



# CITY OF MERCER ISLAND

## CITY COUNCIL MEETING AGENDA

Tuesday  
January 23, 2018  
6:00 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.

## SPECIAL MEETING

### CALL TO ORDER & ROLL CALL

### AGENDA APPROVAL

### STUDY SESSION

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

### SPECIAL BUSINESS

- (2) AB 5378 US Dept of Energy SolSmart Award  
Girl Scouts Gold Award Recognition

### CITY MANAGER REPORT

### APPEARANCES

### CONSENT CALENDAR

- (3) Payables: \$1,075,161.16 (01/11/2018)  
Payroll: \$815,937.41 (12/08/2017) & \$827,869.53 (12/22/2017)  
Minutes: January 9, 2018 Special Meeting Minutes & January 16, 2018 Special Meeting Minutes

### REGULAR BUSINESS

- (4) AB 5372 1% for Art Project: Town Center Banners Replacement Project
- (5) AB 5377 Sustainability Program Update
- (6) AB 5380 City Manager 2017 Performance Review

### OTHER BUSINESS

Councilmember Absences  
Planning Schedule  
Board Appointments  
Councilmember Reports

### ADJOURNMENT



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

**AB 5376  
January 23, 2018  
Study Session**

**KING COUNTY METRO INNOVATIVE SOLUTIONS**

**Proposed Council Action:**  
Receive presentation.

<b>DEPARTMENT OF</b>	City Manager (Kirsten Taylor)
<b>COUNCIL LIAISON</b>	n/a
<b>EXHIBITS</b>	1. King County Metro Innovative Mobility & Transit Presentation
<b>2017-2018 CITY COUNCIL GOAL</b>	1. I-90 Access and Mobility/Prepare for Light Rail
<b>APPROVED BY CITY MANAGER</b>	

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

**SUMMARY**

At the December 5, 2017 City Council meeting, the City Manager initiated an ongoing discussion with the Council and community regarding implementation of the Sound Transit (ST) Settlement Agreement. See AB 5370 ([www.mercergov.org/files/AB5370.pdf](http://www.mercergov.org/files/AB5370.pdf)). This agenda bill and study session furthers that conversation with a presentation and discussion of the King County Metro (Metro) Innovative Mobility and Transit program, and possible first/last mile solutions for Mercer Island.

**King County Metro’s Innovative Mobility Program**

Councilmember Bassett and City staff had an initial conversation with King County Metro staff: Carol Cooper, Supervisor, Transit Market Development and Jean Paul Velez, Innovative Mobility Program Manager. Metro shared with us their “Shared Mobility Technical Report,” which examines the range of shared mobility options and the impact of new mobility services (see AB 5370, Exhibit 1). Metro is in the process of launching a number of pilots across the County that includes exploring new concepts to address geographic transit deserts, time of day challenges, and peak time challenges of meeting demand.

The ST Agreement states that the City and King County Metro will collaborate on first-last mile solutions. The City has had good success collaborating with Metro on the 630 Shuttle and looks forward to discussing other potential pilot projects. Metro staff will discuss recent and upcoming pilot projects and where Mercer Island has potential to partner with Metro to solve Mercer Island’s first/last mile solution needs.

**RECOMMENDATION**

*Assistant City Manager*

Receive presentation.

# **INNOVATIVE MOBILITY & TRANSIT KING COUNTY METRO**

AB 5376 | Exhibit 1 | Page 2

**Mercer Island City Council**

January 23, 2018

# uberPOOL



AB 5376 | Exhibit 1 | Page 3







# Innovative Mobility Action Agenda

## I

Leverage the growth of **shared mobility** options as a complement to Metro's services.

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- i. On-Demand First / Last Mile (3 Pilots)*
- ii. Private Transit Authorization*

## II

Build an internal framework to support the realization of **Mobility-as-a-Service**.

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- i. Carpool Incentive Fund*
- ii. TNC-based Emergency Ride Home*

## III

Embrace the strategic opportunities brought by **electric, connected, and automated** vehicles.

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- i. Battery bus*

## IV

Integrate Metro's **data management platforms** and engage with **Smart City** initiatives throughout King County.

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- i. UW Data Collaborative*
- ii. Management of other pilots' data intake*

## V

Advance efforts to improve the efficiency of existing **infrastructure** and realize **compact urban forms**.

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- i. Northgate Car Share Pilot*
- ii. Eastgate Mobility Hub*

## VI

Strengthen Metro's institutional capabilities to invest and nurture a **culture of innovation**.

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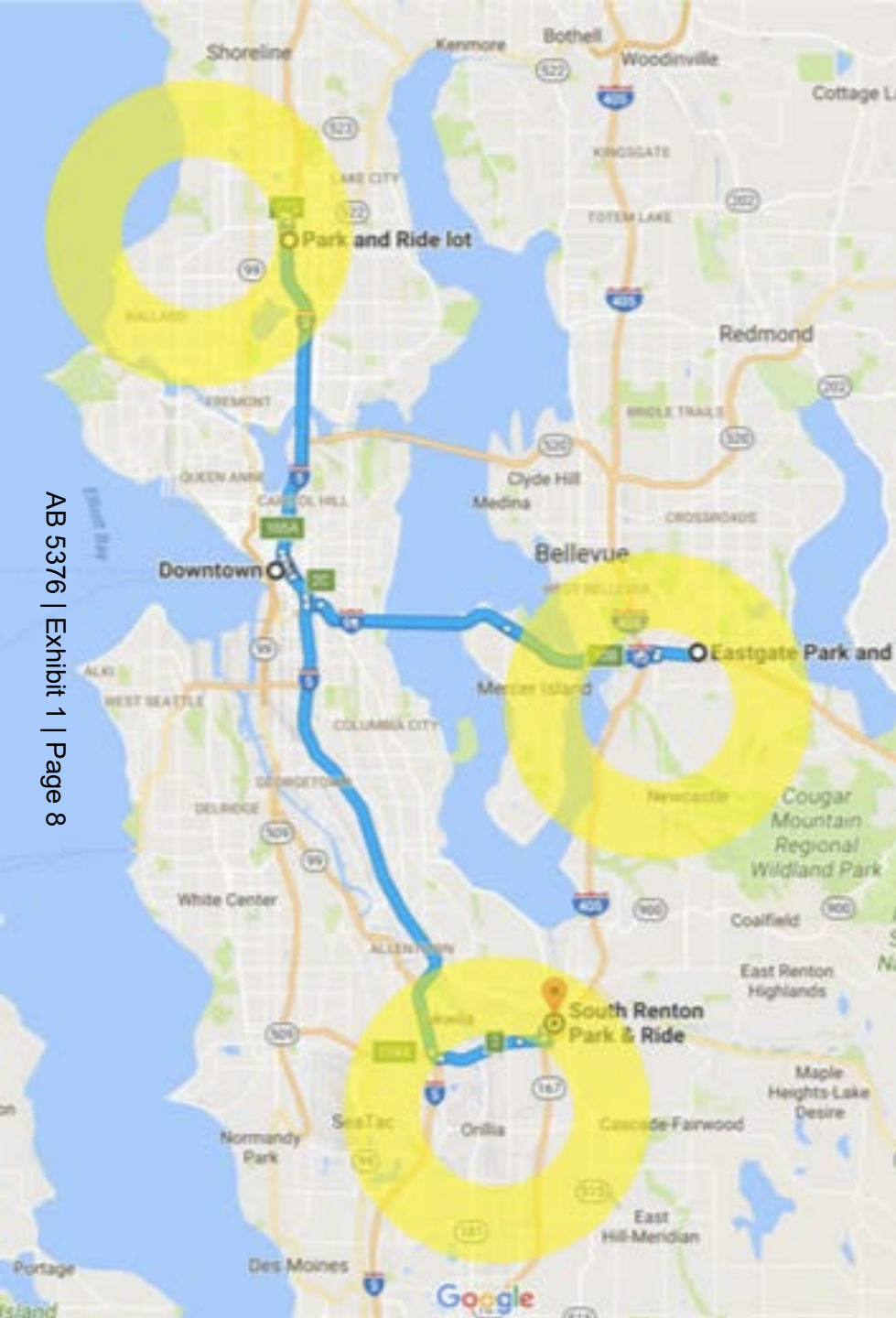
- i. Mobility management*
- ii. TIP*

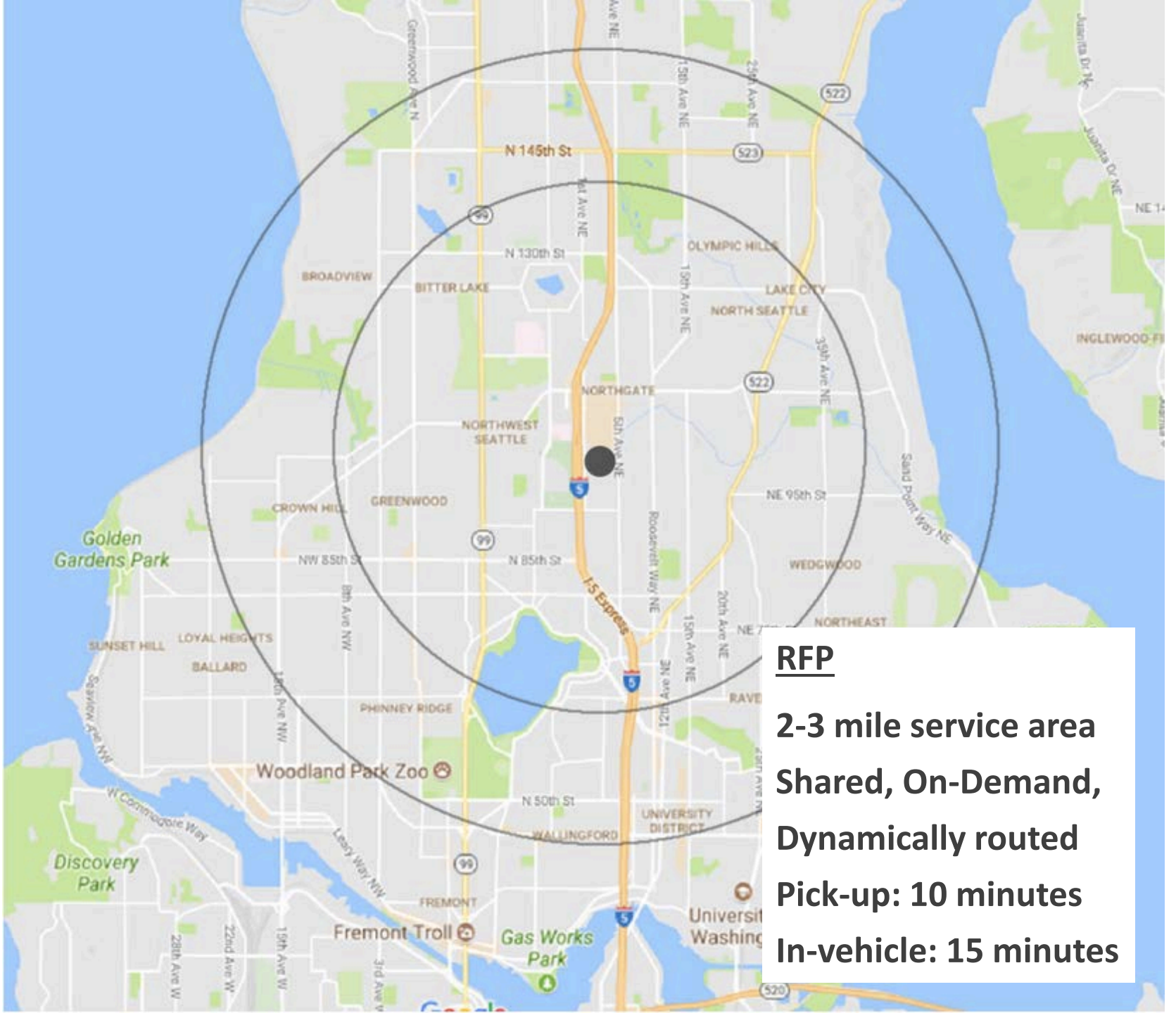
## Pilots (principles)

- Complement transit (with some risk tolerance)
- Advance/support equity
- Comprehensive data sharing
- Test out Metro's ability to manage 3<sup>rd</sup> party mobility providers

# First/Last Mile Pilot







**RFP**

**2-3 mile service area**

**Shared, On-Demand,  
Dynamically routed**

**Pick-up: 10 minutes**

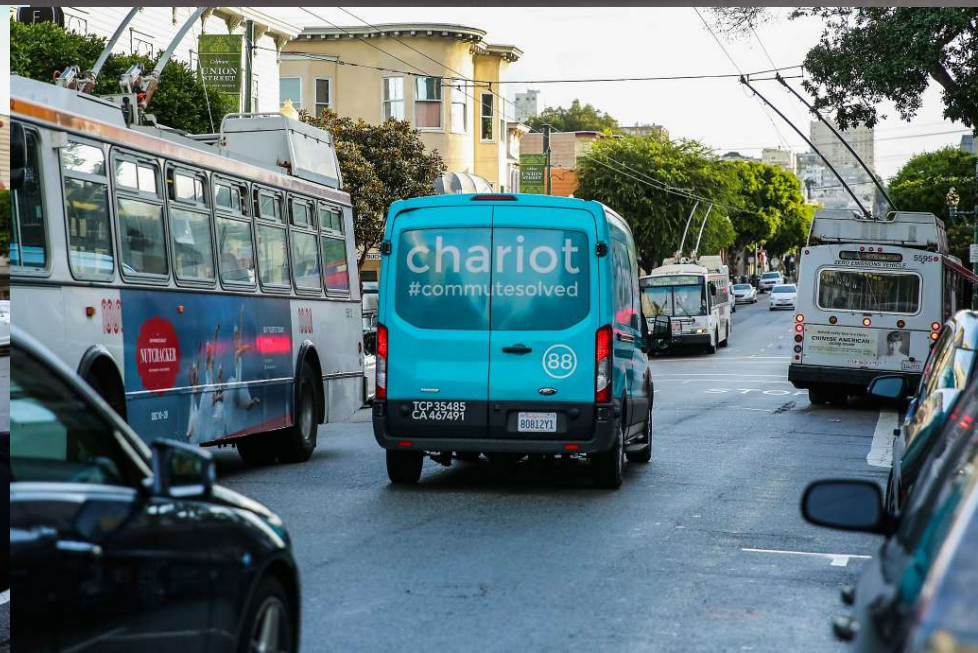
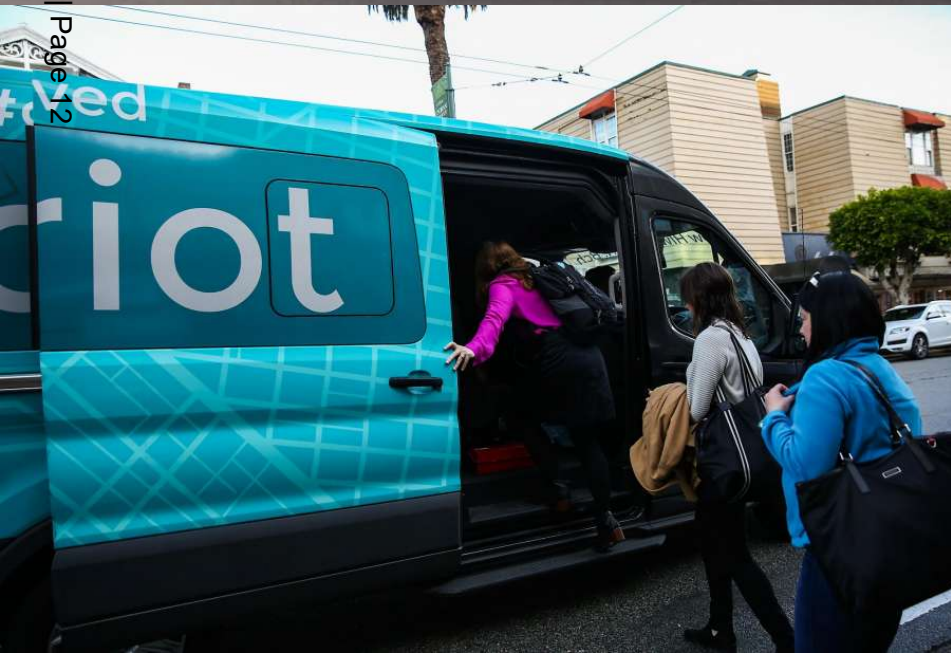
**In-vehicle: 15 minutes**

## Work Ahead

- **LOS / Fares / Subsidies**
- **Vehicle size**
- **Fixed route / Flex Routes / Full Dynamic**
- **Structuring a “co-creation” contract**

# Private Transit Authorization Pilot





## Approval Principles

- **Does not compete with existing public transit services.**
- **Provides considerable travel time savings when compared to existing transit service.**
- **Provides services at times of the day when the existing transit services are infrequent.**

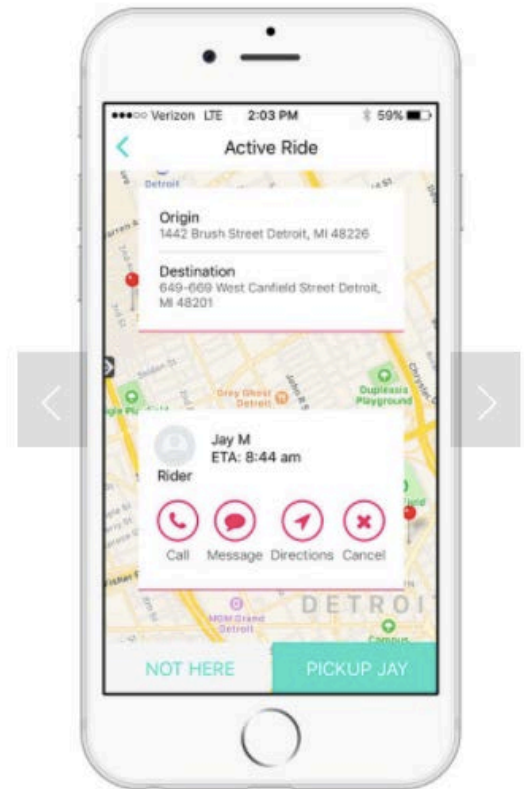
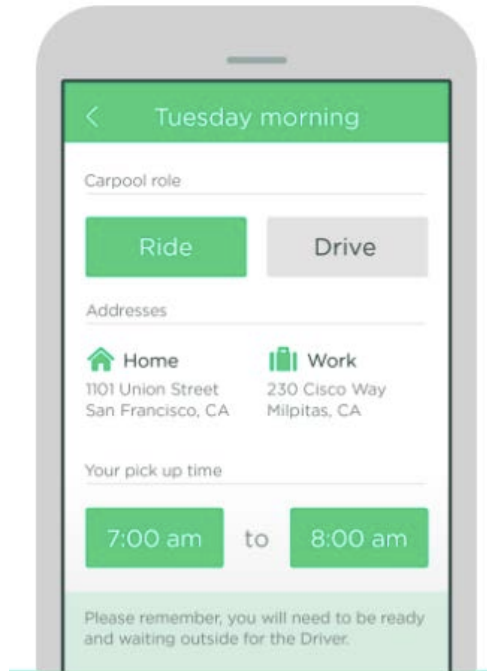
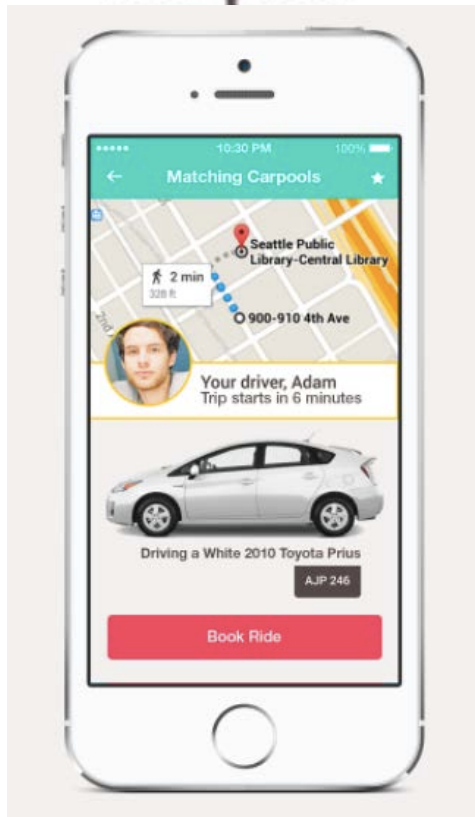


## Work Ahead

- **Complete structuring of intake process**
- **Window to submit proposals to open in Spring 2018**
- **Spring/Summer 2018 Service Launch**
- **Develop monitoring, management and evaluation tools**
- **Recurring process**

# Carpool Incentive Fund Pilot

# Carpool Incentive Fund



# Designated Car Share Parking Pilot

## Exclusive Car Share Stalls at P&Rs



## Work Ahead

- **Deliver pilots > Draw lessons >> Design new pilots**
- **Integration > with transit >> with broader suite of services/providers (MaaS)**
- **Test/advance Metro's role as a mobility management agency**



**Thank you!**

**Carol.Cooper@kingcounty.gov**

**JeanPaul.Velez@kingcounty.gov**



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

**AB 5378  
January 23, 2018  
Special Business**

**US DEPARTMENT OF ENERGY SOLSMART  
AWARD**

**Proposed Council Action:**  
Receive presented award.

<b>DEPARTMENT OF</b>	City Manager (Ross Freeman)
<b>COUNCIL LIAISON</b>	n/a
<b>EXHIBITS</b>	n/a
<b>2017-2018 CITY COUNCIL GOAL</b>	n/a
<b>APPROVED BY CITY MANAGER</b>	

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

**SUMMARY**

In mid-2017, the City was invited by its partner Spark Northwest to apply for recognition of its solar achievements and national certification of Mercer Island’s solar program and supporting policies. Following a complex, months-long application and documentation process, the City received notice late in 2017 that it had achieved top-level, Gold Status, under the Department of Energy’s SolSmart program, joining only two other cities in all of Washington and Oregon. Since the program launched in 2016, more than 150 municipalities nationwide have achieved SolSmart designation.

The designation indicates that the City meets stringent and objective criteria targeting removal of obstacles to solar development and that it is “open for solar business.” Gold status in particular indicates a lack of procedural obstacles such as long permitting waiting times, burdensome zoning regulations, or other local issues that unnecessarily impair clean energy development.

At this time, the City has over 105 known solar installations, with a capacity approaching 1000 kilowatts (i.e. 1 Megawatt) of total generation, giving it a higher per capita capacity than Bellevue, Kirkland, and Redmond combined. In the summer of 2014, Spark Northwest helped the City run a “Solarize Campaign” to encourage residential installations, successfully adding 47 new arrays to the Island in just 9 months.

The SolSmart program is implemented by the International City/County Management Association (ICMA) and The Solar Foundation, along with a team of partners with deep expertise in solar energy and local governments. The program seeks to improve the prospects for solar energy growth by streamlining local permitting requirements and promoting economic development from new solar jobs.

The Executive Director of Spark Northwest will present the City with its SolSmart Gold Award.

## RECOMMENDATION

*Sustainability & Communications Manager*

Receive award.

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	190761 -190798	1/11/2018	\$ 1,075,161.16
			<b>\$ 1,075,161.16</b>

**Accounts Payable Report by Check Number**

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00190761	01/08/2018	LEOFF HEALTH & WELFARE TRUST JANUARY 2018 FIRE RETIREES		OH009211	01/08/2018	58,166.76
00190762	01/08/2018	LEOFF HEALTH & WELFARE TRUST JAN 2018 POLICE RETIREES		OH009214	01/08/2018	62,710.93
00190763	01/08/2018	SCHOENTRUP, WILLIAM FRLEOFF1 Retiree Medical Expen	P0097723	OH009210	01/08/2018	1,647.62
00190764	01/11/2018	ALIENVAULT INC ALIENVAULT SECURITY APPLIANCE	P0097762	1121028325	11/22/2017	8,006.50
00190765	01/11/2018	COMCAST FIRE STATION 92 FIBER CIRCUIT	P0097793	60534853	01/01/2018	1,260.82
00190766	01/11/2018	CONGREGATIONAL CHURCH OF MI 2018 Park and Ride lot lease Q	P0097696	OH009220	01/01/2018	504.00
00190767	01/11/2018	ESRI SERI GIS ANNUAL SOFTWARE LICEN	P0097786	93398852	01/02/2018	27,500.00
00190768	01/11/2018	FACEBOOK rental contract 25164 complete	P0097727	25164	01/07/2018	50.00
00190769	01/11/2018	FIRETREX Firetrex Support	P0097763	303	01/01/2018	2,100.00
00190770	01/11/2018	GALLOT, IIAN insufficient registration for	P0097725	17544	01/07/2018	254.00
00190771	01/11/2018	GENTINO, CATHERINE L COUNSELOR REGISTRATION		OH009219	01/05/2018	106.00
00190772	01/11/2018	HANSON, NANCY REPLACE WARRANT 190734		OH009218	01/04/2018	192.31
00190773	01/11/2018	HARRIS COMPUTER SYSTEMS 2018 ICIS COMPUTER SUPPORT	P0097794	MN00103888	01/01/2018	25,955.90
00190774	01/11/2018	HYLAND SOFTWARE Hyland Onbase - Annual Support	P0097542	LE01007683	10/20/2017	40,172.09
00190775	01/11/2018	INSTITUTION OF FIRE ENGINEERS 2018 Dues	P0097760	20180223	01/01/2018	161.00
00190776	01/11/2018	JONES, MARK PESTICIDE LICENSE RENEWAL 2018		OH009216	01/08/2018	33.00
00190777	01/11/2018	KC FIRE COMMISSIONER ASSOC 2018 Installation Banquet	P0097761	OH009221	01/17/2018	150.00
00190778	01/11/2018	KING COUNTY 2018 ETP Membership Dues	P0097685	ETP062018	12/19/2017	200.00
00190779	01/11/2018	MAGNAS LLC MONTHLY LONG DISTANCE JAN-DEC	P0097789	OH009222	01/01/2018	207.75
00190780	01/11/2018	MI CHAMBER OF COMMERCE MONTHLY BILLING FOR SERVICES	P0097706	3164	01/04/2018	1,730.00
00190781	01/11/2018	MPLC Movie Licensing for 2018	P0097747	504126407	01/01/2018	566.04
00190782	01/11/2018	PACIFIC NORTHWEST SOCCER CLUB Campership for EA clients DN -	P0097716	OH009223	01/05/2018	600.00
00190783	01/11/2018	PAINTER, ALAN rental contract 20448 complete	P0097724	20448	01/07/2018	400.00
00190784	01/11/2018	POWDERPIGS LTD rental contract 24772 complete	P0097726	24772	01/07/2018	150.00
00190785	01/11/2018	PROJECT A INC Annual SSL Key for www.mercerg	P0097692	18211	01/01/2018	1,019.00
00190786	01/11/2018	QUENCH USA INC Water service annual fee	P0097700	INV01012376	01/01/2018	950.40

**Accounts Payable Report by Check Number**

Check No	Check Date	Vendor Name/Description	PO #	Invoice #	Invoice Date	Check Amount
00190787	01/11/2018	ROKKA SKI SCHOOL Rental contract 25013 complete	P0097729	25013	01/07/2018	400.00
00190788	01/11/2018	SKYLINE COMMUNICATIONS INC EOC INTERNET SERVICE	P0097734	IN43585	01/01/2018	206.55
00190789	01/11/2018	T2 SYSTEMS CANADA INC Monthly charges for boat launc	P0097745	INVSTD0000028660	01/01/2018	77.00
00190790	01/11/2018	TROY, BRIAN CASEY WORK CLOTHES		OH009217	01/05/2018	415.18
00190791	01/11/2018	VIDA AGENCY, THE rental contract 25194 complete	P0097739	25194	01/08/2018	50.00
00190792	01/11/2018	WA ST BAR ASSN 2018 Lawyer License Renewal #1	P0097779	OH009224	01/09/2018	479.00
00190793	01/11/2018	WA WASTEWATER COLL PERSONNEL 2018 ANNUAL CERTIFICATION RENE	P0097578	OH009226	01/01/2018	200.00
00190794	01/11/2018	WASHINGTON FIRE CHIEFS 2018 Dues	P0097764	R2018174	01/01/2018	1,500.00
00190795	01/11/2018	WCIA 2018 Liability Insurance	P0097741	18074	01/01/2018	836,368.00
00190796	01/11/2018	WRPA WRPA Risk Management School CJ	P0097742	2611	01/01/2018	279.00
00190797	01/11/2018	WSAFM 2018 Dues	P0097759	OH009225	01/18/2018	200.00
00190798	01/11/2018	VICKERS MICHAEL L REPLACE WARRANT 190772		OH009228	01/11/2018	192.31
					Total	<u>1,075,161.16</u>



**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
<i>Org Key: 001000 - General Fund-Admin Key</i>				
P0097724	00190783	PAINTER, ALAN	rental contract 20448 complete	400.00
P0097729	00190787	ROKKA SKI SCHOOL	Rental contract 25013 complete	350.00
P0097725	00190770	GALLOT, IAN	insufficient registration for	254.00
P0097726	00190784	POWDERPIGS LTD	rental contract 24772 complete	150.00
P0097727	00190768	FACEBOOK	rental contract 25164 complete	50.00
P0097729	00190787	ROKKA SKI SCHOOL	Rental contract 25013 complete	50.00
P0097739	00190791	VIDA AGENCY, THE	rental contract 25194 complete	50.00
<i>Org Key: CO6100 - City Council</i>				
P0097685	00190778	KING COUNTY	2018 ETP Membership Dues	200.00
<i>Org Key: CT1100 - Municipal Court</i>				
P0097779	00190792	WA ST BAR ASSN	2018 Lawyer License Renewal #1	479.00
<i>Org Key: FN4501 - Utility Billing (Water)</i>				
P0097794	00190773	HARRIS COMPUTER SYSTEMS	2018 ICIS COMPUTER SUPPORT	8,651.88
<i>Org Key: FN4502 - Utility Billing (Sewer)</i>				
P0097794	00190773	HARRIS COMPUTER SYSTEMS	2018 ICIS COMPUTER SUPPORT	8,651.88
<i>Org Key: FN4503 - Utility Billing (Storm)</i>				
P0097794	00190773	HARRIS COMPUTER SYSTEMS	2018 ICIS COMPUTER SUPPORT	8,652.14
<i>Org Key: FNBE01 - Financial Services</i>				
P0097790	00190780	MI CHAMBER OF COMMERCE	MONTHLY BILLING FOR SERVICES	1,200.00
<i>Org Key: FR1100 - Administration (FR)</i>				
P0097764	00190794	WASHINGTON FIRE CHIEFS	2018 Dues	1,500.00
P0097793	00190765	COMCAST	FIRE STATION 92 FIBER CIRCUIT	412.00
P0097760	00190775	INSTITUTION OF FIRE ENGINEERS	2018 Dues	161.00
P0097761	00190777	KC FIRE COMMISSIONER ASSOC	2018 Installation Banquet	150.00
<i>Org Key: FR4100 - Training</i>				
P0097763	00190769	FIRETRET	Firetret Support	2,100.00
<i>Org Key: FR5100 - Community Risk Reduction</i>				
P0097759	00190797	WSAFM	2018 Dues	200.00
<i>Org Key: GGI001 - General Government-Insurance</i>				
P0097741	00190795	WCIA	2018 Liability Insurance	519,852.64
P0097741	00190795	WCIA	2018 Property Insurance	72,227.63
P0097741	00190795	WCIA	2018 Boiler and Machinery Insu	3,235.00
P0097741	00190795	WCIA	2018 Crime and Fidelity Insura	2,170.00
<i>Org Key: GGM001 - General Government-Misc</i>				
P0097692	00190785	PROJECT A INC	Website Hosting 1/1 - 3/31	900.00
P0097793	00190765	COMCAST	CITY HALL BACKUP INTERNET	848.82
P0097692	00190785	PROJECT A INC	Annual SSL Key for www.mercerg	119.00
<i>Org Key: GGM004 - Gen Govt-Office Support</i>				
P0097700	00190786	QUENCH USA INC	Water service annual fee	950.40
<i>Org Key: GGM005 - Genera Govt-LI Retiree Costs</i>				
	00190762	LEOFF HEALTH & WELFARE TRUST	JAN 2018 POLICE RETIREES	5,722.50

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00190761	LEOFF HEALTH & WELFARE TRUST	JANUARY 2018 FIRE RETIREES	3,828.91
P0097723	00190763	SCHOENTRUP, WILLIAM	FRLEOFF1 Retiree Medical Expen	1,647.62
<i>Org Key: GX9996 - Employee Benefits-Police</i>				
	00190762	LEOFF HEALTH & WELFARE TRUST	JANUARY 2018 POLICE ACTIVE	50,831.10
	00190762	LEOFF HEALTH & WELFARE TRUST	JAN 2018 POLICE RECORDS ACTIVE	6,157.33
<i>Org Key: GX9997 - Employee Benefits-Fire</i>				
	00190761	LEOFF HEALTH & WELFARE TRUST	JANUARY 2018 FIRE ACTIVE	54,337.85
<i>Org Key: IS1100 - IGS Mapping</i>				
P0097786	00190767	ESRI	SERI GIS ANNUAL SOFTWARE LICEN	6,875.00
<i>Org Key: IS2100 - IGS Network Administration</i>				
P0097762	00190764	ALIENVAULT INC	ALIENVAULT SECURITY APPLIANCE	8,006.50
P0097789	00190779	MAGNAS LLC	MONTHLY LONG DISTANCE JAN-DEC	207.75
<i>Org Key: IS3101 - GIS Analyst Water Fund</i>				
P0097786	00190767	ESRI	SERI GIS ANNUAL SOFTWARE LICEN	6,875.00
<i>Org Key: IS3102 - GIS Analyst Sewer Fund</i>				
P0097786	00190767	ESRI	SERI GIS ANNUAL SOFTWARE LICEN	6,875.00
<i>Org Key: IS3103 - GIS Analyst Storm Fund</i>				
P0097786	00190767	ESRI	SERI GIS ANNUAL SOFTWARE LICEN	6,875.00
<i>Org Key: MT3600 - Sewer Associated Costs</i>				
P0097578	00190793	WA WASTEWATER COLL PERSONNEL	2018 ANNUAL CERTIFICATION RENE	200.00
	00190776	JONES, MARK	PESTICIDE LICENSE RENEWAL 2018	33.00
<i>Org Key: MT4300 - Fleet Services</i>				
P0097741	00190795	WCIA	2018 Auto Insurance	31,115.00
<i>Org Key: MT4501 - Water Administration</i>				
P0097741	00190795	WCIA	2018 Liability Insurance	110,121.73
P0097741	00190795	WCIA	2018 Property Insurance	17,412.50
<i>Org Key: MT4502 - Sewer Administration</i>				
P0097741	00190795	WCIA	2018 Liability Insurance	48,450.41
P0097741	00190795	WCIA	2018 Property Insurance	12,968.27
<i>Org Key: MT4503 - Storm Water Administration</i>				
P0097741	00190795	WCIA	2018 Liability Insurance	17,193.22
P0097741	00190795	WCIA	2018 Property Insurance	1,621.60
<i>Org Key: PO1350 - Police Emergency Management</i>				
P0097734	00190788	SKYLINE COMMUNICATIONS INC	EOC INTERNET SERVICE	206.55
<i>Org Key: PR1100 - Administration (PR)</i>				
P0097744	00190780	MI CHAMBER OF COMMERCE	Annual Membership MIPR	335.00
<i>Org Key: PR2100 - Recreation Programs</i>				
P0097747	00190781	MPLC	Movie Licensing for 2018	566.04
P0097742	00190796	WRPA	WRPA Risk Management School CJ	279.00
<i>Org Key: PR6100 - Park Maintenance</i>				

**Accounts Payable Report by GL Key**

PO #	Check #	Vendor:	Transaction Description	Check Amount
	00190790	TROY, BRIAN CASEY	WORK CLOTHES	415.18
<i>Org Key: PR6700 - I90 Park Maintenance</i>				
P0097745	00190789	T2 SYSTEMS CANADA INC	Monthly charges for boat launc	77.00
<i>Org Key: PY4617 - Flex Spending Admin 2017</i>				
	00190772	HANSON, NANCY	REPLACE WARRANT 190734	192.31
	00190798	VICKERS MICHAEL L	REPLACE WARRANT 190772	192.31
<i>Org Key: VCP105 - Transit Funding Placeholder</i>				
P0097696	00190766	CONGREGATIONAL CHURCH OF MI	2018 Park and Ride lot lease Q	504.00
<i>Org Key: WG702T - Document Managment</i>				
P0097542	00190774	HYLAND SOFTWARE	Hosting Fee - 1 Year	19,800.00
P0097544	00190774	HYLAND SOFTWARE	Hyland Onbase - Annual Support	18,722.09
P0097542	00190774	HYLAND SOFTWARE	Hosted Environment Setup Fee	1,650.00
<i>Org Key: YF1100 - YFS General Services</i>				
P0097706	00190780	MI CHAMBER OF COMMERCE	Annual membership dues and mon	195.00
	00190771	GENTINO, CATHERINE L	COUNSELOR REGISTRATION	106.00
<i>Org Key: YF2600 - Family Assistance</i>				
P0097716	00190782	PACIFIC NORTHWEST SOCCER CLUB	Campership for EA clients DN -	600.00
Total				<u>1,075,161.16</u>



# CITY OF MERCER ISLAND CERTIFICATION OF PAYROLL

**PAYROLL PERIOD ENDING** **12.1.17**  
**PAYROLL DATED** **12.8.17**

Net Cash	\$	506,150.19
Net Voids/Manuals	\$	29,415.69
<b>Net Total</b>	<b>\$</b>	<b>535,565.88</b>

Federal Tax Deposit - Key Bank	\$	99,167.54
Social Security and Medicare Taxes	\$	40,772.93
Medicare Taxes Only (Fire Fighter Employees)	\$	2,356.85
Public Employees Retirement System 1 (PERS 1)	\$	-
Public Employees Retirement System 2 (PERS 2)	\$	29,274.51
Public Employees Retirement System 3 (PERS 3)	\$	5,764.68
Public Employees Retirement System (PERSJM)	\$	742.87
Public Safety Employees Retirement System (PSERS)	\$	183.26
Law Enforc. & Fire fighters System 2 (LEOFF 2)	\$	25,589.66
Regence & LEOFF Trust - Medical Insurance	\$	14,324.37
Domestic Partner/Overage Dependant - Insurance	\$	1,604.33
Group Health Medical Insurance	\$	1,357.98
Health Care - Flexible Spending Accounts	\$	2,381.84
Dependent Care - Flexible Spending Accounts	\$	2,359.17
United Way	\$	220.00
ICMA Deferred Compensation	\$	37,146.98
Fire 457 Nationwide	\$	5,562.85
Roth - ICMA	\$	50.00
Roth - Nationwide	\$	310.00
401K Deferred Comp	\$	-
Garnishments (Chapter 13)	\$	1,331.00
Child Support	\$	599.99
Mercer Island Employee Associationa	\$	162.50
Cities & Towns/AFSCME Union Dues	\$	-
Police Union Dues	\$	68.97
Fire Union Dues	\$	1,743.42
Fire Union - Supplemental Dues	\$	142.00
Standard - Supplemental Life Insurance		
Unum - Long Term Care Insurance	\$	754.50
AFLAC - Supplemental Insurance Plans	\$	848.93
Coffee Fund	\$	96.00
Transportation	\$	105.00
HRA - VEBA	\$	3,849.40
Miscellaneous	\$	-
Nationwide Extra	\$	1,500.00
<b>Tax &amp; Benefit Obligations Total</b>	<b>\$</b>	<b>280,371.53</b>

<b>TOTAL GROSS PAYROLL</b>	<b>\$ 815,937.41</b>
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I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Mercer Island, and that I am authorized to authenticate and certify to said claim.

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



# CITY OF MERCER ISLAND CERTIFICATION OF PAYROLL

**PAYROLL PERIOD ENDING** **12.15.17**  
**PAYROLL DATED** **12.22.17**

Net Cash	\$	505,487.27
Net Voids/Manuals	\$	30,721.56
<b>Net Total</b>	<b>\$</b>	<b>536,208.83</b>

Federal Tax Deposit - Key Bank	\$	104,996.98
Social Security and Medicare Taxes	\$	39,893.64
Medicare Taxes Only (Fire Fighter Employees)	\$	2,542.10
Public Employees Retirement System 1 (PERS 1)	\$	-
Public Employees Retirement System 2 (PERS 2)	\$	29,120.98
Public Employees Retirement System 3 (PERS 3)	\$	6,088.90
Public Employees Retirement System (PERSJM)	\$	742.87
Public Safety Employees Retirement System (PSERS)	\$	183.26
Law Enforc. & Fire fighters System 2 (LEOFF 2)	\$	27,924.23
Regence & LEOFF Trust - Medical Insurance	\$	14,264.37
Domestic Partner/Overage Dependant - Insurance	\$	1,604.33
Group Health Medical Insurance	\$	1,191.11
Health Care - Flexible Spending Accounts	\$	2,681.84
Dependent Care - Flexible Spending Accounts	\$	2,359.17
United Way	\$	220.00
ICMA Deferred Compensation	\$	34,350.52
Fire 457 Nationwide	\$	5,746.97
Roth - ICMA	\$	50.00
Roth - Nationwide	\$	310.00
401K Deferred Comp	\$	-
Garnishments (Chapter 13)	\$	1,331.00
Child Support	\$	599.99
Mercer Island Employee Associationa	\$	162.50
Cities & Towns/AFSCME Union Dues	\$	2,640.67
Police Union Dues	\$	2,290.47
Fire Union Dues	\$	1,870.34
Fire Union - Supplemental Dues	\$	154.00
Standard - Supplemental Life Insurance	\$	335.50
Unum - Long Term Care Insurance	\$	754.50
AFLAC - Supplemental Insurance Plans	\$	983.09
Coffee Fund	\$	98.00
Transportation	\$	105.00
HRA - VEBA	\$	4,564.37
Miscellaneous	\$	-
Nationwide Extra	\$	1,500.00
<b>Tax &amp; Benefit Obligations Total</b>	<b>\$</b>	<b>291,660.70</b>

<b>TOTAL GROSS PAYROLL</b>	<b>\$ 827,869.53</b>
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I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Mercer Island, and that I am authorized to authenticate and certify to said claim.

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



# CITY COUNCIL MINUTES SPECIAL MEETING JANUARY 9, 2018

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## CALL TO ORDER & ROLL CALL

City Attorney Kari Sand called the meeting to order at 5:00 pm in the Council Chambers of City Hall, 9611 SE 36<sup>th</sup> Street, Mercer Island, Washington.

Councilmembers Tom Acker, Bruce Bassett, Debbie Bertlin, Wendy Weiker, and David Wisenteiner and Councilmember-Elects Salim Nice and Benson Wong were present.

## AGENDA APPROVAL

It was moved by Nice; seconded by Wong to:

**Approve the agenda as presented.**

Passed 7-0

FOR: 7 (Acker, Bassett, Bertlin, Nice, Weiker, Wisenteiner, Wong)

## EXECUTIVE SESSION

**Executive Session to review the performance of a public employee pursuant to RCW 42.30.110(1)(g) for two hours.**

At 5:04 pm, City Attorney Kari Sand convened the Executive Session to review the performance of a public employee pursuant to RCW 42.30.110(1)(g) for two hours.

At 6:30 pm, City Attorney Sand adjourned the Executive Session.

The Council recessed until 7:00 pm.

## SPECIAL BUSINESS

### **AB 5374 Councilmember Oaths of Office and Mayor and Deputy Mayor Elections**

City Attorney Kari Sand welcomed the audience and explained that official oaths were sworn prior to the Special Meeting commencing, but that there would be a ceremonial oath taking by Councilmembers Nice and Wong, along with Mayor and Deputy Mayor Elections to follow.

Deputy City Clerk Ellie Hooman administered the Oaths of Office to newly elected Councilmember Salim Nice and to re-elected Councilmember Benson Wong.

City Attorney Kari Sand explained how the nomination and voting process would work for the Mayor and Deputy Mayor Elections. She noted that to be successful a nominee must receive at least 4 votes from the full Council to be declared the successful candidate. She then called for nominations from the floor for the office of Mayor for 2018-2019. Councilmember Nice nominated Councilmember Wisenteiner. Councilmember Wisenteiner accepted the nomination. Councilmember Bassett nominated Councilmember Bertlin. Councilmember Bertlin accepted the nomination. Councilmember Acker nominated Councilmember Wong. Councilmember Wong declined the nomination. A roll call vote was conducted and the votes were tallied as follows:

### **VOTES:**

**Wisenteiner: (3)** Acker, Nice, Wisenteiner

**Bertlin: (4)** Bassett, Bertlin, Weiker, Wong

Councilmember Bertlin received a majority of the votes and Deputy City Clerk Ellie Hooman administered the Mayoral Oath of Office to Mayor Bertlin.

City Attorney Kari Sand then called for nominations from the floor for the office of Deputy Mayor for 2018-2019. Councilmember Acker nominated Councilmember Nice. Councilmember Nice accepted the nomination. Councilmember Bassett nominated Councilmember Wong. Councilmember Wong accepted the nomination. Councilmember Weiker nominated herself. A roll call vote was conducted and the results of each round were as follows:

#### **ROUND 1**

##### **VOTES:**

**Nice: (3)** Acker, Nice, Wisenteiner

**Wong: (3)** Bassett, Bertlin, Wong

**Weiker: (1)** Weiker

City Attorney Sand noted that no candidate received the 4 votes needed to win the election, so the candidate with the fewest votes would be removed and another round of voting was conducted.

#### **ROUND 2**

##### **VOTES:**

**Nice: (4)** Acker, Nice, Wisenteiner, Weiker

**Wong: (3)** Bassett, Bertlin, Wong

Councilmember Nice received a majority of the votes and Deputy City Clerk Ellie Hooman administered the Deputy Mayoral Oath of Office to Deputy Mayor Nice.

City Attorney Sand then turned the meeting over to Mayor Bertlin.

#### **AB 5375 Martin Luther King Jr. Day Proclamation**

Mayor Debbie Bertlin read the Dr. Martin Luther King Jr. Day Proclamation and urged the citizens of Mercer Island to join in paying tribute to the life and works of Dr. Martin Luther King Jr. and apply his life and teaching of service to inspire others to serve and remember his spirit of community.

#### **CITY MANAGER REPORT**

City Manager Julie Underwood reported on the following:

- Christmas tree recycling: December 26 – January 12, Public Works Shop
- Island Crest Way Westbound Onramp Closure: January 8 – March 2, (Mon – Fri, 9:00 am – 3:00 pm)
- East Mercer Way Shoulder Project: Roadway reduced to one lane (Mon – Fri, 7:30 am – 5:00 pm)
- Island Crest Way & SE 32nd Street Pedestrian Signal (functioning beginning on January 11)
- 630 Bus Improvements
- City Financial Challenges Community Advisory Group Meeting: February 4, 6:00 – 9:00 pm
- Island Crest Park Ballfield Ribbon Cutting: Wednesday, March 14
- Tiny Trees Preschool: Opens September 2018
- MI Boys and Girls Club Business Breakfast: Thursday, February 1
- MIYFS Breakfast: Wednesday, February 7
- Youth Theater Northwest Gala: Saturday, March 3
- Leap for Green Sustainability Fair: Saturday, April 14
- Mercer Island Schools Foundation Breakfast of Champions: Tuesday, April 24

#### **APPEARANCES**

Meg Lippert, 4052 94th Ave SE, spoke about Concerned Citizens of Mercer Island actions during 2017. She presented a written statement to the Council.

Addison Oakley, Senior at Mercer Island High School, spoke about depression in adolescents in the US. He noted

that suicide is the third leading cause of death in adolescents. He asked the Council to continue supporting Mercer Island Youth and Family Services, particularly mental health counselors in schools.

Kendra Watson, 2428 62 Ave SE, a senior at Mercer Island High School, spoke about the public health benefits other cities have seen after imposing a tax on sugary beverages. She asked the Council to consider implementing a sugar tax on Mercer Island to help close the upcoming budget deficit.

Ira Appelman, 9039 E Shorewood Drive, spoke about transparency statements made during a speech by former Councilmember Dan Grausz during an untelevised portion of the reception on December 5, 2017.

Floyd Short, 8428 SE 34th Pl, Scout Master for Boy Scout Troop 457, commended Henry Weiker for attaining the rank of Eagle Scout. He thanked the Council for allowing scouts from the troop come and observe the transition of new Councilmembers and the Proclamation for Dr. Martin Luther King Jr. Day.

## CONSENT CALENDAR

**Payables: \$398,625.66 (12/07/2017), \$451,855.45 (12/14/2017), \$791,709.68 (12/21/2017), \$331,183.47 (12/28/2017), & \$92,502.29 (01/04/2018)**

**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)**

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

**Minutes: November 28, 2017 Special Meeting Minutes & December 5, 2017 Regular Meeting Minutes**

**Recommendation:** Adopt the November 28, 2017 Special Meeting Minutes & December 5, 2017 Regular Meeting Minutes as written.

It was moved by Wong; 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 5373 2018 State Legislative Priorities

Assistant City Manager Kirsten Taylor presented the proposed final draft of the 2018 Mercer Island Legislative Priorities.

It was moved by Bassett; seconded by Nice to:

**Amend the main motion and remove the remainder of the sentence after the word “pollution” in priority 6 line 2.**

Failed 3-4

FOR: Bassett, Bertlin, Weiker, Wong

AGAINST: Acker, Nice, Wisenteiner

It was moved by Wisenteiner; seconded by Acker to:

**Remove clause 1 regarding the 1% cap on property tax from priority 4.**

Failed 3-4

FOR: Acker, Nice, Wisenteiner

AGAINST: Bassett, Bertlin, Weiker, Wong

It was moved by Bassett; seconded by Weiker to:

**Amend the main motion and add “at least half of” to priority 6 line 2 after the word direct.**

Passed 4-3

FOR: 4 (Bassett, Bertlin, Wong, Weiker)



AGAINST: 3 (Acker, Nice, Wisenteiner)

It was moved by Bertlin; seconded by Nice to:

**Adopt the final City of Mercer Island 2018 State Legislative Priorities as amended.**

Passed 7-0

FOR: 7 (Acker, Bassett, Bertlin, Nice, Weiker, Wisenteiner, Wong)

Council discussion took place regarding direction to staff on strategic approach of achieving legislative priorities. There was Council consensus to allow the contract with W2A to lapse for now until additional consideration can be given to the area of lobbying strategy during the upcoming Planning Session.

## **OTHER BUSINESS**

### **Councilmember Absences**

There were no absences.

Councilmember Acker advised that he may miss the January 23rd meeting.

### **Planning Schedule**

City Manager Underwood noted the following:

- Planning Session begins Friday, January 26 at 3:00 pm until 6:30 pm. Session will resume on Saturday, January 27 at 8:00 am until 5:00 pm.
- King County Metro representative will be in attendance at the January 23 Study Session
- February 6: Study Session regarding MICA, General Sewer Plan will be moved to Regular Business
- February 20: Study Session regarding Emergency Preparedness and Planning

### **Board Appointments**

There were no appointments.

### **Councilmember Reports**

Mayor Bertlin noted that she will be reviewing the legislative priorities for ETP this Friday.

Councilmember Weiker noted that the Mercer Island Youth and Family Services breakfast will be held on February 7, 2019.

Councilmember Wong attended the second annual Eastside Muslim & Immigration Safety Forum on January 3rd. He noted that it was attended by over 100 people from local law enforcement and the Muslim community.

## **ADJOURNMENT**

The Special Meeting adjourned at 9:29 pm.

Attest:

---

Debbie Bertlin, Mayor

---

Ellie Hooman, Deputy City Clerk



**CITY COUNCIL MINUTES  
SPECIAL MEETING  
JANUARY 16, 2018**

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**CALL TO ORDER & ROLL CALL**

Mayor Debbie Bertlin called the Special Meeting to order at 5:04 pm at City Hall, 9611 SE 36<sup>th</sup> Street, Mercer Island, Washington.

Mayor Debbie Bertlin, Deputy Mayor Salim Nice (participated by phone), and Councilmembers Tom Acker, Bruce Bassett, Wendy Weiker (joined by phone at 6:03 pm), David Wisenteiner, and Benson Wong were present.

**SPECIAL BUSINESS**

**Executive Session to review the performance of a public employee pursuant to RCW 42.30.110(1)(g) for 60 minutes.**

At 5:04 pm, Mayor Bertlin convened the Executive Session to review the performance of a public employee pursuant to RCW 42.30.110(1)(g) for 60 minutes.

At 6:03 pm, Mayor Bertlin adjourned the Executive Session.

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

At 6:04 pm, Mayor Bertlin convened the Executive Session to discuss (with legal counsel) pending or potential litigation pursuant to RCW 42.30.110(1)(i) and 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.

At 7:03 pm, Mayor Bertlin adjourned the Executive Session.

**ADJOURNMENT**

The Special Meeting was adjourned at 7:03 pm.

\_\_\_\_\_  
Debbie Bertlin, Mayor

Attest:

\_\_\_\_\_  
Ellie Hooman, Deputy City Clerk



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

**AB 5372  
January 23, 2018  
Regular Business**

**1% FOR ART PROJECT: TOWN CENTER  
BANNERS REPLACEMENT PROJECT**

**Proposed Council Action:**

Approve the Town Center banner replacement project and authorize expenditure from 1% for Art in Public Places Fund.

<b>DEPARTMENT OF</b>	Parks and Recreation (Arts Council & Kai Fulginiti)
<b>COUNCIL LIAISON</b>	Salim Nice
<b>EXHIBITS</b>	1. Current Town Center Banner Photos
<b>2017-2018 CITY COUNCIL GOAL</b>	n/a
<b>APPROVED BY CITY MANAGER</b>	

<b>AMOUNT OF EXPENDITURE</b>	\$	26,500
<b>AMOUNT BUDGETED</b>	\$	0
<b>APPROPRIATION REQUIRED</b>	\$	26,500

**SUMMARY**

The 1% for Art program specifies that 1% of City capital improvement project (CIP) costs (excluding Utility projects) are set aside and dedicated to the commission, purchase, and installation of public artworks in a variety of settings in the City. MICC 3.55.040 states that the Arts Council shall recommend projects to the City Council, using appropriations from qualifying capital improvements projects that are pooled into the 1% for Art in Public Places Fund. MICC 4.40.200(F) notes that the funds shall be used for:

1. Selection, acquisition and installation or display of original works of visual art which may be an integral part of the project, or be placed in, on or about the project or in another public facility; and
2. Repairs and maintenance of public art acquired with 1%-for-the-arts funds; and
3. Other project-specific expenses of selection and acquisition; provided, that no part of the funds shall be used to pay administrative staffing expenses of the program.

MICC 4.40.200(H) further states that the Arts Council recommendations shall reflect short and long range planning for art works and sites regarding the appropriation of 1%-for-the-arts funds and that the arts projects should be responsive to the developing public art needs of the community, reflect the scope, scale and character of the site; and be part of new parks and building developments. The Arts Council shall carry out all necessary tasks and procedures consistent with established arts policies for the selection, placement and conservation of art works.

**BACKGROUND**

In December of 2007, the Mercer Island Arts Council chose three potential public art projects using money from the 1% for Art in Public Places Fund that was budgeted in 2008. One of the 1% for Art projects

identified by the Arts Council was decorative banners on the light poles in the Town Center. The goals and purpose of producing the banners were identified as:

- Providing beautification and visual enrichment through art pieces that everyone could enjoy,
- Highlighting the Arts Council and their produced programs, and
- Supporting artists through an art competition for the banner designs.

**PROPOSED BANNER PROJECT**

In March 2010, the City Council approved this project and 80 banners were installed throughout Town Center. In 2016, the Arts Council voted in support of creating new and refreshed banners in Town Center knowing that if approved, the current banners would have been used for at least seven years. The current banners have five different themes representing Arts Council programs. The new banners will refresh the look in Town Center and promote unity and pride in the community by showcasing the “Mercer Island Icons” theme. The following icons will be represented:

- Mercer Island Architecture
- Bridge to the World
- Water
- Natural Beauty
- A Mercer Island Sculpture

The new banners would be larger at 1.8 ft. by 3.5 ft. compared to the current 1.5 ft. by 2.5 ft. banners. Because the proposed banners are larger than the current banners, the Arts Council would like to have 70 banners hung around Town Center instead of 80. However, 75 banners will be ordered with 5 (one of each design) designated as replacements, if needed.

The Mercer Island Arts Council is requesting to allocate monies from the 1% for Art in Public Places Fund to purchase and install new Town Center banners. The balance of the Fund as of December 31, 2017 is \$171,765 (\$40,000 of which is already appropriated in 2018 for maintenance and upcoming projects). This is a public art project solicited by a call for artists, with artists submitting designs of their interpretation of the five icon categories. The winning submission will be chosen by a volunteer artist selection panel and the selected artist will receive a monetary award to design the banners. The proposed budget is as follows:

<b>Banner Project Budget</b>	
Artist Honorarium	\$3,000
Banners	\$7,500
Brackets	\$7,500
Banner Installation	\$8,500
<b>Total Project Estimated Cost</b>	<b>\$26,500</b>

The Call for Artist announcement will go out in February 2018 with the deadline for submittals in March. The design will be selected in April and the banners will be printed in May. In June, the banners will be installed and an unveiling ceremony will be held.

**RECOMMENDATION**

*Special Events & Cultural Arts Coordinator*

**MOVE 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.

# Current Town Center Banners

These banners reflect  
Arts Council programs and  
Summer Celebration



AB 5372  
Exhibit 1  
Page 4













AB 5372  
Exhibit 1  
Page 7





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

**AB 5377  
January 23, 2018  
Regular Business**

**SUSTAINABILITY PROGRAM UPDATE**

**Proposed Council Action:**

Receive presentation.

**DEPARTMENT OF**

City Manager (Ross Freeman)

**COUNCIL LIAISON**

n/a

**EXHIBITS**

1. STAR Communities sustainability framework
2. King County climate change infographic

**2017-2018 CITY COUNCIL GOAL**

n/a

**APPROVED BY CITY MANAGER**

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

**SUMMARY**

This agenda bill recaps the ten year history of the City’s sustainability program, outlines some of the programmatic challenges in making consistent progress, highlights some new forward momentum, and explores how the City will track achievements on general sustainability and greenhouse gas reduction goals in the future.

**BACKGROUND**

Following Council’s May 2006 adoption of sustainability language into the City’s Comprehensive Plan, staff at the time developed a preliminary work plan identifying current and future initiatives. Due to the initial existence of many easily implementable, low-cost projects (the low hanging fruit), early achievements were frequent in the basic fields of recycling, energy efficiency, and other general City operations.

In May 2007, the Council adopted Resolution No. 1389 (see: [www.mercergov.org/files/res1389.pdf](http://www.mercergov.org/files/res1389.pdf)) which committed to a goal of reducing greenhouse gas (GHG) emissions by **80% from 2007 levels by 2050**, which was consistent with the goals stated by King County’s Comprehensive Plan, and other regional cities.

In order to gauge progress towards this GHG goal, a decision was made to use the most widely-adopted carbon tracking software available at the time, produced by the non-profit ICLEI (International Council on Local Environmental Initiatives). Training in this Clean Air and Climate Protection Software (“CACPS”) included best practices for collecting the necessary data to calculate the City’s carbon footprint as well as the determination of a suitable base year for comparison purposes.

The arduous process of gathering the necessary annual data to consistently track progress using CACPS became the responsibility of the City’s Resource Conservation Manager (“RCM”), a part-time position funded primarily by Puget Sound Energy, tasked with seeking out and reducing energy-wasting practices



and equipment, across all City operations and facilities. Budget cuts led to the termination of the RCM position in late 2011, and several years passed during which carbon footprint data were not gathered at all, creating substantial future difficulty in rebuilding the missing information. As a result, progress on both tracking and lowering the carbon footprint of City operations and the community as whole, slowed markedly.

In 2012, in an effort to spur further action, Councilmember Bassett convened a group of citizens, experts, and Councilmembers, known as the Sustainability Policy Task Force, to develop recommendations to keep the City moving forward. The final report included near-term, achievable actions, as well as longer-term aspirational goals (see: [www.mercergov.org/files/SusTaskForceRecommendations.pdf](http://www.mercergov.org/files/SusTaskForceRecommendations.pdf)). The Task Force also identified an umbrella action, critical to the success of all other items in the report: the creation of a dedicated staff person to coordinate sustainability efforts. In 2013, the City hired its first Sustainability Manager to help enact these recommendations, but the position was only funded at 0.4 FTE.

Since that time, the Sustainability Manager has worked to implement local environmental initiatives and carbon footprint programs, as well as large-scale climate policy objectives at the regional and state level. In order to make the best use of scarce resources and amplify the City's influence, much of this work has been accomplished through participation in the King County-Cities Climate Collaboration (K4C) –of which Mercer Island is a founding member– or via other inter-jurisdictional partnerships. In fact, achieving the greenhouse gas reduction goals of almost all King County cities will only be possible through joint action involving legislation at the state level. More detail about the City's sustainability milestones is available online at [www.mercergov.org/CitySustainability](http://www.mercergov.org/CitySustainability).

Over the last several years, three factors have hampered efforts to maintain continued momentum in the City's sustainability program:

- a) You can't manage what you don't measure. The aforementioned 18-month gap in data collection has taken years of work to clear up, due to the challenges of locating, understanding, and validating missing historic information.
- b) Software obsolescence. Compounding the challenge, ICLEI stopped supporting its original software package, and it became clear that the City needed a more flexible product, capable of reflecting the latest thinking in calculating carbon emissions, performing scenarios analysis, and generating user-friendly graphical output for public consumption.
- c) Staff capacity. The current Sustainability Manager position (0.4 FTE) is married with a 0.6 FTE Communications Manager position, creating competing demands for the same staff person's time in ways that are often conflicting. The unprecedented number of community-wide topics of public interest in recent years (e.g. commuter parking, Town Center visioning, I-90 access and litigation, I-90 Center Roadway closure, residential development code, as well as increasing demands coming from social media) has generated a near-constant need for far more than 0.6 FTE in communications, such that some of the more complex, long-term sustainability work cannot be accomplished.

## **NEW PROGRESS**

Despite these constraints, progress has recently been made in two fundamental arenas:

- 1) Carbon Footprint Tracking System. The part-time support of intern data technicians over the past two years has allowed not only the recent completion of the historic carbon footprint dataset, but also the migration to a new and much more robust, cloud-based tracking system (Scope 5) under an interlocal agreement with the City of Bellevue, which has used the product successfully for five years. A draft version of the public dashboard for this new software tool is now published at: <https://k4c.scope5.com/dashboards/11>.

- 2) Community Involvement: Sustainable-Mercer Island. Early in 2017, the City began hearing from community members eager to assist with local sustainability campaigns and interested in rekindling previous successful efforts at collaborative citizen action. After a number of productive gatherings and discussions late last year, the Sustainability Manager has helped the group self-organize under the “Sustainable-Mercer Island” banner, and will engage with this new, energized source of volunteers to help facilitate the drafting of a City Sustainability Action Plan in 2018, using the framework of the STAR Communities program. Council will learn more about the formation of this group, and its vigorous endorsement of incorporating sustainability as a core concept that drives decision-making across the City, in the upcoming 2018 Council Planning Session.

The STAR Community Rating System is a voluntary, menu-based certification program designed for communities to evaluate their progress against a set of standardized sustainability objectives and evaluation measures; see Exhibit 1 and [www.starcommunities.org](http://www.starcommunities.org). While it is possible to become certified under the program, as both King County and Seattle have done, this does involve significant staff time and data gathering efforts; as a result, many communities, including Bellevue, have chosen instead to use the framework, at no cost, as a robust tool for sustainability planning.

## **SUSTAINABILITY PROGRAM UPDATE**

- 1) Sustainability Task Force Recommendations. The most recent document delineating a variety of suggested work programs is the 2012 report from the Sustainability Task Force, and as such, it has served as a useful roadmap to the type of initiative that will be written up in the City’s Sustainability Plan. The Task Force identified low-cost and modest-effort items, while deferring the larger topics of transportation and land use, and with a few exceptions, significant progress has been made in most of the six categories (Waste Reduction, Energy Conservation, Water Conservation, Yard Toxins, Green Building, Sustainability Education and Communication). For example: per capita electricity use is down by 6% since 2012; and the single-family diversion rate of waste to recycling rose from 59 to 69%.
- 2) Policy Measures and Regional Partnerships. During the last few years, the Sustainability Manager and other staff have advanced past the Task Force’s basic recommendations to pursue other more complex measures addressing climate policy, clean energy, land use, and transportation. With the limited staff time available, these represent arenas with significant potential to exponentially reduce City and regional GHG emissions and include: lobbying for stricter Washington State energy codes in Olympia; brokering multi-year clean energy supply contracts for the City; and advocating for the removal of coal-fired power from the portfolio of the City’s energy provider, PSE.
- 3) Greenhouse Gas Emissions Status. With the soft launch of the Scope 5 software to track carbon footprint and other sustainability measures, it has become clear that the City has some catching up to do in order to meet Council’s GHG reduction goals. With its more comprehensive protocols, and updated factors converting impacts into Carbon Dioxide equivalent (CO<sub>2</sub>e), the total carbon emissions of both City operations and the community are about 28% higher than the 2020 interim target. See Exhibit 2 for recent climate change statistics for King County.

In addition to Bellevue and Mercer Island, two other communities in the K4C are piloting the use of the Scope 5 software, as well as King County, which allows for comparisons across jurisdictions, especially when data are normalized for population differences. One of the early outputs from this more comprehensive tracking software is the assessment that 76% of all Mercer Island emissions derive from just two categories: vehicle use (45%) and electricity consumption (31%).

- 4) Interactive Building Performance Software. In order to reveal any further efficiencies in the operations of City facilities, building performance data has been entered into an interactive software tool from the Smart Buildings Center, allowing comparison to similar facilities, with similar usage

profiles, in the same climate. This energy benchmarking process calculates a ranking (on a scale of 0-100) for each facility, and allows operators to explore ways to match the performance of their peers. Drilling down into the data at this level of detail reveals the results of individual upgrade projects, such as the recent room-by-room heating/cooling equipment upgrade at the City's oldest building, the Luther Burbank Building (built 1929).

In the future, staff intend to present annual or semi-annual updates to Council on general sustainability and GHG reduction progress using data from these new tracking systems. In the meantime, the City's sustainability program will continue to advocate for community actions that can help the City meet its GHG targets. See Exhibit 2, page 3, for some suggestions relevant to all residents of the region.

## **RECOMMENDATION**

*Sustainability & Communications Manager*

Receive presentation.

# About the **STAR** Community Rating System

**STAR** = Sustainable Tools for Assessing and Rating

The STAR Community Rating System (STAR) is **the nation's first framework and certification program for local sustainability, built by and for local governments and the communities they serve**. The Rating System encompasses economic, environmental, and social performance measures for both local governments and the broader community.

Released in October 2012, STAR represents a milestone in the national movement to create more livable communities for all. The rating system's evaluation measures collectively define community-scale sustainability, and present a vision of how communities can become more healthy, inclusive, and prosperous across seven goal areas. The system's goals and objectives **provide a much-needed vocabulary** that local governments and their communities can use to more effectively strategize and define their sustainability planning efforts.

The intent of the rating system is to help communities identify, validate, and **support implementation of best practices** to improve sustainable community conditions. Over time, the program will **build a research model** that will allow STAR to expand national learning and drive ongoing improvements to sustainable community governance.

## **50 Certified Cities Milestone – 2016 (Includes Seattle and Tacoma)**

More than 50 cities and counties have been certified under the STAR Community Rating System, with hundreds of others actively using the framework to guide local planning, decision-making, investment, and public engagement. See the map of participating cities: <https://reporting.starcommunities.org/>

The rating system's metrics and methods have inspired local leaders to be more inclusive, make equitable investments, advance work on climate, integrate health into sustainability considerations, collaborate within and across departments, and build broader community support, both with residents and the business community.

**Learn about STAR: [www.starcommunities.org](http://www.starcommunities.org)**

# STAR's Goal Areas and Objectives

**Built Environment:** Achieve livability, choice, and access for all where people live, work, and play

**Climate & Energy:** Reduce climate impacts through adaptation and mitigation efforts and increase resource efficiency

**Economy & Jobs:** Create equitably shared prosperity and access to quality jobs

**Education, Arts & Community:** Empower vibrant, educated, connected, and diverse communities

**Equity & Empowerment:** Ensure equity, inclusion, and access to opportunity for all community members

**Health & Safety:** Strengthen communities to be healthy, resilient, and safe places for residents and businesses

**Natural Systems:** Protect and restore the natural resource base upon which life depends

An eighth category, **Innovation & Process**, supports the evolution of sustainability practice by recognizing best practices and processes, exemplary performance, local innovation, and good governance.

Each of the rating system's 7 goal areas is supported by 6-7 Objectives. Objectives are the clear and desired achievement intended to move the community toward the broader sustainability goal. Below are the system's 45 objectives, organized by goal area.

## STAR Framework of Sustainability Goals & Objectives

Built Environment	Climate & Energy	Economy & Jobs	Education, Arts & Community	Equity & Empowerment	Health & Safety	Natural Systems	Innovation & Process
Ambient Noise & Light	Climate Adaptation	Business Retention & Development	Arts & Culture	Civic Engagement	Active Living	Green Infrastructure	Best Practices & Processes
Community Water Systems	Greenhouse Gas Mitigation	Green Market Development	Community Cohesion	Civil & Human Rights	Community Health	Biodiversity & Invasive Species	Exemplary Performance
Compact & Complete Communities	Greening the Energy Supply	Local Economy	Educational Opportunity & Attainment	Environmental Justice	Emergency Management & Response	Natural Resource Protection	Local Innovation
Housing Affordability	Energy Efficiency	Quality Jobs & Living Wages	Historic Preservation	Equitable Services & Access	Food Access & Nutrition	Outdoor Air Quality	Good Governance
Infill & Redevelopment	Water Efficiency	Targeted Industry Development	Social & Cultural Diversity	Human Services	Health Systems	Water in the Environment	
Public Parkland	Local Government GHG & Resource Footprint	Workforce Readiness	Aging in the Community	Poverty Prevention & Alleviation	Hazard Mitigation	Working Lands	
Transportation Choices	Waste Minimization				Safe Communities		



## Exhibit 2. King County Climate Change Infographic, October 2017



### HOW DOES A CHANGING CLIMATE AFFECT OUR REGION?

CHANGES ARE ALREADY AFFECTING OUR ENVIRONMENT, ECONOMY, AND HUMAN HEALTH. THE CHOICES WE MAKE TODAY ABOUT REDUCING GREENHOUSE GASES WILL AFFECT THE SEVERITY OF FUTURE IMPACTS.

#### INCREASED HEAT

Average annual air temperature in the Puget Sound region is increasing (+1.3°F, 1895-2014), and is projected to be 5.5°F warmer in the 2050s.



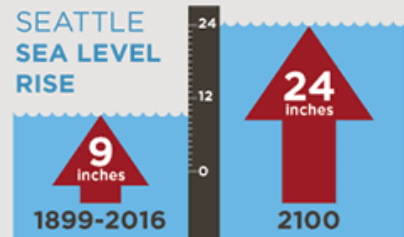
#### LESS SNOW

##### AVERAGE CASCADE SNOWPACK



#### RISING SEA LEVEL

##### SEATTLE SEA LEVEL RISE



#### PUBLIC HEALTH IMPACTS DUE TO HEAT



MORE ILLNESSES



MORE HOSPITALIZATIONS AND DEATHS

#### HEAVY RAIN EVENTS ARE INCREASING

By the 2080s, our heaviest rain events are expected to be 22% heavier.



#### MORE FREQUENT COASTAL FLOODING

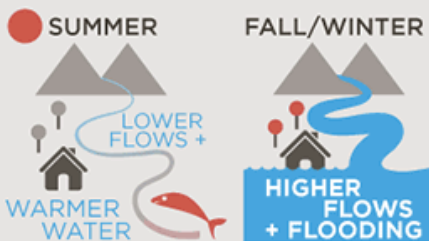


#### INCREASED WILDFIRE THREAT



4-fold increase in annual area burned projected for Washington's forests by the 2040s.

#### EXTREME RIVER CONDITIONS



#### INCREASED COSTS TO SHELLFISH GROWERS





## A GLIMPSE OF THE FUTURE?

RECENT YEARS OFFER A PREVIEW OF FUTURE CONDITIONS IF NO ACTION IS TAKEN.

### FLOODING



**JANUARY 2015:** Warm storms bring torrential rain and flooding.

### RECORD LOW SNOWPACK

**SPRING 2015:** Record low snowpack in the Central Cascades.



### RECORD TEMPERATURES

**2015:** Hottest year on record for Washington State.



**SUMMER 2017:** Hottest and driest summer on record for Seattle.

### RECORD WILDFIRES



**2014 & 2015:** Low snow and high summer temperatures lead to record fires. More than 1 million acres burned in 2015.

### LANDSLIDE RISKS

**WINTER 2017:** Wettest winter on record creates flooding and landslide hazards throughout the Puget Sound region.



### POOR AIR QUALITY

**SUMMER 2017:** Northwest forest fires create unprecedented summer air quality problems in the Puget Sound region.



### MORE FOOD-BORNE ILLNESSES

**SUMMER 2017:** More than 50 people sickened by *Vibrio*, a bacterial illness in shellfish associated with warmer temperatures.



## HOW CAN EACH OF US TAKE ACTION?

SIMPLE CHOICES IN OUR DAILY LIVES CAN MAKE A DIFFERENCE.

### GREEN UP YOUR TRAVEL



Public transit, carpooling, biking, or walking reduces emissions and roadway congestion.

### PLANT & PROTECT TREES



Healthy forests, parks, and natural areas help keep our air and water clean and reduce carbon pollution.

### CUT FOOD WASTE & SAVE



Look for smart ways to shop, store, and cook food to reduce food waste.

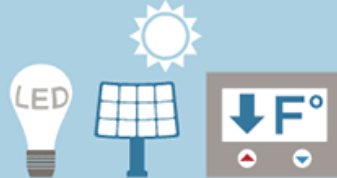
### BUY WISELY & RECYCLE MORE

Recycle everything possible and buy products that are long-lasting, energy efficient, reusable, and have less packaging to prevent waste in the first place.



### REDUCE ENERGY USE

Using LED lightbulbs and other energy saving steps reduces utility bills and environmental impact.



### SPEAK UP!

Help shape community action on climate change. Provide your input on climate actions.



*Excerpted from: Confronting Climate Change. King County, October 2017.*

*See: [www.kingcounty.gov/services/environment/climate/why-act/infographic.aspx](http://www.kingcounty.gov/services/environment/climate/why-act/infographic.aspx)*



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

**AB 5380  
January 23, 2018  
Regular Business**

**CITY MANAGER 2017 PERFORMANCE REVIEW**

**Proposed Council Action:**

Approve performance award for City Manager.

<b>DEPARTMENT OF</b>	City Council (Mayor Debbie Bertlin)
<b>COUNCIL LIAISON</b>	n/a
<b>EXHIBITS</b>	1. Report of the 2017 City Manager's Performance Evaluation
<b>2017-2018 CITY COUNCIL GOAL</b>	n/a
<b>APPROVED BY CITY MANAGER</b>	

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

**SUMMARY**

During December 2017 and January 2018, Jim Reid of The Falconer Group facilitated a performance evaluation process for City Manager Julie Underwood for 2017, fulfilling obligations in her employment contract, which provides in relevant part as follows:

...

2. **COMPENSATION AND BENEFITS**

- 2.1 Salary. In consideration of the City Manager performing the Services, the City Manager shall be paid during 2017 an annual base salary equal to \$195,000. In the second and subsequent calendar years of this Agreement, such base salary shall be increased by the annual cost of living increases awarded to non-represented employees. In addition, every three years starting in 2020, a market analysis will be performed, and the City Council will determine whether to increase the City Manager's annual base salary.
- 2.2 Performance Payment. Based on the results of the performance evaluation conducted under the provisions of Section 3, City Manager may be granted an annual performance bonus in recognition of meritorious service of up to 4% of annual base salary. The granting of such bonus, if any, will be determined by the City Council.

...

3. **PERFORMANCE REVIEW & EVALUATION**

...

- 3.3 Annual Performance Review. Starting in January of 2018 and annually thereafter, the City Council will review the City Manager's performance during the preceding 12-month period. In approximately November prior to the annual review each January, the Mayor

such process will be conducted and whether the process will be led by the Mayor or by a qualified facilitator acceptable to the City Council and City Manager. The 360°-review will include interviews of, at a minimum, all City Councilmembers and Department Directors to discuss the City Manager's performance. The Mayor or facilitator will present the findings to the City Council in an Executive Session and will recommend any compensation or benefit modifications. The City Council will meet to discuss the City Manager's performance and determine the level of achievement of the Goals and Performance Measures during the preceding year and will consider in open session any compensation or benefit modifications. The Mayor or facilitator will provide the City Manager a written summary of the performance review results by March 1<sup>st</sup> each year.

The Report of the 2017 City Manager's Performance Evaluation, attached as Exhibit 1, is the result of the feedback provided to the facilitator by each City Councilmember and each City Leadership Team Member. Through a facilitated process, the City Council reviewed and evaluated the performance feedback gathered by Mr. Reid, as well as the 2017 list of accomplishments provided by City Manager Underwood.

## **RECOMMENDATION**

*Mayor Debbie Bertlin*

**MOVE 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.

CITY OF MERCER ISLAND  
2017 CITY MANAGER'S PERFORMANCE EVALUATION

# REPORT

THE COUNCIL MEMBERS' ASSESSMENT OF THE  
CITY MANAGER'S PERFORMANCE IN 2017

16 January 2018

## THEMES FROM THE EVALUATION

In assessing the performance of City Manager Julie Underwood during 2017, her first year on the job, the City Council and Leadership Team were impressed with her leadership style, knowledge, experience, communications skills, and accomplishments. Council members said she advanced their priorities and strengthened the City's presence and messages throughout the community. Leadership Team members complimented her for providing direction, guidance, and support while respecting their expertise and management skills. Members of both the Council and Leadership Team spoke about how much she accomplished given a very daunting work plan and limited resources.

In consideration of Julie's strong performance during 2017, two themes surfaced:

First, the boundary between the Council and staff, or as one Council member labeled it, "the boundary between the legislative and executive branches." Some Council members recognized that Julie worked to clarify the Council's role and responsibilities and delineate the boundary between the Council's policy-making role and hers as the City's chief operating officer. They also appreciated that she allowed them direct access to Leadership Team members, as long as she was kept "in the loop." A number of Council members suggested that in 2018 Julie would need to continue to define and enforce this boundary and the protocols that govern the Council's relationship with staff. For example, some Council members suggested that they need Julie to "push back when the Council becomes overly ambitious and makes requests that could overwhelm staff" given the existing workload. Both Council and Leadership Team members said they count on her to be a "capable buffer between the Council and staff."

Second, resources that support the City Manager and staff. Many Council and Leadership Team members expressed concern that Julie may not be able to maintain the level of energy, enthusiasm, and creativity that she demonstrated in 2017. While they see her as a consummate professional who has the ability to balance her professional and personal lives, they recognize that the demands of the job stretch her in many different directions. Those demands may not be mitigated by sufficient support. Some people mentioned, for example, that the City Manager doesn't have an Executive Assistant to help schedule appointments and handle minor but often

time-consuming tasks. And some said that a cultural characteristic of the City is high expectations and lean resources.

## **KEY FINDINGS**

This report summarizes the Council's and Leadership Team's assessments of Julie Underwood's performance in five areas: 1) knowledge, planning, and use of resources; 2) managing people; 3) conflict resolution and consensus building; 4) communications; and 5) integrity, personal attributes, and professional growth. (These categories generally follow guidelines from the International City/County Management Association [ICMA] for assessing the performance of city and county appointed officials.)

### **KNOWLEDGE, PLANNING, USE OF RESOURCES**

Julie was described as a "seasoned professional who in 2017 instilled confidence in the organization." Some one else stated that Julie "seems to be in her element juggling the sometimes competing priorities of the City Manager. She really understands public service and the City Manager's role of working from the vision of elected officials."

Council and Leadership Team members cited her work experiences in Shoreline and California: "Her past experience and knowledge were obvious and valuable as she stepped into the role of Mercer Island City Manager at a difficult time seamlessly (while at the same time she had to spend time getting acquainted with the City staff, community members, etc.)."

Julie was also lauded for developing the new concept of highly visible Council goals and for using them and the work plan to guide and implement the City's priorities and the staff's activities.

In addition to her experience and knowledge, Julie was rated as effective in planning and using resources because she: 1) is highly organized and understands the context; 2) pays attention to details; 3) uses facts, data, and analysis to work through complex technical issues; 4) gets staff headed in same direction to solve problems, such as the I-90 express lane closure; and 5) makes good "on the spot" decisions and balances them with long-range planning. She was also complimented for having balanced high demand with scarce resources. Her ability to meet Council deadlines "generally suggests the appropriate allocation of resources." Council members also appreciated that she gave them "an early heads up" when necessary.

Some Council members credited the Finance Department Director with the financial management of the City, but said that Julie deserves credit for recognizing and supporting capable staff. One Council member commented that "financial management (in 2017) could be characterized as setting the stage for a critical community dialogue, and effectively managing with the budget (already) established when Julie took the role of City manager last January. She has done a great job with both."

Some Council members commented that her one-year tenure could be too short a period of time to evaluate Julie's performance in minimizing risks to the City. But one noticed that "the



City has resolved and settled a number of lawsuits that were pending when Julie first started and I am not aware of significant new claims being filed against the City. Julie takes very seriously the need to limit the City's liability and financial risks in analyzing potential actions by the City Council and City."

She was said to have "looked for the optimal return on investment on City expenses."

Looking ahead to 2018, one Council member requested that Julie "help the Council become more realistic when it becomes overly ambitious." And another suggested that the Council would rely on her to help them and the City become more proactive. But for this to work one Council member noted, "the Council needs to have her back."

## **MANAGING PEOPLE**

As a manager of people, Julie received high marks from both the City Council and Leadership Team. They testified that she has positive working relationships with the Leadership Team and staff throughout the organization. Council members observed that the staff responds well to Julie and she takes pride in her team outperforming her. One Council member commented: "I understand staff adore and appreciate her work, leadership, support, and decision-making. Me too." Another added this: "Staff reports a strong sense of esprit de corps under the new City Manager." A Leadership Team member said that Julie "is the best boss I have ever had."

Both Council and Leadership Team members reported that Julie has lifted morale by creating a shared sense of mission. She's inspired loyalty by giving credit where credit is due. She highlights staff and City accomplishments during Council meetings or when meeting with members one-on-one. She also broadcasts staff and City accomplishments on social media.

Council members noted that one result of her skill in managing people is that Council requests were completed thoroughly and on time. Julie followed the Council's direction in the work plan and was able to "check off the boxes" as work plan items were completed.

Amplifying concerns that the City Manager's Office lacks resources, some people commented that Julie couldn't delegate very many tasks that normally a City Manager would delegate because staffing at the City is so lean. Some Council members expressed the hope that in 2018 Julie will feel more comfortable telling them if their requests would burden staff too much given the existing workload, or that if they want something done, something else will have to be delayed or not done.

Council members observed that Julie did not need to make any major hiring decisions during her first year as City Manager; they will be interested in her decision-making process when she has to make them. Some are also interested in her "developing management plans for individuals or departments that are struggling." The Council suggested that one responsibility of a City Manager is to continuously watch for and recruit highly qualified people for key positions. And they urged her to focus on staff retention in 2018. In summary, one Council member said: "Her challenge/opportunity will be in assessing future capabilities and capacity needed to run the City in the coming years and subsequently implementing the right resourcing model."

## CONFLICT RESOLUTION AND CONSENSUS BUILDING

Both the Council and Leadership Team members said that Julie is very diplomatic and has a disarming way of managing disputes. While some Council members reported that they had not witnessed Julie negotiate, most of them and the Leadership Team believe she is good at helping resolve concerns, finding solutions that meet everyone's needs and interests, and forging consensus. She was also complimented for the relationships she has built with Council members, staff, key stakeholders, and citizens. "People connect with her like I haven't seen in any other City Manager." A key ingredient in Julie's effectiveness in connecting and resolving conflict is listening.

Some Council members observed that Mercer Island has an active citizenry. It also has many citizens who are busy raising families, work "off island," and have other commitments that prevent them from becoming engaged in City government. This could result in the City responding to a handful of people rather than the whole community. Some Council members indicated that the Council would look to Julie to help ensure that the City addresses the broader interests of the entire community.

## COMMUNICATIONS

Council members commented on Julie's communications with them, employees, and the public. A general theme about her communications skills was that she is an effective listener, someone who accurately hears what people say and, in responding, demonstrates she accurately heard and interpreted their words.

In communicating with the Council, the members most appreciated that Julie keeps all of them equally informed. When one Council member asks her a question, she makes sure that all Council members receive her answer.

The Council applauded her outreach to and presence in the community. She was described as friendly, respectful, and never condescending. These two comments best summarized the Council's assessment of her communications with the public:

- "One of the most important things that Julie did during (2017) was to make her presence known in the community. Visibility was one of the things that I wanted to see in the City Manager...Given her communication skills and desire to connect with and inform the community, the general reaction from members of the public with whom I have spoken about Julie has been very positive."
- "I have the deepest respect for Julie and her ability to connect with anyone. I have seen Julie interact with members of the public that stretch from one end of the political spectrum to the other without missing a beat. The amazing part is that they universally seem to love her. Julie truly has the ability to win others over!"

The Council and Leadership Team also cited her use of social media to connect to the community. One Council member stated that "her willingness to try new technologies to reach

community members is also very positive; e.g., using a virtual town hall to help get information out to the public about the financial challenges and posting videos on YouTube on changes to the residential development standards.”

Leadership Team members also observed that one reason why the public relates to her is that Julie and her family live on Mercer Island and she has children in its schools.

Council members praised Julie’s communications with employees, although a couple said that they had not observed Julie’s communications with them. Leadership Team members raved about her communication with them, from her use of bi-monthly team meetings, one of which includes the next level of supervisors, to the thoughtful, direct, and relevant questions she asks to become better informed, help employees see things with a fresh perspective, and work with them to solve problems.

### **INTEGRITY, PERSONAL ATTRIBUTES, AND PROFESSIONAL GROWTH**

The City Council and Leadership Team agreed that Julie conforms to the high ethical standards of the ICMA’s Code of Ethics. They also said that she is honest and fair, adapts to changes in local conditions, maintains energy and motivation despite constant demands and the stress of the job, and uses humor effectively.

Council members support her fresh thinking, willingness to try new approaches, and innovative solutions. Leadership Team members appreciate that she briefs them on key lessons from conferences she has attended and shares articles and other materials that are relevant to issues or problems they are addressing. She supports their personal growth and development in ways such as providing training and giving them opportunities to make presentations at Council meetings. The Forward Looking Organization (FLO) initiative and the “Rock Star” awards to employees for exceptional or unique contributions are other examples of her support for their professional growth and development and her recognition of employees’ accomplishments

Looking to the future, Council members suggested two things: 1) Because Julie may be ahead of some employees in using new technologies, she should help them become familiar with and apply advanced technologies; and 2) While trying new ways of doing business and taking calculated risks is a positive attribute, Julie should be careful to not overwhelm staff with too many new initiatives or approaches.

And the Council and Leadership Team are interested in Julie maintaining a balance between her professional and personal lives. They’re concerned that the level she operated at in 2017 could lead to “burn out,” particularly given the limited resources that currently support such a high-energy performance.

### **GOING FORWARD IN 2018**

The City Council was impressed by Julie’s performance in 2017, her first year as City Manager. Council members appreciated Julie’s professionalism and creativity. In 2018, the Council

encourages Julie to continue to creatively use a variety of communications tools to inform and educate the public about the City's policies, initiatives, programs, and services. Julie should also continue to apply her fresh thinking and innovation as the City addresses issues and challenges to ensure that the City effectively and imaginatively solves problems.

In addition to doing what she has done so well during the past year, the Council encourages Julie to focus on two areas:

- **Strengthen the organization.** The Council is interested in the City retaining high performing employees, identifying and recruiting new talent when appropriate, and placing the right people in the right jobs. The directors must also offer top-notch leadership to the employees and be held accountable. In addition, like Julie, they must be role models of public sector leadership. Therefore, one element of strengthening the organization is succession planning. The Council encourages Julie to develop and implement a long-term plan that trains and prepares the next generation of leaders.

One of the things Julie has done in this regard to expand the Leadership Team meeting once per month to include the next level of managers and supervisors. Innovations such as this are encouraged and would be complemented by a more formal succession plan.

Another element of strengthening the organization is to ensure that matters brought to the City Council are ready for discussion. Prioritizing issues and proposals and making sure they are fully vetted before being brought before the Council is a service the Council would appreciate and respect.

- **Modulate Council and citizen requests.** When a request from the Council or interest groups or individual citizens would, in Julie's judgment, overwhelm the staff or sidetrack the City from focusing on its priorities, Council encourages Julie to modulate the request or explain to those who made it why it can't be done at that time or what work would need to be delayed to be able to undertake the request.

Council recognizes that 2017 was an extremely busy year, and perhaps was unusually challenging because a new City Manager was at the helm. If 2018 proves to be as demanding, it will be imperative that Julie, the Council, staff, and the public focus on a few big things that will make a difference in the community's quality of life. And to do those big things well, Julie will need to take the lead to ensure that new requests or proposals are acted on if they fit within the priorities. If not, she should modulate the requests so that they do fit or explain why they are not in the City's best interests.

Finally, the Council encourages Julie to let it know what she needs to be successful and when the Council can be of help. Council members are not interested in micromanaging. But the Council is interested in supporting Julie to help her continue to succeed.



# 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.

JANUARY 23 (4TH TUESDAY)		DUE TO:	1/12 D/P	1/15 FN	1/15 CA	1/16 Clerk
ITEM TYPE   TIME   TOPIC				STAFF		SIGNER
<b>STUDY SESSION (6:00-7:00 pm)</b>						
60	King County Metro – Discuss Last/First Mile Solutions & Opportunities			Kirsten Taylor		Julie
<b>SPECIAL BUSINESS (7:00 pm)</b>						
10	SolSmart Award Presentation			Ross Freeman		Julie
10	Girl Scouts Gold Award Recognition			Jennifer Wright		
<b>REGULAR BUSINESS</b>						
15	1% for Art Project: Town Center Banners Replacement Project			Kai Fulginiti		Julie
60	Sustainability Program Update			Ross Freeman		Julie
30	City Manager 2017 Performance Review			Kryss Segle		Chip

JANUARY 26-27		DUE TO:	1/16 CM	1/16 Clerk
<b>2018 PLANNING SESSION (MICEC)</b>				

FEBRUARY 6		DUE TO:	1/26 D/P	1/29 FN	1/29 CA	1/30 Clerk
ITEM TYPE   TIME   TOPIC				STAFF		SIGNER
<b>STUDY SESSION (6:00-7:00 pm)</b>						
60	MICA Update			Julie Underwood		
<b>SPECIAL BUSINESS (7:00 pm)</b>						
	Black History Month Proclamation			Julie Underwood		
<b>CONSENT CALENDAR</b>						
--	ARCH Budget and Work Program			Alison Van Gorp		
--	ARCH Trust Fund Recommendations			Alison Van Gorp		
<b>PUBLIC HEARING</b>						
<b>REGULAR BUSINESS</b>						
60	General Sewer Plan Update			A. Tonella-Howe		
60	Critical Areas Code Amendments Scope of Work			Evan Maxim		
<b>EXECUTIVE SESSION</b>						



FEBRUARY 20		DUE TO:	2/09 D/P	2/12 FN	2/12 CA	2/13 Clerk
ITEM TYPE   TIME   TOPIC			STAFF		SIGNER	
<b>STUDY SESSION (6:00-7:00 pm)</b>						
	2017 Recap and 2018 Work Plan for Emergency Preparedness and Planning			Jennifer Franklin		
<b>SPECIAL BUSINESS (7:00 pm)</b>						
<b>CONSENT CALENDAR</b>						
--	1% for Art Project: West Mercer Way/I-90 Mural Agreement for Art Work, Design, and Budget Increase			Kai Fulginiti		
<b>PUBLIC HEARING</b>						
<b>REGULAR BUSINESS</b>						
15	Patrol Rifle Replacements			Jeff Magnan		
<b>EXECUTIVE SESSION</b>						

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

MARCH 20		DUE TO:	3/09 D/P	3/12 FN	3/12 CA	3/13 Clerk
ITEM TYPE   TIME   TOPIC			STAFF		SIGNER	
<b>STUDY SESSION (6:00-7:00 pm)</b>						

<b>SPECIAL BUSINESS (7:00 pm)</b>			
<b>CONSENT CALENDAR</b>			
<b>PUBLIC HEARING</b>			
<b>REGULAR BUSINESS</b>			
<b>EXECUTIVE SESSION</b>			

<b>APRIL 3</b>		<b>DUE TO:</b>	<b>3/23 D/P</b>	<b>3/26 FN</b>	<b>3/26 CA</b>	<b>3/27 Clerk</b>
<b>ITEM TYPE   TIME   TOPIC</b>				<b>STAFF</b>		<b>SIGNER</b>
<b>STUDY SESSION (6:00-7:00 pm)</b>						
<b>SPECIAL BUSINESS (7:00 pm)</b>						
10	Sexual Assault Awareness Month Proclamation					
<b>CONSENT CALENDAR</b>						
<b>PUBLIC HEARING</b>						
60	Public Hearing: Preview of 6-Year Transportation Improvement Program			Casey Nelson		
60	Procedural Zoning Code Amendments (1st Reading)			Nicole Gaudette		
<b>REGULAR BUSINESS</b>						
<b>EXECUTIVE SESSION</b>						

<b>APRIL 17</b>		<b>DUE TO:</b>	<b>4/6 D/P</b>	<b>4/9 FN</b>	<b>4/9 CA</b>	<b>4/10 Clerk</b>
<b>ITEM TYPE   TIME   TOPIC</b>				<b>STAFF</b>		<b>SIGNER</b>
<b>STUDY SESSION (6:00-7:00 pm)</b>						
<b>SPECIAL BUSINESS (7:00 pm)</b>						
10	Volunteer Appreciation Week Proclamation					
10	Earth Day Proclamation					
<b>CONSENT CALENDAR</b>						

<b>PUBLIC HEARING</b>			
<b>REGULAR BUSINESS</b>			
30	4th Quarter 2017 Financial Status Report & Budget Adjustments	Chip Corder	
30	Procedural Zoning Code Amendments (2nd Reading)	Nicole Gaudette	
<b>EXECUTIVE SESSION</b>			

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

<b>MAY 1</b>		<b>DUE TO:</b>	<b>4/20 D/P</b>	<b>4/23 FN</b>	<b>4/23 CA</b>	<b>4/24 Clerk</b>
<b>ITEM TYPE   TIME   TOPIC</b>			<b>STAFF</b>		<b>SIGNER</b>	
<b>STUDY SESSION (6:00-7:00 pm)</b>						
<b>SPECIAL BUSINESS (7:00 pm)</b>						
	Building Safety Month Proclamation		Scott Greenberg			
<b>CONSENT CALENDAR</b>						
<b>PUBLIC HEARING</b>						
<b>REGULAR BUSINESS</b>						
30	Adoption of 6-Year Transportation Improvement Program		Casey Nelson			
15	1st Quarter 2018 Financial Status Report & Budget Adjustments		Chip Corder			
45	Zoning Code Cleanup (1st Reading)		Andrew Leon			
<b>EXECUTIVE SESSION</b>						

<b>MAY 15</b>		<b>DUE TO:</b>	<b>5/4 D/P</b>	<b>5/7 FN</b>	<b>5/7 CA</b>	<b>5/8 Clerk</b>
<b>ITEM TYPE   TIME   TOPIC</b>			<b>STAFF</b>		<b>SIGNER</b>	
<b>STUDY SESSION (6:00-7:00 pm)</b>						
<b>SPECIAL BUSINESS (7:00 pm)</b>						
10	Public Works Week Proclamation					

10	Safe Boating and Paddling Week Proclamation		
<b>CONSENT CALENDAR</b>			
<b>PUBLIC HEARING</b>			
90	City's Financial Challenges: Review Community Advisory Group's Recommendations and City Manager's Recommendations	Chip Corder	
<b>REGULAR BUSINESS</b>			
60	2018 Biennial Citizen Survey Results	Chip Corder	
30	Zoning Code Cleanup (2nd Reading)	Andrew Leon	
<b>EXECUTIVE SESSION</b>			

<b>JUNE 5</b>		<b>DUE TO:</b>	<b>5/25 D/P</b>	<b>5/28 FN</b>	<b>5/28 CA</b>	<b>5/29 Clerk</b>
<b>ITEM TYPE   TIME   TOPIC</b>				<b>STAFF</b>		<b>SIGNER</b>
<b>STUDY SESSION (6:00-7:00 pm)</b>						
<b>SPECIAL BUSINESS (7:00 pm)</b>						
<b>CONSENT CALENDAR</b>						
<b>PUBLIC HEARING</b>						
90	Proposed Levy Lid Lift Ordinance(s): 1st Reading			Chip Corder		
<b>REGULAR BUSINESS</b>						
<b>EXECUTIVE SESSION</b>						

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

<b>JUNE 19</b>		<b>DUE TO:</b>	<b>6/8 D/P</b>	<b>6/11 FN</b>	<b>6/11 CA</b>	<b>6/12 Clerk</b>
<b>ITEM TYPE   TIME   TOPIC</b>				<b>STAFF</b>		<b>SIGNER</b>
<b>STUDY SESSION (6:00-7:00 pm)</b>						
<b>SPECIAL BUSINESS (7:00 pm)</b>						

<b>CONSENT CALENDAR</b>			
<b>PUBLIC HEARING</b>			
60	Proposed Levy Lid Lift Ordinance(s): 2nd Reading	Chip Corder	
<b>REGULAR BUSINESS</b>			
90	2019-2024 Capital Improvement Program Preview	Chip Corder	
<b>EXECUTIVE SESSION</b>			

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

<b>JULY 17</b>		<b>DUE TO:</b>	<b>7/6 D/P</b>	<b>7/9 FN</b>	<b>7/9 CA</b>	<b>7/10 Clerk</b>
<b>ITEM TYPE   TIME   TOPIC</b>			<b>STAFF</b>		<b>SIGNER</b>	
<b>STUDY SESSION (6:00-7:00 pm)</b>						
<b>SPECIAL BUSINESS (7:00 pm)</b>						
	National Night Out Proclamation					
<b>CONSENT CALENDAR</b>						
<b>PUBLIC HEARING</b>						
<b>REGULAR BUSINESS</b>						

60	Code Compliance Ordinance (1st Reading)	Alison Van Gorp	
<b>EXECUTIVE SESSION</b>			

<b>AUGUST 7</b>		<b>DUE TO:</b>	<b>7/27 D/P</b>	<b>7/30 FN</b>	<b>7/30 CA</b>	<b>7/31 Clerk</b>
<b>ITEM TYPE   TIME   TOPIC</b>				<b>STAFF</b>		<b>SIGNER</b>
<b>STUDY SESSION (6:00-7:00 pm)</b>						
<b>SPECIAL BUSINESS (7:00 pm)</b>						
	Women's Equality Day Proclamation					
<b>CONSENT CALENDAR</b>						
<b>PUBLIC HEARING</b>						
<b>REGULAR BUSINESS</b>						
30	Code Compliance Ordinance (2nd Reading)	Alison Van Gorp				
<b>EXECUTIVE SESSION</b>						

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



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

SEPTEMBER 18		DUE TO:	9/7 D/P	9/10 FN	9/10 CA	9/11 Clerk
ITEM TYPE   TIME   TOPIC				STAFF		SIGNER
<b>STUDY SESSION (6:00-7:00 pm)</b>						
<b>SPECIAL BUSINESS (7:00 pm)</b>						
<b>CONSENT CALENDAR</b>						
<b>PUBLIC HEARING</b>						
<b>REGULAR BUSINESS</b>						
90	2018 Comprehensive Plan Amendments (1st Reading)			Evan Maxim		
<b>EXECUTIVE SESSION</b>						

OCTOBER 2		DUE TO:	9/21 D/P	9/24 FN	9/24 CA	9/25 Clerk
ITEM TYPE   TIME   TOPIC				STAFF		SIGNER
<b>STUDY SESSION (6:00-7:00 pm)</b>						

<b>SPECIAL BUSINESS (7:00 pm)</b>			
	Domestic Violence Action Month Proclamation		
	National Community Planning Month Proclamation	Scott Greenberg	
<b>CONSENT CALENDAR</b>			
<b>PUBLIC HEARING</b>			
60	2019-2020 Preliminary Budget: Budget Message Presentation & Distribution	Julie Underwood & Chip Corder	Julie
<b>REGULAR BUSINESS</b>			
45	2018 Comprehensive Plan Amendments (2nd Reading)	Evan Maxim	
30	Transportation Concurrency Ordinance (3rd reading)	Scott Greenberg	
<b>EXECUTIVE SESSION</b>			

<b>OCTOBER 16</b>		<b>DUE TO:</b>	<b>10/5 D/P</b>	<b>10/8 FN</b>	<b>10/8 CA</b>	<b>10/9 Clerk</b>
<b>ITEM TYPE   TIME   TOPIC</b>			<b>STAFF</b>		<b>SIGNER</b>	
<b>STUDY SESSION (6:00-7:00 pm)</b>						
<b>SPECIAL BUSINESS (7:00 pm)</b>						
<b>CONSENT CALENDAR</b>						
<b>PUBLIC HEARING</b>						
180	2019-2020 Preliminary Budget: Operating Budget Review	Chip Corder				Julie
<b>REGULAR BUSINESS</b>						
<b>EXECUTIVE SESSION</b>						

<b>NOVEMBER 6</b>		<b>DUE TO:</b>	<b>10/26 D/P</b>	<b>10/29 FN</b>	<b>10/29 CA</b>	<b>10/30 Clerk</b>
<b>ITEM TYPE   TIME   TOPIC</b>			<b>STAFF</b>		<b>SIGNER</b>	
<b>STUDY SESSION (6:00-7:00 pm)</b>						
<b>SPECIAL BUSINESS (7:00 pm)</b>						
	Veteran's Day Proclamation					
<b>CONSENT CALENDAR</b>						

<b>PUBLIC HEARING</b>			
180	2019-2020 Preliminary Budget: Capital Improvement Program Review	Chip Corder	Julie
<b>REGULAR BUSINESS</b>			
<b>EXECUTIVE SESSION</b>			

NOVEMBER 20		DUE TO:	11/9 D/P	11/12 FN	11/12 CA	11/13 Clerk
ITEM TYPE   TIME   TOPIC			STAFF		SIGNER	
<b>STUDY SESSION (6:00-7:00 pm)</b>						
<b>SPECIAL BUSINESS (7:00 pm)</b>						
<b>CONSENT CALENDAR</b>						
<b>PUBLIC HEARING</b>						
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	
<b>REGULAR BUSINESS</b>						
60	Private Community Facilities Code Amendment (1st Reading)		Evan Maxim			
<b>EXECUTIVE SESSION</b>						

DECEMBER 4		DUE TO:	11/23 D/P	11/26 FN	11/26 CA	11/27 Clerk
ITEM TYPE   TIME   TOPIC			STAFF		SIGNER	
<b>STUDY SESSION (6:00-7:00 pm)</b>						
<b>SPECIAL BUSINESS (7:00 pm)</b>						
<b>CONSENT CALENDAR</b>						
<b>PUBLIC HEARING</b>						
<b>REGULAR BUSINESS</b>						
30	2019-2020 Final Budget Adoption		Chip Corder		Julie	

15	3rd Quarter 2018 Financial Status Report & Budget Adjustments	Chip Corder	
45	Private Community Facilities Code Amendment (2nd Reading)	Evan Maxim	
<b>EXECUTIVE SESSION</b>			

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

**OTHER ITEMS TO BE SCHEDULED:**

- Code Enforcement Ordinance Update – A. Van Gorp
- Light Rail Station Design Oversight – J. Underwood
- Mercer Island Center for the Arts (MICA) Lease – K. Sand
- PSE Electric Franchise – K. Sand
- Zayo Telecom Franchise – K. Sand
- Parks Waterfront Structures Long-Term Planning – P. West
- Land Conservation Work Plan Update – A. Sommargren
- Interlocal Agreement for Fire, Rescue and Emergency Medical Services (Heitman)
- Open Space Vegetation Management – A. Sommargren
- ARCH Parity Goals – S. Greenberg
- Transportation Concurrency Code Amendment – S. Greenberg

**COUNCILMEMBER ABSENCES:**

- Tom Acker, January 23, 2018 Regular Meeting

**MISD BOARD JOINT MEETING DATES:**

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