,649	\$ 1,690	\$ 41
Medina	\$ 3,977	\$ 4,077	\$ 99
Yarrow Point	\$ 1,649	\$ 1,690	\$ 41
Sammamish	\$ 69,346	\$ 78,014	\$ 8,668
Kenmore	\$ 28,069	\$ 28,771	\$ 702
Other	\$ 4,200	\$ 4,200	\$ -
TOTAL	\$ 507,866	\$ 520,004	\$ 12,137.73
B. In-Kind Contributions	2017	2018 Change	Percent Change
Bellevue	\$ 167,943	\$ 179,531	\$ 11,587
TOTAL	\$ 167,943	\$ 179,531	\$ 11,587
C. Total Contributions	2017	2018 Change	Percent Change
Bellevue	\$ 175,152	\$ 179,531	\$ 4,379 2.5%
Bothell	\$ 55,410	\$ 56,795	\$ 1,385 2.5%
Issaquah	\$ 42,601	\$ 43,666	\$ 1,065 2.5%
King County	\$ 45,673	\$ 46,815	\$ 1,142 2.5%
Kirkland	\$ 108,366	\$ 111,075	\$ 2,709 2.5%
Mercer Island	\$ 31,400	\$ 32,185	\$ 785 2.5%
Newcastle	\$ 14,108	\$ 14,460	\$ 353 2.5%
Redmond	\$ 74,039	\$ 75,890	\$ 1,851 2.5%
Woodinville	\$ 14,572	\$ 14,936	\$ 364 2.5%
Beaux Arts Village	\$ 1,649	\$ 1,690	\$ 41 2.5%
Clyde Hill	\$ 3,951	\$ 4,050	\$ 99 2.5%
Hunts Point	\$ 1,649	\$ 1,690	\$ 41 2.5%
Medina	\$ 3,977	\$ 4,077	\$ 99 2.5%
Yarrow Point	\$ 1,649	\$ 1,690	\$ 41 2.5%
Sammamish	\$ 69,346	\$ 78,014	\$ 8,668 12.5%
Kenmore	\$ 28,069	\$ 28,771	\$ 702 2.5%
Other	\$ 4,200	\$ 4,200	\$ -
TOTAL REVENUE	\$ 675,810	\$ 699,535	\$ 23,724.85 3.5%
TOTAL COSTS	\$ 675,806	\$ 699,324	\$ 23,517.72 3.5%
BALANCE	\$ 4	\$ 211	

ARCH WORK PROGRAM: 2018

I. PROJECT ASSISTANCE

A. Oversight of Local Monetary Assistance

ARCH Trust Fund. Review applications and make recommendations for requests of local monetary funds through the ARCH Housing Trust Fund process. Includes helping to coordinate the application process and use of funds for various programs.

Objective: Allocation of \$1,500,000 or more through the ARCH Housing Trust Fund Process, and create or preserve a minimum of 75 units.

For the 'Parity Program', provide updated annual information to members, and achieve the base line goal for levels of direct assistance. Evaluate the appropriateness of updating goals under the Parity Program

Provide a variety of types of affordable housing as well as meet other funding priorities as specified in the ARCH Trust Fund Criteria.

Centralized Trust Fund System. Monitor centralized trust fund process including:

- Produce regular monitoring reports for the ARCH Trust Fund account.
- Work with Administrating Agency (Bellevue) to prepare contracts and distribute funds for awarded projects.
- Monitor funded projects including evaluating performance and tracking loan payments. Includes monitoring for long term sustainability of previously funded projects.

Objective: Monitor ongoing financial activities of the ARCH Trust Fund account and provide updated information to members.

Develop sustainable strategies for the HTF to meet local housing goals and preserve publicly assisted affordable housing.

King County / State Funding Programs. Review and provide input to other funders for Eastside projects that apply for County (HOF, RAHP, HOME, TOD etc.) and State (Tax Credit, State Housing Trust Fund) funds. Includes providing input to the King County JRC Consortium on behalf of participating Eastside jurisdictions. Assist N/E consortium members with evaluating and making a recommendation to the County regarding CDBG allocations to affordable housing.

Objective: In consultation with County, local staff and housing providers, seek to have funds allocated on a countywide basis by the County and State allocated proportionately throughout the County including the ARCH Sphere of Influence.

B. Special Initiatives This includes a range of activities where ARCH staff assist local staff with specific projects. Activities can range from feasibility analysis, assisting with requests for

proposals, to preparation of legal documents (e.g. contracts, covenants). Following are either existing initiatives or initiatives likely to emerge:

Long-Term Funding Strategy. Continue work on a long-term funding strategy for the ARCH Trust Fund. Work in 2018 is expected to focus on working with councils to review and consent to the inflationary/technical update the Parity Goals, to further discussion regarding an additional aspirational goal, and work on state legislature to expand tools available to cities.

Transit Center Sites. Assist cities with advancing and coordinating projects seeking King County TOD funds and work with Sound Transit and King County Housing staff to develop opportunities for affordable housing along transit corridors.

Surplus Property/Underdeveloped Property. Assist as needed member cities' evaluation of potentially surplus public property or underutilized private property (e.g. faith community properties) for suitability of affordable housing. Currently identified opportunities include:

- Continue to explore opportunities for catalyst projects in transit oriented neighborhoods such as Bel-Red, Overlake, Issaquah, Kirkland and central Mercer Island that include affordable housing and other features that help implement neighborhood plan objectives.

Winter Shelter. Support efforts by Eastside shelter providers, Human Services Forum, and cities to develop an East King County sub-regional strategic approach to shelter and related services for homeless adults and families. In 2018, for the men's and shelter, expected work will include continued community outreach, additional site identification and feasibility and potentially structuring land conveyance documents. For the women/family shelter efforts are expected to focus around finalizing concept and design, securing funding and potentially start of construction.

Objective: Identify one or more specific sites in East King County to be made available for housing and member jurisdictions to develop a long-term strategy for addressing shelter for homeless persons and families.

HUD Assisted Housing. Continue to monitor and actively pursue efforts to preserve existing HUD and other assisted affordable housing.

Objective: Preserve existing federally assisted affordable housing in East King County and prevent from converting to market rate housing.

II. HOUSING POLICY PLANNING

Work items in this section fall into the following basic areas of activity:

- Work with individual members on local planning efforts.
- Efforts coordinated through ARCH that benefits multiple members of ARCH.
- Track legislation that increases tools available to cities to create affordable housing.
- Participation in regional workgroups that impact local housing efforts.

A. Local Planning Activities

Housing Background Information. On an annual basis, ARCH will continue to provide updated housing data information as available. This updated housing information is available to members and will be incorporated into ARCH education fliers and an updated Housing 101 report.

Objective: On a regular basis, conduct education sessions for new local officials and staffs on local housing conditions and programs, and hold annual discussion with member councils on recent housing trends and efforts.

Continue to keep member jurisdictions and the broader community aware of local housing conditions to assist in their efforts to evaluate current and future efforts to meet local housing objectives. Include research on recent housing trends, and responses to these trends.

Housing Elements / Housing Strategy Plans. ARCH staff has worked with a number of members to prepare a Housing Strategy Plan to identify and prioritize strategies to implement Housing Element policies. In 2018, ARCH staff will continue assisting members develop and implement local Strategy Plans. Cities anticipated to complete Strategy Plans in 2018 include Kirkland, Bothell, Sammamish and Woodinville. Cities with completed Housing Strategies, with anticipated implementation efforts in 2018 include Bellevue, Issaquah, Kenmore and Redmond (see individual cities below for more detail)

Objective: Assist with preparation and/or implementation of Housing Strategy plans for members that include such a policy in their Housing Element.

Accessory Dwelling Units (ADUs). Several ARCH members have expressed interest in evaluating current ADU regulations and explore other ways to increase availability of ADUs. ARCH staff will assist with convening interested ARCH member cities to evaluate existing ADU regulations and other related issues (e.g. permitting costs, community awareness) that could impact creation of ADUs.

Housing Vouchers. Continue work to pursue opportunities to use KCHA administered Housing Choice Section 8 vouchers in affordable housing created through local incentive program located in private market multifamily developments.

Impact Fee Waivers. In response to revisions of state law allowing impact fee waivers for affordable housing, support as needed ARCH member cities' review and adoption of local legislation to implement state authority to grant impact fee waivers.

Local Housing Efforts. ARCH staff will continue to assist local staffs in local efforts to update land use, zoning and other codes in order to implement Comprehensive Plan policies. Following are specifically identified areas that ARCH will assist local staff.

Objective: Assist local staff with completion of the following updates of local codes and specific plans:

Bellevue

Assist City with implementation of Phase One tasks of Bellevue's Affordable

Housing Strategy, including:

- Review of MFTE to increase participation by developers of new housing;
- Increase development potential on suitable land owned by public agencies, faith based groups, and non-profits housing entities;
- Assist with items for Wilburton and East Main Plans, including: affordable housing density incentives;
- Develop affordable housing on suitable public lands in proximity to transit hubs including 130th TOD parcels and TOD parcels at the OMFE;
- Advocate for legislative actions that expand state and local funding tools and other opportunities to increase affordable housing;
- Pursue opportunities to use KCHA administered Housing Choice Section 8 vouchers in new market multifamily development.

Assist City staff with implementing administrative procedures for the Bel-Red, Eastgate, and Downtown land use incentive program and citywide Multifamily Tax Exemption program.

Assist in Neighborhood Planning to consider more affordable housing types on a neighborhood-by-neighborhood basis, such as small lot neighborhood infill and detached accessory dwelling units

Bothell

Assist city with finalizing its update to its Housing Strategy Plan.

Assist city with evaluating and potentially implementing affordable housing provisions related to zoning and other code amendments.

Assist city staff with work related to affordable housing component of the city's LIFT program in their downtown areas. Includes assisting with any reporting requirements and potentially exploring additional opportunities for affordable housing on city owned properties in the downtown revitalization area.

Assist city staff with evaluating the updated state legislation regarding impact fee waivers for affordable housing, and explore potential revisions to local regulations related to impact fee waivers for affordable housing.

Clyde Hill

Assist City with rental of City's affordable rental unit.

Issaquah

Assist City with a Housing Strategy Plan, including preparing the annual Affordable Housing Report Card/Analysis.

Assist City staff with evaluating and as needed implementing development standards and regulations related to the housing policies adopted in the Central Issaquah Plan and Central Issaquah Standards, including inclusionary zoning.

As needed, assist City staff with administration and/or revisions of the affordable

housing provisions of local development agreements (e.g. Issaquah Highlands, Talus, and Rowley)

Assist with evaluating and strategizing sequencing potential projects/ opportunities such as those near transit facilities, including coordination with potentially utilizing the King County TOD funds.

Assist with initial work on high priority strategies identified in the Housing Strategy Work Plan including: removing barriers to ADU development; facilitating development of a TOD (including the potential for MFTE); amending codes to increase allowed diverse housing types such as SROs and cottage housing; and lobbying the state to mitigate/offset condominium development deterrents.

Kenmore

Assist Planning Commission and Council in implementing a high priority item identified in the Housing Strategy Plan. Starting in 2017 and continuing in 2018 this item is identified as measures to preserve existing affordable housing, specifically manufactured housing communities.

Continue to assist with technical questions and negotiating agreements where affordable housing is proposed including the TOD overlay.

Continue to assist with negotiating and administering the provision of affordable housing in developments required to provide affordable housing units pursuant to city regulations and/or using the multifamily tax exemption program.

Kirkland

Assist City with an update to their Housing Strategy Plan.

Assist with the implementation of at least one high priority item identified in the updated Housing Strategy Plan.

Continue to assist with negotiating and administering the provision of affordable housing in developments required to provide affordable housing units pursuant to city regulations and/or using the optional multifamily tax exemption program.

Assist City staff with housing issues that come before Council Planning and Economic Development Committee and resulting initiatives.

Assist City staff with affordable housing preservation efforts and initiatives.

Mercer Island

Assist City with a Housing Strategy Plan.

As needed, assist City staff with components of residential development standards review that are associated with housing stock diversity.

As needed, assist City staff with administering affordable housing provisions associated with the land use incentive and tax exemption programs for Town

Center.

Provide project support for Town Center development projects that include affordable housing.

Newcastle

Assist City with a Housing Strategy Plan.

Assist with agreements for any project that would include an affordable housing requirement, including those related to the Community Business Center.

Assist staff with outreach effort related to ADUs.

Redmond

Continue to assist with negotiating and administering the provision of affordable housing in developments required to provide affordable housing units pursuant to city regulations.

Assist City staff with implementing the property tax incentive program for affordable housing, as allowed under RCW 84.14.

Continue to assist with strategies to increase the level of affordability for new housing in Overlake and Southeast Redmond as part of the development of master plans and development agreements, including exploring ways to leverage other resources.

Assist with the promotion of affordable housing and other programs available to Redmond residents and developers, e.g., Accessory Dwelling Units (ADUs) (see above).

As follow up to the City's adoption of Section 8 anti-discrimination ordinance, assist with education outreach efforts to landlords regarding the Section 8 program and potentially other initiatives to support use of this program in cooperation with other jurisdictions.

Assist with the implementation of other high priority items identified in the Strategic Housing Plan and the Affordable Housing Strategies Work Plan of June, 2016, such as encouraging public/private partnerships to promote the development of affordable housing in urban centers.

Assist with carrying out implementation strategies that result from the investigation of emerging housing markets and East Link Corridor housing strategies for affordable housing in station areas as described below under regional issues.

Sammamish

Assist City with an update to their Housing Strategy Plan.

Assist City staff with implementation of affordability provisions for site donated to

Habitat.

Evaluate Strategy Plan to assess if work should commence on any priority strategies (e.g. Senior Housing opportunities).

Assist City staff with implementation of Town Center affordable housing provisions

Woodinville

Assist City staff with a Housing Strategy Plan.

Assist with review and any update of affordable housing and accessory dwelling unit programs and regulations.

Assist City staff and Planning Commission with evaluating and developing incentives for affordable housing as provided for in the Downtown/Little Bear Creek Master Plan area.

As needed, assist City staff with components of residential development standards review that are associated with housing stock diversity.

Yarrow Point

Assist Planning Commission and Council with a review and potential update of current ADU regulations, and assist with effort to increase public awareness of local provisions.

King County See Regional/Planning Activities below.

Ongoing monitoring of affordable housing in the Northridge/Blakely Ridge and Redmond Ridge Phase II affordable housing development agreements.

General Assistance. In the past, there have been numerous situations where members have had requests for support on issues not explicitly listed in the Work Program. Requests range from technical clarifications, to assisting with negotiating agreements for specific development proposals, to more substantial assistance on unforeseen planning initiatives. ARCH sees this as a valuable service to its members and will continue to accommodate such requests to the extent they do not jeopardize active work program items.

B. Regional/Countywide Planning Activities

PSRC – Growing Transit Communities (GTC). PSRC in a partnership with public and private agencies from the Central Puget Sound region with a HUD Sustainable Communities Planning Grant completed a regional GTC strategy plan. Several ARCH members and ARCH are participating in follow-up efforts coordinated by the GTC Advisory Committee. ARCH staff will assist member jurisdictions to evaluate and implement GTC strategies relevant to their respective communities. Some specific activities for individual members are described above in the Local Housing Efforts section.

Countywide Planning Policies (CPP) for Affordable Housing. The Growth Management

Planning Council adopted updated CPPs for housing. This also included several follow-up work program items to begin implementation of some of the policies. ARCH staff will assist the regional work group on these follow-up work program items (e.g. identifying and collecting key regional data for monitoring progress).

Legislative Items. ARCH staff will track state and federal legislative items that relate to affordable housing that could impact members' ability to address affordable housing. As needed, staff will report back to the Executive Board and members, and when directed coordinate with other organizations (e.g. AWC, SCA, , WLIHA, HDC) to contact legislators regarding proposed legislation.

King County Regional Affordable Housing Task Force. ARCH will participate in the Staff Working Group to explore countywide affordable housing initiatives, including potential funding program and keep ARCH Executive Board and members apprised of the Task Force's work.

All Home/ Eastside Homeless Advisory Committee (EHAC). Anticipated work of the All Home in the coming year includes continued coordinated allocation of resources, and initiating several specific initiatives (e.g., coordinated entry and assessment for all populations). Role for ARCH staff is expected to include participating in the All Home Funders group and its efforts to coordinate funding, and inform ARCH members and the general public of All Home/EHAC activities. Also continue to participate in efforts to implement homeless efforts within East King County through EHAC.

Objective: Keep member jurisdictions informed of significant regional issues and pending legislation that could affect providing housing in East King County.

Ensure that perspectives of communities in East King County are addressed in regional housing activities, including All Home and Growing Transit Communities.

Have one or more specific local programs initiated as part of the All Home Community Strategic Plan.

III. HOUSING PROGRAM IMPLEMENTATION

Monitoring Affordable Rental Housing. Administer ongoing compliance of affordability requirements. This includes affordable rental housing created through direct assistance (e.g. Trust Fund allocation, land donations) from member jurisdictions, and through land use incentives. For Trust Fund projects also require monitoring of project cash flow related to loans made by jurisdictions to projects, and also long-term sustainability monitoring.

Objective: Ensure projects are in compliance with affordability requirements and maintained as assets for residents, owners and broader community, which involve collecting annual reports from projects, screening information for compliance, and preparing summary reports for local staffs. To the extent possible this work shall:

- Minimize efforts by both owners and public jurisdictions.
- Coordinate ARCH's monitoring efforts with efforts by other funding sources such as using shared monitoring reports.

- Utilize similar documents and methods for monitoring developments throughout East King County.
- Establish working relationship with other public organizations that can help assess how well properties are maintained and operated (e.g. code compliance, police, and schools).

Monitoring Affordable Ownership Housing. As more price restricted homes are created, monitoring of affordable ownership housing created through local land use regulations is becoming of increased importance. In addition, ARCH will continue to monitor general trends with ownership units, enforcement of covenant provisions (e.g. leasing homes, foreclosure), and as necessary evaluate and if warranted, complete revisions to the ownership covenants. This effort will include convening member planning and legal staff to review potential revisions, consulting with King County and other local ownership programs, and seeking approval from Secondary Market lenders (e.g. FHA, Fannie Mae) of any potential revisions. Also continue to maintain a list of households potentially interested in affordable ownership housing.

Objective: Oversee resale of affordable ownership homes. Address issues related to ongoing compliance with program requirements (e.g. leasing homes, foreclosures).

Complete revisions to the affordability covenant and administrative procedures to better protect against potential loss of long term affordability.

Information for Public on Affordable Housing. Maintain lists of affordable housing in East King County (rental and ownership), and making that information available to people looking for affordable housing.

Objective: Maximize awareness of affordable housing opportunities in East King County through the ARCH web site, public flyers and other means to assist persons looking for affordable housing.

Relocation Plans. Assist as necessary with preparing relocation plans and coordinate monitoring procedures for developments required to prepare relocation plans pursuant to local or state funding or regulatory requirements.

Objective: Maximize efforts to ensure that existing households are not unreasonably displaced as a result of the financing or development of new or existing housing.

IV. SUPPORT/EDUCATION/ADMINISTRATIVE ACTIVITIES

Education/Outreach. Education efforts should tie into efforts related to public outreach/input on regional housing issues (see Local Planning Activities). However, much of ARCH's outreach/education work will occur through work with individual members on local housing efforts.

As part of Housing 101, in addition to the Housing 101 workbook and related brochures, conduct some type of specific education event. In 2018, Housing 101 will focus on entail a more 'classroom' type event for council members and commissioners and potentially also a

tour.

Objective: Develop education tools to inform councils, staffs and the broader community of current housing conditions, and of successful efforts achieved in recent years.

Be a resource for members to assist with outreach and education activities on affordable housing associated with local planning efforts.

Conduct specific education events for ARCH member staff, commissioners and council members.

Create outreach tools/efforts that inform the broader community of affordable housing resources available to residents.

Media coverage on at least six topics related to affordable housing in East King County related to work done by Cities/ARCH and articles in local city newsletters.

ARCH Web Site. Update on a regular basis information on the ARCH website, including information related to senior housing opportunities. Add new section to the website that provides information on all ARCH member affordable incentive programs and fair housing information

Objective: Maintain the ARCH web site and update the community outreach portion by incorporating information from Housing 101 East King County, as well as updated annual information, and links to other sites with relevant housing information (e.g. All Home, HDC).

Advice to Interested Groups. Provide short-term technical assistance to community groups, faith communities and developers interested in community housing efforts. Meet with groups and provide suggestions on ways they could become more involved. In 2018, undertake an effort to educate realtors about local Affordable Ownership program.

Objective: Increase awareness of existing funding programs by potential users.

Increase opportunities for private developers and Realtors working in partnership with local communities on innovative/affordable housing.

Assist community based groups who want to provide housing information to the broader community by assisting with preparing background information.

Make presentations, including housing tours, to at least 10 community organizations.

Administrative Procedures. Maintain administrative procedures that efficiently provide services to both members of ARCH and community organizations utilizing programs administered through ARCH. Prepare quarterly budget performance and work program progress reports, including Trust Fund monitoring reports. Prepare the Annual Budget and Work Program. Work with Executive Board to develop multi-year strategy for the ARCH Administrative Budget. Staff the Executive and Citizen Advisory Boards.

Objective: Maintain a cost effective administrative budget for ARCH, and keep expenses within budget. Administrative costs should be equitably allocated among ARCH's members.

Maintain membership on the ARCH Citizen Advisory Board that includes broad geographic representation and a wide range of housing and community perspectives.



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

**AB 5383
February 6, 2018
Consent Calendar**

**A REGIONAL COALITION FOR HOUSING
(ARCH) 2017 HOUSING TRUST FUND
RECOMMENDATION**

Proposed Council Action:

Review and approve ARCH 2017 Housing Trust Fund recommendation and allocate project funds.

DEPARTMENT OF	Development Services Group (Alison Van Gorp)
COUNCIL LIAISON	n/a
EXHIBITS	1. Fall 2017 Housing Trust Fund (HTF) Recommendation
2017-2018 CITY COUNCIL GOAL	n/a
APPROVED BY CITY MANAGER	

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

SUMMARY

What is A Regional Coalition for Housing (ARCH) and why is the City involved?

Under terms of the Growth Management Act (GMA), Mercer Island and all other cities subject to the GMA are required to have a Housing Element within their Comprehensive Plan and take action to provide housing opportunities for all economic segments. Through the ARCH Housing Trust Fund process, ARCH assists the City in meeting their goals and objectives for affordable housing. The City has also, through ARCH, joined together with other eastside cities in a sub-regional effort to create and preserve affordable housing throughout the greater East King County community. ARCH was created by Interlocal Agreement among the cities of Bellevue, Kirkland, Redmond and King County. Since its inception, the ARCH membership has increased, and includes: Mercer Island, Woodinville, Issaquah, Bothell, Newcastle, Sammamish, Kenmore, and the "Points Communities" of Medina, Clyde Hill, Yarrow Point, Hunts Point and Beaux Arts Village. ARCH staff serves as additional housing staff to each member city, and coordinates with member city staff in various housing-related projects, plans and services.

ARCH Housing Trust Fund

The ARCH Housing Trust Fund (HTF) was created by ARCH member cities in 1993 as a way to directly assist the development and preservation of affordable housing in East King County. The trust fund process allows ARCH members to capitalize a joint housing development fund and directly control the use of their housing funds through ARCH's funding recommendation process. Mercer Island's contributions to the ARCH HTF come from the City's general fund, designated to ARCH for the purpose of creating affordable housing. Since 2010, the Council has authorized \$20,000 in each year to be expended for HTF activities. In 2017-2018 budget, the City's contribution was increased to \$64,000 in 2017 and \$96,000 in 2018. These funds are held in a centralized account at the City of Bellevue and earn interest.

The HTF is the primary means by which ARCH members assist in creating and preserving housing opportunities for low- and moderate-income households. The Housing Trust Fund awards loans and grants to Eastside developments that include below-market rate housing. Between 1993 and 2011, ARCH member jurisdictions committed over \$34 million to this fund, including Community Development Block Grant (CDBG) and General Funds. Also included in this amount is over \$7 million in contributions of land, fee-waivers and other in-kind donations. Since 1993, the ARCH Housing Trust Fund has funded over 3,250 units of East King County housing for families, seniors, and persons with special needs.

2017 Recommendations

The ARCH Executive Board has recommended dedicating up to \$93,900 from the City's share of the ARCH Housing Trust Fund and an additional contingency award of up to \$57,899 as a forward commitment of 2018 funds. The ARCH Executive Board has recommended that Mercer Island support the following four projects:

- Catholic Community Services with Sophia Way, Kirkland Shelter (\$12,181 in 2017)
- Congregations for the Homeless, Men's Homes (\$3,622 in 2017)
- Imagine Housing Esterra Park Block 6B (\$29,799 in 2017 and \$57,899 in 2018)
- King County Housing Authority Trailhead (\$48,297 in 2017)

While the proposed 2017 funding dedication (\$93,900) exceeds the City's 2017 contribution to the Housing Trust Fund (\$64,000), there are sufficient funds remaining in the Housing Trust Fund from unused pre-2017 contributions, loan repayments and interest to cover the gap. The ARCH Executive Board has also recommended funding a fifth project in 2017, King County Housing Authority, Houghton Apartments. However, this project is not recommended for a dedication of Mercer Island's share of the ARCH Housing Trust Fund; rather, it will be funded through other sources at this stage of the project.

Exhibit 1 is the ARCH HTF Recommendation memo and the following supporting documents:

1. ARCH Housing Trust Fund (HTF) Applications is a summary table of the projects (page 19).
2. ARCH Housing Trust Fund, 2017 provides details of project leveraging detailing the other funding sources and amounts leveraged by ARCH cities (page 20).
3. Economic Summary provides economic summaries of the recommended projects showing sources of funding and project expenses (pages 21-24).
4. ARCH East King County Trust Fund Summary provides a summary of ARCH projects funded to date (pages 25-26).
5. 2017 Housing Trust Fund: Proposed Funding Sources provides a funding chart showing how proposed ARCH funding is distributed among ARCH cities (page 27).

Use of Mercer Island's contributed Trust Fund dollars for specific projects must be approved by the City Council.

RECOMMENDATION

Administrative Services Manager and ARCH Staff

MOVE TO: Approve the use of up to \$157,799 from the City's share of the 2017 ARCH Housing Trust Fund as recommended by the ARCH Executive Board and authorize execution of any related agreements and documents.



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(425) 861-3677 ♦ Fax: (425) 861-4553 ♦ WEBSITE: www.archhousing.org

MEMORANDUM DRAFT

TO: City of Bellevue Council Members
City of Bothell Council Members
City of Clyde Hill Council Members
Town of Hunts Point Council Members
City of Issaquah Council Members
City of Kenmore Council Members
City of Kirkland Council Members
City of Medina Council Members
City of Mercer Island Council Members
City of Newcastle Council Members
City of Redmond Council Members
City of Sammamish Council Members
City of Woodinville Council Members
Town of Yarrow Point Council Members

FROM: Emily Moon, Chair, and ARCH Executive Board

DATE: January 11, 2018

RE: Fall 2017 Housing Trust Fund (HTF) Recommendation

The ARCH Executive Board and Citizen Advisory Board (CAB) have completed their review of the five applications for the Fall 2017 Housing Trust Fund round. The Executive Board and CAB recommends funding for five projects. Recommendations total \$4,608,000 with an additional contingency award of up to \$850,000 with forward commitment of 2018 round funds as summarized in the attached table, Proposed Funding Sources. The actual amount will depend on final action by the City Councils.

Following is a summary of the applications, the recommendation and rationale, and proposed contract conditions for the five proposals recommended for funding at this time. Also enclosed is an evaluation matrix for each proposal, an economic summary for the five projects recommended for funding, funding leveraging chart, project summary table, and a summary of funded projects to date.

1. Catholic Community Services with Sophia Way, Kirkland Shelter

Funding Request: \$1,124,000 (Secured Grant)
98 Beds (50 Family; 48 Unaccompanied Women)
Note: Project proposal also includes approximately \$1.3 million of other Kirkland Resources (e.g. REET, In-Lieu fees, fee waivers)

Exec Board Recommendation: \$1,224,000 (Secured Grant) as follows:
 \$719,594 CDGB Funds
 \$504,406 City General Funds:
 (includes contingency award of up to \$100,000)
 See attached Funding Chart for distribution of City Funds

Project Summary:

Catholic Community Services of Western Washington (CCS) with the Sophia Way is proposing development of a permanent winter shelter for unaccompanied women and families. This facility will replace the temporarily located winter shelters and day centers that have served women and families and operated by Sophia Way and CCS.

The shelter is proposed as a low barrier shelter which means few requirements on the shelter guests other than they don't pose a danger to other guests. East King County shelter has evolved from severe weather, to winter shelter at temporary locations identified yearly. This application takes the project a next step to a permanent location better located for shelter guests (transit access, near services) and providing features unavailable in temporary locations (e.g. laundry, storage, etc.). As presented in the application the operating budget assumes 24/7/365 operations with full services, however, the operators are also providing budgets that incrementally increase operations from current levels of service to full time service for both day services and shelter. This could allow for increased level of operation from current level depending upon the level of funding support from public and private sources.

The proposal is a new 19,075 square foot building housing two separate shelters and day centers located on separate floors. The women's shelter is sized to house 48 women; the family shelter will house families comprising a total of up to 50 persons. The day center spaces will accommodate private case management, food preparation and service, computer lab and storage of belongings and pets,

The property is located on a portion of the Salt House Church, located in the Rose Hill area of Kirkland several blocks south of 85th Street, a central transportation and retail corridor. Surrounding uses include residential uses on two sides, Lake Washington High School, and a cemetery. The City proposes to acquire the site and to make it available for the project per a long-term lease.

Funding Rationale:

The CAB and Executive Board supported the intent of this application for the following reasons:

- Provides shelter in a permanent location, and could move to full time operation with additional operating and services funding
- Helps implement a vision regarding a more comprehensive approach to shelter and related services to assist homeless that has been part of ARCH member cities work program for several years and endorsed by All-Home.
- Operators are respected, and have been successful for eight years of operation in serving this population in a winter shelter
- Site is available for use. Outreach has already occurred for the existing day center operating at the site. Shelter has also been touched on in this outreach effort
- City Council has been supportive and already committed significant funds to the project

- Operators are committed to raising \$1.2 million through capital campaign and a coalition of local faith organizations (New Bethlehem project) have committed to assisting the project and already successfully assisted the existing day center on-site
- City land ownership structure provides more long-term stability to the long-term use of the facility for proposed or similar use.

Proposed Conditions:

Standard Conditions: Refer to list of standard conditions found at end of this memo

Special Conditions:

1. The funding commitment shall continue for twelve (12) months from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the applicant will provide a status report on progress to date, and expected schedule for start of construction and project completion. ARCH staff will consider a twelve-month extension only on the basis of documented, meaningful progress in bringing the project to readiness or completion. At a minimum, the applicant will demonstrate that all capital funding net of the capital campaign has been secured or is likely to be secured within a reasonable period of time, and that there is a means to cover the gap in capital campaign contributions not yet collected.
2. Funds shall be used by City and applicant toward land acquisition (lease), off-site utilities, construction and construction contingency, permits and fees, professional costs and other soft costs. Funds may not be used for any other purpose unless City or Administering Agency has given written authorization for the alternate use. Prior to spending of City resources set aside for construction contingency Agency must obtain approval in advance by City staff or ARCH staff. If after the completion of the project there are budget line items with unexpended balances, the public funders shall approve adjustments to the project capital sources, including, potentially, reductions in public fund grant amounts. Any portion of funding that is CDBG funding will be limited to acquisition and professional costs.
3. As part of the funding award, \$100,000 is a contingency award subject to final approval of the ARCH Executive Board. Prior to consideration by the Executive Board of a contingency award, the applicant will provide updated project design, including updated site related costs, updated development and operating budgets, project schedule for review by the ARCH CAB and final approval by the ARCH Executive Board for the final amount and uses of contingency award. If awarded, all or some portion of the contingency award will be used for construction contingency.
4. The Applicant shall provide revised development and operating budgets based upon actual funding commitments, which must be approved by City staff or ARCH staff. If the Applicant is unable to adhere to the budgets, City or ARCH must be immediately notified and (a) new budget(s) shall be submitted by the Applicant for City staff or ARCH staff's approval. Unless approved by the Executive Board, the development budget will include a minimum of \$1.2 million from private sources raised by the applicants. The City shall not unreasonably withhold its approval to (a) revised budget(s), so long as such new budget(s) does not materially adversely change the Project. This shall be a continuing obligation of the Applicant. Failure to adhere to the budgets, either original or as amended may result in withdrawal of the City's commitment of funds.

5. The Applicant shall submit evidence of funding commitments from all proposed public sources. The agencies will demonstrate fundraising commitments or committed organization resources sufficient for the private fundraising component of the budget. In the event commitment of funds identified in the application cannot be secured in the time frame identified in the application, the Applicant shall immediately notify City staff or ARCH staff, and describe the actions it will undertake to secure alternative funding and the timing of those actions subject to City staff or ARCH staff review and approval. Upon approval of the ARCH Executive Board, prior to evidence of other funding commitments, up to \$700,000 of CDBG funding commitments may be spent on eligible land acquisition or predevelopment expenses.
6. Funds will be in the form of a secured grant.
7. A covenant is recorded ensuring affordability for at least 50 years, with 50% AMI affordability. So long as the property operates as a low-barrier shelter, no income testing will be required and the property will be assumed to meet the affordability requirements. In the event that the property is ever used for long term residential, residents will need to be screened for income eligibility.
8. Unless approved by the ARCH Executive Board, the award is made contingent on a reduction of \$700,000 in public sources (from the project application budget). This may be achieved through a combination of value engineering and redesign, additional private capital support or other means.
9. The project will be designed to be operational full time, however it will be allowed to operate part time, so long as a minimum level of service is comparable to existing shelter/day center programs (November through March for shelter services, and year-round day services for a minimum of 32 hours per week). Prior to release of funds, agencies shall submit a plan for City staff or ARCH staff review and approval, outlining a financing plan for initial level of services and plans to expand services to full time, including efforts to seek support from the broader community, and how services will be incrementally increased as operating funding assistance is increased.
10. Prior to release of funds, Agency shall provide a plan to City Human Services Staff and ARCH staff for review and approval for retaining operations at Sophia's Place.
11. Submit for review and approval by ARCH and City Human Services' staff a management and services provision plan that includes how management and services for this property and types of services and programs that will be available for the shelter guests. Recognizing that there is limited parking on the site and it is shared with the church, the plan shall also address how parking will be managed on an ongoing basis, and alternative transportation options for shelter guests. The plan shall also include management procedures to address management and operation of the premises; community and neighbor relations procedures as well as annual monitoring procedure requirements.
12. In the event that any operating support funding levels will be reduced, the Agency shall inform City Human Services and ARCH Staff about the impacts the proposed reduction will have on the budget and plan for services to the homeless clients, and what steps shall be taken to address the impacts. A new budget or services plan must be approved by City staff or ARCH staff.

2. Congregations For the Homeless, Men's Homes

Funding Request: \$450,000 (Secured Grant)
18 Beds in 3 homes

Exec Board Recommendation: \$150,000 (Secured Grant)
1 home (5 or 6 beds)
See attached Funding Chart for distribution of City Funds

Project Summary:

Congregations for the Homeless (CFH) plans to acquire and remodel three homes each to contain six bedrooms when completed. Each home would serve as group living for six homeless men referred through Coordinated Entry and/or graduating out of CFH's other programs. Since 2006 CFH has operated ten such homes on the Eastside in leased homes. Being able to buy the homes would reduce the risk of losing houses and would ensure housing would be available to help those exiting homelessness for decades to come.

Similar to applications for group homes or adult family homes serving the developmentally disabled, no properties have yet been identified, but with funding made available, the agency will look for suitable homes to acquire and remodel as necessary to accommodate the persons to be housed. The homes acquired will probably be dated, requiring some modernization in kitchens and baths and with electrical and mechanical systems. They may also not have 6 bedrooms to begin with, but would have the space to create them.

This project helps "widen the opening of the back door", freeing up space within the shelters for homeless coming off the streets, while further preparing the men for success in their long-term ability to live independently. The agency reports a 90% success rate of men graduating through the rotating shelter and then through such group living situations into independent living.

Funding Rationale:

The CAB and Executive Board supported this application for one home for the following reasons:

- Agency with proven track record of graduating men out of homelessness through a stepped approach
- Agency already has 11-year history of operating these types of homes
- Uses loan, in kind and capital campaign to leverage public funds both on the capital and operating side.
- Ownership offers more certainty of tenure
- Homes could return to residential market if no longer able to operate/no longer needed

Proposed Conditions:

Standard Conditions: Refer to list of standard conditions found at end of this memo

Special Conditions:

1. For the first home, the funding commitment shall continue for twelve (12) months from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the applicant will provide a status report on progress to date, and expected schedule for start of construction and project completion. ARCH staff will consider a six-month extension only on the basis of documented, meaningful progress in bringing the project to readiness or completion.
2. Prior to searching for a home, the Applicant shall submit evidence of funding commitments from all proposed public and private sources for each home. The Agency will demonstrate fundraising commitments or committed organization resources sufficient for the private fundraising component of the budget.
3. Funds shall be used by the Agency toward acquisition costs. Funds may not be used for any other purpose unless city staff has given written authorization for the alternate use. If circumstances make 6 bedrooms infeasible, the homes' bedrooms may be reduced to no less than five bedrooms, with a proportionate reduction in funding through the ARCH Trust Fund.
4. Prior to searching for a home, CFH shall provide an updated budget that accounts for updated Voucher income, and shall submit to City staff or ARCH staff for approval siting criteria for homes (e.g. specific requirements for transit access, amount of off-street parking, etc.) Unless otherwise approved by City staff or ARCH staff the Agency shall only purchase unoccupied homes or owner-occupied homes in order to not trigger local and federal relocation regulations. Homes shall conform to jurisdictional requirements regarding number of unrelated individuals living together.
5. Prior to closing, the Agency shall submit an appraisal by a qualified appraiser. The appraisal shall be equal to or greater than the purchase price.
6. Funds will be in the form of a secured grant with no repayment, so long as affordability and target population is maintained.
7. A covenant is recorded ensuring affordability for at least 50 years, with five or six beds for homeless individuals 30% of area median income or in the event a Voucher is available for the home, those who qualify for Section 8 assistance at move in.
8. Unless otherwise approved by City staff or ARCH staff the development budget shall include:
 - The maximum price for acquisition and construction cost combined shall not exceed \$940,000. In the event that total acquisition and rehab costs, including contingency, exceeds this amount, additional costs shall be covered by private sources from the applicant.
 - Developer fee shall not exceed \$37,000.
9. Reserves will be funded out of operations at \$2,500 for the first year with an annual increase of 3.5% per year for replacement reserves.
10. All cash flow after payment of operating expenses shall be placed into a project reserve account that can be used by the applicant for project related operating, maintenance or services expenses. Any other use of these reserves funds must be approved by City staff or ARCH staff.

11. In the event that any operating support funding levels will be reduced, the Agency shall inform City and ARCH Staff about the impacts the proposed reduction will have on the budget and plan for services to the homeless clients, and what steps shall be taken to address the impacts. A new budget or services plan must be approved by City staff or ARCH staff
12. The Agency will notify City staff or ARCH staff when they enter into an option or purchase and sale agreement for any home, providing information on the location of the home and terms for acquiring the home. The Agency will document that the home complies with City occupancy requirements, and is consistent with the Agency siting criteria. No home considered for acquisition will be within two blocks of another home owned by Agency unless otherwise approved by City staff or ARCH staff.
13. Prior to closing on a home, an individualized outreach plan will be submitted to City staff or ARCH staff for review and approval. The outreach plan will include provisions such as:
 - Provide written notification to neighbors upon mutual acceptance of the Purchase and Sales Agreement to include CFH's intention to purchase the house, description of the project, and contact number;
 - Provide an opportunity for neighbors to individually and/or as a group to meet with CFH and the service provider regarding the project; such as having an Open House after the tenants move-in and include invitations to the neighbors.
14. Once a home is selected the Agency shall include City staff or ARCH staff in the inspection of the property and development of the final scope of work for the rehab. The final scope of work for the basic construction budget shall include, at a minimum, all work necessary for any correction of substandard health and safety conditions. Any remodel work proposed will be assessed for impact on long term value of the home in the event the home is resold on the private market. Prior to start of construction, the Agency shall submit the final scope of work for City staff or ARCH Staff approval, along with evidence that construction costs have been confirmed by a qualified contractor and are within the basic construction budget. All uses of construction contingency funds must be approved by City staff or ARCH staff prior to authorization to proceed with such work.
15. Prior to release of funds, the Agency shall submit to City or ARCH staff for review and approval drafts of all documents related to the provision of services to residents and management of the property, including form of lease agreement with residents. These documents shall at a minimum address: tenant selection procedures through coordinated entry; management procedures to address tenant needs; services provided for or required of tenants, including helping residents to increase their income and be able to move to other housing ; rules for maintaining residency, management and operation of the premises; how parking will be managed; community and neighbor relations procedures; a summary of City's affordability requirements as well as annual monitoring procedure requirements.

3. Imagine Housing Esterra Park Block 6B

Funding Request: \$984,000 (Deferred, Contingent Loan)
Note: In addition to the \$500,000 awarded in 2016 round
124 affordable rental units/6 unrestricted rental units
Note: Project proposal also includes \$4 million of other
Redmond resources (e.g. In-lieu funds)

Exec Board Recommendation: \$1,234,000 (Deferred, Contingent Loan): 2017 Funds
(In addition to the \$500,000 awarded in 2016 round)
\$850,000 Contingency award from 2018 General Funds
Minimum 126 affordable rental units/up to 4 unrestricted rental units
See attached Funding Chart for distribution of City Funds

Project Summary:

Imagine Housing (IH), is proposing a 130-unit family rental project funded as two components linked by amenity space to a for-profit developed component on the same parcel. The Imagine Housing project is comprised of an approximately 50 unit (48 affordable units) 9% Tax Credit portion serving 30%, 40% and 60% AMI households and an 80 unit (78 affordable units) 4% Tax Credit portion serving 50% and 60% AMI households. The proposal includes a request to King County to allocate 8 and potentially up to 16 Section 8 vouchers. The proposal responds to availability of King County TOD funding. There will be set asides for homeless and disabled including 2 units to serve developmentally disabled.

The site is in the Redmond area of Bel-Red adjacent to the Overlake Transit Center and less than a half mile away from the Overlake light rail station.

The proposed affordable building is five levels of wood construction over two levels of concrete construction, amenity space, a roof garden, and an 11,500 square foot YMCA operated childcare facility for up to 125 children. Imagine is co-developing the property with Pryde + Johnson, a private developer, who will be building a 9 story, 126-unit residential structure on the same concrete podium. The market rate development will share structured parking and share residential amenity space with the affordable development.

This project received a \$500,000 predevelopment funding commitment from ARCH member cities in the 2016 funding round. The project has subsequently been revised substantially to reduce the amount requested from King County, and to create a partnership with a for-profit developer to develop half the site separately. In addition to the predevelopment commitment, Redmond enacted Multi-Family Tax Exemptions (MFTE) for Affordable Housing and created a mechanism for alternative compliance under MFTE which is helping provide additional funding resources to support the project and reduce the funding request to King County.

Funding Rationale:

The CAB and Executive Board supported this application and recommends funding with conditions listed below for the following reasons:

- Over the past year, project achieved conditions associated with the Cities' predevelopment funding commitment (e.g. Approaches to significantly reduce the request to public funders, including a childcare center, updated budgets, progress on incorporating social investment strategy).

- Experienced applicant
- Development targets range of lower income family households including set asides for homeless and disabled.
- Would increase range of affordability and number of affordable units within the master planned development
- Site has access to transit, shopping and is within a major employment area
- Incorporates a child development center and shared outdoor courtyard
- Project leverages a substantial amount of Tax Credit equity
- City provided additional resources from in-lieu payments from another private project as tools to help realize the project while reducing the need for other public funding support
- Utilizes County TOD funds
- Imagine was successful in finding a for-profit development partner to utilize half the lot

Proposed Conditions:

Note: These conditions replace the funding conditions associated with the predevelopment funding award made during the 2016 Trust Fund application round.

Standard Conditions: Refer to list of standard conditions found at end of this memo

Special Conditions:

1. The funding commitment shall continue for eighteen (18) months from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the applicant will provide a status report on progress to date, and expected schedule for start of construction and project completion. ARCH staff will consider up to a 12-month extension only on the basis of documented, meaningful progress in bringing the project to readiness or completion. At a minimum, the applicant will demonstrate that all capital funding has been secured or is likely to be secured within a reasonable period of time.
2. Funds shall be used by the Agency for acquisition, bridge and permanent loan fees, professional services costs, construction and construction contingency. Funds may not be used for any other purpose unless city staff has given written authorization for the alternate use. Prior to spending of City resources designated aside for construction contingency Agency must obtain approval in advance by City staff or ARCH staff. If after the completion of the project there are budget line items with unexpended balances, the public funders shall approve adjustments to the project capital sources, including potentially reductions in public fund loan amounts. Upon Executive Board approval, up to \$250,000 of the funding award may be used for land option payments prior to meeting all the funding conditions required for the balance of funds.
3. As part of the \$1,234,000 funding award, \$250,000 is a contingency award, subject to final approval of the ARCH Executive Board. Prior to consideration by the Executive Board of a contingency award, the applicant will provide updated project design, including updated site related costs, updated development and operating budgets, project schedule for review by the ARCH CAB and final approval

by the ARCH Executive Board for the final amount and uses of contingency award. If awarded, all or some portion of the contingency award will be used for construction contingency.

4. In addition to the \$1,234,000 funding award, up to an additional \$850,000 as a contingency award subject to final approval of the ARCH Executive Board. Prior to consideration by the Executive Board of a contingency award, the applicant will provide updated project design, including updated site related costs, updated development and operating budgets, project schedule for review by the ARCH CAB and final approval by the ARCH Executive Board for the final amount and uses of contingency award. If awarded, all or some portion of the contingency award will be used for construction contingency.
5. Funds will be in the form of a deferred, contingent loan. Loan terms will account for various factors, including loan terms from other fund sources and available cash flow. Final loan terms shall be determined prior to release of funds and must be approved by City staff or ARCH Staff. Based on the preliminary development budget, it is anticipated that loan payments will be based on a set repayment schedule, and begin after repayment of deferred developer fee and impact investment loan (approximately year 10), with 1% interest. The terms will also include a provision for the Agency to a deferment of a payment if certain conditions are met (e.g. low cash flow due to unexpected costs). Any requested deferment of loan payment is subject to approval by City staff or ARCH Staff, and any deferred payment would be repaid from future cash flow or at the end of the amortization period.
6. The net developer fee shall be established at the time of finalizing the Contract Budget based on the ARCH Net Developer Fee formula for each Tax Credit component. Net developer fee is defined as that portion of the developer fee paid out of capital funding sources and does not include the deferred portion which is paid out of cash flow from operations after being placed in service.
7. Until such time as any deferred developer fee structured into the sources is fully repaid, all cash flow after payment of operating expenses and debt service, shall be used to repay the deferred developer fee or project reserves as approved by City staff or ARCH Staff.
8. A covenant is recorded ensuring affordability for at least 50 years, with affordability as shown in the following table. Affordability levels will be defined using the requirements for tax credits, and utility costs will be based on King County Housing Authority allowances, unless otherwise approved by City staff or ARCH staff. (The matrix is subject to change dependent on final design and funding, but shall generally reflect the following)

Median Income Level	Studio	1 Bedrm	2 Bedrm	3 Bedrm	Total
Extremely Low Income 30% AMI	7	8	6 (5)**	3 (3)**	24
Very Low Income 31-40% AMI	3	4	4	1	12
Low Income 41 – 50%	3	17	1	0	21
Moderate Income 50-60% AMI	5	51	14	1	71

Total	18	82	25	5	128 *
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* 2 of the 2 or 3 bedroom units will serve households including developmentally disabled individuals.

* There will be a total of up to 130 units and up to 4 of units can have unrestricted rents. The final contract will update the affordability chart to account for the non-restricted units which will be approved by City staff or ARCH staff.

** 8 units will be supported with project-based Section 8 vouchers to serve homeless households.

9. Based on the availability of adequate support services, up to 50% of the units in the 9% Tax Credit portion of the project (approximately up to 50 units) may be set aside for occupancy by households for households transitioning out of homelessness unless otherwise approved by City or Administering Agency. Should rental subsidy or services funding no longer be available for homeless, and project operations are jeopardized, developer shall notify funders and may be relieved from the requirement to set aside units until such time as funding again is available.
10. Submit documentation of the City’s approval of the parking provisions.
11. Submit for review the agreements between owners and leased childcare space including information on capital funding, lease terms and management.
12. Submit for City staff or ARCH staff approval a management and services plan which includes sharing of physical space and services among the various components including the 4 percent and 9 percent tax credit portions of the affordable housing, the market-rate development and the childcare space, parking management which will address issues such as: coordination of parking between different components of the project, including any shared parking and managing overall amount of cars relative to available parking. It shall also include how the Agency will do local targeted marketing outreach such as local, media business and community organizations.

4. King County Housing Authority Trailhead

Funding Request: \$2,000,000 (Deferred, Contingent Loan)
 155 affordable rental units
 Note: Project proposal also includes approximately \$2.7 million of other Issaquah resources (fee waivers)

Exec Board Recommendation: \$2,000,000 (Deferred, Contingent Loan)
 See attached Funding Chart for distribution of City Funds

Project Summary:

King County Housing Authority (KCHA) was selected through City of Issaquah RFP process for developing a city identified site in Central Issaquah. KCHA is proposing to build The Trailhead, 155 units of affordable TOD (transit Oriented Development) housing in Central Issaquah. The Trailhead is a part of

the larger Central Issaquah TOD Project, which KCHA is undertaking in partnership with Spectrum Development Solutions. It is located on a site adjacent to the Issaquah Transit Center located in Central Issaquah. In addition to The Trailhead, the Central Issaquah TOD Project will also include 200 units of market rate and affordable units to be developed by Spectrum, a new child care center, an adult family home for persons with special needs, community space and commercial space for supportive services.

The Trailhead will offer studio, 1-bedroom, 2-bedroom and 3-bedroom apartments affordable to families earning less than 60% of the area median income immediately adjacent to a hub for frequent, all-day transit service. Twenty-four of the units will be supported by Section 8.

The completed development will serve as a mixed-use, mixed-income catalyst project for the whole neighborhood, an area targeted by the City for redevelopment. The property is within walking distance of shopping, public transportation, employment and services.

The Trailhead will be located in the north tower of the Central Issaquah TOD Development. The tower will be five stories of wood-frame construction over ground floor commercial and underground parking. Residential amenities, including an exercise space, a community room, business center, bike facilities and a children's playground, will be shared between The Trailhead and the Spectrum residential development. The site will feature a mid-block pedestrian connector to the Issaquah Transit Center, a new public plaza in the southwest corner of the site, a new street with pedestrian and bike lanes along the east side of the site, and an enhanced wetland along the west side.

Funding Rationale:

The CAB and Executive Board supported this application and recommends funding with conditions listed below for the following reasons:

- Creates 155 units affordable to households at or below 50% and 60% of area median income, with 24 at 40% of median income that will be supported with vouchers
- Meets City of Issaquah goals for area
- Experienced applicant
- Site has convenient access to transit, shopping, services and is located downtown
- Takes advantage of King County TOD funds being made available in the current round

Proposed Conditions:

Standard Conditions: Refer to list of standard conditions found at end of this memo

Special Conditions:

1. The funding commitment shall continue for twenty-four (24) months from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the applicant will provide a status report on progress to date, and expected schedule for start of construction and project completion. ARCH staff will consider up to a 12-month extension only on the basis of documented, meaningful progress in bringing the project to readiness or completion. At a minimum, the applicant will demonstrate that all capital funding has been secured or is likely to be secured within a reasonable period of time.

2. Funds shall be used by the Agency for construction costs, including construction contingency. Funds may not be used for any other purpose unless City staff or ARCH staff has given written authorization for the alternate use. \$500,000 of the award is a contingency award subject to final approval of the ARCH Executive Board. By October 2018, KCHA will provide updated project design, including updated site and parking related costs, updated development and operating budgets including terms for the city's loan and the Agency's subordinate loan, project schedule; and status of other uses on the property for review by the ARCH CAB and final approval by the ARCH Executive Board for the final amount and uses of contingency award.
3. In the event any of the funding award is reserved for construction contingency, that portion must be approved in advance by City staff or ARCH staff. If after the completion of the project there are unexpended contingency balances, the public funders shall approve adjustments to the project capital sources, including potentially reductions in public fund loan balances.
4. Funds will be in the form of a deferred, contingent loan. Loan terms will account for various factors, including loan terms from other fund sources, including the sponsor subordinate loan and available cash flow. It is anticipated the loan terms will include 1% interest, and ability to defer initial payment until certain conditions are met such as repayment of deferred developer fee. Final loan terms shall be determined when the updated budget is provided and reviewed by the Executive Board and prior to release of funds and must be approved by City staff or ARCH staff. The terms may also include a provision for the Agency to a deferment of a payment if certain conditions are met (e.g. low cash flow due to unexpected costs). Any requested deferment of loan payment is subject to approval by City staff or ARCH staff, and any deferred payment would be repaid from future cash flow or at the end of the amortization period.
5. KCHA will provide a sponsor subordinate loan in the approximate amount of \$3,840,000. The final amount and terms of repayment will be finalized at the time of review and approval of the contingency portion of the funding commitment. Terms are anticipated to account for available cash flow and repayment of the ARCH loan.
6. Until such time as the any deferred developer fee structured into the sources is fully repaid, all cash flow after payment of operating expenses and debt service, shall be used to repay the deferred developer fee or project reserves as approved by City Staff.
7. A covenant is recorded ensuring affordability for at least 50 years, with affordability as shown in the following table. Affordability levels will be defined using the requirements for tax credits, and utility costs will be based on King County Housing Authority allowances, unless otherwise approved by City staff or ARCH Staff. (The matrix is subject to change dependent on final design, but shall generally reflect the following:)

Median Income Level	Studio	1 Bedrm	2 Bedrm	3 Bedrm	Total
Section 8 (40% AMI)	0	0	0	24	24
Moderate Income 60% AMI	5	80	40	6	131

Total	4	80	40	30	155
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8. Submit documentation of the City’s approval of the provision of parking for project.
9. Submit for City staff or ARCH staff approval a management and marketing plan which includes sharing of physical space and services among the various components including tax credit structure, market-rate development, special needs unit and community space and parking management which will address issues such as: coordination of parking between different components of the project, including any shared parking and managing overall amount of cars relative to available parking both through site features (e.g. bike storage) and management practices. It shall also include how the Agency will do local targeted marketing outreach such as local, media business and community organizations.

5. King County Housing Authority Houghton Apartments

Funding Request: \$2,827,250 (Secured Grant)
15 Units as Public housing

Exec Board Recommendation: \$2,827,250 (Secured Grant) – Using City of Kirkland sources such as In-lieu, REET

Project Summary:

Houghton Apartments is a two-building multi-family property comprising 15 units located in Kirkland which the City of Kirkland acquired in 2015 with short-term financing which must be repaid in 2018. The buildings were constructed in 1967 and 1978, and in need of a fair amount of rehabilitation.

King County Housing Authority is in discussions with the City of Kirkland to purchase the site from the City in order to help the City preserve the fifteen apartment units at this site. KCHA is willing to acquire the site at the City’s Loan balance of \$4.7 million, which is based on the property’s appraised value. The purchase would in part be funded by a swap out of a KCHA-owned commercial property that the City wishes to acquire for a Public Works facility. With the KCHA acquisition, the property will be positioned as public housing, which translates into rents that are 30% of the household’s actual income; the rest is subsidized by the federal government.

The property is currently managed by the City of Kirkland and most units are occupied. Rents are reported to be below market-rate. It is expected that some portion of existing tenants will income qualify and be eligible to receive public assistance through the Housing Authority. Any resident not income eligible for public assistance, will be allowed to remain at the property and continue to pay current rents. Upon turnover, those units will be made available for residents eligible for KCHA’s public assistance.

Each building at Houghton Court is wood frame construction and some units have wood frame balconies at upper level units. KCHA will do some limited high priority rehabilitation upon acquisition (\$150,000), and will be making other significant capital upgrades in the next few years of ownership. KCHA has committed to addressing the issues called out in the Capital Needs Assessment, including roof, window

and siding work, replacement of aluminum wiring and interior apartment repairs. In addition, KCHA will make other improvements and upgrades, including enhancement to the building exteriors and landscaping.

Funding Rationale:

The CAB and Executive Board supported this application and recommends funding with conditions listed below for the following reasons:

- Meets Houghton Community Council Objectives
- Preserves 15 existing affordable units at risk of being redeveloped
- Experienced applicant
- Site has convenient access to transit, shopping, services and is located downtown
- Rents to be limited to 30% of actual household income
- Will result in city in-lieu fees being used in the City and in an area with limited affordable housing, and will result in more affordable units than would have been provided by the projects paying the in-lieu fees.
- Allows city to secure another property for Public Works facility needed by the City of Kirkland.

Proposed Conditions:

Special Conditions (none of the standard conditions applicable):

1. The funding commitment shall continue for six (6) months from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to City staff no later than sixty (60) days prior to the expiration date. City staff will grant up to a 12-month extension.
2. Funds shall be used by the Agency towards acquisition. Funds may not be used for any other purpose unless city staff has given written authorization for the alternate use.
3. Funds will be in the form of a grant with no repayment, so long as affordability and target population is maintained. The funding shall be secured with a promissory note with the Agency.
4. Existing residents will not be required to relocate. Any residents that are not eligible to receive federal assistance will have future rent increases limited to the lesser of market value, or an annual increase that does not exceed the standard increase as customarily applied on annual basis to rents in KCHA's workforce housing portfolio.
5. Construction work called out in the Capital Needs Assessment shall be carried out within 5 years of acquisition using only federal, HUD funds.
6. A covenant, subordinate to HUD's Declaration of Trust and any other subsequent covenant or regulatory agreement related to federal operating assistance, is recorded ensuring affordability for at least 50 years, with affordability as shown in the following table. Units shall be made available as public housing. In the event the property no longer is public housing or funded through a successor HUD Program, affordability levels will be set at rents not to exceed 60% AMI adjusted for household size with utility costs based on King County Housing Authority allowances, unless otherwise approved by City Staff. Affordability levels may be increased up to 80% of AMI in the event long-term

economic viability of the project is in jeopardy, as reasonably determined by KCHA, and upon City staff approval which shall not be reasonably withheld.

7. Submit monitoring reports quarterly through completion of project as requested, and annually thereafter. So long as the property continues to receive federal operating assistance, a certification by KCHA that federal funds continue to support the operation of the property shall satisfy this annual reporting requirement.

Standard Conditions applicable to all projects (unless superseded by specific conditions for individual project):

1. The Applicant shall provide revised development and operating budgets based upon actual funding commitments, which must be approved by city staff. If the Applicant is unable to adhere to the budgets, City or Administering Agency must be immediately notified and (a) new budget(s) shall be submitted by the Applicant for the City's approval. The City shall not unreasonably withhold its approval to (a) revised budget(s), so long as such new budget(s) does not materially adversely change the Project. This shall be a continuing obligation of the Applicant. Failure to adhere to the budgets, either original or as amended may result in withdrawal of the City's commitment of funds.
2. The Applicant shall submit evidence of funding commitments from all proposed public sources. In the event commitment of funds identified in the application cannot be secured in the time frame identified in the application, the Applicant shall immediately notify City or Administering Agency, and describe the actions it will undertake to secure alternative funding and the timing of those actions subject to City or Administering Agency's review and approval.
3. In the event federal funds are used, and to the extent applicable, federal guidelines must be met, including but not limited to: contractor solicitation, bidding and selection; wage rates; and Endangered Species Act (ESA) requirements. CDBG funds may not be used to repay (bridge) acquisition finance costs.
4. The Applicant shall maintain documentation of any necessary land use approvals and permits required by the city where the projects are located.
5. Submit monitoring reports quarterly through completion of the project, and annually thereafter. Submit a final budget upon project completion. If applicable, submit initial tenant information as required by City or Administering Agency.

**ARCH HOUSING TRUST FUND (HTF) APPLICATIONS
2017**

Applicant	Recommendation (Grant/Loan)	Housing Type/ # of units/ bdrms	Income Served	Project Location	Duration of benefit	Total cost per unit	HTF cost per affordable unit	Project completion
Catholic Community Services of Western WA with The Sophia Way Women and Family Shelter	\$1,224,000 Secured Grant	Homeless Shelter (Individual Women, Families) 98 beds	30% AMI	11920 NE 80th St Kirkland	50 years	\$84,061/bed	\$12,490/bed	March 2019
Congregations For the Homeless Men's Housing	\$150,000 Secured Grant	Homeless men One 5- or 6- bedroom group home	30% AMI	To be determined	50 years	\$174,556/bed	\$25,000/bed	December 2018
Imagine Housing Esterra	\$1,234,000 Contingent Loan (In addition to \$500,000 awarded in 2016 round)	Family Rental Housing 130 units (23 homeless units 2 DD units)	24@ 30% 12@40% 21 @ 50% 71 @60% 2@Mkt	156 th Ave NE @ NE 27 th St Redmond	50 years	\$331,838/unit	\$9,641/unit	August 2020
King County Housing Authority Trailhead	\$2,000,000 Loan	Family Rental Housing 155 units	24 @ 40% 131 @ 60%	1550 NW Newport Way Issaquah	50 years	\$429,775/unit	\$12,903/unit	March 2021

ARCH HOUSING TRUST FUND, 2017

	CFH Men's Housing		Imagine Housing Esterra - Combined		CCS Shelter		KCHA Trailhead		KCHA Houghton		TOTAL	
2016 ARCH Commitment			\$500,000								\$500,000	
2017 ARCH Recommendation											\$3,889,000	
2017 General Funds	\$150,000		\$1,234,000		\$505,000		\$2,000,000				\$719,000	
CDBG					\$719,000							
Sub-total	\$150,000		\$1,234,000		\$1,224,000		\$2,000,000		\$0			
2018 General Funds			\$850,000									
Other City Resources (Estimate) *												
Sub-Total	\$4,000		\$4,000,000		\$1,290,000		\$2,710,500		\$2,827,250		\$10,831,750	
* Combination of fee waivers, land sale proceeds, REET, in-lieu fees.												
CITY TOTAL	\$ 154,000	15%	\$ 6,584,000	15%	\$ 2,514,000	31%	\$ 4,710,500	7%	\$ 2,827,250	60%	\$ 16,789,750	
King County												
HOF/HOME/2060	\$ -		\$407,085		\$0						\$500,000	
TOD			\$5,592,915				\$10,000,000				\$15,500,000	
Other // Vets/HS	\$ 133,333				\$2,000,000						\$2,133,333	
KC TOTAL	\$ 133,333	13%	\$ 6,000,000	14%	\$ 2,000,000	24%	\$ 10,000,000	15%	\$ -	0%	\$ 18,133,333	
WA HTF	\$133,333		\$1,700,000		\$2,000,000						\$3,833,333	
Legislative Earmark					\$ 350,000						\$350,000	
WA TOTAL	\$ 133,333	13%	\$ 1,700,000	4%	\$ 2,350,000	29%	\$ -	0%	\$ -	0%	\$ 4,183,333	
Tax Credits	\$0	0%	\$17,610,000	41%		0%	\$19,910,000	30%		0%	\$37,651,206	
Bonds		0%	\$6,615,000	15%		0%	\$25,155,000	38%		0%	\$31,855,000	
Bank Loans	\$485,000	46%	\$3,523,000	8%		0%		0%		0%	\$3,799,951	
Deferred Developer Fee		0%	\$1,207,000	3%		0%	\$3,000,000	5%		0%	\$4,229,000	
Capital Campaign	\$141,667	14%	\$0	0%	\$1,200,000	15%		0%		0%	\$1,341,667	
Other		0%	\$750,000	2%	\$174,000	2%	\$3,839,700	6%	\$1,915,000	40%	\$6,428,700	
OTHER TOTAL	\$ 626,667	60%	\$ 29,705,000	69%	\$ 1,374,000	17%	\$ 51,904,700	78%	\$ 1,915,000	40%	\$ 85,305,524	
TOTAL RESOURCES	\$ 1,047,333	100%	\$ 43,139,000	100%	\$ 8,238,000	100%	\$ 66,615,200	100%	\$ 4,742,250	100%	\$ 123,577,940	

ECONOMIC SUMMARY: CATHOLIC COMMUNITY SERVICES / KIRKLAND SHELTER

1. Applicant/Description: New construction of 98 bed shelter and day center for individual homeless women and homeless households

2. Project Location: 11920 NE 80th St, Kirkland

3. Financing Information:

Funding Source	Funding Amount	Commitment
ARCH / Cities	\$1,224,000 Secured Grant Plus ~\$1,290,000 Kirkland (e.g. REET, in-kind, fee waivers)	
King County	\$2,000,000	To be applied for in 2018
Commerce Trust Fund	\$2,350,000	\$350,000 Legislative earmark committed; remainder- apply in 2018
Private Debt	\$0	
Capital Campaign	\$1,200,000	To be raised in 2018
Savings/Other Capital	\$174,000	
TOTAL	\$8,238,000	

4. Development Budget:

ITEM	TOTAL	PER BED @ 98 units
Acquisition	\$605,000	\$6,173
Construction	\$6,219,500	\$63,464
Design	\$374,000	\$3,816
Consultants	\$50,800	\$518
Developer fee	\$400,000	\$4,082
Finance costs	\$31,500	\$321
Reserves	\$0	\$0
Permits/Fees/Other	\$557,200	\$5,685
TOTAL	\$8,238,000	\$84,061

5. Debt Service Coverage: Secured Grant,

6. Security for City Funds:

- A recorded covenant to ensure affordability and use for targeted population for 50 years.
- A promissory note secured by a deed of trust. The promissory note will require repayment of the loan amount upon non-compliance with any of the loan conditions.

ECONOMIC SUMMARY: Congregations For the Homeless / Men’s Homes

1. Applicant/Description: Acquisition of 1 single family home to serve 5 - 6 homeless men each

2. Project Location: ARCH Sphere of Influence

3. Financing Information:

Funding Source	Funding Amount	Commitment
ARCH	\$150,000	
King County	\$133,333	To be applied for in 2018
Commerce Trust Fund	\$133,333	To be applied for in 2018
Tax Credits	\$0	
Private Debt	\$485,000	To be applied for in 2018
Capital Campaign	\$141,667	Committed
Other (city permit fees)	\$4,000	Applied for when home identified
TOTAL	\$1,047,333	

4. Development Budget:

ITEM	TOTAL	PER BED @ 6 beds
Acquisition	\$756,000	\$126,000
Construction	\$183,000	\$30,500
Design	\$11,000	\$1,833
Consultants	\$10,833	\$1,806
Developer fee	\$37,333	\$6,222
Finance costs	\$11,500	\$1,917
Reserves	\$16,000	\$2,667
Permits/Fees/Other	\$21,667	\$3,611
TOTAL	\$1,047,333	\$174,556

5. Debt Service Coverage: Secured Grant.

6. Security for City Funds:

- A recorded covenant to ensure affordability and use for targeted population for 50 years.
- A promissory note secured by deed of trust. The promissory note will require repayment of the loan amount upon non-compliance with any of the loan conditions.

7. Rental Subsidy: 1 Section 8 Voucher per home

ECONOMIC SUMMARY: IMAGINE HOUSING / ESTERRA BLOCK 6B

1. Applicant/Description: New construction of 128 affordable plus 2 unrestricted rental units for households including 23 units for the homeless, 2 for developmentally disabled

2. Project Location: 156th Ave NE and NE 27th St, Redmond

3. Financing Information:

Funding Source	Funding Amount	Commitment
ARCH / Cities	\$1,234,000 \$500,000 Plus \$4,000,000	2017 ARCH Funding Round 2016 ARCH Funding Round City Funds (In-lieu funds)
King County	\$6,000,000	Awarded in 2017
Commerce Trust Fund	\$1,700,000	To be applied for in 2018
Tax Credits	\$17,610,000	To be applied for in 2018
Private Debt	\$10,138,000	To be applied for in 2018
Impact Investment	\$750,000	To be raised in 2018
Deferred Developer Fee/Other	\$1,207,000	Committed
TOTAL	\$43,139,000	

4. Development Budget:

ITEM	TOTAL	PER UNIT
Acquisition	\$5,617,500	\$43,212
Construction	\$28,562,300	\$219,710
Design / Consultants	\$1,001,500	\$7,704
Developer fee	\$3,057,000	\$23,515
Finance costs	\$2,417,200	\$18,594
Permits/Fees/Reserves/Other	\$2,483,500	\$19,104
TOTAL	\$43,139,000	\$331,838

5. Debt Service Coverage: Debt service payments will be finalized upon commitment. Basic terms will include a 50-year amortization, deferral of payments until deferred developer fee is repaid, 1% interest, and ability to request a deferral of annual payment to preserve economic integrity of property.

6. Security for City Funds:

- A recorded covenant to ensure affordability and use for targeted population for 50 years.
- A promissory note secured by a deed of trust. The promissory note will require repayment of the loan amount upon non-compliance with any of the loan conditions.

7. Rental Subsidy: 8 Section 8 Vouchers

ECONOMIC SUMMARY: KING COUNTY HOUSING AUTHORITY / TRAILHEAD

1. Applicant/Description: New construction of 155 affordable rental units for households

2. Project Location: 1550 NW Newport Way, Issaquah

3. Financing Information:

Funding Source	Funding Amount	Commitment
ARCH / City	\$2,000,000 Plus \$2,710,500	ARCH Trust Fund 2017: City Fee Waivers
King County	\$10,000,000	Awarded in 2017
Tax Credits	\$19,910,000	To be applied for in 2018
Private Debt	\$25,155,000	To be applied for in 2018
KCHA soft debt	\$3,839,700	Committed
Deferred Developer Fee/GP Equity/Other	\$3,000,000	Committed
TOTAL	\$66,615,200	

4. Development Budget:

ITEM	TOTAL	PER UNIT @ 155 units
Acquisition	\$3,422,184	\$43,884
Construction	\$45,588,170	\$294,762
Design	\$2,925,852	\$18,876
Consultants	\$2,260,181	\$14,582
Developer fee	\$6,839,744	\$44,127
Finance costs	\$2,407,422	\$15,532
Permits/Fees/Other	\$3,071,616	\$19,817
TOTAL	\$66,615,169	\$429,775

5. Debt Service Coverage: Debt service payments will be finalized upon final funding commitments. Basic terms will include a 50-year amortization, 1% interest, and ability to request a deferral of annual payment to preserve economic integrity of property.

6. Security for City Funds:

- A recorded covenant to ensure affordability and use for targeted population for 50 years.
- A promissory note secured by a deed of trust. The promissory note will require repayment of the loan amount upon non-compliance with any of the loan conditions.

7. Rental Subsidy: 24 Section 8 Vouchers assigned by KCHA

FIGURE 1
ARCH: EAST KING COUNTY TRUST FUND SUMMARY
LIST OF CONTRACTED PROJECTS FUNDED (1993 - 2016)

Project	Location	Owner	Units/Bed s	Funding	Pct of Total Allocation	Distribution Target
1. Family Housing						
Andrews Heights Apartments	Bellevue	Imagine Housing	24	\$400,000		
Garden Grove Apartments	Bellevue	DASH	18	\$180,000		
Overlake Townhomes	Bellevue	Habitat of EKC	10	\$120,000		
Glendale Apartments	Bellevue	DASH	82	\$300,000		
Wildwood Court Apartments	Bellevue	DASH	36	\$270,000		
Somerset Gardents (Kona)	Bellevue	KC Housing Authority	198	\$700,000		
Pacific Inn	Bellevue *	Pacific Inn Assoc. *	118	\$600,000		
Eastwood Square	Bellevue	Park Villa LLC	48	\$600,000		
Chalet Apts	Bellevue	Imagine Housing	14	\$163,333		
Andrew's Glen	Bellevue **	Imagine Housing	10 /11	\$424,687		
August Wilson Place	Bellevue ***	LIHI ***	45	\$800,000		
YWCA Family Apartments	Bellevue	YWCA	12	\$100,000		
30 Bellevue	Bellevue **	Imagine Housing	29	\$672,865		
Parkway Apartments	Redmond	KC Housing Authority	41	\$100,000		
Habitat - Patterson	Redmond **	Habitat of EKC **	24	\$446,629		
Avon Villa Mobile Home Park	Redmond **	MHCP **	93	\$525,000		
Terrace Hills	Redmond	Imagine Housing	18	\$442,000		
Village at Overlake Station	Redmond **	KC Housing Authority **	308	\$1,645,375		
Summerwood	Redmond	DASH	166	\$1,187,265		
Esterra Park	Redmond	Imagine Housing	125 /240	\$500,000		
Coal Creek Terrace	Newcastle **	Habitat of EKC **	12	\$240,837		
Rose Crest (Talus)	Issaquah **	Imagine Housing **	40	\$918,846		
Mine Hill	Issaquah **	Imagine Housing	28	\$482,380		
Clark Street	Issaquah	Imagine Housing	30	\$355,000		
Lauren Heights (Iss Highlands)	Issaquah **	Imagine Housing/SRI **	45	\$657,343		
Habitat Issaquah Highlands	Issaquah **	Habitat of EKC **	10	\$318,914		
Issaquah Family Village I	Issaquah **	YWCA **	87	\$4,382,584		
Issaquah Family Village II	Issaquah **	YWCA **	47	\$2,760,000		
Greenbrier Family Apts	Woodinville **	DASH **	50	\$286,892		
Crestline Apartments	Kirkland	Shelter Resources	22	\$195,000		
Plum Court	Kirkland	DASH	61 /66	\$1,000,000		
Francis Village	Kirkland	Imagine Housing	15	\$375,000		
Velocity	Kirkland **	Imagine Housing **	46	\$901,395		
Copper Lantern	Kenmore **	LIHI **	33	\$452,321		
Highland Gardens (Klahanie)	Sammamish	Imagine Housing	54	\$291,281		
Habitat Sammamish	Sammamish **	Habitat of KC ***	10	\$972,376		
REDI TOD Land Loan	Various	Various	100 est	\$500,000		
Homeowner Downpayment Loan	Various	KC/WSHFC/ARCH	87 est	\$615,000		
SUB-TOTAL			2,196	\$25,882,324	54.0%	(56%)
2. Senior Housing						
Cambridge Court	Bellevue	Resurrection Housing	20	\$160,000		
Ashwood Court	Bellevue *	DASH/Shelter Resources *	50	\$1,070,000		
Evergreen Court (Assisted Living)	Bellevue	DASH/Shelter Resources	64 /84	\$2,480,000		
Bellevue Manor / Harris Manor	Bellevue / Redmond	KC Housing Authority	105	\$1,334,749		
Vasa Creek	Bellevue	Shelter Resources	50	\$190,000		
Riverside Landing	Bothell **	Shelter Resources	50	\$225,000		
Kirkland Plaza	Kirkland	Imagine Housing	24	\$610,000		
Athene (Totem 2)	Kirkland **	Imagine Housing ***	73	\$917,701		
Heron Landing	Kenmore	DASH/Shelter Resources	50	\$65,000		
Ellsworth House Apts	Mercer Island	Imagine Housing	59	\$900,000		
Providence Senior Housing	Redmond **	Providence **	74	\$2,330,000		
Greenbrier Sr Apts	Woodinville **	DASH/Shelter Resources **	50	\$196,192		
SUB-TOTAL			669	\$10,478,642	21.9%	(19%)

FIGURE 1
ARCH: EAST KING COUNTY TRUST FUND SUMMARY
LIST OF CONTRACTED PROJECTS FUNDED (1993 - 2016)

Project	Location	Owner	Units/Beds	Funding	Pct of Total Allocation	Distribution Target
3. Homeless/Transitional Housing						
Hopelink Place	Bellevue	**	Hopelink **	20	\$500,000	
Chalet	Bellevue		Imagine Housing	4	\$46,667	
Kensington Square	Bellevue		Housing at Crossroads	6	\$250,000	
Andrew's Glen	Bellevue		Imagine Housing	30	\$1,162,500	
August Wilson Place	Bellevue	***	LIHI ***	12	\$200,000	
Sophia Place	Bellevue		Sophia Way	20	\$250,000	
30 Bellevue	Bellevue	**	Imagine Housing	31	\$720,084	
Men's Shelter	TBD		Congregation for Homeless (C	50	\$700,000	
Dixie Price Transitional Housing	Redmond		Hopelink	4	\$71,750	
Avondale Park	Redmond		Hopelink (EHA)	18	\$280,000	
Avondale Park Redevelopment	Redmond	**	Hopelink (EHA) **	60	\$1,502,469	
Petter Court	Kirkland		KITH	4	\$100,000	
Francis Village	Kirkland		Imagine Housing	45	\$1,125,000	
Velocity	Kirkland	**	Imagine Housing ***	12	\$225,349	
Athene (Totem 2)	Kirkland	**	Imagine Housing	18	\$229,425	
Rose Crest (Talus)	Issaquah	**	Imagine Housing **	10	\$229,712	
Lauren Heights (Iss Highlands)	Issaquah	**	SRI **	5	\$73,038	
Issaquah Family Village I	Issaquah	**	YWCA **	10	\$503,745	
SUB-TOTAL				341	\$8,169,739	17.0% (13%)
4. Special Needs Housing						
My Friends Place	K.C.		EDVP	6 Beds	\$65,000	
Stillwater	Redmond		Eastside Mental Health	19 Beds	\$187,787	
Foster Care Home	Kirkland		Friends of Youth	4 Beds	\$35,000	
FOY New Ground	Kirkland		Friends of Youth	6 Units	\$250,000	
DD Group Home 7	Kirkland		Community Living	5 Beds	\$100,000	
Youth Haven	Kirkland		Friends of Youth	10 Beds	\$332,133	
FOY Transitional Housing	Kirkland	**	Friends of Youth **	10 Beds	\$247,603	
FOY Extended Foster Care	Kirkland	**	Friends of Youth **	10 Beds	\$112,624	
DD Group Home 4	Redmond		Community Living	5 Beds	\$111,261	
DD Group Homes 5 & 6	Redmond/KC (Bothell)		Community Living	10 Beds	\$250,000	
United Cerebral Palsy	Bellevue/Redmond		UCP	9 Beds	\$25,000	
DD Group Home	Bellevue		Residence East	5 Beds	\$40,000	
AIDS Housing	Bellevue/Kirkland		AIDS Housing of WA	10 Units	\$130,000	
Harrington House	Bellevue		AHA/CCS	8 Beds	\$290,209	
DD Group Home 3	Bellevue		Community Living	5 Beds	\$21,000	
Parkview DD Condos III	Bellevue		Parkview	4	\$200,000	
30 Bellevue	Bellevue	**	Imagine Housing	2	\$47,219	
IERR DD Home	Issaquah		IERR	6 Beds	\$50,209	
FFC DD Homes	NE KC		FFC	8 Beds	\$300,000	
Oxford House	Bothell		Oxford/Compass Ctr.	8 Beds	\$80,000	
Parkview DD Homes VI	Bothell/Bellevue		Parkview	6 Beds	\$150,000	
Parkview DD Homes XI	TBD		Parkview	3 Beds	\$200,800	
FFC DD Home II	Kirkland		FFC	4 Beds	\$168,737	
SUB-TOTAL				163 Beds/Units	\$3,394,582	7.1% (12%)
TOTAL				3,369	\$47,925,286	100.0%
* Funded through Bellevue Downtown Program					10%	
** Also, includes in-kind contributions (e.g. land, fee waivers, infrastructure improvements)						
*** Amount of Fee Waiver still to be finalized						

2017 HOUSING TRUST FUND: PROPOSED CITY FUNDING RECOMMENDATIONS AND SOURCES

	PROJECT					TOTAL
	Imagine Housing Esterra Park	CCS Family/Women Shelter	CFH Men Group Home	KCHA Trailhead (Iss)		
Recommendation						
2016 (Approved Commitment)	\$ 500,000					
2017 (General funds & CDBG) *	\$ 1,234,000	\$ 1,224,000	\$ 150,000	\$ 2,000,000	\$ 4,608,000	
2018 General Funds **	\$ 850,000				\$ 850,000	
Other City Resources (Est.)***	\$ 4,000,000	\$ 1,290,000	\$ 4,000	\$ 2,710,000	\$ 10,831,250	
*** Combination of fee waivers, land sale proceeds, REET, in-lieu fees.						
Individual City Funding						
Sub-Regional CDBG (2017)		\$ 222,147				\$ 222,147
Bellevue						
2017 General Funds	\$ 498,264	\$ 203,669	\$ 60,567	\$ 807,558	\$ 1,570,058	
2018 General Funds	\$ 248,485				\$ 248,485	
Bothell						
2017 General Funds	\$ 15,860	\$ 6,483	\$ 1,928	\$ 25,705	\$ 49,976	
2018 General Funds	\$ 30,156				\$ 30,156	
Clyde Hill						
2017 General Funds	\$ 14,334	\$ 5,859	\$ 1,742	\$ 23,231	\$ 45,166	
2018 General Funds	\$ 15,078				\$ 15,078	
Hunts Point						
2017 General Funds	\$ 1,799	\$ 735	\$ 219	\$ 2,915	\$ 5,667	
2018 General Funds	\$ 1,508				\$ 1,508	
Issaquah						
2017 General Funds	\$ 47,514	\$ 19,422	\$ 5,776	\$ 77,008	\$ 149,719	
2018 General Funds	\$ 60,312				\$ 60,312	
Kenmore						
2017 General Funds	\$ 31,951	\$ 13,060	\$ 3,884	\$ 51,784	\$ 100,679	
2018 General Funds	\$ 18,094				\$ 18,094	
Kirkland						
CDBG (2017)		\$ 276,279			\$ 276,279	
2017 General Funds	\$ 311,243	\$ 127,223	\$ 37,833	\$ 504,446	\$ 980,746	
2018 General Funds	\$ 250,294				\$ 250,294	
Medina						
2017 General Funds	\$ 8,968	\$ 3,666	\$ 1,090	\$ 14,535	\$ 28,259	
2018 General Funds	\$ 7,442				\$ 7,442	
Mercer Is.						
2017 General Funds	\$ 29,799	\$ 12,181	\$ 3,622	\$ 48,297	\$ 93,900	
2018 General Funds	\$ 57,899				\$ 57,899	
Newcastle						
2017 General Funds	\$ 25,461	\$ 10,408	\$ 3,095	\$ 41,266	\$ 80,230	
2018 General Funds	\$ -				\$ -	
Redmond						
CDBG (2017)		\$ 221,168			\$ 221,168	
2017 General Funds	\$ 195,560	\$ 79,936	\$ 23,771	\$ 316,953	\$ 616,220	
2018 General Funds	\$ 90,468				\$ 90,468	
Sammamish						
2017 General Funds	\$ 37,180	\$ 15,198	\$ 4,519	\$ 60,259	\$ 117,157	
2018 General Funds	\$ 60,312				\$ 60,312	
Woodinville						
2017 General Funds	\$ 10,820	\$ 4,423	\$ 1,315	\$ 17,537	\$ 34,095	
2018 General Funds	\$ 7,539				\$ 7,539	
Yarrow Point						
2017 General Funds	\$ 5,247	\$ 2,145	\$ 638	\$ 8,504	\$ 16,534	
2018 General Funds	\$ 2,412				\$ 2,412	
Individual Cities Total						
CDBG (2017)	\$ -	\$ 719,594	\$ -	\$ -	\$ 719,594	
2017 General Funds	\$ 1,234,000	\$ 504,406	\$ 150,000	\$ 2,000,000	\$ 3,888,406	
2017 Sub-Total	\$ 1,234,000	\$ 1,224,000	\$ 150,000	\$ 2,000,000	\$ 4,608,000	
2018 General Funds	\$ 850,000	\$ -	\$ -	\$ -	\$ 850,000	

* Includes combination of 2017 General Funds, unallocated 2016 General Funds, and interest and loan repayments from 201

** Includes General Funds in 2018 budgets set aside for affordable housing. Does not involve additional allocation to housing



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

**AB 5387
February 6, 2018
Regular Business**

**CITY COUNCIL RULES OF PROCEDURE
AMENDMENTS.**

Proposed Council Action:
Adopt proposed amendments.

DEPARTMENT OF	City Manager (Ali Spietz)
COUNCIL LIAISON	n/a
EXHIBITS	1. Proposed amendments to the City Council Rules of Procedure
2017-2018 CITY COUNCIL GOAL	6. Address Outdated City Codes and Practices
APPROVED BY CITY MANAGER	

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

SUMMARY

BACKGROUND

In 2004, 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 amended in 2004 and 2006 regarding: (1) Boards and Commissions and the role of the Council Liaison and (2) first and second readings of ordinances.

In 2016, the Organizational Effectiveness Committee, comprised of Councilmembers Wendy Weiker and Dave Wisenteiner, former Councilmember Dan Grausz, Assistant City Manager Kirsten Taylor and Police Chief Ed Holmes, formed to review and propose amendments to the Rules identified by the Council and updates suggested by the City’s staff Leadership Team. The City Council adopted numerous amendments to the Rules on June 19, 2017.

At the 2018 City Council Planning Session, held January 2-27, 2018, Council reviewed proposed amendments to the City Council Rules of Procedure that were identified by staff and Council since the last review in June 2017. The proposed amendments include the following:

Mayoral Duties

When the Rules were first adopted in 2006, they were adapted from another City that was a Mayor-Council form of government. In those cities, the Mayor usually does not make motions. In the Council-Manager form of government, however, during discussion and deliberation, the Mayor acts as a councilmember and can move and second any actions. The Rules have been amended to remove the provision prohibiting the Mayor from making a motion. See Exhibit 1, page 7 [Section 2.3(1)].

Appointing Councilmembers as Liaisons

The Council requested that language be added to acknowledge that the Mayor will consult with the Deputy Mayor when appointing Councilmembers to serve as liaisons to the City's Boards and Commissions, Ad Hoc Committees and other regional appointments. See Exhibit 1, page 8 [Section 2.3(f)] and page 21 [Section 8.15].

Councilmember Absences

Clarifying language has been added to memorialize the current practice of noting Councilmember absences in the minutes and making a motion during Other Business to determine if a Councilmembers' absence is excused or unexcused. See Exhibit 1, pages 11 and 13 [Section 3.3(1) and (11)].

Proclamations

The Mayor and the City Manager's Office is contacted often to issue proclamations for a variety of topics, issues, and special events. Proposed language will help the Mayor, Deputy Mayor, and staff determine if the request pertains to Mercer Island, is timely and appropriate. In addition, these guidelines will help the Council to recognize important historical, national, regional and local issues to celebrate and acknowledge in the community. See Exhibit 1, page 11 [Section 3.3(5)].

Agenda Preparation

The proposed edits to Section 4.2 clarify how items are added to the Council Meeting agendas. See Exhibit 1, page 14 [Section 4].

Social Media

To provide guidance that protects the City, staff has proposed social media language to be added to Section 5, Council Protocols. See Exhibit 1, page 16 [Section 5.10].

Council-Staff Communication Guidelines

Section 7 of the Rules pertains to communication. Staff has prepared a standalone document, "Council-Staff Communication Guidelines," to help elected officials and staff facilitate effective communications. It is recommended that the Communication Guidelines be reviewed during Councilmember-Elect and new staff orientations and added as Appendix D to the Rules. Deleted subsections 7.1 through 7.10 have been added to the Communication Guidelines. In addition, subsections 7.6 and 7.7 will be added to the Code of Ethics when developed in 2018. Also, as directed at the Planning Session, the social media guideline has been removed and added to Section 5.10 in the Council Protocols section of the Rules. See Exhibit 1, pages 18-19 [Section 7] and 30-32 [Appendix D].

Council Subcommittees/Ad Hoc Committees

Following discussion at the Planning Session, Council and staff agreed to:

1. Sunset the Public Safety Council Subcommittee;
2. Put the Parks & Recreation Council Subcommittee on hiatus until a larger discussion of all boards and commissions is had; and
3. Change the Sustainability Council Subcommittee to an Ad Hoc Committee.

The proposed amendments delete Subcommittee information and add language to create Ad Hoc Committees to investigate and advise the whole Council on short-term issues and matters. A charter will be created for each Ad Hoc Committee containing the purpose, objectives/responsibilities, duration, and membership. See Exhibit 1, pages 22-23 [Section 9]. Also, "Subcommittee" has been replaced with "Ad Hoc Committee" throughout the document.

In addition, staff will return to Council as part of the 2019-2020 Budget discussion with data on the cost estimates and logistics of video recording meetings outside of the Council Chambers, as requested at the Planning Session.

RECOMMENDATION

City Clerk

MOVE TO: Adopt the proposed amendments to the City Council Rules of Procedure as presented in Exhibit 1.

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 6, 2017

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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.

SECTION 2 COUNCIL ORGANIZATION

2.1 Swearing-In. New 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. The City Clerk shall conduct the elections for Mayor and Deputy Mayor at the first Council meeting of each even-numbered year as follows:

- (1) Any Councilmember may nominate a candidate; no second is needed.
- (2) Nominations are closed by a motion, second and 2/3 vote of Council.
- (3) 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.
- (4) If more than one (1) nomination is made, an open election is conducted by roll call vote.
- (5) To be elected, the nominee needs a majority vote of the Council.
- (6) Elections will continue until a Mayor and Deputy Mayor are elected by a majority vote of the Council.
- (7) 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.

- (1) **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 may not move an action, but may second a motion.~~ 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.
- (2) **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.
- (3) **Presiding Officer.** The Presiding Officer shall:
 - a. Preserve order and decorum in the Council Chambers;
 - b. Observe and enforce these Rules;
 - c. Call the meeting to order;
 - d. Keep the meeting to its order of business;

- e. 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;
- f. Appoint Councilmembers to serve on ~~Council Subcommittees~~, ad hoc committees and to serve as liaisons to advisory boards and commissions (in consultation with the Deputy Mayor); Appoint citizens to serve on advisory boards and committees (with affirmation from the Council); and
- g. 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. 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. The Process to Fill a Mercer Island City Council Vacancy is outlined in Appendix C to these Rules.

SECTION 3. COUNCIL MEETINGS

3.1 General Meeting Guidelines

- (1) 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.
- (2) 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.
- (3) 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.
- (4) 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.
- (5) 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 35.23.151 and RCW 42.32.030. 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 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.
- (6) Council Chambers Code of Conduct.** The City Hall Council Chambers Code of Conduct is attached as Appendix B to these Rules.

3.2 Types of Meetings

- (1) 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 36th Street, Mercer Island). Regular meetings will begin at 7:00 p.m. If any Tuesday on which a meeting is scheduled falls on a legal holiday, the meeting shall be held at 7:00

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

- (2) **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 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.
- (3) **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.
- (4) **Executive (Closed) 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 session 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.
- (5) **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

- (1) **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. The Mayor will announce the attendance of Councilmembers and indicate any Councilmember who is not in attendance and whether or not the Councilmember has an excused absence.
- (2) **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.
- (3) **Executive Sessions.** Executive sessions may be held before, during or after the open session portion of either a regular or special meeting. See Section 3.2(4).
- (4) **Study Sessions.** Study sessions will be held, when needed, from 6:00-7:00 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.
- (5) **Special Business ~~and Proclamations~~.** Special Business items may include the presentation of a proclamation 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.
 - a. Proclamations. A Proclamations is are generally broad statements expressing local government support for particular issues defined as an official announcement made by the Mayor on behalf of the Council. Requests to proclaim certain events or causes will be considered when such proclamations:
 - (i) pertain to a Mercer Island event, person, organization, or cause with local implications,
 - (ii) are timely,
 - (iii) have potential relevance to the City Council's Goals, Legislative Priorities, or Mercer Island's community values, and
 - (iv) either forward positive messages or call upon the support of the community. The purpose of a Proclamation is to recognize the efforts of a particular group or increase awareness of an activity.

The Mayor, Deputy Mayor, and 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.

- (6) **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.
- (7) **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 addressing the Council will step up to the podium, give their name and address 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. 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.

- (8) **Consent Calendar.** Consent calendar items have either been ~~fully-previously~~ considered by ~~the~~ Council ~~Subcommittee and or~~ are routine and non-controversial and are approved by one motion. Items on the consent calendar include, without limitation, payables, payroll, minutes, resolutions and 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.
- (9) **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.

- a. **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.
- b. **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 or not he or she should recuse themselves from the quasi-judicial hearing discussion and decision.

- (10) **Regular Business.** Regular Business items are all other regular Council business, including resolutions and ordinances requiring Council action.
- (11) **Other Business.** The Council will discuss 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 ~~and Councilmember reports~~. 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.
- (12) **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 time and place of the meeting. Each item shall be titled to ~~include a brief~~ description of 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. There is no obligation on the part of staff to create an agenda bill for presenting the item to full Council for determination if it should be brought back for discussion. ~~(1) the City Manager; (2) the Mayor; or (3) two or more Councilmembers.~~
- 4.3** Staff reports shall be in a standard format approved by the City Manager.
- 4.34** 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 Thursday 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.
- 4.45** 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:
- (1) Council shall listen attentively to the citizen comments.
 - (2) Council shall avoid discourteous behavior such as lengthy or inappropriate sidebar discussions or nonverbal, disparaging actions when citizens are speaking.
 - (3) 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.
- 5.3 Discussion Protocols.** Council agrees to adhere to the following protocols for Council discussion and debate:
- (1) Be courteous and professional at all times.
 - (2) Avoid discourteous behavior such as lengthy or inappropriate sidebar discussions or nonverbal disparaging actions when colleagues or staff are speaking.
 - (3) Be recognized by the Mayor before speaking.
 - (4) Be respectful of the City Manager and staff.
 - (5) Speak in turn after being recognized.
 - (6) Do not personally criticize other members who vote against or disagree with you.
 - (7) Do not be repetitive in your arguments or discussion.
 - (8) 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 not bring any approved action up for reconsideration following Council review and approval of such agenda item except by majority vote. The Council's goal is to make final decisions and not to revisit or reconsider such decisions.
- 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, or ad hoc, ~~or sub~~ 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 it to discuss City business, Councilmembers should clarify that the views expressed are solely their own. In addition, direct communication between Councilmembers 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.

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, City Clerk and City Attorney sign all ordinances and/or resolutions approved by the Council, immediately following the meeting. If the Mayor is unavailable, the Deputy Mayor signs the ordinances and/or resolutions.
- 6.3 Ordinances.** The following rules shall apply to the introduction, adoption and/or amendment of all ordinances:

- (1) 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/City Attorney to prepare any amendments to the ordinance for consideration during second reading and adoption.
- (2) 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/City Attorney 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.

- (3) Exceptions.** This Rule shall not apply to:
- (i) any housekeeping ordinances that the City Manager recommends be adopted at first reading;
 - (ii) any budget amending ordinances; or
 - c. 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 RELATIONS/ COMMUNICATION GUIDELINES WITH CITY STAFF

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.
- All Councilmembers should have the same information with which to make decisions.
- Depend upon the staff to respond to citizen concerns and complaints as fully and as expeditiously as practical.
- The City Council sets the direction and policy – City staff is responsible for administrative functions and City operations.
- 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.
- Respect the will of the “full” City Council.
- Depend upon the staff to make independent and objective recommendations.
- The City Manager and staff are supporters and advocates for adopted Council policy.
- Refrain from publicly criticizing an individual employee. Criticism is differentiated from questioning facts or the opinion of staff.
- Seeking political support from staff is not appropriate.
- 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.

~~7.1 — Councilmembers will focus primarily on policy matters and not administrative issues.~~

~~7.2 — The City Manager is the primary point of contact between the Council and the staff.~~

~~7.3 — There will be mutual respect from both City staff and Councilmembers of their respective roles and responsibilities when, and if, expressing criticism in a public meeting.~~

~~7.4 — City staff will acknowledge the Council as policy makers, and the Councilmembers will acknowledge City staff as administering the Council's policies.~~

~~7.5 — Individual Councilmembers will copy the City Manager on any written requests for information. The City Manager shall copy the entire Council on written responses to an individual Councilmember's request for information.~~

~~7.6 — Councilmembers shall not attempt to coerce or influence City staff in the selection of personnel, the awarding of contracts, the selection of consultants, the processing of~~

~~development applications, the granting of City licenses or permits, interpretation and implementation of Council policy, or in any other matter involving the administration of City business.~~

~~7.7 — The Council shall not attempt to change or interfere with the operating rules and practices of any City department.~~

~~7.8 — No Councilmember shall direct the City Manager or Department Directors to initiate any action or prepare any report that is significant in nature, or initiate any significant project or study without the consent of a majority of the Council. A matter shall be deemed to be “significant” if it would require more than one (1) hour of staff time. Once notified that a request for information or staff support would require more than one (1) hour, the Councilmember may seek to place the request on an upcoming Council agenda consistent with Section 4.2.~~

~~7.9 — Individual Councilmember requests for information can be made directly to the Department Director unless otherwise determined by the City Manager. If the request would create a change in work assignments or require the Department Director or his or her staff to work in excess of 1 hour, the request must be made through the City Manager.~~

~~7.10 — Absent emergent situations, staff will respond to Councilmember emails or phone messages during business hours only.~~

SECTION 8. CITY BOARDS AND COMMISSIONS

- 8.1** Mercer Island's boards, commissions and ad hoc committees provide an invaluable service to the City. Their advice on a wide variety of subjects aids the Mayor and Councilmembers 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 or not any advisory body should be established by ordinance. The following advisory boards and commissions are established:
- (1)** Design Commission
 - (2)** Planning Commission
 - (3)** Utility Board
 - (4)** Community Advisory Board
 - (5)** Mercer Island Arts Council
 - (6)** Open Space Conservancy Trust Board
- 8.3** Each board and commission shall adopt rules of procedure (or bylaws) to guide governance of their board or commission.
- 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** Members and alternate members of all advisory bodies are recommended for appointment by the Mayor, following consultation with the Council Liaison and staff, during a regularly scheduled meeting, subject to Council approval.
- 8.6** Vacancies are advertised so that any interested citizen may submit an application. Applicants must be citizens of the City of Mercer Island if required by the Mercer Island City Code or if required by the Mayor. Councilmembers will be notified of any vacancy in any board or commission. Councilmembers are encouraged to solicit applications from qualified citizens. Application forms shall be available from the City Clerk's Office. The City Clerk will retain completed applications for Council review.
- 8.7** Lengths of terms vary from one advisory body to another, but in all cases overlapping terms are intended. On ad hoc committees, where a specific project is the purpose, there will not be terms of office.
- 8.8** 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.

- 8.9** The number of meetings related to business needs of the advisory group may be set by the individual body, 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.
- 8.10** Members may be removed, from any advisory committee, prior to the expiration of their term of office, by a majority vote of the Council.
- 8.11** All members of advisory bodies should be aware of the need to avoid any instance of conflict of interest. No individual should use an official position to gain a personal advantage.
- 8.12** The Council transmits referrals for information or action through the City Manager and the Council liaison to the advisory groups. These advisory groups transmit findings, reports, etc., to the Council through the City Manager and Council liaison.
- 8.13** While the City staff's role is one of assisting the boards and commissions, the City staff members are not employees of that body. 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. The City staff members are directly responsible to his or her Department Director and the City Manager.
- 8.14** Annually, staff for the Planning Commission, Arts Council, 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.
- 8.15** **Roles & Duties for Council Liaison.** 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:
- (1)** Attend meetings of the board or commission on a regular basis and sit or do not sit at the table or dais, as applicable.
 - (2)** 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).
 - (3)** Represent the majority Council position, if known.
 - (4)** 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.
 - (5)** Be prepared to give Council regular and timely reports at every regular Council meeting. Take the lead on discussion items before the Council which pertain to the assigned board or commission.
 - (6)** With the Mayor, evaluate potential candidates for appointment to the board or commission. Based upon liaison and Council input, the Mayor will recommend appointment of candidate's subject to Council affirmation.

SECTION 9 ~~COUNCIL SUBAD HOC COMMITTEES~~

- 9.1 Council ad hoc committees are temporary committees established to investigate and advise on short-term issues and matters. Ad hoc committees may not take binding action on behalf of the Council.
- 9.2 Ad hoc committees will be established by a charter containing the purpose, objectives/responsibilities, duration, and membership. Ad hoc committees will be dissolved upon completion of the intended task.
- 9.3 Ad hoc committee appointments (chairs and members) shall be made by the Mayor. The Mayor will consider the interests and requests of individual Councilmembers in making assignments. No more than three (3) Councilmembers shall serve on an ad hoc committee.
- 9.4 Ad hoc 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.
- 9.5 Ad hoc committees will be created as needed. The City Clerk will maintain the list of appointments.
- ~~9.1 Council subcommittees are policy review and discussion arms of the Council. Subcommittees may study issues and develop recommendations for consideration by the Council. Subcommittees may not take binding action on behalf of the Council. Council Subcommittee structure shall be as determined by the Council in January of each year.~~
- ~~9.2 Subcommittees shall establish regular meeting schedules as determined by the Chair of the subcommittee.~~
- ~~9.3 Each subcommittee will have staff support assigned by the City Manager. Staff will work with the subcommittee chairs to set agendas, provide support materials and prepare reports.~~
- ~~9.4 The City Manager or Mayor may send issues directly to subcommittees for their review or a matter may be referred to a subcommittee by Council vote or consensus.~~
- ~~9.5 Subcommittee appointments (chairs and members) shall be made by the Mayor. The Mayor will consider the interests and requests of individual Councilmembers in making subcommittee assignments.~~
- ~~9.6 Membership of each subcommittee will consist of three (3) Councilmembers.~~
- ~~9.7 The Mayor will make subcommittee assignments each January in which there is an election of the Mayor and Deputy Mayor. The City Clerk will maintain the list of appointments to established subcommittees.~~

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:

- (1) 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;
- (2) 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;
- (3) Liaison Termination.** The Mayor may terminate ~~subcommittee~~ad hoc committee, board or liaison assignments; and/or
- (4) 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.

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 and address 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 staff 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 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. 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 Development Services Group's 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 to complete an online form or download or print the form and attach it to an email to codecompliance@mercergov.org. You may also come to City Hall to drop off or complete a paper copy. Using this form will give staff the information needed to review and process the complaint.

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 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 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 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 and the Assistant City Manager) 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)



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

**AB 5381
February 6, 2018
Regular Business**

GENERAL SEWER PLAN UPDATE	Proposed Council Action: Receive presentation.
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DEPARTMENT OF	Public Works (Anne Tonella-Howe)
COUNCIL LIAISON	David Wisenteiner
EXHIBITS	1. Sewer System Vicinity Map 2. Draft 20-year Capital Improvement Program
2017-2018 CITY COUNCIL GOAL	6. Address Outdated City Codes and Practices
APPROVED BY CITY MANAGER	

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

SUMMARY

BACKGROUND

In accordance with WAC 173-240, governmental agencies (cities) providing sewer service are required to have a general sewer plan that demonstrates the agency’s ability to provide service consistent with the requirements of the State. Updates to these plans are only necessary when conditions within the City have changed.

The current General Sewer Plan was completed in 2003. Since that time, the City has experienced growth through redevelopment in the Town Center, and in 2011, the City completed a significant undertaking in the replacement of Reach 3 of the Lakeline sewer, including installation of a new Pump Station No. 4.

In late 2015, an update to the General Sewer Plan (Plan) began. The City hired Carollo Engineers, an engineering firm specializing in water and wastewater services, to assist staff with updating the Plan. The cost for consultant services for this plan is \$155,000.

Information from four of the drafted chapters; *Planning Considerations, Existing System, Collection System Analysis, and Operations and Maintenance* was previously presented to the Utility Board (March 14, 2017) and the City Council (April 3, 2017).

The *Capital Improvement Plan (CIP)* and *Financial Program* chapters are now complete. These chapters were reviewed with the Utility Board at their January 16, 2018 meeting. Information from these two chapters will be presented on Tuesday night. Lara Kammereck, vice president and Dan Reisinger, project manager with Carollo Engineers will present on overview of the CIP chapter. Staff will discuss the capital reinvestment needs for the 20-year planning horizon.

EXISTING SYSTEM

The City's sewer system is a complex system that is nearing the end of its projected useful life. It is comprised of 115 miles of collection system (pipes), 2,446 manholes, 16.7 miles of Lakeline, 17 pump stations and a flush station. Much of this system was originally constructed in the late 1950s and early 1960s under three utility local improvement districts (ULIDs) by the Mercer Island Sewer District.

The City takes advantage of the steep slopes and topography of the Island by relying on gravity flow for much of the collection system. A significant portion of the collection system, carrying flow from the spine of the Island to the lake, are in watercourse ravines that are difficult to access. Portions of the sewer system are also located in the backyards of homes ('backyard sewers') where these mains are inaccessible, but still require maintenance, cleaning, or replacement and repairs.

A major feature of the collection system is the Lakeline system, which utilizes 17 pump stations, a flush station, and sewer mains to convey the flow around the perimeter of the Island. The Lakeline system discharges the flow into King County facilities located on the Island, which is then conveyed to the County's South Treatment Plant located in Renton (see Exhibit 1). The Lakeline system has extremely limited access which restricts staff's ability to clean or inspect the line. Access to pump stations is restricted in some locations due to private property encroachment into utility easements, while other pump stations do not have easements for access. In addition, the topography of the Island and location of the pump stations makes access challenging for crews (steep slopes or stairs).

PURPOSE OF THE PLAN

The plan is intended to evaluate the sewer utility holistically, including evaluation of the existing sewer system, while identifying current and future needs. Utilizing industry best management practices, the Plan is a roadmap to develop a comprehensive sewer program to meet these identified needs and identify capital needs for future reinvestment in the sewer infrastructure. The Plan is intended to be flexible so that it can be modified to respond to future redevelopment and reinvestment in the aging infrastructure.

REINVESTMENT NEEDS

Since efforts to update the General Sewer Plan began in late 2015, staff have had opportunities to begin implementation of specific action items to help gain a better understanding of the system. Beginning with the 2017-2018 CIP, several projects to assess the system to confirm future needs began. Currently staff are working on the following projects to gain a better understanding of the system and to help further define future reinvestment needs:

- Supervisory Control and Data Acquisition and Telemetry (SCADA System) Upgrade
- Lakeline Access evaluation (scheduled for 2018)
- Pump Station Access evaluation (scheduled for 2018)
- Flow monitoring at specific localized sites
- Implementation of the Enterprise Asset Management System (EAMS)

Information gained from these projects will be critical to understanding future reinvestment needs and timing projections for capital expenditures.

The first two years (2019 and 2020) of the draft 20-year CIP (see Exhibit 2) includes further evaluation and assessment of the sewer system to define needs and problem areas. As discussed previously at the April 3, 2017 Council meeting (AB 5276), the hydraulic flow model was only utilized in the Town Center for this planning effort. Establishing ongoing pipe flow monitoring and pump station monitoring, conducting comprehensive inflow/infiltration (I/I) evaluation, and completing a hydraulic model for the full Island are scheduled to be completed during the 2019-2020 biennium.

Over the 20-year CIP planning horizon, significant investment has been programmed for the repair or replacement of the Lakeline, investment in conveyance pipe replacement (R&R) program, and investment in pump station rehabilitation.

FINANCIAL FORECAST

A requirement of all sewer plans is to demonstrate the City's ability to afford system improvements. The sewer utility is designed to operate like a business, charging rates for removing sewage from residential and commercial properties. The City approaches funding of the utility on a pay as you go basis. Rates are developed to generate the cash needed to maintain, operate and reinvest in the sewer utility. The financial information in this Plan is not a rate study, rather it demonstrates under one financing scenario the City's ability to afford reinvestment in the sewer infrastructure for the first 6 years of the 20-year CIP. How and when these projects are funded remains a future Council discussion as additional information concerning reinvestment is completed (Lakeline Assessment and Pump Station Accessibility).

The 2019-2020 biennial budget development process will begin with the 2019-2024 CIP kick-off at the March 6, 2018 Council meeting. The Council will have the opportunity to review and provide input on proposed capital projects, including specific sewer projects from the updated General Sewer Plan, at the CIP Preview (June 19, 2018) and again at the CIP Review of the Preliminary Budget (November 6, 2018). Approval of capital project funding beyond 2020 will occur as part of future biennial budget discussions and rates will continue to be reviewed by the Utility Board and set by the City Council annually.

NEXT STEPS

Following Council's review, the final draft Plan will be submitted for State Environmental Policy Act (SEPA) review and will be available on the City's website for public review and comment. It is anticipated the public comment period will be open for 30 days. Once comments have been received and incorporated, the final draft Plan will be submitted to the Department of Ecology (DOE) for agency review. Comments from DOE will be addressed, and the Plan will return to Council for adoption (expected summer 2018).

RECOMMENDATION

Assistant City Engineer

No action required. Receive presentation.

Mercer Island Sewer System



PS Pump Stations

— King County Sewer Main
— Mercer Island Lakeline Sewer Main

Sewer Main Size:

- 10" or Larger
- 8"
- 6" or Smaller

Shorewood
Pressurized/Forced Main:
- - - - King County
- - - - Mercer Island





City of Mercer Island
General Sewer Plan
Capital Improvement Program



Unprotect password: CIP

Capital Improvement Program Summary															
Project No.	Project Name	Total CIP Cost Estimate	CIP Phasing										Project Type		
			2019	2020	2021	2022	2023	2024	Short-term (2019-2024)	Mid-term (2025-2028)	Long-term (2029-2038)	Capacity	Non-Capacity		
General		\$ 1,779,600	\$ 279,800	\$ 138,800	\$ 104,000	\$ -	\$ 104,000	\$ -	\$ 104,000	\$ -	\$ 626,600	\$ 300,500	\$ 852,500		
G-1	Pipe Flow Monitoring	\$ 1,040,000	\$ 104,000	\$ -	\$ 104,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 312,000	\$ 208,000	\$ 520,000	0%	100%
G-2	Comprehensive Hydraulic Model Development	\$ 360,800	\$ 175,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175,800	\$ 92,500	\$ 92,500	0%	100%
G-3	Comprehensive I/I Evaluation	\$ 138,800	\$ -	\$ 138,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 138,800	\$ -	\$ -	0%	100%
G-4	General Sewer Plan Update	\$ 240,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 240,000	\$ -	0%	100%
Pipe		\$ 68,164,600	\$ 337,000	\$ 581,300	\$ 555,800	\$ 631,300	\$ 437,000	\$ 946,500	\$ 3,488,900	\$ 18,668,700	\$ 46,007,000	\$ -	\$ -		
P-1	W Mercer Way Pipe Upsize	\$ 118,800	\$ -	\$ 118,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 118,800	\$ -	\$ -	0%	100%
P-2	Shorecliff Ln Pipe Upsize	\$ 146,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 146,800	\$ -	\$ -	0%	100%
P-3	Mercerdale Park Pipe Upsize	\$ 315,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 315,200	\$ -	\$ -	\$ 315,200	\$ -	\$ -	0%	100%
P-4	SE 32nd St Pipe Upsize	\$ 75,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,800	\$ -	\$ -	0%	100%
P-5	77th Ave SE and SE 27th St Intersection Reconfiguration	\$ 74,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 74,000	\$ -	0%	100%
P-6	SE 24th St Pipe Upsize	\$ 117,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 117,500	\$ -	\$ -	0%	100%
P-7	74th Ave SE Upsize	\$ 3,700	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,700	\$ -	0%	100%
P-8	I-90 Trail Pipe Surcharge	\$ 107,900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 107,900	\$ -	0%	100%
P-9	Backyard Sewer System Improvements	\$ 804,900	\$ 37,000	\$ 231,300	\$ 231,300	\$ 37,000	\$ 37,000	\$ 231,300	\$ 804,900	\$ -	\$ -	\$ -	\$ -	0%	100%
P-10	Comprehensive Pipeline R&R Program	\$ 66,400,000	\$ 300,000	\$ 350,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 2,250,000	\$ 18,328,600	\$ 45,821,400	\$ -	\$ -	0%	100%
Pump Station		\$ 12,453,900	\$ 499,500	\$ 407,000	\$ 1,063,800	\$ 1,100,800	\$ 786,300	\$ 333,000	\$ 4,190,400	\$ 4,563,500	\$ 3,700,000	\$ -	\$ -		
PS-1	Pump Station Accessibility Improvements	\$ 444,000	\$ 37,000	\$ 74,000	\$ 74,000	\$ 37,000	\$ 37,000	\$ 74,000	\$ 333,000	\$ 111,000	\$ -	\$ -	\$ -	0%	100%
PS-2	Generator Replacement	\$ 1,387,500	\$ 92,500	\$ 92,500	\$ 92,500	\$ -	\$ -	\$ -	\$ 370,000	\$ 92,500	\$ 925,000	\$ -	\$ -	0%	100%
PS-3	Pump Station Monitoring	\$ 971,400	\$ -	\$ 129,500	\$ 194,300	\$ 194,300	\$ 194,300	\$ 259,000	\$ 971,400	\$ -	\$ -	\$ -	\$ -	0%	100%
PS-4	PS 23, 24, 25 Capacity Improvements	\$ 1,961,000	\$ 370,000	\$ 111,000	\$ 740,000	\$ 740,000	\$ -	\$ -	\$ 1,961,000	\$ -	\$ -	\$ -	\$ -	0%	100%
PS-5	Pump Station R&R Improvements	\$ 4,440,000	\$ -	\$ -	\$ -	\$ -	\$ 555,000	\$ -	\$ 555,000	\$ -	\$ -	\$ 1,110,000	\$ 2,775,000	0%	100%
PS-6	Telemetry/SCADA Upgrades and Maintenance	\$ 3,250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,250,000	\$ -	\$ -	0%	100%
Lakeline		\$ 38,355,000	\$ 185,000	\$ 370,000	\$ 185,000	\$ 185,000	\$ 495,000	\$ 495,000	\$ 1,915,000	\$ 6,195,000	\$ 30,245,000	\$ -	\$ -		
L-1	Lakeline Access	\$ 2,350,000	\$ 185,000	\$ 185,000	\$ -	\$ -	\$ 495,000	\$ 495,000	\$ 1,360,000	\$ 495,000	\$ 495,000	\$ -	\$ -	0%	100%
L-2	Lakeline Condition Assessment	\$ 4,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000	\$ 2,000,000	\$ -	\$ -	0%	100%
L-3	Reach 4 Lakeline Replacement	\$ 4,255,000	\$ -	\$ 185,000	\$ 185,000	\$ 185,000	\$ -	\$ -	\$ 555,000	\$ 3,700,000	\$ -	\$ -	\$ -	0%	100%
L-4	Lakeline R&R Program	\$ 27,750,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,750,000	\$ -	\$ -	0%	100%
CIP Total		\$ 120,753,100	\$ 1,301,300	\$ 1,497,100	\$ 1,908,600	\$ 1,917,100	\$ 1,822,300	\$ 1,774,500	\$ 10,220,900	\$ 29,727,700	\$ 80,804,500	\$ -	\$ -	\$ 120,753,100	\$ -
Annual Cost		\$ 6,038,000	\$ 1,301,300	\$ 1,497,100	\$ 1,908,600	\$ 1,917,100	\$ 1,822,300	\$ 1,774,500	\$ 1,703,000	\$ 7,432,000	\$ 8,080,000	\$ -	\$ -	\$ 6,038,000	\$ -



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

**AB 5385
February 6, 2018
Regular Business**

**CRITICAL AREAS CODE UPDATE - SCOPE OF
WORK, APPROACH, AND PUBLIC
ENGAGEMENT PLAN**

Proposed Council Action:

Approve proposed scope of work and public engagement plan.

DEPARTMENT OF	Development Services Group (Evan Maxim)
COUNCIL LIAISON	n/a
EXHIBITS	1. Critical Areas Code Update - Scope of Work
2017-2018 CITY COUNCIL GOAL	6. Address Outdated City Codes and Practices
APPROVED BY CITY MANAGER	

AMOUNT OF EXPENDITURE	\$	n/a
AMOUNT BUDGETED	\$	160,000
APPROPRIATION REQUIRED	\$	n/a

SUMMARY

The Growth Management Act (chapter 36.70A RCW) requires that the City of Mercer Island engage in continuing review and evaluation of its development regulations related to the protection of environmentally critical areas. On January 17, 2018, the Planning Commission reviewed the proposed scope of work for evaluating the critical areas regulations and the public engagement plan and recommended that the City Council approve the scope of work and direct staff to proceed.

The resulting amendments to the critical areas regulations would also apply within the shoreline area; however, to amend the regulations within the shoreline jurisdiction, the City is required to undertake a Shoreline Master Program amendment. Even if the City did not engage in an update to the Critical Areas code, an update to the Shoreline Master Program (SMP) is required in 2019 by state law (chapter 90.58 RCW). Fortunately, the City can update the SMP once, by processing the Critical Areas code update as a SMP amendment that also meets the requirements of the state-mandated SMP update.

Background

The Critical Areas code update fulfills a requirement of the Growth Management Act (GMA) for cities to review and, if needed, revise their development regulations to ensure that they comply with the GMA. Compliance with the GMA means adopting development regulations that protect critical areas, which are defined in state law as (a) wetlands; (b) areas with a critical recharging effect on aquifers used for potable water; (c) fish and wildlife habitat conservation areas; (d) frequently flooded areas; and (e) geologically hazardous areas. RCW 36.70A.030(5). Currently, regulations protecting these features are generally contained in chapter 19.07 of the Mercer Island City Code. The last update of the Critical Areas code occurred in 2005.

The 2017-2018 budget provides up to \$160,000 for the Critical Areas code update, which will be primarily used to develop Best Available Science (BAS) materials to inform the City's review of the Critical Areas code. A portion of this budget is also intended to support the preparation of a Cumulative Impact Assessment, which will be used in updating the SMP.

Proposed Scope of Work

The proposed scope of work (Exhibit 1) was reviewed by the Planning Commission on January 17, 2018. Following review, the Planning Commission recommended that the scope of work should ensure review of seismic and critical aquifer recharge areas, and that the City focus its review efforts primarily on those critical areas that are known to exist on Mercer Island.

Public Engagement

Staff has proposed that the City use a public engagement plan similar to the one used by the City in the recent update of the Residential Development Standards. Public engagement would provide for community meeting(s), social media outreach, a project-specific website, in addition to standard noticing requirements. Following review and discussion, the Planning Commission recommended that the City modify the community meetings to incorporate panel discussions (both with the Planning Commissioners on the panel, and if possible, with development experts). The Planning Commission also recommended that the City focus its initial public engagement on community education regarding the current critical areas code, BAS, and any proposed amendments to the critical areas code.

RECOMMENDATION

Planning Manager

MOVE TO: Approve the proposed scope of work and public engagement plan for the Critical Areas Code update.

Critical Areas Code Update

Scope of Work

(ZTR18-002)

The Washington State Growth Management Act (GMA)¹ requires that the City periodically update its environmentally critical areas (Critical Areas) code to address any changes in Best Available Science (BAS). In addition, to ensure that the City has a consistent set of critical area regulations citywide, the City will update the Mercer Island Shoreline Master Program to incorporate any eventual amendments to the regulations.

Scope of Work

In developing the draft scope of work for Planning Commission and City Council review, the staff has divided the scope of work into tasks: A) “Mandated” by the GMA; B) “Recommended” by the staff to improve implementation; and intended to ensure C) “Community Engagement and Coordination”.

A. Mandated:

1. Identify and designate critical areas based on terms and definitions in state statute (RCW) and regulations (WAC) and local code.
 - a. Provide special consideration to protection / conservation of anadromous fish
2. Adopt amendments resulting from updated Best Available Science (BAS), changes in statute or case law, and the Mercer Island Comprehensive Plan, including:
 - a. Avoidance sequencing (avoid, minimize, mitigate);
 - b. Buffers, setbacks, mitigation / enhancement requirements;
 - c. Clarify and “clean up” of existing standards;
 - d. Review applicable case law and statutory laws including amendments since 2005.
3. Update Shoreline Master Program (SMP) to incorporate any proposed changes to critical area regulations into the SMP.

B. Recommended:

4. Clarify / simplify procedural requirements.
5. Re-evaluate balance of protection of critical areas and allowances for impacts:
 - a. Flexibility for small home additions;
 - b. Flexibility for new development (e.g. new house, buildings, etc);
 - c. Public projects
6. Review regulations around piped streams (watercourses) vs. stormwater conveyance and control facilities.
7. Update mapping of critical areas.
8. Review for consistency with the Sustainability Plan, Luther Burbank Park, Pioneer Park, or other Master Plan documents.

¹ Pursuant to the Revised Code of Washington (RCW) 36.70A.130.

C. [Community Engagement and Coordination:](#)

9. Community outreach (Mercer Island at large, impacted properties, multiple media approach)
10. Engage in panel meetings with the Community (expert and Planning Commission panels)
11. Relationship to urban forestry management plan, hazard mitigation plan(s)
12. GIS / mapping (and updates to GIS / mapping)
13. Coordination with other organizations:
 - a. Citizen groups;
 - b. Tribes; and,
 - c. Regional, State, and Federal Agencies.



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 6		DUE TO:	1/26 D/P	1/29 FN	1/29 CA	1/30 Clerk
ITEM TYPE TIME TOPIC				STAFF		SIGNER
EXECUTIVE SESSION (5:00-6:00 pm)						
60	Executive Session 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 pursuant to RCW 42.30.110(1)(b) and to consider the maximum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price pursuant to RCW 42.30.110(1)(c) for 60 minutes					
STUDY SESSION (6:00-7:00 pm)						
60	MICA Update			Julie Underwood		
SPECIAL BUSINESS (7:00 pm)						
5	Black History Month Proclamation (Wayne Perryman)			Julie Underwood		
CONSENT CALENDAR						
--	ARCH Budget and Work Program			Alison Van Gorp		
--	ARCH Trust Fund Recommendations			Alison Van Gorp		
--	City Council Rules of Procedure Amendments			Ali Spietz		
REGULAR BUSINESS						
60	General Sewer Plan Update			A. Tonella-Howe		
60	Critical Areas Code Update - Scope of Work, Approach and Public Engagement Plan			Evan Maxim		

FEBRUARY 20		DUE TO:	2/09 D/P	2/12 FN	2/12 CA	2/13 Clerk
ITEM TYPE TIME TOPIC				STAFF		SIGNER
EXECUTIVE SESSION						
30	Executive Session for planning or adopting the strategy or position to be taken by the City Council during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress pursuant to RCW 42.30.140(4)(b) for approximately 30 minutes.					
STUDY SESSION (6:00-7:00 pm)						
60	2017 Recap and 2018 Work Plan for Emergency Preparedness and Planning			Jennifer Franklin		
SPECIAL BUSINESS (7:00 pm)						
5	Tree City USA Proclamation			Paul West		
CONSENT CALENDAR						
--	1% for Art Project: West Mercer Way/I-90 Mural Artist Agreement for Art Work, Design, and Budget Increase			Kai Fulginiti		
--	Police Patrol Equipment Replacement Appropriation			Jeff Magnan		
--	Ratification of 2017 WRIA 8 Chinook Salmon Plan Update			Jason Kintner		
REGULAR BUSINESS						
30	Lyft and Uber Pilot Proposal			Julie Underwood		

MARCH 6		DUE TO:	2/23 D/P	2/26 FN	2/26 CA	2/27 Clerk
ITEM TYPE TIME TOPIC			STAFF		SIGNER	
STUDY SESSION (6:00-7:00 pm)						
60	Code Compliance Program		Alison Van Gorp			
SPECIAL BUSINESS (7:00 pm)						
10	Women's History Month & International Women's Day Proclamation					
CONSENT CALENDAR						
--	Open Space Conservancy Trust Board 2017 Annual Report		Alaine Sommargren			
PUBLIC HEARING						
REGULAR BUSINESS						
60	2019-2024 Capital Improvement Program (CIP) Budget Kick-Off		Francie Lake		Julie	
60	Draft 2018-2019 City Council Goals and Work Plan		Julie Underwood		Kirsten	

MARCH 20		DUE TO:	3/09 D/P	3/12 FN	3/12 CA	3/13 Clerk
ITEM TYPE TIME TOPIC			STAFF		SIGNER	
STUDY SESSION (6:00-7:00 pm)						
60	Bicycle and Pedestrian Issues – Discuss Last/First-Mile Solutions & Opportunities		Ross Freeman			
SPECIAL BUSINESS (7:00 pm)						
CONSENT CALENDAR						
PUBLIC HEARING						
REGULAR BUSINESS						
30	Interlocal Agreement with King County Fire Departments for Automatic Aid		Steve Heitman			
EXECUTIVE SESSION						

APRIL 3		DUE TO:	3/23 D/P	3/26 FN	3/26 CA	3/27 Clerk
ITEM TYPE TIME TOPIC			STAFF		SIGNER	
STUDY SESSION (6:00-7:00 pm)						
SPECIAL BUSINESS (7:00 pm)						
5	Sexual Assault Awareness Month Proclamation		Cindy Goodwin			
CONSENT CALENDAR						

PUBLIC HEARING			
60	Public Hearing: Preview of 6-Year Transportation Improvement Program	Casey Nelson	
REGULAR BUSINESS			
60	Procedural Zoning Code Amendments (1st Reading)	Nicole Gaudette	
EXECUTIVE SESSION			

APRIL 17		DUE TO:	4/6 D/P	4/9 FN	4/9 CA	4/10 Clerk
ITEM TYPE TIME TOPIC			STAFF		SIGNER	
STUDY SESSION (6:00-7:00 pm)						
SPECIAL BUSINESS (7:00 pm)						
5	Volunteer Appreciation Week Proclamation			Cindy Goodwin		
5	Earth Day Proclamation			Ross Freeman		
CONSENT CALENDAR						
PUBLIC HEARING						
REGULAR BUSINESS						
30	4th Quarter 2017 Financial Status Report & Budget Adjustments			Chip Corder		Julie
30	Procedural Zoning Code Amendments (2nd Reading)			Nicole Gaudette		
EXECUTIVE SESSION						

APRIL 26 - 5:00-6:45 PM (SPECIAL MEETING)							
	Special Joint Meeting with MISD Board						

MAY 1		DUE TO:	4/20 D/P	4/23 FN	4/23 CA	4/24 Clerk
ITEM TYPE TIME TOPIC			STAFF		SIGNER	
STUDY SESSION (6:00-7:00 pm)						
SPECIAL BUSINESS (7:00 pm)						
5	Building Safety Month Proclamation			Scott Greenberg		
CONSENT CALENDAR						

PUBLIC HEARING			
REGULAR BUSINESS			
30	Adoption of 6-Year Transportation Improvement Program	Casey Nelson	
15	1st Quarter 2018 Financial Status Report & Budget Adjustments	Chip Corder	Julie
45	Zoning Code Cleanup (1st Reading)	Andrew Leon	
EXECUTIVE SESSION			

MAY 15		DUE TO:	5/4 D/P	5/7 FN	5/7 CA	5/8 Clerk
ITEM TYPE TIME TOPIC			STAFF		SIGNER	
STUDY SESSION (6:00-7:00 pm)						
SPECIAL BUSINESS (7:00 pm)						
5	Public Works Week Proclamation			Jason Kintner		
5	Safe Boating and Paddling Week Proclamation			Ed Holmes		
CONSENT CALENDAR						
PUBLIC HEARING						
90	City's Financial Challenges: Review Community Advisory Group's Recommendations and City Manager's Recommendations			Chip Corder		Julie
REGULAR BUSINESS						
60	2018 Biennial Citizen Survey Results			Chip Corder		Julie
30	Zoning Code Cleanup (2nd Reading)			Andrew Leon		
EXECUTIVE SESSION						

JUNE 5		DUE TO:	5/25 D/P	5/28 FN	5/28 CA	5/29 Clerk
ITEM TYPE TIME TOPIC			STAFF		SIGNER	
STUDY SESSION (6:00-7:00 pm)						
SPECIAL BUSINESS (7:00 pm)						
CONSENT CALENDAR						
PUBLIC HEARING						

90	Proposed Levy Lid Lift Ordinance(s) (1st Reading)	Chip Corder	Julie
REGULAR BUSINESS			
15	Summer Celebration Fireworks Display Permit	Steve Heitman	
EXECUTIVE SESSION			

JUNE 9 (SATURDAY, 8:00 AM – 5:00 PM)					
2018 MINI-PLANNING SESSION (MICEC)					

JUNE 19		DUE TO:	6/8 D/P	6/11 FN	6/11 CA	6/12 Clerk
ITEM TYPE TIME TOPIC				STAFF		SIGNER
STUDY SESSION (6:00-7:00 pm)						
SPECIAL BUSINESS (7:00 pm)						
CONSENT CALENDAR						
PUBLIC HEARING						
60	Proposed Levy Lid Lift Ordinance(s) (2nd Reading)			Chip Corder		Julie
REGULAR BUSINESS						
90	2019-2024 Capital Improvement Program Preview			Chip Corder		Julie
EXECUTIVE SESSION						

JULY 3		DUE TO:	6/22 D/P	6/25 FN	6/25 CA	6/26 Clerk
ITEM TYPE TIME TOPIC				STAFF		SIGNER
STUDY SESSION (6:00-7:00 pm)						
SPECIAL BUSINESS (7:00 pm)						
5	Parks and Recreation Month & Summer Celebration! Proclamation			Diane Mortenson		
CONSENT CALENDAR						
PUBLIC HEARING						
REGULAR BUSINESS						

EXECUTIVE SESSION					

JULY 17			DUE TO:	7/6 D/P	7/9 FN	7/9 CA	7/10 Clerk
ITEM TYPE TIME TOPIC					STAFF		SIGNER
STUDY SESSION (6:00-7:00 pm)							
SPECIAL BUSINESS (7:00 pm)							
5	National Night Out Proclamation				Jennifer Franklin		
CONSENT CALENDAR							
PUBLIC HEARING							
REGULAR BUSINESS							
60	Code Compliance Ordinance (1st Reading)				Alison Van Gorp		
EXECUTIVE SESSION							

AUGUST 7			DUE TO:	7/27 D/P	7/30 FN	7/30 CA	7/31 Clerk
ITEM TYPE TIME TOPIC					STAFF		SIGNER
NATIONAL NIGHT OUT (5:00-7:00 pm)							
120	National Night Out Party (City Hall Police Carport)						
SPECIAL BUSINESS (7:00 pm)							
5	Women's Equality Day Proclamation						
CONSENT CALENDAR							
PUBLIC HEARING							
REGULAR BUSINESS							
30	Code Compliance Ordinance (2nd Reading)				Alison Van Gorp		
EXECUTIVE SESSION							

AUGUST 21		DUE TO:	8/10 D/P	8/13 FN	8/13 CA	8/14 Clerk
ITEM TYPE TIME TOPIC				STAFF		SIGNER
STUDY SESSION (6:00-7:00 pm)						
SPECIAL BUSINESS (7:00 pm)						
CONSENT CALENDAR						
--	Interlocal Agreement with MISD for School Mental Health Counselors			Cindy Goodwin		
PUBLIC HEARING						
REGULAR BUSINESS						
EXECUTIVE SESSION						

SEPTEMBER 4		DUE TO:	8/24 D/P	8/27 FN	8/27 CA	8/28 Clerk
ITEM TYPE TIME TOPIC				STAFF		SIGNER
STUDY SESSION (6:00-7:00 pm)						
SPECIAL BUSINESS (7:00 pm)						
5	National Recovery Month Proclamation			Cindy Goodwin		
5	Emergency Preparedness Month Proclamation			Jennifer Franklin		
5	Day of Concern for the Hungry Proclamation			Cindy Goodwin		
CONSENT CALENDAR						
PUBLIC HEARING						
REGULAR BUSINESS						
30	2nd Quarter 2018 Financial Status Report & Budget Adjustments			Chip Corder		
EXECUTIVE SESSION						

SEPTEMBER 18		DUE TO:	9/7 D/P	9/10 FN	9/10 CA	9/11 Clerk
ITEM TYPE TIME TOPIC				STAFF		SIGNER
STUDY SESSION (6:00-7:00 pm)						

SPECIAL BUSINESS (7:00 pm)		
CONSENT CALENDAR		
PUBLIC HEARING		
REGULAR BUSINESS		
90	2018 Comprehensive Plan Amendments (1st Reading)	Evan Maxim
EXECUTIVE SESSION		

OCTOBER 2		DUE TO:	9/21 D/P	9/24 FN	9/24 CA	9/25 Clerk
ITEM TYPE TIME TOPIC				STAFF		SIGNER
STUDY SESSION (6:00-7:00 pm)						
SPECIAL BUSINESS (7:00 pm)						
5	Domestic Violence Action Month Proclamation		Cindy Goodwin			
5	National Community Planning Month Proclamation		Scott Greenberg			
CONSENT CALENDAR						
PUBLIC HEARING						
60	2019-2020 Preliminary Budget: Budget Message Presentation & Distribution		Julie Underwood & Chip Corder		Julie	
REGULAR BUSINESS						
45	2018 Comprehensive Plan Amendments (2nd Reading)		Evan Maxim			
30	Transportation Concurrency Ordinance (3rd reading)		Scott Greenberg			
EXECUTIVE SESSION						

OCTOBER 16		DUE TO:	10/5 D/P	10/8 FN	10/8 CA	10/9 Clerk
ITEM TYPE TIME TOPIC				STAFF		SIGNER
STUDY SESSION (6:00-7:00 pm)						
SPECIAL BUSINESS (7:00 pm)						
CONSENT CALENDAR						

PUBLIC HEARING			
180	2019-2020 Preliminary Budget: Operating Budget Review	Chip Corder	Julie
REGULAR BUSINESS			
EXECUTIVE SESSION			

NOVEMBER 6		DUE TO:	10/26 D/P	10/29 FN	10/29 CA	10/30 Clerk
ITEM TYPE TIME TOPIC			STAFF		SIGNER	
STUDY SESSION (6:00-7:00 pm)						
SPECIAL BUSINESS (7:00 pm)						
5	Veteran's Day Proclamation					
CONSENT CALENDAR						
PUBLIC HEARING						
180	2019-2020 Preliminary Budget: Capital Improvement Program Review				Chip Corder	Julie
REGULAR BUSINESS						
EXECUTIVE SESSION						

NOVEMBER 20		DUE TO:	11/9 D/P	11/12 FN	11/12 CA	11/13 Clerk
ITEM TYPE TIME TOPIC			STAFF		SIGNER	
STUDY SESSION (6:00-7:00 pm)						
SPECIAL BUSINESS (7:00 pm)						
CONSENT CALENDAR						
PUBLIC HEARING						
90	2019-2020 Preliminary Budget: Finalize Changes to Budget, Pass 2019 NORCOM Budget Resolution, Adopt 2019 Property Tax Ordinances, and Pass 2019 Utility Rate Resolutions				Chip Corder	Julie
REGULAR BUSINESS						
60	Private Community Facilities Code Amendment (1st Reading)				Evan Maxim	

EXECUTIVE SESSION					

DECEMBER 4		DUE TO:	11/23 D/P	11/26 FN	11/26 CA	11/27 Clerk
ITEM TYPE TIME TOPIC				STAFF		SIGNER
STUDY SESSION (6:00-7:00 pm)						
SPECIAL BUSINESS (7:00 pm)						
CONSENT CALENDAR						
PUBLIC HEARING						
REGULAR BUSINESS						
30	2019-2020 Final Budget Adoption			Chip Corder		Julie
15	3rd Quarter 2018 Financial Status Report & Budget Adjustments			Chip Corder		Julie
45	Private Community Facilities Code Amendment (2nd Reading)			Evan Maxim		
EXECUTIVE SESSION						

DECEMBER 18		DUE TO:	12/7 D/P	12/10 FN	12/10 CA	12/11 Clerk
ITEM TYPE TIME TOPIC				STAFF		SIGNER
STUDY SESSION (6:00-7:00 pm)						
SPECIAL BUSINESS (7:00 pm)						
CONSENT CALENDAR						
PUBLIC HEARING						
REGULAR BUSINESS						
EXECUTIVE SESSION						

OTHER ITEMS TO BE SCHEDULED:

- Light Rail Station Design Oversight – J. Underwood
- PSE Electric Franchise – K. Sand
- Zayo Telecom Franchise – K. Sand
- ARCH Parity Goals – S. Greenberg

- Parks Waterfront Structures Long-Term Planning – P. West
- Land Conservation Work Plan Update – A. Sommargren
- Open Space Vegetation Management – A. Sommargren

COUNCILMEMBER ABSENCES:

- Tom Acker: February 6

MISD BOARD JOINT MEETING DATES:

- Thursday, April 26, 2018, 5:00-6:45 pm